

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

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

**PARTIES TO THE MOU** (SIGNATURES)

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

**SIGNATURES:**

*Bob Williams, Chair of the Governing Board (NoRTEC)*

*Joe Wilson, Chair of the Workforce Development Board (NoRTEC)*

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

**SIGNATURES:**

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

*Wendy Zanolli, Executive Director – SMART Workforce Center*

*Carrie Ferchaud, Executive Director – Job Training Center of Tehama County*

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

**SIGNATURE:**

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

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

**SIGNATURES:**

*Thomas Stuebner, Chief Executive Director - California Human Development Corporation*

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

**SIGNATURES:**

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

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

*James Berardi, Superintendent - Sierra County Office of Education*

*Carmen Ghysels, Superintendent Chief Learning Officer – Tahoe/Truckee Unified School District*

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

**SIGNATURE:**

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

**Trade Adjustment Assistance Programs**

SIGNATURE:

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

**Veterans Programs**

SIGNATURE:

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

**Unemployment Insurance Program**

SIGNATURE:

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

**WIOA Title IV, Vocational Rehabilitation Programs**

SIGNATURES:

*Vivian Hernandez-Obaldia, District Administrator - California Department of Rehabilitation*

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

**Title V, Older American Act Programs**

SIGNATURE:

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

**CalWORKS/TANF**

SIGNATURES:

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

*Brad Stephens, Interim County Council*

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

*Amanda Uhrhammer, County Counsel*

*Geri Byrne, Chairman of Board of Supervisors - Modoc County Board of Supervisors*

*Rachel Peña Roos, Director - Nevada County Director of Social Services*

*Jamie Hogenson, Social Services County Counsel*

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

*Gretchn Stuhr, County Counsel*

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

*David Prentice, County Counsel*

*Gerry Hemmingsen – Chair, Del Norte County Board of Supervisors – Del Norte County Department of Health & Human Services*

*Joel Bruce Campbell-Blair, County Counsel, Del Norte County*

*Les Baugh, Chair – Shasta County Board of Supervisors*

*Rubin E. Cruse Jr., County Counsel or Alan B. Cox, Deputy County Counsel, Shasta County*

*Brandon Criss – Chair, Siskiyou County Board of Supervisors*

*Edward Kiernan, County Counsel, Siskiyou County*

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

*Elizabeth Hamilton, Director – Trinity County Health and Human Services*

*Ryan Roe, Trinity County – Trinity County Risk Manager*

**APPENDIX: SERVICE AND REFERRAL MATRIX**

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

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Consolidated Infrastructure Budget (Exhibit A)

Consolidated Proportionate Share of Infrastructure Costs (Exhibit B)

Summary of Career Services (Exhibit C)

Other Systems Costs: Basic Career Services and Individual Career Services Budget (Exhibit D)

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

**Background**

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

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

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

**Purpose**

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

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

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

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

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

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

### **Mission Statement and Goals**

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

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

### **Parties to the MOU**

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

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

**One-Stop System Services**

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

**Butte County – Chico Comprehensive AJCC**

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

Partners Co-located at this AJCC:

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

**Butte County – Oroville Comprehensive AJCC**

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

Partners Co-located at this AJCC:

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

**Del Norte County – Comprehensive AJCC**

SMART Workforce Center  
875 5th Street  
Crescent City, CA 95531  
(707) 464-8347  
<http://thesmartcenter.biz>

Partners Co-located at this AJCC:

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

**Lassen County – Comprehensive AJCC**

Business and Career Network  
1616 Chestnut Street  
Susanville, CA 96130  
(530) 257-5057  
<http://afwd.org>

Partners Co-located at this AJCC:

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

**Modoc County Comprehensive AJCC**

Business and Career Network  
701 N. Main Street, Suite F  
Alturas, CA 96101  
(530) 233-4161  
<http://afwd.org>

Partners Co-located at this AJCC:

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

**Nevada County - Comprehensive AJCC**

Business and Career Network  
988 McCourtney Road  
Grass Valley, CA 95949  
(530) 265-7088  
<http://afwd.org>

Partners Co-located at this AJCC:

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

**Plumas County – Comprehensive AJCC**

Business and Career Network  
7 Quincy Junction Road  
Quincy, CA 95971  
(530) 283-1606  
<http://afwd.org>

Partners Co-located at this AJCC:

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

**Shasta County – Comprehensive AJCC**

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

Partners Co-located at this AJCC:

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

**Sierra County Comprehensive AJCC**

Business and Career Network  
305 South Lincoln Street  
Sierraville, CA 96126

(530) 994-3349

<http://afwd.org>

Partners Co-located at this AJCC:

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

**Siskiyou County Comprehensive AJCC**

SMART Workforce Center

582 Main Street

Weed, CA 96094

(530) 938-3231

<http://thesmartcenter.biz>

Partners Co-located at this AJCC:

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

**Tehama County Comprehensive AJCC**

Job Training Center of Tehama County

718 Main Street

Red Bluff, CA 96080

(530) 529-7000

<http://jobtrainingcenter.org>

Partners Co-located at this AJCC:

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

**Trinity County Comprehensive AJCC**

Smart Workforce Center

790 Main Street, Suite 618

Weaverville, CA 96093

(530) 623-5538

<http://thesmartcenter.biz>

Partners Co-located at this AJCC:

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

**AJCC System Services**

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

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

- A. Butte County
- B. Del Norte County
- C. Lassen County
- D. Modoc County
- E. Nevada County



- F. Plumas County
- G. Shasta County
- H. Sierra County
- I. Siskiyou County
- J. Tehama County
- K. Trinity County

### **Responsibility of AJCC Partners**

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

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

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

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

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

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

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

The use of space will be reviewed and reconciled against actual costs at least quarterly by NoRTEC, if needed.

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

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

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

### **Methods for Referring Customers**

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

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

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

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

- Displaced homemakers
- Low-income individuals
- Indians, Alaska Natives, and Native Hawaiians, defined in Section 66 of the WIOA
- Individuals with disabilities, including youth
- Older individuals
- Ex-offenders
- Homeless individuals
- Youth who are in or have aged out of foster care
- Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers
- Eligible migrant and seasonal farm workers as defined in Section 167(i) of WIOA
- Individuals within two years of exhausting lifetime eligibility under Part A of Title IV of the Social Security Act
- Single parents, including pregnant women
- Long-term unemployed individuals
- Other groups as the Governor involved determines to have barriers to employment

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

Section 134(c)(3)(E) of the WIOA requires the Title I Adult program to provide priority of service to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient. Veterans and eligible spouses shall also be provided priority of services among all eligible individuals, as long as they meet the WIOA Adult program eligibility criteria. WIOA Title I Adult programs must provide priority of service to these groups in the following order:

1. Veterans and eligible spouses who are also recipients of public assistance, other low income individuals, or individuals who are basic skills deficient.
2. Individuals who are recipients of public assistance, other low income individuals, or individuals who are basic skills deficient.
3. Veterans and eligible spouses who are not included in one of three WIOA priority groups noted above.

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

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

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

### **Confidentiality**

The AJCC Partner agrees to comply with the provisions of WIOA as well as the applicable sections of the Welfare and Institutions Code, the California Education Code, the Rehabilitation Act, Federal Privacy Act of 1974, as amended and any other appropriate statute or requirement to assure the following:

- All applications and individual records related to services provided under this MOU, including eligibility for services and enrollment and referral, shall be confidential and shall not be open to examination for any purpose not directly connected with the delivery of such services.
- No person will publish, disclose use, or permit, cause to be published, disclosed or used, any confidential information pertaining to AJCC applicants, participants, or customers overall unless a specific release is voluntarily signed by the participant or customer.
- The AJCC partner agrees to abide by the current confidentiality provisions of the respective statutes to which AJCC operators and other AJCC partners must adhere, and shall share information necessary for the administration of the program as allowed under law and regulation. The AJCC partner, therefore, agrees to share client information necessary for the

provision of services such as assessment, universal intake, program or training referral, job development or placement activities, and other services as needed for employment or program support purposes.

- Client information shall be shared solely for the purpose of enrollment, referral or provision of services. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.

### **Non-Discrimination and Equal Opportunity**

The AJCC partner shall not unlawfully discriminate, harass or allow harassment against any employee, applicant for employment or AJCC applicant due to gender, race, color, ancestry, religion, national origin, veteran status, physical disability, mental disability, medical condition(s), age, sex, sexual orientation or marital status. The AJCC partner agrees to comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12990) and related, applicable regulations. The AJCC partner will assure compliance with the Americans with Disabilities Act of 1990 and its amendments, which prohibits discrimination on the basis of disability, as well as other applicable regulations and guidelines issued pursuant to the Americans with Disabilities Act.

### **Grievances and Complaints Procedure**

The AJCC partner providing Title I services agrees to follow NoRTEC's established grievance and complaint procedure that is applicable to customers accessing WIOA funded programs and services. These procedures will allow the customer or entity filing the complaint to exhaust every administrative level in receiving a fair and complete hearing and resolution of their grievance. The Title I AJCC partner also agrees to communicate openly and directly to resolve any problems or disputes related to the provision of services in a cooperative manner and at the lowest level of intervention possible.

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

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

### **American's with Disabilities Act and Amendments Compliance**

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

### **Effective Dates and Terms**

This MOU shall be binding upon each party hereto upon execution by such party. The term of this MOU shall be July 1, 2022 – June 30, 2025. The MOU will be reviewed not less than once every three years to identify any substantial changes that have occurred.

The IFA budgets must be reviewed annually and updated if there are substantial changes. The IFA budgets are located in Appendix A, and may change to accomplish any required updating. ***Doing so will not constitute amending this MOU and will not require that the parties again sign this MOU.***

#### **Modifications and Revisions**

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

#### **Termination**

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

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

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

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

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

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

#### **Dispute Resolution**

The parties agree to try to resolve policy or practice disputes at the lowest level, starting with the site supervisor(s) and staff. If issues cannot be resolved at this level, they shall be referred to the management staff of the respective staff employer and the operator, for discussion and resolution.

#### **Press Releases and Communications**

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

AJCC as a single system and only call out individual AJCC Partners as appropriate to the topic or issue being covered.

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

**Hold Harmless/Indemnification/Liability**

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

**APPENDIX: SERVICE AND REFERRAL MATRIX**

- A: Butte County
- B: Del Norte County
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- D: Modoc County
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**EXHIBIT 1: INFRASTRUCTURE FUNDING AGREEMENT (EXCEL SPREADSHEET)**

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

**Counterparts/Electronic, Facsimile, and PDF Signatures.**


This agreement may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Partner written signatures may be transmitted by facsimile, email or other electronic means and have the same legal effect as if they were original signatures. Each Party of this agreement agrees to the use of electronic signatures, such as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act (“CUETA”) Cal. Civ. Code §§ 1633.1 to 1633.17), for executing this agreement. However, parties cannot be made to use an electronic form of signature if they prefer instead to use physical signatures. The Parties further agree that the electronic signatures of the Parties included in this agreement are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA as amended from time to time. The CUETA authorizes use of an electronic signature for transactions and contracts among Parties in California, including a government agency. Digital signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the Parties. For purposes of this section, a digital signature is a type of "electronic signature" as defined in subdivision (i) of Section 1633.2 of the Civil Code. Facsimile signatures or signatures transmitted via pdf document shall be treated as originals for all purposes.

**Signatures**

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

**Northern Rural Training and Employment Consortium, (NoRTEC)  
WIOA MOU 2022-2025  
Partner Signature Page**

**WIOA Title I, Grant Recipient & Administrative Entity: Northern Rural Training and Employment Consortium (NoRTEC)**

	4/28/2022
Signature (Authorized Representative)	Date
Bob Williams, Chair of the NoRTEC Governing Board	NoRTEC
Print Name/Title	Organization Name

**WIOIA Title I, Grant Recipient & Administrative Entity: Northern Rural Training and Employment Consortium (NoRTEC)**

	4/28/2022
Signature	Date
Joe Wilson, Chair of the Workforce Development Board	NoRTEC
Print Name/Title	Organization Name



**Northern Rural Training and Employment Consortium, (NoRTEC)  
WIOA MOU 2022-2025  
Partner Signature Page**

**WIOA Title I, Grant Recipient & Administrative Entity: Northern Rural  
Training and Employment Consortium (NoRTEC)**

4/28/2022

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Signature (Authorized Representative)

Date

Bob Williams, Chair of the NoRTEC Governing Board


NoRTEC

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Print Name/Title

Organization Name

**WIOIA Title I, Grant Recipient & Administrative Entity: Northern Rural  
Training and Employment Consortium (NoRTEC)**

DocuSigned by:  
  
4C876283464445D

4/28/2022

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Signature

Date

Joe Wilson, Chair of the Workforce Development Board

NoRTEC


---

Print Name/Title

Organization Name

Northern Rural Training and Employment Consortium, (NoRTEC)  
WIOA MOU 2022-2025  
Partner Signature Page

**PARTNER AGENCY**

  
\_\_\_\_\_  
Signature (Authorized Representative) 05/09/2022  
Date

**Traci Holt, Executive Director Alliance for Workforce Development, Inc.**

\_\_\_\_\_  
Print Name/Title Organization Name

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

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name/Title

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

\_\_\_\_\_  
County Counsel Signature Date

\_\_\_\_\_  
Print Name/Title

**Northern Rural Training and Employment Consortium, (NoRTEC)  
WIOA MOU 2022-2025  
Partner Signature Page**

**PARTNER AGENCY**

DocuSigned by:  
*Wendy Zanotelli*  
DEAFAC68FF60453...

5/6/2022

---

Signature (Authorized Representative)

Date

Wendy Zanotelli

SMART workforce center

---

Print Name/Title

Organization Name

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

---

Signature

Date

---

Print Name/Title

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

---

County Counsel Signature

Date

---

Print Name/Title

Northern Rural Training and Employment Consortium, (NoRTEC)  
WIOA MOU 2022-2025  
Partner Signature Page

**PARTNER AGENCY**

Carrie Ferchoud 5/31/22  
Signature (Authorized Representative) Date

Carrie Ferchoud Executive Director Job Training Center  
Print Name/Title Organization Name of Tehama  
County

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

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name/Title

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

\_\_\_\_\_  
County Counsel Signature Date

\_\_\_\_\_  
Print Name/Title

Northern Rural Training and Employment Consortium, (NoRTEC)  
WIOA MOU 2022-2025  
Partner Signature Page

**PARTNER AGENCY**

Thomas Stuebner 5/3/2022  
Signature (Authorized Representative) Date

THOMAS STUEBNER CALIFORNIA HUMAN DEVELOPMENT  
Print Name/Title /CEO Organization Name

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

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name/Title


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

\_\_\_\_\_  
County Counsel Signature Date

\_\_\_\_\_  
Print Name/Title

Northern Rural Training and Employment Consortium, (NoRTEC)  
WIOA MOU 2022-2025  
Partner Signature Page

**PARTNER AGENCY**

  
\_\_\_\_\_  
Signature (Authorized Representative) 5/6/22  
\_\_\_\_\_  
Date

Jeff Ochs Director of Alternative Education Oroville Adult Education Center  
\_\_\_\_\_  
Print Name/Title Organization Name

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

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name/Title

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

\_\_\_\_\_  
County Counsel Signature Date

\_\_\_\_\_  
Print Name/Title

**Northern Rural Training and Employment Consortium, (NoRTEC)**  
**WIOA MOU 2022-2025**  
**Partner Signature Page**

**PARTNER AGENCY**



MAY 6 2022

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Signature (Authorized Representative)  
Carmen Ghysels, Superintendent Chief Learning Officer  
Tahoe Truckee Unified School District

Date

---

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

---

Signature

Date

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Print Name/Title

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

---

County Counsel Signature

Date

---

Print Name/Title

**Northern Rural Training and Employment Consortium, (NoRTEC)  
WIOA MOU 2022-2025  
Partner Signature Page**

**PARTNER AGENCY – Wagner Peyser, Veterans Program, Trad Adjustment  
Assistance Act: *California Employment Development Department***

DocuSigned by:  
*Carianne Huss* 5/5/2022  
2AE153E8CF504D4

---

Signature (Authorized Representative) Date

**Carianne Huss,  
Deputy Division Chief**

**California Employment  
Development Department**

---

Print Name/Title

Organization Name

---

Print Name/Title



**Northern Rural Training and Employment Consortium, (NoRTEC)  
WIOA MOU 2022-2025  
Partner Signature Page**

**PARTNER AGENCY**

*David Rangel*

May 20, 2022

---

Signature (Authorized Representative)

Date

David Rangel, Employment Development Administrator

Unemployment Insurance Branch, EDD

---

Print Name/Title

Organization Name

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

---

Signature

Date

---

Print Name/Title

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

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County Counsel Signature

Date

---

Print Name/Title

Northern Rural Training and Employment Consortium, (NoRTEC)  
WIOA MOU 2022-2025  
Partner Signature Page

**PARTNER AGENCY**



5/5/2022

Signature (Authorized Representative)

Date

David Wayte/Regional Director

Department of Rehabilitation

Print Name/Title

Organization Name

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

Signature

Date

Print Name/Title

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


County Counsel Signature

Date

Print Name/Title

**Northern Rural Training and Employment Consortium, (NoRTEC)  
WIOA MOU 2022-2025  
Partner Signature Page**

**PARTNER AGENCY**

<small>DocuSigned by:</small>		5/27/2022
		
<small>023F409E56E1430...</small>		
Signature (Authorized Representative)		Date
Demetri Antzoulatos	VP, Finance, Grants, & Operations	AARP Foundation
Print Name/Title		Organization Name

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

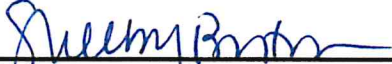
Signature	Date
Print Name/Title	

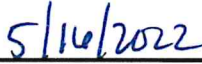
**APPROVED AS TO FORM  
(IF REQUIRED):**

County Counsel Signature	Date
Print Name/Title	


**Northern Rural Training and Employment Consortium, (NoRTEC)  
WIOA MOU 2022-2025  
Partner Signature Page**


**EMPLOYMENT AND SOCIAL SERVICES**

  
\_\_\_\_\_  
Shelby Boston, Director & Public Guardian/Public Administrator  
Butte County Department of Employment and Social Services

  
\_\_\_\_\_  
Date

**COUNTY**

  
\_\_\_\_\_  
Tamara Ingersoll  
Butte County General Services


  
\_\_\_\_\_  
Date

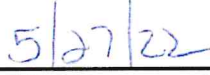
**APPROVED AS TO FORM**

  
\_\_\_\_\_  
Brad J. Stephens  
Interim Butte County Counsel

  
\_\_\_\_\_  
Date


**APPROVED FOR CONTRACT POLICY COMPLIANCE**

  
\_\_\_\_\_  
Debbie Heath  
Butte County General Services Contracts Division

  
\_\_\_\_\_  
Date


Northern Rural Training and Employment Consortium, (NoRTEC)  
WIOA MOU 2022-2025  
Partner Signature Page

**PARTNER AGENCY**

  
\_\_\_\_\_  
Signature (Authorized Representative) 6/14/2022  
\_\_\_\_\_  
Date

**Barbara Longo, Director of Health & Social Services Lassen County**

\_\_\_\_\_  
Print Name/Title \_\_\_\_\_  
Organization Name

  
\_\_\_\_\_  
Signature (Authorized Representative) 6/16/22  
\_\_\_\_\_  
Date

**Richard Egan, County Administrative Officer Lassen County**

\_\_\_\_\_  
Print Name/Title \_\_\_\_\_  
Organization Name

**BOARD OF SUPERVISORS:**


  
\_\_\_\_\_  
Signature 6/21/22  
\_\_\_\_\_  
Date

Jeff Hemphill, Vice Chairman

~~Chris Gallagher, Chairman~~ – Lassen County Board of Supervisors

\_\_\_\_\_  
Print Name/Title

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
County Counsel Signature 6/3/22  
\_\_\_\_\_  
Date

**Amanda Uhrhammer, Lassen County Counsel**

\_\_\_\_\_  
Print Name/Title

Northern Rural Training and Employment Consortium, (NoRTEC)  
WIOA MOU 2022-2025  
Partner Signature Page

PARTNER AGENCY

\_\_\_\_\_  
Signature (Authorized Representative) Date

\_\_\_\_\_  
Print Name/Title Organization Name

BOARD OF SUPERVISORS  
(IF REQUIRED):

  
\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Geri Byrne, Modoc County Chair of the Board

APPROVED AS TO FORM  
(IF REQUIRED):

  
\_\_\_\_\_  
County Counsel Signature Date

\_\_\_\_\_  
Margaret Long, County Counsel

**RISK MANAGEMENT APPROVAL  
(IF REQUIRED):**

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Signature

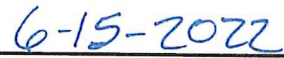
Date

---

Print Name/Title

**ATTEST**

  
Clerk of the Board Signature

  
Date

---

Tiffany Martinez, Clerk of the Board

Northern Rural Training and Employment Consortium, (NoRTEC)  
WIOA MOU 2022-2025  
Partner Signature Page

Partner Agency

COUNTY OF DEL NORTE


By:   
GERRY HEMMINGSEN, Chair  
Board of Supervisors

By:   
RANELL BROWN, Director  
Health and Human Services

ATTEST:


By:   
KYLIE GOUGHNOUR  
Clerk of the Board

APPROVED AS TO FORM:

By:   
JOEL CAMPBELL-BLAIR  
County Counsel

Date: 05/24/22

I hereby certify that according to the provisions of Government Code Section 25103, delivery of this document has been made.

Clerk of the Board  
By: 



**Northern Rural Training and Employment Consortium, (NoRTEC)  
WIOA MOU 2022-2025  
Partner Signature Page**

**PARTNER AGENCY**

Victoria A. Clark 6/1/22  
Signature (Authorized Representative) Date

Victoria A. Clark Sierra County Social Services  
Print Name/Title Organization Name

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

[Signature]  
Signature Date  
Paul Roen, Chair, Sierra County Board of Supervisors 05/17/2022  
Print Name/Title

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

[Signature]  
County Counsel Signature Date  
David Prentice, County Counsel 05/17/2022  
Print Name/Title

Northern Rural Training and Employment Consortium, (NoRTEC)  
WIOA MOU 2022-2025  
Partner Signature Page

**PARTNER AGENCY**

\_\_\_\_\_  
Signature (Authorized Representative) Date

\_\_\_\_\_  
Print Name/Title Organization Name

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

 5/17/22  
\_\_\_\_\_  
Signature Date

LES BAUGH, CHAIRMAN  
\_\_\_\_\_  
Print Name/Title

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

DocuSigned by:  
 05/11/2022 | 2:03 PM PDT  
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\_\_\_\_\_  
County Counsel Signature Date

Alan B. Box, Deputy County Counsel III  
\_\_\_\_\_  
Print Name/Title

**RISK MANAGEMENT APPROVAL  
(IF REQUIRED):**

DocuSigned by:  
*James Johnson*  
0DBC25FD751A456...

05/11/2022 | 12:43 PM PDT

---

Signature

Date

---

James Johnson, Risk Management Analyst III  
Print Name/Title

Northern Rural Training and Employment Consortium, (NoRTEC)  
WIOA MOU 2022-2025  
Partner Signature Page

**PARTNER AGENCY:**



Signature (Authorized Representative)

6/13/22

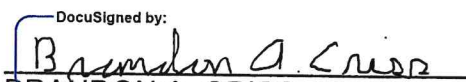
Date

Sarah Collard, Ph.D.

Siskiyou County Health and Human  
Services Agency

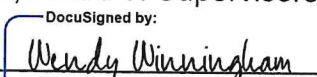
**COUNTY OF SISKIYOU**

Date: 6/21/2022

DocuSigned by:  



BRANDON A. CRISS, CHAIR  
Board of Supervisors  
County of Siskiyou  
State of California

ATTEST:  
LAURA BYNUM  
Clerk, Board of Supervisors

By:   
Deputy

Northern Rural Training and Employment Consortium, (NoRTEC)  
WIOA MOU 2022-2025  
Partner Signature Page

**PARTNER AGENCY**

  
\_\_\_\_\_  
Signature (Authorized Representative) 6/3/22  
\_\_\_\_\_  
Date

Teresa Curiel, Chief Deputy Director TCDS  
\_\_\_\_\_  
Print Name/Title Organization Name

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

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name/Title

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

\_\_\_\_\_  
County Counsel Signature Date

\_\_\_\_\_  
Print Name/Title

**A - Butte County**

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

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

Small Business Admin. information	X										
Human Resource information	X										
Rapid Response/Layoff Aversion services	X	X			X						
Job description assistance	X										
Referral assistance to partnering agency	X	X	X								

**Referral Process**

When referring to partner agencies that are co-located, AFWD staff will personally escort the customer to an agency

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

Customers interested in obtaining more information regarding services provided by Alliance for Workforce

Erin Clark - Program Supervisor  
 500 Cohasset Road, Suite 30, Chico, CA 95926  
 78 Table Mountain Blvd., Oroville, CA 95965  
 530-538-5208  
[elcark@ncen.org](mailto:elcark@ncen.org) or [afwdcontact@ncen.org](mailto:afwdcontact@ncen.org)

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

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

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

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

Customers with questions about farmworker programs and services would be referred to California Human Development (CHD)

Liliana Sapien - Case Manager  
 1249 Mangrove Avenue, Chico CA  
 916-371-8220 ext 105  
[liliana.sapien@cahumandevlopment.org](mailto:liliana.sapien@cahumandevlopment.org)

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

Customers with questions about adult education and/or literacy programs would be referred to Oroville Union High

Debra Burtshaw - Administration  
 530-538-5350  
[dburtenshaw@ouhsd.org](mailto:dburtenshaw@ouhsd.org)

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

Customers interested in programs and/or services provided by Wagner-

Ignacio Magaña  
 78 Table Mountain Blvd., Oroville, CA 95965  
 530-701-6311  
[ignacio.magana@edd.ca.gov](mailto:ignacio.magana@edd.ca.gov)

The Marysville Office can be used as backup 530-599-3040

[WSBMarysvilleFieldOffice@edd.ca.gov](mailto:WSBMarysvilleFieldOffice@edd.ca.gov)

**WIOA Title IV, Vocational Rehabilitation Programs**

Customers asking about services available through California Department of Rehab, or might fit eligibility requirements

Leslie Mello





**B - Del Norte County**

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

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

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

**Referral Process**

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

Customers interested in obtaining more information regarding services provided by the SMART Workforce Center, would be referred to Christy Hernandez, SMART Workforce Center:

875 5th Street, Crescent City, CA 95531

707-464-8347

[hchristy@thesmartcenter.biz](mailto:hchristy@thesmartcenter.biz)

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

Customers that might fit eligibility requirement for assistance through Northern CA Indian Development Council or have questions about services would be referred to Brenda Lawrence, NCIDC Program Assistant II:

888 4th Street, Crescent City, CA 95531

707-464-3512

[brenda@ncidc.org](mailto:brenda@ncidc.org)

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

Customers with questions about farmworker programs and services would be referred to California Human Development:

Lilian Sapien - Senior Case Manager

1249 Mangrove Avenue, Chico CA

916-371-8220 ext 1051

[liliana.sapien@cahumandevlopment.org](mailto:liliana.sapien@cahumandevlopment.org)

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

Customers with questions about adult education and/or literacy programs would be referred to Del Norte County Unified School District office to speak to Jeff Harris,

County and District Superintendent:

301 W. Washington Blvd, Crescent City, CA 95531

707-464-0200

[jharris@delnorte.k12.ca.us](mailto:jharris@delnorte.k12.ca.us)

<b>WIOA Title III, Wagner-Peyser Programs</b>										
Customers with questions about Wagner-Peyser programs in our area would be referred to EDD Workforce Services, Employment Program Manager II, Robyn Stalcup										
409 K Street, Eureka, CA 95501										
707-441-5707										
<a href="mailto:Robyn.Stalcup@edd.ca.gov">Robyn.Stalcup@edd.ca.gov</a>										
<b>WIOA Title IV, Vocational Rehabilitation Programs</b>										
Customers asking about services available through Department of Rehab, or might fit eligibility requirements for services, would be referred to Carla Capineri,										
Carla Capineri, Department of Rehabilitation PTII – Crescent City Branch:										
286 M Street, Crescent City, CA 95531										
707-464-8347										
<a href="mailto:carla.capineri@dor.ca.gov">carla.capineri@dor.ca.gov</a>										
<b>Title V, Older Americans Act Programs</b>										
Customers that are requesting information from Experience Works would be referred to Melissa Frohip, Project Director, Employment & Training Coordinator for Northern CA:										
1325 Pine Street, Redding, CA 96001										
530-768-5252										
<a href="mailto:Mfrohip@aarp.org">Mfrohip@aarp.org</a>										
<b>Trade Adjustment Assistance (TAA) Programs</b>										
Customers looking to find out more information regarding Trade Adjustment Assistance would be referred to the nearest EDD office to speak to Robyn Stalcup, Employment Program Manager II:										
409 K Street, Eureka, CA 95501										
707-441-5707										
<a href="mailto:Robyn.Stalcup@edd.ca.gov">Robyn.Stalcup@edd.ca.gov</a>										
<b>Veterans Programs (EDD)</b>										
Veterans looking to get more information regarding services and/or programs would be referred to the Veterans Representative, Trae Garza:										
409 K Street, Eureka, CA 95501										
707-441-5709										
<a href="mailto:trae.garza@edd.ca.gov">trae.garza@edd.ca.gov</a>										
<b>Unemployment Insurance Program (EDD)</b>										
Customers with questions regarding EDD’s Unemployment Insurance Program are first directed to use “Contact EDD” on <a href="http://www.edd.ca.gov">www.edd.ca.gov</a> . When assistance is needed beyond the website customers are referred to the Eureka Workforce Services Office, Robyn Stalcup, Employment Program Manager:										
409 K Street, Eureka, CA 95501										
707-441-5707										
<a href="mailto:Robyn.Stalcup@edd.ca.gov">Robyn.Stalcup@edd.ca.gov</a>										
<b>Temporary Assistance for Needy Families (TANF)/CalWORKs</b>										
Customers interested in programs and/or services provided by the CalWORKs department would be referred to:										
Kerri Mitchell, Supervising Integrated Case Worker for the Employment and Training Unit										
880 Northcrest Dr, Crescent City, CA 95531										
707-464-3191 x 2629										
<a href="mailto:kmitchell@co.del-norte.ca.us">kmitchell@co.del-norte.ca.us</a>										

**C - Lassen County**

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

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

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

**Referral Process**

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

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

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

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

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

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

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

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

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

Janet Marinoni - Transition Counselor  
 530-249-9997  
[JMarinoni@lassencollege.edu](mailto:JMarinoni@lassencollege.edu)

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



Customers with questions about Wagner-Peyser programs in our area would be referred to the California Employment Development Department.										
Redding EDD Office 530-225-2185 ext. 3 Workforce Services										
<a href="mailto:WSBReddingFieldOffice@edd.ca.gov">WSBReddingFieldOffice@edd.ca.gov</a>										
<b>WIOA Title IV, Vocational Rehabilitation Programs</b>										
Customers asking about services available through California Department of Rehab, or might fit eligibility requirements for services, would be referred to:										
Shannon Hogan										
530-257-6073										
<a href="mailto:shogan@dor.ca.gov">shogan@dor.ca.gov</a>										
<b>Title V, Older Americans Act Programs</b>										
Customers that are requesting information would be referred to AARP, Employment & Training Coordinator for Northern CA:										
Melissa Frohrip, Project Director										
530-768-5252										
<a href="mailto:Mfrohrip@aarp.org">Mfrohrip@aarp.org</a>										
<b>Trade Adjustment Assistance (TAA) Programs</b>										
Customers looking to find out more information regarding Trade Adjustment Assistance would be referred to the nearest EDD office to speak to:										
Redding EDD Office 530-225-2185 ext. 3 Workforce Services										
<a href="mailto:WSBReddingFieldOffice@edd.ca.gov">WSBReddingFieldOffice@edd.ca.gov</a>										
<b>Veterans Programs (EDD)</b>										
Veterans looking to get more information regarding services and/or programs would be referred to the Veterans Services Assistant:										
Redding EDD Office 530-225-2185 ext. 6 Veterans Services										
<a href="mailto:WSBReddingFieldOffice@edd.ca.gov">WSBReddingFieldOffice@edd.ca.gov</a>										
<b>Unemployment Insurance Program (EDD)</b>										
Customers with questions regarding EDD's Unemployment Insurance Program are first directed to use "Contact EDD" on <a href="http://www.edd.ca.gov">www.edd.ca.gov</a> . When assistance is needed beyond the website customers are referred to the local EDD office.										
Redding EDD Office 530-225-2185 ext. 3 Workforce Services										
<a href="mailto:WSBReddingFieldOffice@edd.ca.gov">WSBReddingFieldOffice@edd.ca.gov</a>										
<b>Temporary Assistance for Needy Families (TANF)/CalWORKs</b>										
Customers interested in programs and/or services provided by the CalWORKs department would be referred to:										
Yvonne Hawkes										
1616 Chestnut Street, Susanville, CA 96130										
530-251-8152										
<a href="mailto:yhawkes@co.lassen.ca.us">yhawkes@co.lassen.ca.us</a>										

**D - Modoc County**

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

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

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

**Referral Process**

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

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

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

Stacy Snow - Career Center Advisor

701 N. Main Street, #1

530-233-4161

[ssnow@ncen.org](mailto:ssnow@ncen.org) or [afwdcontact@ncen.org](mailto:afwdcontact@ncen.org)

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

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

California Indian Manpower Consortium, Inc.

Jeff Hogue, Coordinator

2540 Hartnell Ave.

Redding, CA 96002

(530)222-1004

[jefferyh@cimcinc.com](mailto:jefferyh@cimcinc.com)

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

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

Redding EDD Office 530-225-2185 ext. 3 Workforce Services

[WSBReddingFieldOffice@edd.ca.gov](mailto:WSBReddingFieldOffice@edd.ca.gov)

**WIOA Title IV, Vocational Rehabilitation Programs**

Customers asking about services available through California Department of Rehab, or might fit eligibility requirements for services, would be referred to:									
Christien Kensley									
530-260-1749 (cell) 530-233-5730 (main)									
<a href="mailto:Christien.Kensley@dor.ca.gov">Christien.Kensley@dor.ca.gov</a>									
<b>Title V, Older Americans Act Programs</b>									
Customers that are requesting information would be referred to AARP, Employment & Training Coordinator for Northern CA:									
Melissa Frohrip - Project Director									
530-768-5252									
<a href="mailto:mfrohrip@aarp.org">mfrohrip@aarp.org</a>									
<b>Trade Adjustment Assistance (TAA) Programs</b>									
Customers looking to find out more information regarding Trade Adjustment Assistance would be referred to the nearest EDD office to speak to:									
Redding EDD Office 530-225-2185 ext. 3 Workforce Services									
<a href="mailto:WSBReddingFieldOffice@edd.ca.gov">WSBReddingFieldOffice@edd.ca.gov</a>									
<b>Veterans Programs (EDD)</b>									
Veterans looking to get more information regarding services and/or programs would be referred to the Veterans Services Assistant:									
Redding EDD Office 530-225-2185 ext. 6 Veterans Services									
<a href="mailto:WSBReddingFieldOffice@edd.ca.gov">WSBReddingFieldOffice@edd.ca.gov</a>									
<b>Unemployment Insurance Program (EDD)</b>									
Customers with questions regarding EDD's Unemployment Insurance Program are first directed to use "Contact EDD" on <a href="http://www.edd.ca.gov">www.edd.ca.gov</a> . When assistance is needed beyond the website customers are referred to the local EDD office.									
Redding EDD Office 530-225-2185 ext. 3 Workforce Services									
<a href="mailto:WSBReddingFieldOffice@edd.ca.gov">WSBReddingFieldOffice@edd.ca.gov</a>									
<b>Temporary Assistance for Needy Families (TANF)/CalWORKs</b>									
Customers interested in programs and/or services provided by the CalWORKs department would be referred to:									
Karena Nield - Program Manager									
324 South Main Street, Alturas, CA 96101									
530-233-6501 or 530-233-6428									
<a href="mailto:karenaneild@co.modoc.ca.us">karenaneild@co.modoc.ca.us</a> or <a href="mailto:calworks@co.modoc.ca.us">calworks@co.modoc.ca.us</a>									

**E - Nevada County**

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

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

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

**Referral Process**

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

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

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

**(Grass Valley)** Jessilyn Ellenson - Career Center Advisor  
 988 McCourtney Road, Grass Valley, CA 95949  
 530-265-7092  
[jellenson@ncen.org](mailto:jellenson@ncen.org)

**(Truckee)** Dustin Hollingshead - Resource Coordinator  
 10879 Donner Pass Rd. #A  
 Truckee CA 96161  
 530-550-3015  
[dhollinshead@ncen.org](mailto:dhollinshead@ncen.org)

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

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

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

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



Customers with questions about adult education and/or literacy programs would be referred to Nevada Joint Union High School District.

**(Grass Valley)** Adrian Boggess - Administration AE

530-477-1225 x: 2304

[aheil@njuhsd.com](mailto:aheil@njuhsd.com)

**(Truckee)** Todd M. Wold - Manager of Adult Education

530-582-2591

[twold@ttusd.org](mailto:twold@ttusd.org)

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

Customers looking to find out more information regarding Wagner-Peyser Assistance would be referred to the nearest EDD office to speak to:

EDD - Marysville, CA

[WSBMarysvilleFieldOffice@edd.ca.gov](mailto:WSBMarysvilleFieldOffice@edd.ca.gov)

530-599-3040

### **WIOA Title IV, Vocational Rehabilitation Programs**

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

**(Grass Valley)** Thuy Luu - Counselor

530-477-2483

[thuy.luu@dor.ca.gov](mailto:thuy.luu@dor.ca.gov)

**(Auburn)** Leslie.Henry@dor.ca.gov - Counselor

530-823-4040

[Leslie.Henry@dor.ca.gov](mailto:Leslie.Henry@dor.ca.gov)

**(Truckee)** Timothy Savee - Counselor

(530)541-3226

[Timothy.savee@dor.ca.gov](mailto:Timothy.savee@dor.ca.gov)

### **Title V, Older Americans Act Programs**

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

Melissa Frohrip, Project Director

530-768-5252

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

### **Trade Adjustment Assistance (TAA) Programs**

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

EDD - Marysville, CA

[WSBMarysvilleFieldOffice@edd.ca.gov](mailto:WSBMarysvilleFieldOffice@edd.ca.gov)

530-599-3040

### **Veterans Programs (EDD)**

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

EDD - Marysville, CA

[WSBMarysvilleFieldOffice@edd.ca.gov](mailto:WSBMarysvilleFieldOffice@edd.ca.gov)

530-599-3040													
Andrew Macy DVOP (alternate)													
andrew.macy@edd.ca.gov													
<b>Unemployment Insurance Program (EDD)</b>													
Customers with questions regarding EDD’s Unemployment Insurance Program are first directed to use “Contact EDD” on www.edd.ca.gov. When assistance is needed beyond the website customers are referred to the local EDD office.													
EDD - Marysville, CA													
<a href="mailto:WSBMarysvilleFieldOffice@edd.ca.gov">WSBMarysvilleFieldOffice@edd.ca.gov</a>													
530-599-3040													
<b>Temporary Assistance for Needy Families (TANF)/CalWORKs</b>													
Customers interested in programs and/or services provided by the CalWORKs department would be referred to:													
Department of Social Services													
Tamaran Cook, Program Manager													
988 McCourtney Road, Grass Valley, CA 95949													
530-265-1340													
<a href="mailto:DSS@co.nevada.ca.us">DSS@co.nevada.ca.us</a> or <a href="mailto:Tamaran.cook@co.nevada.ca.us">Tamaran.cook@co.nevada.ca.us</a>													

F - Plumas County

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

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

Employee assessment/testing services	X	X									
Tax credit information	X	X			X						
Employer workshops and seminars	X										X
Outplacement assistance	X										
Small Business Admin. information	X										
Human Resource information	X										
Rapid Response/Layoff Aversion services	X	X			X						
Job description assistance	X				X						
Referral assistance to partnering agency	X	X			X						X

**Referral Process**

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

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

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

Ruthie Nicholas - Frontline

7 Quincy Junction Road, Quincy, CA 95971

530-283-1606

[afwdcontact@ncen.org](mailto:afwdcontact@ncen.org)

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

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

California Indian Manpower Consortium, Inc.

Jeff Hogue - Coordinator

2540 Hartnell Ave.

Redding, CA 96002

530-222-1004

[jefferyh@cimcinc.com](mailto:jefferyh@cimcinc.com)

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

Customers with questions about adult education and/or literacy programs would be referred to Plumas County Literacy.

Karen Miller

Feather River Adult Education Consortium (HS diploma)

530-283-1003 (main) or 530-680-9831 (direct)

[mabramson@pcoe.k12.ca.us](mailto:mabramson@pcoe.k12.ca.us)

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

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

Redding EDD Office 530-225-2185 ext. 3 Workforce Services

[WSBReddingFieldOffice@edd.ca.gov](mailto:WSBReddingFieldOffice@edd.ca.gov)

<b>Title V, Older Americans Act Programs</b>										
Customers that are requesting information from Experience Works would be referred to AARP, Employment & Training Coordinator for Northern CA:										
Melissa Frohrip, Project Director										
530-768-5252										
<a href="mailto:Mfrohrip@aarp.org">Mfrohrip@aarp.org</a>										
<b>Trade Adjustment Assistance (TAA) Programs</b>										
Customers looking to find out more information regarding Trade Adjustment Assistance would be referred to the nearest EDD office to speak to:										
Redding EDD Office 530-225-2185 ext. 3 Workforce Services										
<a href="mailto:WSBReddingFieldOffice@edd.ca.gov">WSBReddingFieldOffice@edd.ca.gov</a>										
<b>Veterans Programs (EDD)</b>										
Veterans looking to get more information regarding services and/or programs would be referred to the Veterans Services Assistant:										
Redding EDD Office 530-225-2185 ext. 6 Veterans Services										
<a href="mailto:WSBReddingFieldOffice@edd.ca.gov">WSBReddingFieldOffice@edd.ca.gov</a>										
<b>Unemployment Insurance Program (EDD)</b>										
Customers with questions regarding EDD's Unemployment Insurance Program are first directed to use "Contact EDD" on <a href="http://www.edd.ca.gov">www.edd.ca.gov</a> . When assistance is needed beyond the website customers are referred to the local EDD office.										
Redding EDD Office 530-225-2185 ext. 3 Workforce Services										
<a href="mailto:WSBReddingFieldOffice@edd.ca.gov">WSBReddingFieldOffice@edd.ca.gov</a>										
<b>Temporary Assistance for Needy Families (TANF)/CalWORKs</b>										
Customers interested in programs and/or services provided by the CalWORKs department would be referred to:										
Plumas Social Services										
270 County Hospital Road, Suite 207, Quincy, CA 95971										
530-283-6350										
<a href="http://benefitscal.org">benefitscal.org</a>										

**G - Shasta County**

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

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



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

**Referral Process**

Referrals to partner agencies will be made through phone calls, instant messaging systems, or on-site introductions.

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

Customers interested in obtaining more information regarding services provided by:

The Smart Workforce Center  
 Betsey Ray  
 Regional Program Manager  
 530-246-7911  
[rbetsey@thesmartcenter.biz](mailto:rbetsey@thesmartcenter.biz)

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

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

California Indian Manpower Consortium, Inc.  
 Linda LaFountain  
 Field Office Supervisor  
 738 North Market Blvd.  
 Sacramento, CA 95834  
 916-920-0285  
[lindal@cimcinc.com](mailto:lindal@cimcinc.com)

**WIOA Title I, Migrant and Seasonal Farmworker Programs - Section 167**

Customers with questions about farmworker programs and services could be referred to:

May Potts, Division Director  
 Maria Robey - Senior Case Manager  
 1325 Pine Street, Redding CA 96001  
 530-225-2157  
[maria.robey@californiahumandevlopment.org](mailto:maria.robey@californiahumandevlopment.org)

<b>WIOA Title II Adult Education and Literacy Programs</b>											
Customers with questions about adult education and/or literacy programs would be referred to:											
<b>Anderson Adult Education Center</b>											
Brandt Shriner											
Office 530-365-3334											
<a href="mailto:bshriner@auhsd.net">bshriner@auhsd.net</a>											
<b>Shasta College</b>											
Gateway to College Program											
Nancy Berkey											
Office 530-242-7587											
<a href="mailto:nberkey@shastacollege.edu">nberkey@shastacollege.edu</a>											
<b>Shasta Literacy Program</b>											
Shasta County Library											
Kayla Menne											
Literacy Coordinator											
Office 530-245-7237											
<a href="mailto:kaylam@shastalibraries.org">kaylam@shastalibraries.org</a>											
<b>Shasta Adult School</b>											
Kathi Rodriguez											
Secretary											
Office 530- 245-2626											
Fax 530-245-2682											
<b>Good News Rescue Mission - Academic Center</b>											
Anthony Zippay											
Academic Center Director											
Office 530-242-5920											
<a href="mailto:AZippay@gnrm.org">AZippay@gnrm.org</a>											
<b>WIOA Title III, Wagner-Peyser Programs</b>											
Customers with questions about Wagner-Peyser programs in our area would be referred to the California Employment Development Department.											
Redding EDD Office 530-225-2185 ext. 3 Workforce Services											
<a href="mailto:WSBReddingFieldOffice@edd.ca.gov">WSBReddingFieldOffice@edd.ca.gov</a>											
<b>Trade Adjustment Assistance (TAA) Programs</b>											
Customers looking to find out more information regarding Trade Adjustment Assistance would be referred to the nearest EDD office to speak to:											
Redding EDD Office 530-225-2185 ext. 3 Workforce Services											
<a href="mailto:WSBReddingFieldOffice@edd.ca.gov">WSBReddingFieldOffice@edd.ca.gov</a>											
<b>Veterans Programs</b>											
Veterans looking to get more information regarding services and/or programs would be referred to the Veterans Services Assistant:											
Redding EDD Office 530-225-2185 ext. 6 Veterans Services											
<a href="mailto:WSBReddingFieldOffice@edd.ca.gov">WSBReddingFieldOffice@edd.ca.gov</a>											

<b>Unemployment Insurance Program - EDD</b>									
Customers with questions regarding EDD's Unemployment Insurance Program are first directed to use "Contact EDD" on <a href="http://www.edd.ca.gov">www.edd.ca.gov</a> . When assistance is needed beyond the website customers are referred to the local EDD office.									
Redding EDD Office 530-225-2185 ext. 3 Workforce Services									
<a href="mailto:WSBReddingFieldOffice@edd.ca.gov">WSBReddingFieldOffice@edd.ca.gov</a>									
<b>WIOA Title IV, Vocational Rehabilitation Programs</b>									
California Department of Rehabilitation									
Marleen Hawkley									
Office Technician									
Office 530-224-4708									
<a href="mailto:marleen.hawkley@dor.ca.gov">marleen.hawkley@dor.ca.gov</a>									
<b>Title V, Older Americans Act</b>									
Customers that are requesting information from Experience Works would be referred to:									
Experience Works Inc. Northern CA									
Melissa Frohrip, Project Director									
530-768-5252									
<a href="mailto:Mfrohrip@aarp.org">Mfrohrip@aarp.org</a>									
<b>Temporary Assistance for Needy Families (TANF)/CalWORKs</b>									
<i>Eligibility for services may be accessed at one of the following locations or by calling the direct line. A live person will assist the customer over the phone and direct them to the appropriate services they can receive.</i>									
<b>Shasta County Health and Human Services</b>									
Downtown Redding Center									
1220 Sacramento Street									
Redding, CA 96001									
(530) 229-8441									
<b>Eligibility &amp; Employment Services-Cascade</b>									
2460 Breslauer Way									
Redding, CA 96001									
(877) 652-0731									
<b>Enterprise Regional Office</b>									
2757 Churn Creek Road									
Redding, CA 96002									
(530) 224-4200									
<i>Note: Services by also be accessed by calling 211 in Shasta County</i>									

H - Sierra County

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

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

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

**Referral Process**

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

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

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

Christy Cota - Resource Coordinator  
 305 South Lincoln Street, Sierraville, CA 96126  
 530-994-3349  
[ccota@ncen.org](mailto:ccota@ncen.org) or [afwdcontact@ncen.org](mailto:afwdcontact@ncen.org)

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

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

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

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

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

Wendy Jackson - Coordinator  
 530-993-1660 ext 180  
[wjackson@spjUSD.org](mailto:wjackson@spjUSD.org)

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

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

EDD - Marysville, CA  
[WSBMarysvilleFieldOffice@edd.ca.gov](mailto:WSBMarysvilleFieldOffice@edd.ca.gov)



I - Siskiyou County

	WIOA Title I, Adult/DW/Youth - SMART Workforce Center	WIOA Title I Native American Programs (Section 166) California Indian Manpower	WIOA Title I Migrant and Seasonal Farmworker Programs (Section 167)	WIOA Title II Adult Education and Literacy Programs	WIOA Title III, Wagner-Peyser Programs - EDD	WIOA Title IV, Vocational Rehabilitation Programs - California Vocation Rehab	Title V, Older Americans Act Programs - AARP	Trade Adjustment Assistance (TAA) - EDD	Veterans Programs - EDD	Unemployment Insurance - EDD	Temporary Assistance for Needy Families (TANF)/caWORKS - Siskiyou County Health and Human Service Agency
<b>Services</b>											
<b>Basic Career Services</b>											
Program eligibility	X		X		X	X	X	X	X	X	X
Outreach and intake and orientation to services	X		X		X	X	X	X	X	X	X
Initial assessment of skill levels	X		X		X		X		X		X
Job search and placement assistance	X		X		X	X	X		X		X
Labor Market employment statistics	X				X	X		X	X		
Supportive services information	X		X		X	X	X	X	X		X
Unemployment Insurance Claim Filing Assistance and Information	X				X	X		X	X	X	
Eligibility for programs of financial aid assistance for training and education programs	X					X		X	X		
Training vendor information	X		X								
Performance measure information	X		X								
Referrals to other programs and services	X		X		X		X		X		X
<b>Individualized Career Services</b>											
Comprehensive assessment of skill levels and service needs	X		X		X	X	X				X
Individual Employment Plan	X		X		X	X	X		X		X
Group counseling	X		X		X				X		X
Individual counseling	X		X		X	X	X	X	X		X
Career Planning	X		X		X	X	X		X		X
Short-term prevocational services (i.e. communication, interview skills, punctuality)	X		X		X	X			X		X
Internships and work experience linked to careers	X		X		X		X				X



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

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

**Referral Process**

The referral process for partners is to mutually refer clients to programs that best benefit the needs of the client. This will be done in a prompt, courteous, and professional manner by all participating staff. The referral process allows for client contact and referral by a variety of methods, including client initiated, self-directed referrals, internet based referral, hard copy, telephone and in-person referral.

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

Customers interested in obtaining more information regarding services provided by the SMART Workforce Center will be directed to:

Ali Conzalez, Community Workforce Specialist  
530-657-0134  
[gali@thesmartcenter.biz](mailto:gali@thesmartcenter.biz)

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

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

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

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

Customers with questions about farmworker programs and services would be referred to:

California Human Development (CHD) Workforce Development & Farmworker Services -

Mary Potts, Division Director  
Maria Robey, Senior Case Manager  
1325 Pine Street, Redding CA 96001  
530-225-2157  
[maria.robey@cahumandevlopment.org](mailto:maria.robey@cahumandevlopment.org)

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

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

**Dunsmuir Adult School**  
Shannon Eller, Director of Adult Education



**J - Tehama County**

	WIOA Title I, Adult/DW/Youth - Job Training Center of Tehama County	WIOA Title I Native American Programs (Section 166)	WIOA Title I Migrant and Seasonal Farmworker Programs (Section 167)	WIOA Title II, Adult Education and Literacy Programs	WIOA Title III, Wagner-Peyser Programs - EDD	WIOA Title IV, Vocational Rehabilitation Programs - California Department of Rehabilitation	Title V Older Americans Programs - AARP	Trade Adjustment Assistance (TAA) - EDD	Veterans Programs - EDD	Unemployment Insurance - EDD	Temporary Assistance for Needy Families (TANF)/CalWORKs - Tehama County Department of Social Services/CalWORKs
<b>Services</b>											
<b>Basic Career Services</b>											
Program eligibility	X			X	X	X		X	X	x	X
Outreach and intake and orientation to services	X			X	X	X		X	X	x	X
Initial assessment of skill levels	X			X	X	X			X		X
Job search and placement assistance	X			X	X	X			X		X
Labor Market employment statistics	X				X	X		X	X		X
Supportive services information	X			X	X	X		X	X		X
Unemployment Insurance Claim Filing Assistance and Information	X				X	X		X	X	X	X
Eligibility for programs of financial aid assistance for training and education programs	X					X		X	X		
Training vendor information	X			X	X	X			X		X
Performance measure information	X					X			X		
Referrals to other programs and services	X			X	X	X			X		X
<b>Individualized Career Services</b>											
Comprehensive assessment of skill levels and service needs	X					X			X		X
Individual Employment Plan	X					X			X		X
Group counseling	X					X			X		X
Individual counseling	X			X		X		X	X		X
Career Planning	X			X		X			X		X
Short-term prevocational services (i.e. communication, interview skills, punctuality)	X			X		X			X		X

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

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

**Referral Process**

The referral process for partners is to mutually refer clients to programs that best benefit the needs of the client. This will be done in a prompt, courteous, and professional manner by all participating staff. The referral process allows for client contact and referral by a variety of methods, including client initiated, self-directed referrals, internet based referral, hard copy, telephone and in-person referral.

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

Customers interested in obtaining more information regarding services provided by Job Training Center of Tehama County, would be referred to:

Christi Goni  
 718 Main Street, Red Bluff, CA 96080  
 530-529-7000, ext. 114  
[cgoni@jobtrainingcenter.org](mailto:cgoni@jobtrainingcenter.org)

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

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

California Indian Manpower Consortium, Inc.  
 Linda LaFountain  
 Field Office Supervisor  
 738 North Market Blvd.  
 Sacramento, CA 95834

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

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

**Corning Union High School - Corning Adult School**

Maria Tena - Administrative Assistant  
 250 East Fig Lane, Corning, CA 96021  
 530-824-7414  
[mtena@corningshs.org](mailto:mtena@corningshs.org)

<b>Tehama County Department of Education</b>									
Tehama eLearning Academy (TeLA)									
David Span - Adult Education Teacher									
724 Main Street, Red Bluff, CA 96080									
530-527-7055									
<a href="mailto:dspan@telacademy.org">dspan@telacademy.org</a>									
<b>WIOA Title III, Wagner-Peyser Programs</b>									
Customers with questions about Wagner-Peyser programs in our area would be referred to the California Employment Development Department.									
Redding EDD Office 530-225-2185 ext. 3 Workforce Services									
<a href="mailto:WSBReddingFieldOffice@edd.ca.gov">WSBReddingFieldOffice@edd.ca.gov</a>									
<b>WIOA Title IV, Vocational Rehabilitation Programs</b>									
Customers asking about services available through California Department of Rehab, or might fit eligibility requirements for services, would be referred to:									
Runi Mackinnon, Office Technician									
705 Pine Street, Red Bluff, CA 96080									
530-529-4270									
<a href="mailto:Runghapha.MacKinnon@dor.ca.gov">Runghapha.MacKinnon@dor.ca.gov</a>									
<b>Unemployment Insurance Program (EDD)</b>									
Customers with questions regarding EDD's Unemployment Insurance Program are first directed to use "Contact EDD" on <a href="http://www.edd.ca.gov">www.edd.ca.gov</a> . When assistance is needed beyond the website customers are referred to the local EDD office.									
Redding EDD Office 530-225-2185 ext. 3 Workforce Services									
<a href="mailto:WSBReddingFieldOffice@edd.ca.gov">WSBReddingFieldOffice@edd.ca.gov</a>									
<b>Temporary Assistance for Needy Families (TANF)/CalWORKs</b>									
Customers interested in programs and/or services provided by the CalWORKs department would be referred to:									
Lisa Matheson - Employment and Training Worker Supervisor									
310 S. Main Street, Red Bluff, CA 96080									
503-528-4016									
<a href="mailto:lmatheson@tcdss.org">lmatheson@tcdss.org</a>									
<b>Trade Adjustment Assistance (TAA)</b>									
Customers looking to find out more information regarding Trade Adjustment Assistance would be referred to the nearest									
Redding EDD Office 530-225-2185 ext. 3 Workforce Services									
<a href="mailto:WSBReddingFieldOffice@edd.ca.gov">WSBReddingFieldOffice@edd.ca.gov</a>									
<b>Vetans Programs (EDD)</b>									
Veterans looking to get more information regarding services and/or programs would be referred to the Veterans Services									
Redding EDD Office 530-225-2185 ext. 6 Veteran Services									
<a href="mailto:WSBReddingFieldOffice@edd.ca.gov">WSBReddingFieldOffice@edd.ca.gov</a>									

**K - Trinity County**

	WIOA Title I, Adult/DW/Youth - SMART Workforce Center	WIOA Title I Native American Programs (Section 166)	WIOA Title I Migrant and Seasonal Farmworker Programs (Section 167)	WIOA Title II, Adult Education and Literacy Programs	WIOA Title III Wagner-Peyser Programs	WIOA Title IV Vocational Rehabilitation Programs	Title V, Older Americans Act Programs - AARP	Trade Adjustment Assistance (TAA) - EDD	Veterans Programs - EDD	Unemployment Insurance - EDD	Temporary Assistance for Needy Families (TANF)/CalWORKs - Department of Health & Human Services
<b>Services</b>											
<b>Basic Career Services</b>											
Program eligibility	X				X		X	X	X	X	X
Outreach and intake and orientation to services	X				X		X	X	X	X	X
Initial assessment of skill levels	X				X		X		X		X
Job search and placement assistance	X				X		X		X		X
Labor Market employment statistics	X				X			X	X		X
Supportive services information	X				X		X	X	X		X
Unemployment Insurance Claim Filing Assistance and Information	X				X			X	X	X	
Eligibility for programs of financial aid assistance for training and education programs	X			X	X			X	X		X
Training vendor information	X				X						
Performance measure information	X						X				
Referrals to other programs and services	X			X	X		X		X		X
<b>Individualized Career Services</b>											
Comprehensive assessment of skill levels and service needs	X						X				X
Individual Employment Plan	X						X		X		X
Group counseling	X						X		X		X
Individual counseling	X			X			X	X	X		X
Career Planning	X			X					X		X
Short-term prevocational services (i.e. communication, interview skills, punctuality)	X						X		X		X
Internships and work experience linked to careers	X						X				X



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

Employee assessment/testing services	X										
Tax credit information	X										
Employer workshops and seminars	X										
Outplacement assistance	X										
Small Business Admin. information	X										
Human Resource information	X										
Rapid Response/Layoff Aversion services	X				X						
Job description assistance	X										
Referral assistance to partnering agency	X			X			X				X

**Referral Process**

Referrals to partner agencies will be made through phone calls, instant messaging systems, or on-site introductions.

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

The Smart Workforce Center  
 Heidi Miller  
 Community Workforce Specialist  
 790 Main Street, Suite 618, Weaverville, CA 96093  
 Office 530-245-1599  
 mheidi@thesmartcenter.biz

**Programs - Section 166**

Customers that might fit  
 888 4th Street, Crescent City, CA 95531  
 707-464-3512  
 brenda@ncidc.org

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

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

**Shasta College**  
 Gateway to College Program  
 Nancy Berkey  
 30 Arbuckle Ct., Weaverville, CA 96093  
 Office 530-223-2231  
[trinity@shastacollege.edu](mailto:trinity@shastacollege.edu)

**Trinity County Office of Education**

Peggy Linn  
 201 Memorial Dr., P.O. Box 1256, Weaverville, CA 96093  
 Office 530-623-2861

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

Customers with questions about Wagner-Peyser programs in our area would be referred to the California Employment Development Department.  
 Redding EDD Office 530-225-2185 ext. 3 Workforce Services  
[WSBReddingFieldOffice@edd.ca.gov](mailto:WSBReddingFieldOffice@edd.ca.gov)

<b>Title V, Older Americans Act</b>												
Customers that are requesting information from Experience Works would be referred to:												
Melissa Frohrip, Project Director												
530-768-5252												
<a href="mailto:Mfrohrip@aarp.org">Mfrohrip@aarp.org</a>												
<b>Unemployment Insurance Program (EDD)</b>												
Customers with questions regarding EDD's Unemployment Insurance Program are first directed to use "Contact EDD" on <a href="http://www.edd.ca.gov">www.edd.ca.gov</a> . When assistance is needed beyond the website customers are referred to the local EDD office.												
Redding EDD Office 530-225-2185 ext. 3 Workforce Services												
<a href="mailto:WSBReddingFieldOffice@edd.ca.gov">WSBReddingFieldOffice@edd.ca.gov</a>												
<i>Eligibility for services may be accessed at one of the following locations or by calling the direct line. A live person will assist the</i>												
<b>Trinity County TANF/Trinity County Health &amp; Human Services</b>												
Jesse Ferguson												
51 Industrial Parkway, Weaverville, CA 96093												
530-623-1306												
<b>WIOA Title IV, Vocational Rehabilitation Programs</b>												
Customers asking about services available through California Department of Rehab would be referred to:												
Jeromie Gridley												
Office Technician												
Office 530-224-4728												
<a href="mailto:Jeromie.Gridley@dor.ca.gov">Jeromie.Gridley@dor.ca.gov</a>												
<b>Trade Adjustment Assitance (TAA)</b>												
Customers looking to find out more information regarding Trade Adjustment Assistance would be referred to the nearest												
Redding EDD Office 530-225-2185 ext. 3 Workforce Services												
<a href="mailto:WSBReddingFieldOffice@edd.ca.gov">WSBReddingFieldOffice@edd.ca.gov</a>												
<b>Veterans Programs (EDD)</b>												
Veterans looking to get more information regarding services and/or programs would be referred to the Veterans Services												
Redding EDD Office 530-225-2185 ext. 6 Veteran Services												
<a href="mailto:WSBReddingFieldOffice@edd.ca.gov">WSBReddingFieldOffice@edd.ca.gov</a>												

Consolidated Infrastructure Budget

Cost Category/Line Item	Line Item Cost Detail	Total Cost	WIOA Title I: AFWD	WIOA Title I: SMART	WIOA Title I: JTC	TANF - Butte	TANF - Del Norte	TANF - Lassen	TANF - Nevada
<b>Rent</b>									
Rental of Facilities		\$ 1,496,060.88	\$ 229,477.56	\$ 209,797.08	\$ 23,058.00	\$ 830,248.00	\$ 5,020.80	\$ 102,837.44	\$ 95,622.00
<b>Rental Costs Subtotal:</b>		\$ 1,496,060.88	\$ 229,477.56	\$ 209,797.08	\$ 23,058.00	\$ 830,248.00	\$ 5,020.80	\$ 102,837.44	\$ 95,622.00
<b>Utilities and Maintenance</b>									
Electric		\$ 345,363.86	\$ 18,760.00	\$ 56,539.00	\$ 10,178.53	\$ 251,070.33	\$ -	\$ 8,816.00	\$ -
Gas		\$ 23,452.39	\$ -	\$ 5,043.00	\$ -	\$ 15,599.39	\$ -	\$ 2,810.00	\$ -
Water		\$ 8,560.54	\$ -	\$ 2,772.00	\$ 631.26	\$ 5,157.28	\$ -	\$ -	\$ -
Sewer Connections		\$ 3,794.00	\$ -	\$ 3,580.00	\$ -	\$ -	\$ -	\$ 214.00	\$ -
Internet		\$ 26,740.00	\$ 13,100.00	\$ 3,800.00	\$ 9,240.00	\$ -	\$ -	\$ 600.00	\$ -
Telephones (landlines)		\$ 46,079.00	\$ 17,300.00	\$ 23,379.00	\$ -	\$ -	\$ -	\$ 5,400.00	\$ -
Facility Maintenance Contract		\$ 64,770.00	\$ 18,100.00	\$ 26,520.00	\$ 6,300.00	\$ -	\$ -	\$ 13,850.00	\$ -
Janitorial/Supplies/Garbage/Pest Control		\$ 16,741.00	\$ 2,745.00	\$ 5,563.00	\$ -	\$ -	\$ -	\$ 8,433.00	\$ -
Insurance		\$ 37,995.00	\$ 7,900.00	\$ 22,000.00	\$ 6,720.00	\$ -	\$ -	\$ 1,375.00	\$ -
Alarm/Fire/Burglar Monitoring		\$ 6,941.00	\$ 2,500.00	\$ 756.00	\$ -	\$ -	\$ -	\$ 3,685.00	\$ -
<b>Utilities and Maintenance Costs Subtotal:</b>		\$ 580,436.79	\$ 80,405.00	\$ 149,952.00	\$ 33,069.79	\$ 271,827.00	\$ -	\$ 45,183.00	\$ -
<b>Equipment</b>									
Assessment-related products		\$ 836.00	\$ -	\$ 836.00	\$ -	\$ -	\$ -	\$ -	\$ -
Assistive technology for individuals with disabilities ( <i>Access and Accommodation</i> )		\$ 4,098.00	\$ 3,250.00	\$ 700.00	\$ 148.00	\$ -	\$ -	\$ -	\$ -
Copiers		\$ 74,157.84	\$ 27,790.00	\$ 35,204.00	\$ 4,011.84	\$ -	\$ -	\$ 7,152.00	\$ -
Fax Machines		\$ 4,101.00	\$ -	\$ 3,801.00	\$ -	\$ -	\$ -	\$ 300.00	\$ -
Computers		\$ 75,415.00	\$ 6,000.00	\$ 60,358.00	\$ 6,557.00	\$ -	\$ -	\$ 2,500.00	\$ -
Other tangible equipment used to serve all center customers (not specific to an individual program partner)	Printers, technical support, computer maintenance and telephone system, supplies, work stations, client headsets	\$ 190,286.00	\$ 85,500.00	\$ 94,950.00	\$ 9,836.00	\$ -	\$ -	\$ -	\$ -
Alarm/Fire/Burglar System		\$ 2,585.00	\$ -	\$ 2,585.00	\$ -	\$ -	\$ -	\$ -	\$ -
Phone System		\$ 77,454.00	\$ 4,450.00	\$ 73,004.00	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Equipment Costs Subtotal:</b>		\$ 428,932.84	\$ 126,990.00	\$ 271,438.00	\$ 20,552.84	\$ -	\$ -	\$ 9,952.00	\$ -
<b>Technology to Facilitate Access to the AJCC</b>									
Technology used for the center's planning and outreach activities	Career Center computer and sign in computer systems upkeep and maintenance for visitor check in.	\$ 22,960.00	\$ 13,000.00	\$ 9,960.00	\$ -	\$ -	\$ -	\$ -	\$ -
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services		\$ 35,958.00	\$ 31,500.00	\$ 2,158.00	\$ 2,300.00	\$ -	\$ -	\$ -	\$ -
Website Address: www.afwd.org; www.jobtrainingcenter.org; www.thesmartcenter.biz (Does not include data systems or case management systems specific to individual program partners.)									
<b>Technology to Facilitate Access Costs Subtotal:</b>		\$ 58,918.00	\$ 44,500.00	\$ 12,118.00	\$ 2,300.00	\$ -	\$ -	\$ -	\$ -
<b>SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS</b>									
<b>Cost Category</b>		<b>Total Cost</b>	<b>Total Cost</b>	<b>Total Cost</b>	<b>Total Cost</b>	<b>Total Cost</b>	<b>Total Cost</b>	<b>Total Cost</b>	<b>Total Cost</b>
<b>Subtotal: Rental Costs</b>		\$ 1,496,060.88	\$ 229,477.56	\$ 209,797.08	\$ 23,058.00	\$ 830,248.00	\$ 5,020.80	\$ 102,837.44	\$ 95,622.00
<b>Subtotal: Utilities and Maintenance Costs</b>		\$ 580,436.79	\$ 80,405.00	\$ 149,952.00	\$ 33,069.79	\$ 271,827.00	\$ -	\$ 45,183.00	\$ -
<b>Subtotal: Equipment Costs</b>		\$ 428,932.84	\$ 126,990.00	\$ 271,438.00	\$ 20,552.84	\$ -	\$ -	\$ 9,952.00	\$ -
<b>Subtotal: Technology to Facilitate Access Costs</b>		\$ 58,918.00	\$ 44,500.00	\$ 12,118.00	\$ 2,300.00	\$ -	\$ -	\$ -	\$ -
<b>TOTAL CONSOLIDATED INFRASTRUCTURE COSTS FOR THE AJCC/Network:</b>		\$ 2,564,348.51	\$ 481,372.56	\$ 643,305.08	\$ 78,980.63	\$ 1,102,075.00	\$ 5,020.80	\$ 157,972.44	\$ 95,622.00

**Exhibit B 2022/2023**

<b>Consolidated Proportionate Share of Infrastructure Costs</b>			
<b>Colocated Partner/s</b>	<b>Shared Total Infrastructure Costs</b>	<b>Cost Allocation Methodology</b>	<b>Allocated Share</b>
Partner: <b>WIOA Title I - Adult, DW &amp; Youth</b>	\$2,564,348.51	SQ FT	\$1,203,658.27
Partner: <b>TANF/CalWORKs</b>	\$2,564,348.51	SQ FT	\$1,360,690.24

## Exhibit C 2022/2023

Summary of Career Services								
Summary of Career Services Applicable to each One-Stop Delivery System Partner (Phase I MOU)								
Basic Career Services	T-I Adult	T-I DW	T-I Youth	Native Am	MSF	T-II AEL	T-IV VR	TANF
Program Eligibility	X	X	X	X	X	X	X	X
Outreach, Intake, Orient	X	X	X	X	X	X	X	X
Initial Assessment	X	X	X	X	X	X	X	X
Labor Exch/Job Search	X	X	X	X		X	X	X
Referrals to Partners	X	X	X	X	X	X	X	X
LMI	X	X	X	X	X	X	X	
Performance/Cost Info	X	X	X	X			X	
Support Service Info	X	X	X	X	X	X	X	X
UI Info/Assistance	X	X	X	X			X	
Financial Aid Info	X	X	X	X	X	X	X	X
Individual Career Services	T-I Adult	T-I DW	T-I Youth	Native Am	MSF	T-II AEL	T-IV VR	TANF
Comp Assessment	X	X	X	X	X	X	X	X
IEP	X	X	X	X			X	X
Career Plan/Counsel	X	X	X	X	X	X	X	X
Short-Term Prevoc.	X	X	X	X	X	X	X	X
Internships/Work Experience	X	X	X	X	X		X	X
Out-of-Area Job Search	X	X	X	X			X	
Financial Literacy	X	X	X	X		X		
IET/ELA			X		X			X
Workforce Preparation	X	X	X	X		X		X

**Exhibit D 2022/2023**

Other System Costs: Basic Career Services and Individual Career Services Budget																	
Basic Career Services	T-I Adult		T-I DW		T-I Youth		Native Am	MSF	T-II AEL		T-IV VR	TANF		UI			
Program Eligibility	AFWD	\$ 494,826.00	AFWD	\$ 492,698.00	AFWD: \$508,510	\$ 508,510.00	California Indian Manpower Consortium, Inc.	California Human Development	Oroville Adult Ed	\$ 58,504.00	California Department of Rehabilitation	TANF Butte, basic and individual career services combined	\$ 5,510,115.00				
Outreach, Intake, Orient	SMART	\$ 208,341.00	SMART	\$ 225,534.00	SMART	\$ 208,658.00			Corning Union HS:	\$ 73,581.00		TANF Lassen	\$ 393,334.00				
Initial Assessment	JTC	\$ 55,053.00	JTC	\$ 69,590.00	JTC	\$ 31,405.00			Nevada Union HS	\$ 7,725.00		TANF Tehama	\$ 1,121,516.00				
Labor Exch/Job Search												TANF Trinity	\$ 804,375.00				
Referrals to Partners												TANF Modoc	\$ 238,229.00				
LMI												TANF Nevada	\$ 1,037,812.00				
Performance/Cost Info												TANF Del Norte	\$ 36,631.00				
Support Service Info												TANF Shasta	\$ 4,895,416.00				
												TANF Siskiyou	\$ 363,582.00				
UI Info/Assistance														\$ 44,253.00			
Financial Aid Info																	
Total:		\$758,220	Total:	\$787,822	Total:	\$748,573	Total:	\$258,505	Total:	\$36,172	Total:	\$139,810	Total:	\$1,516,701	Total:	\$ 44,253.00	
<b>Basic Career Services Subtotal:</b>		<b>\$18,691,066</b>															
Individual Career Services	T-I Adult		T-I DW		T-I Youth		Native Am	MSF	T-II AEL		T-IV VR	TANF		UI			
Comp Assessment	AFWD	\$ 727,788.00	AFWD	\$ 713,207.00	AFWD	\$ 764,804.00	California Indian Manpower Consortium, Inc.	California Human Development	Oroville Adult Ed	\$ 157,060.00	California Department of Rehabilitation	TANF Lassen	\$ 201,411.00				
IEP	SMART	\$ 553,561.00	SMART	\$ 631,505.00	SMART	\$ 549,360.00			Corning Union HS	\$ 61,929.00		TANF Siskiyou	\$ 726,055.00				
Career Plan/Counsel	JTC	\$ 123,761.00	JTC	\$ 135,683.00	JTC	\$ 151,696.00			Nevada Union HS	\$ 7,725.00		TANF Tehama	\$ 3,313.31				
Short-Term Prevoc.												TANF Trinity	\$ 344,366.00				
Internships/Work Experience												TANF Modoc	\$ 180,643.00				
Out-of-Area Job Search												TANF Nevada	\$ 620,231.00				
Financial Literacy												TANF Plumas	\$ 236,458.00				
												TANF Sierra	\$ 103,025.00				
IET/ELA												TANF Del Norte	\$ 34,630.00				
												TANF Shasta	\$ 829,660.00				
Workforce Preparation														\$ -			
Total:		\$1,405,110	Total:	\$1,480,395	Total:	\$1,465,860	Total:	\$29,046	Total:	\$43,500	Total:	\$226,714	Total:	\$6,065,332	Total:	\$3,279,792	\$ -
<b>Individual Career Services Subtotal</b>		<b>\$13,995,749</b>															
<b>Consolidated budget total of career services delivered through the One-Stop system:</b>												<b>\$32,686,815</b>					

<b>Required Phase II MOU Component: Sharing Infrastructure Costs</b>		
Budget, Cost Allocation Methodology, Initial Proportionate Share		
Phase II MOU Content Requirements:		
A budget outlining the infrastructure costs for each comprehensive AJCC in the Local Area with a detailed description of what specific costs are included in each line item. Infrastructure costs of one-stop centers are nonpersonnel costs necessary for the general operation of the one-stop center.		
<b>AJCC Infrastructure Budget</b>		
<b>Oroville Employment Center 78 Table Mtn. Oroville, CA - TANF/CalWORKs</b>		
<b>Cost Category/Line Item</b>	<b>Line Item Cost Detail</b>	<b>Cost</b>
<b>Rent</b>		
Rental of Facilities		\$ 830,248.00
<b>Rental Costs Subtotal:</b>		\$ 830,248.00
<b>Utilities and Maintenance</b>		
Electric		\$ 251,070.33
Gas		\$ 15,599.39
Water		\$ 5,157.28
Sewer Connections		
Internet		
Telephones (landlines)		
Facility Maintenance Contract		
<b>Utilities and Maintenance Costs Subtotal:</b>		\$ 271,827.00
<b>Equipment</b>		
Assessment-related products		
Assistive technology for individuals with disabilities ( <i>Access and Accommodation</i> )		
Copiers		
Fax Machines		
Computers		
Other tangible equipment used to serve all center customers (not specific to an individual program partner)		
Specify Other Tangible Equipment		
Alarm/Fire/Burglar System		
Phone System		
<b>Equipment Costs Subtotal:</b>		\$ -
<b>Technology to Facilitate Access to the AJCC</b>		
Technology used for the center's planning and outreach activities		
Specify the Technology		
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services		
Website Address: _____ (Does not include data systems or case management systems specific to individual program partners.)		
<b>Technology to Facilitate Access Costs Subtotal:</b>		\$ -
<b>SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS</b>		
<b>Cost Category</b>		<b>Total Cost</b>
<b>Subtotal: Rental Costs</b>		\$ 830,248.00
<b>Subtotal: Utilities and Maintenance Costs</b>		\$ 271,827.00
<b>Subtotal: Equipment Costs</b>		\$ -
<b>Subtotal: Technology to Facilitate Access Costs</b>		\$ -
<b>TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:</b>		\$ 1,102,075.00



<b>Required Phase II MOU Component: Sharing Infrastructure Costs</b>		
Budget, Cost Allocation Methodology, Initial Proportionate Share		
Phase II MOU Content Requirements:		
A budget outlining the infrastructure costs for each comprehensive AJCC in the Local Area with a detailed description of what specific costs are included in each line item. Infrastructure costs of one-stop centers are non personnel costs necessary for the general operation of the one-stop center.		
<b>AJCC Infrastructure Budget</b>		
<b>Chico Employment Center 500 Cohasset Rd., Ste. 30, Chico CA 95926 - Alliance for Workforce Development, Inc.</b>		
Cost Category/Line Item	Line Item Cost Detail	Cost
<b>Rent</b>		
Rental of Facilities		\$ 84,000.00
<b>Rental Costs Subtotal:</b>		\$ 84,000.00
<b>Utilities and Maintenance</b>		
Electric	12,000	\$ 12,000.00
Gas		
Water		
Sewer Connections		
Internet	6,000	6,000
Telephones (landlines)	5,500	5,500
Facility Maintenance Contract	10,000	10,000
Janitorial/Supplies/Garbage/Pest Control	2500	\$ 2,500.00
Insurance	4500	\$ 4,500.00
Alarm/Fire/Burglar Monitoring	2500	\$ 2,500.00
<b>Utilities and Maintenance Costs Subtotal:</b>		\$ 43,000.00
<b>Equipment</b>		
Assessment-related products		
Assistive technology for individuals with disabilities ( <i>Access and Accommodation</i> )		\$ 500.00
Copiers	5,500	\$ 5,500.00
Fax Machines		
Computers	2800.00	2800.00
Other tangible equipment used to serve all center customers (not specific to an individual program partner)	Printers, technical support, computer maintenance and telephone system, supplies, work stations, client headsets and paging system	\$ 29,925.00
Specify Other Tangible Equipment		
Alarm/Fire/Burglar System		
Phone System		
<b>Equipment Costs Subtotal:</b>		\$ 38,725.00
<b>Technology to Facilitate Access to the AJCC</b>		
Technology used for the center's planning and outreach activities		\$ 2,000.00
Specify the Technology		
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services		\$ 5,000.00
Website Address: _____ (Does not include data systems or case management systems specific to individual program partners.)		
<b>Technology to Facilitate Access Costs Subtotal:</b>		\$ 7,000.00
<b>SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS</b>		
<b>Cost Category</b>	<b>Total Cost</b>	
<b>Subtotal: Rental Costs</b>	\$	84,000.00
<b>Subtotal: Utilities and Maintenance Costs</b>	\$	43,000.00
<b>Subtotal: Equipment Costs</b>	\$	38,725.00
<b>Subtotal: Technology to Facilitate Access Costs</b>	\$	7,000.00
<b>TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:</b>		\$ 172,725.00

<b>Required Phase II MOU Component: Sharing Infrastructure Costs</b>		
Budget, Cost Allocation Methodology, Initial Proportionate Share		
Phase II MOU Content Requirements:		
A budget outlining the infrastructure costs for each comprehensive AJCC in the Local Area with a detailed description of what specific costs are included in each line item. Infrastructure costs of one-stop centers are nonpersonnel costs necessary for the general operation of the one-stop center.		
<b>AJCC Infrastructure Budget</b>		
<b>Oroville Employment Center 78 Table Mtn. Oroville, CA - Alliance for Workforce Development, Inc.</b>		
<b>Cost Category/Line Item</b>	<b>Line Item Cost Detail</b>	<b>Cost</b>
<b>Rent</b>		
Rental of Facilities		\$ 16,928.00
<b>Rental Costs Subtotal:</b>		\$ 16,928.00
<b>Utilities and Maintenance</b>		
Electric		
Gas		
Water		
Sewer Connections		
Internet		
Telephones (landlines)		
Facility Maintenance Contract		
Janitorial/Supplies/Garbage/Pest Control		
Insurance		\$ 2,500.00
Alarm/Fire/Burglar Monitoring		
<b>Utilities and Maintenance Costs Subtotal:</b>		\$ 2,500.00
<b>Equipment</b>		
Assessment-related products		
Assistive technology for individuals with disabilities ( <i>Access and Accommodation</i> )		\$ 500.00
Copiers		\$ 4,500.00
Fax Machines		
Computers		\$ 800.00
Other tangible equipment used to serve all center customers (not specific to an individual program partner)		\$ 29,925.00
Specify Other Tangible Equipment		
Alarm/Fire/Burglar System		
Phone System		
<b>Equipment Costs Subtotal:</b>		\$ 35,725.00
<b>Technology to Facilitate Access to the AJCC</b>		
Technology used for the center's planning and outreach activities		\$ 2,500.00
Specify the Technology		
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services		\$ 5,000.00
Website Address: _____ (Does not include data systems or case management systems specific to individual program partners.)		
<b>Technology to Facilitate Access Costs Subtotal:</b>		\$ 7,500.00
<b>SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS</b>		
<b>Cost Category</b>	<b>Total Cost</b>	
<b>Subtotal: Rental Costs</b>	\$ 16,928.00	
<b>Subtotal: Utilities and Maintenance Costs</b>	\$ 2,500.00	
<b>Subtotal: Equipment Costs</b>	\$ 35,725.00	
<b>Subtotal: Technology to Facilitate Access Costs</b>	\$ 7,500.00	
<b>TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:</b>		\$ 62,653.00

<b>Required Phase II MOU Component: Sharing Infrastructure Costs</b>		
Budget, Cost Allocation Methodology, Initial Proportionate Share		
Phase II MOU Content Requirements:		
A budget outlining the infrastructure costs for each comprehensive AJCC in the Local Area with a detailed description of what specific costs are included in each line item. Infrastructure costs of one-stop centers are nonpersonnel costs necessary for the general operation of the one-stop center.		
<b>AJCC Infrastructure Budget</b>		
<b>SMART Workforce Center 875 5th Street, Crescent City, CA 95531 - STEP</b>		
<b>Cost Category/Line Item</b>	<b>Line Item Cost Detail</b>	<b>Cost</b>
<b>Rent</b>		
Rental of Facilities	Space Approx. 3,100 square feet	\$ 21,322.08
<b>Rental Costs Subtotal:</b>		\$ 21,322.08
<b>Utilities and Maintenance</b>		
Electric	Electricity Costs	\$ 3,600.00
Gas	N/A	\$ -
Water	Water Costs	\$ 1,200.00
Sewer Connections	Sewer Costs	\$ 315.00
Internet	Internet Connectivity Costs	\$ 856.00
Telephones (landlines)	Telephone Costs	\$ 4,017.00
Facility Maintenance Contract		\$ -
Janitorial/Supplies/Garbage/Pest Control	Maintenance/Janitorial Costs	\$ 4,633.00
Insurance		\$ -
Alarm/Fire/Burglar Monitoring		\$ 378.00
<b>Utilities and Maintenance Costs Subtotal:</b>		\$ 14,999.00
<b>Equipment</b>		
Assessment-related products	Assessment materials for clients	\$ 418.00
Assistive technology for individuals with disabilities ( <i>Access and Accommodation</i> )	Equipment is available to clients with disabilities, phones are compatible	\$ -
Copiers	Copier costs	\$ 1,393.00
Fax Machines	Fax Machine Costs	\$ 130.00
Computers, Monitors, Sonic Wall & Sound Bar, and Server	Initial Technology Purchases	\$ 25,630.00
Other tangible equipment used to serve all center customers (not specific to an individual program partner)	Printers, technical support, computer maintenance and telephone system, supplies, work stations, client headsets and paging system	\$ 20,400.00
Specify Other Tangible Equipment		
Alarm/Fire/Burglar System		\$ 1,865.00
Phone System	Telephone system costs	\$ 4,399.00
<b>Equipment Costs Subtotal:</b>		\$ 54,235.00
<b>Technology to Facilitate Access to the AJCC</b>		
Technology used for the center's planning and outreach activities	Virtual Premier - Virtual Job Fair Hosting Platform	\$ 1,200.00
Specify the Technology		
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services	SMART website hosted through One Each Technologies - includes program information, electronic partner referral portal, digital workshop sign-ups and more www.thesmartcenter.biz	\$ 260.00
Website Address:www.dnworkforcecenter.org (Does not include data systems or case management systems specific to individual program partners.)		
<b>Technology to Facilitate Access Costs Subtotal:</b>		\$ 1,460.00
<b>SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS</b>		
<b>Cost Category</b>	<b>Total Cost</b>	
<b>Subtotal: Rental Costs</b>	\$ 21,322.08	
<b>Subtotal: Utilities and Maintenance Costs</b>	\$ 14,999.00	
<b>Subtotal: Equipment Costs</b>	\$ 54,235.00	
<b>Subtotal: Technology to Facilitate Access Costs</b>	\$ 1,460.00	
<b>TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:</b>	\$ 92,016.08	

<b>Required Phase II MOU Component: Sharing Infrastructure Costs</b>		
Budget, Cost Allocation Methodology, Initial Proportionate Share		
Phase II MOU Content Requirements:		
A budget outlining the infrastructure costs for each comprehensive AJCC in the Local Area with a detailed description of what specific costs are included in each line item. Infrastructure costs of one-stop centers are nonpersonnel costs necessary for the general operation of the one-stop center.		
<b>AJCC Infrastructure Budget</b>		
<b>SMART Workforce Center 875 5th Street, Crescent City, CA 95531 - Department of Rehabilitation</b>		
<b>Cost Category/Line Item</b>	<b>Line Item Cost Detail</b>	<b>Cost</b>
<b>Rent</b>		
Rental of Facilities	Space Approx. 3,100 square feet	\$ 5,020.80
<b>Rental Costs Subtotal:</b>		\$ 5,020.80
<b>Utilities and Maintenance</b>		
Electric	Electricity Costs	
Gas	N/A	
Water	Water Costs	
Sewer Connections	Sewer Costs	
Internet	Internet Connectivity Costs	
Telephones (landlines)	Telephone Costs	
Facility Maintenance Contract	Maintenance/Janitorial Costs	
Janitorial/Supplies/Garbage/Pest Control		
Insurance		
Alarm/Fire/Burglar Monitoring		
<b>Utilities and Maintenance Costs Subtotal:</b>		\$ -
<b>Equipment</b>		
Assessment-related products	Assessment materials for clients	
Assistive technology for individuals with disabilities ( <i>Access and Accommodation</i> )	Equipment is available to clients with disabilities, phones are compatible	
Copiers	Copier costs	
Fax Machines	Fax Machine Costs	
Computers, Monitors, Sonic Wall & Sound Bar, and Server	Initial Technology Purchases	
Other tangible equipment used to serve all center customers (not specific to an individual program partner)	Printers, technical support, computer maintenance and telephone system, supplies, work stations, client headsets and paging system	
Specify Other Tangible Equipment		
Alarm/Fire/Burglar System		
Phone System		
<b>Equipment Costs Subtotal:</b>		\$ -
<b>Technology to Facilitate Access to the AJCC</b>		
Technology used for the center's planning and outreach activities		
Specify the Technology		

<p>Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services</p> <p>Website Address:www.dnworkforcecenter.org (Does not include data systems or case management systems specific to individual program partners.)</p>		
<b>Technology to Facilitate Access Costs Subtotal:</b>		\$ -
<b>SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS</b>		
<b>Cost Category</b>	<b>Total Cost</b>	
<b>Subtotal: Rental Costs</b>	\$ 5,020.80	
<b>Subtotal: Utilities and Maintenance Costs</b>	\$ -	
<b>Subtotal: Equipment Costs</b>	\$ -	
<b>Subtotal: Technology to Facilitate Access Costs</b>	\$ -	
<b>TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:</b>		<b>\$ 5,020.80</b>

<b>Required Phase II MOU Component: Sharing Infrastructure Costs</b>		
Budget, Cost Allocation Methodology, Initial Proportionate Share		
Phase II MOU Content Requirements:		
A budget outlining the infrastructure costs for each comprehensive AJCC in the Local Area with a detailed description of what specific costs are included in each line item. Infrastructure costs of one-stop centers are nonpersonnel costs necessary for the general operation of the one-stop center.		
<b>AJCC Infrastructure Budget</b>		
<b>Business and Career Network - 1616 Chestnut Street Susanville, CA 96130 - Alliance for Workforce Development, Inc.</b>		
<b>Cost Category/Line Item</b>	<b>Line Item Cost Detail</b>	<b>Cost</b>
<b>Rent</b>		
Rental of Facilities		\$ 59,162.56
<b>Rental Costs Subtotal:</b>		\$ 59,162.56
<b>Utilities and Maintenance</b>		
Electric		
Gas		
Water		
Sewer Connections		
Internet		
Telephones (landlines)		
Facility Maintenance Contract		
Janitorial/Supplies/Garbage/Pest Control		
Insurance		
Alarm/Fire/Burglar Monitoring		
<b>Utilities and Maintenance Costs Subtotal:</b>		\$ -
<b>Equipment</b>		
Assessment-related products		
Assistive technology for individuals with disabilities ( <i>Access and Accommodation</i> )		\$ 500.00
Copiers		\$ 4,500.00
Fax Machines		
Computers		
Other tangible equipment used to serve all center customers (not specific to an individual program partner)		
Specify Other Tangible Equipment		
Alarm/Fire/Burglar System		
Phone System		
<b>Equipment Costs Subtotal:</b>		\$ 5,000.00
<b>Technology to Facilitate Access to the AJCC</b>		
Technology used for the center's planning and outreach activities		\$ 2,500.00
Specify the Technology		
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services		\$ 5,000.00
Website Address: www.afwd.org (Does not include data systems or case management systems specific to individual program partners.)		
<b>Technology to Facilitate Access Costs Subtotal:</b>		\$ 7,500.00
<b>SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS</b>		
<b>Cost Category</b>	<b>Total Cost</b>	
<b>Subtotal: Rental Costs</b>	\$	59,162.56
<b>Subtotal: Utilities and Maintenance Costs</b>	\$	-
<b>Subtotal: Equipment Costs</b>	\$	5,000.00
<b>Subtotal: Technology to Facilitate Access Costs</b>	\$	7,500.00
<b>TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:</b>		\$ 71,662.56

<b>Required Phase II MOU Component: Sharing Infrastructure Costs</b>		
Budget, Cost Allocation Methodology, Initial Proportionate Share		
Phase II MOU Content Requirements:		
A budget outlining the infrastructure costs for each comprehensive AJCC in the Local Area with a detailed description of what specific costs are included in each line item. Infrastructure costs of one-stop centers are nonpersonnel costs necessary for the general operation of the one-stop center.		
<b>AJCC Infrastructure Budget</b>		
<b>Business and Career Network 1616 Chestnut Street Susanville, CA 96130 - TANF/CalWORKs</b>		
<b>Cost Category/Line Item</b>	<b>Line Item Cost Detail</b>	<b>Cost</b>
<b>Rent</b>		
Rental of Facilities		\$ 102,837.44
<b>Rental Costs Subtotal:</b>		\$ 102,837.44
<b>Utilities and Maintenance</b>		
Electric		\$ 8,816.00
Gas		\$ 2,810.00
Water		
Sewer Connections		\$ 214.00
Internet		\$ 600.00
Telephones (landlines)		\$ 5,400.00
Facility Maintenance Contract		\$ 13,850.00
Janitorial/Supplies/Garbage/Pest Control		\$ 8,433.00
Insurance		\$ 1,375.00
Alarm/Fire/Burglar Monitoring		\$ 3,685.00
<b>Utilities and Maintenance Costs Subtotal:</b>		\$ 45,183.00
<b>Equipment</b>		
Assessment-related products		
Assistive technology for individuals with disabilities ( <i>Access and Accommodation</i> )		
Copiers		\$ 7,152.00
Fax Machines		\$ 300.00
Computers		\$ 2,500.00
Other tangible equipment used to serve all center customers (not specific to an individual program partner)		\$ -
Specify Other Tangible Equipment		
Alarm/Fire/Burglar System		\$ -
Phone System		\$ -
<b>Equipment Costs Subtotal:</b>		\$ 9,952.00
<b>Technology to Facilitate Access to the AJCC</b>		
Technology used for the center's planning and outreach activities		
Specify the Technology		

<p>Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services</p> <p>Website Address: www.afwd.org (Does not include data systems or case management systems specific to individual program partners.)</p>		
<b>Technology to Facilitate Access Costs Subtotal:</b>		\$ -
<b>SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS</b>		
<b>Cost Category</b>	<b>Total Cost</b>	
<b>Subtotal: Rental Costs</b>	\$ 102,837.44	
<b>Subtotal: Utilities and Maintenance Costs</b>	\$ 45,183.00	
<b>Subtotal: Equipment Costs</b>	\$ 9,952.00	
<b>Subtotal: Technology to Facilitate Access Costs</b>	\$ -	
<b>TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:</b>		<b>\$ 157,972.44</b>



<b>Required Phase II MOU Component: Sharing Infrastructure Costs</b>		
Budget, Cost Allocation Methodology, Initial Proportionate Share		
Phase II MOU Content Requirements:		
A budget outlining the infrastructure costs for each comprehensive AJCC in the Local Area with a detailed description of what specific costs are included in each line item. Infrastructure costs of one-stop centers are nonpersonnel costs necessary for the general operation of the one-stop center.		
<b>AJCC Infrastructure Budget</b>		
<b>Business and Career Network 701 North Main St., Ste. #1, Alturas, CA 96101 - Alliance for Workforce Development, Inc.</b>		
<b>Cost Category/Line Item</b>	<b>Line Item Cost Detail</b>	<b>Cost</b>
<b>Rent</b>		
Rental of Facilities	6,000.00	\$ 6,000.00
<b>Rental Costs Subtotal:</b>		<b>\$ 6,000.00</b>
<b>Utilities and Maintenance</b>		
Electric		
Gas		
Water		
Sewer Connections		
Internet		
Telephones (landlines)	3,500.00	\$ 3,500.00
Facility Maintenance Contract		
Janitorial/Supplies/Garbage/Pest Control		
Insurance	300.00	\$ 300.00
Alarm/Fire/Burglar Monitoring		
<b>Utilities and Maintenance Costs Subtotal:</b>		<b>\$ 3,800.00</b>
<b>Equipment</b>		
Assessment-related products		
Assistive technology for individuals with disabilities ( <i>Access and Accommodation</i> )		\$ 500.00
Copiers	2500	\$ 2,500.00
Fax Machines		
Computers	800	\$ 800.00
Other tangible equipment used to serve all center customers (not specific to an individual program partner)		\$ 2,850.00
Specify Other Tangible Equipment		
Alarm/Fire/Burglar System		\$ -
Phone System		\$ -
<b>Equipment Costs Subtotal:</b>		<b>\$ 6,650.00</b>
<b>Technology to Facilitate Access to the AJCC</b>		
Technology used for the center's planning and outreach activities		\$ 1,500.00
Specify the Technology		
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services		\$ 5,000.00
Website Address: _____ (Does not include data systems or case management systems specific to individual program partners.)		
<b>Technology to Facilitate Access Costs Subtotal:</b>		<b>\$ 6,500.00</b>
<b>SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS</b>		
<b>Cost Category</b>		<b>Total Cost</b>
<b>Subtotal: Rental Costs</b>		<b>\$ 6,000.00</b>
<b>Subtotal: Utilities and Maintenance Costs</b>		<b>\$ 3,800.00</b>
<b>Subtotal: Equipment Costs</b>		<b>\$ 6,650.00</b>
<b>Subtotal: Technology to Facilitate Access Costs</b>		<b>\$ 6,500.00</b>
<b>TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:</b>		<b>\$ 22,950.00</b>

<b>Required Phase II MOU Component: Sharing Infrastructure Costs</b>		
Budget, Cost Allocation Methodology, Initial Proportionate Share		
Phase II MOU Content Requirements:		
A budget outlining the infrastructure costs for each comprehensive AJCC in the Local Area with a detailed description of what specific costs are included in each line item. Infrastructure costs of one-stop centers are nonpersonnel costs necessary for the general operation of the one-stop center.		
<b>AJCC Infrastructure Budget</b>		
<b>Business and Career Network 988 McCourtney Drive Grass Valley, CA 95949 - Alliance for Workforce Development, Inc.</b>		
<b>Cost Category/Line Item</b>	<b>Line Item Cost Detail</b>	<b>Cost</b>
<b>Rent</b>		
Rental of Facilities		\$ 32,187.00
<b>Rental Costs Subtotal:</b>		<b>\$ 32,187.00</b>
<b>Utilities and Maintenance</b>		
Electric		
Gas		
Water		
Sewer Connections		
Internet		\$ 4,700.00
Telephones (landlines)		
Facility Maintenance Contract		
Janitorial/Supplies/Garbage/Pest Control		
Insurance		
Alarm/Fire/Burglar Monitoring		
<b>Utilities and Maintenance Costs Subtotal:</b>		<b>\$ 4,700.00</b>
<b>Equipment</b>		
Assessment-related products		
Assistive technology for individuals with disabilities ( <i>Access and Accommodation</i> )		\$ 500.00
Copiers		\$ 4,500.00
Fax Machines		
Computers		
Other tangible equipment used to serve all center customers (not specific to an individual program partner)		\$ 15,200.00
Specify Other Tangible Equipment		
Alarm/Fire/Burglar System		\$ -
Phone System		\$ -
<b>Equipment Costs Subtotal:</b>		<b>\$ 20,200.00</b>
<b>Technology to Facilitate Access to the AJCC</b>		
Technology used for the center's planning and outreach activities		\$ 2,500.00
Specify the Technology		
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services		\$ 5,000.00
Website Address: www.afwd.org (Does not include data systems or case management systems specific to individual program partners.)		
<b>Technology to Facilitate Access Costs Subtotal:</b>		<b>\$ 7,500.00</b>
<b>SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS</b>		
<b>Cost Category</b>	<b>Total Cost</b>	
<b>Subtotal: Rental Costs</b>	<b>\$</b>	<b>32,187.00</b>
<b>Subtotal: Utilities and Maintenance Costs</b>	<b>\$</b>	<b>4,700.00</b>
<b>Subtotal: Equipment Costs</b>	<b>\$</b>	<b>20,200.00</b>
<b>Subtotal: Technology to Facilitate Access Costs</b>	<b>\$</b>	<b>7,500.00</b>
<b>TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:</b>	<b>\$</b>	<b>64,587.00</b>

<b>Required Phase II MOU Component: Sharing Infrastructure Costs</b>		
Budget, Cost Allocation Methodology, Initial Proportionate Share		
Phase II MOU Content Requirements:		
A budget outlining the infrastructure costs for each comprehensive AJCC in the Local Area with a detailed description of what specific costs are included in each line item. Infrastructure costs of one-stop centers are nonpersonnel costs necessary for the general operation of the one-stop center.		
<b>AJCC Infrastructure Budget</b>		
<b>Business and Career Network 988 McCourtney Drive Grass Valley, CA 95949 - TANF/CalWORKs</b>		
<b>Cost Category/Line Item</b>	<b>Line Item Cost Detail</b>	<b>Cost</b>
<b>Rent</b>		
Rental of Facilities		\$ 95,622.00
<b>Rental Costs Subtotal:</b>		<b>\$ 95,622.00</b>
<b>Utilities and Maintenance</b>		
Electric		
Gas		
Water		
Sewer Connections		
Internet		
Telephones (landlines)		
Facility Maintenance Contract		
Janitorial/Supplies/Garbage/Pest Control		
Insurance		
Alarm/Fire/Burglar Monitoring		
<b>Utilities and Maintenance Costs Subtotal:</b>		<b>\$ -</b>
<b>Equipment</b>		
Assessment-related products		
Assistive technology for individuals with disabilities ( <i>Access and Accommodation</i> )		
Copiers		
Fax Machines		
Computers		
Other tangible equipment used to serve all center customers (not specific to an individual program partner)		
Specify Other Tangible Equipment		
Alarm/Fire/Burglar System		
Phone System		\$ -
<b>Equipment Costs Subtotal:</b>		<b>\$ -</b>
<b>Technology to Facilitate Access to the AJCC</b>		
Technology used for the center's planning and outreach activities		
Specify the Technology		

<p>Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services</p> <p>Website Address: www.afwd.org (Does not include data systems or case management systems specific to individual program partners.)</p>		
<b>Technology to Facilitate Access Costs Subtotal:</b>		\$ -
<b>SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS</b>		
<b>Cost Category</b>	<b>Total Cost</b>	
<b>Subtotal: Rental Costs</b>	\$ 95,622.00	
<b>Subtotal: Utilities and Maintenance Costs</b>	\$ -	
<b>Subtotal: Equipment Costs</b>	\$ -	
<b>Subtotal: Technology to Facilitate Access Costs</b>	\$ -	
<b>TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:</b>		\$ 95,622.00

<b>Required Phase II MOU Component: Sharing Infrastructure Costs</b>		
Budget, Cost Allocation Methodology, Initial Proportionate Share		
Phase II MOU Content Requirements:		
A budget outlining the infrastructure costs for each comprehensive AJCC in the Local Area with a detailed description of what specific costs are included in each line item. Infrastructure costs of one-stop centers are nonpersonnel costs necessary for the general operation of the one-stop center.		
<b>AJCC Infrastructure Budget</b>		
<b>Business and Career Network 7 Quincy Junction Road Quincy, CA 95971 - Alliance for Workforce Development, Inc.</b>		
<b>Cost Category/Line Item</b>	<b>Line Item Cost Detail</b>	<b>Cost</b>
<b>Rent</b>		
Rental of Facilities		\$ 24,000.00
<b>Rental Costs Subtotal:</b>		\$ 24,000.00
<b>Utilities and Maintenance</b>		
Electric		\$ 5,050.00
Gas		
Water		
Sewer Connections		
Internet		\$ 1,200.00
Telephones (landlines)		\$ 5,600.00
Facility Maintenance Contract		\$ 7,200.00
Janitorial/Supplies/Garbage/Pest Control		
Insurance		\$ 300.00
Alarm/Fire/Burglar Monitoring		
<b>Utilities and Maintenance Costs Subtotal:</b>		\$ 19,350.00
<b>Equipment</b>		
Assessment-related products		
Assistive technology for individuals with disabilities ( <i>Access and Accommodation</i> )		\$ 500.00
Copiers		\$ 5,200.00
Fax Machines		
Computers		\$ 800.00
Other tangible equipment used to serve all center customers (not specific to an individual program partner)		\$ 7,600.00
Specify Other Tangible Equipment		
Alarm/Fire/Burglar System		\$ -
Phone System		\$ 3,500.00
<b>Equipment Costs Subtotal:</b>		\$ 17,600.00
<b>Technology to Facilitate Access to the AJCC</b>		
Technology used for the center's planning and outreach activities		\$ 1,500.00
Specify the Technology		
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services		\$ 5,000.00
Website Address: www.afwd.org (Does not include data systems or case management systems specific to individual program partners.)		
<b>Technology to Facilitate Access Costs Subtotal:</b>		\$ 6,500.00
<b>SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS</b>		
<b>Cost Category</b>	<b>Total Cost</b>	
<b>Subtotal: Rental Costs</b>	\$	24,000.00
<b>Subtotal: Utilities and Maintenance Costs</b>	\$	19,350.00
<b>Subtotal: Equipment Costs</b>	\$	17,600.00
<b>Subtotal: Technology to Facilitate Access Costs</b>	\$	6,500.00
<b>TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:</b>	\$	67,450.00

<b>Required Phase II MOU Component: Sharing Infrastructure Costs</b>		
Budget, Cost Allocation Methodology, Initial Proportionate Share		
Phase II MOU Content Requirements:		
A budget outlining the infrastructure costs for each comprehensive AJCC in the Local Area with a detailed description of what specific costs are included in each line item. Infrastructure costs of one-stop centers are nonpersonnel costs necessary for the general operation of the one-stop center.		
<b>AJCC Infrastructure Budget (one per AJCC office)</b>		
<b>SMART Workforce Center - 1201 Placer Street, Redding, CA 96001</b>		
<b>Cost Category/Line Item</b>	<b>Line Item Cost Detail</b>	<b>Cost</b>
<b>Rent</b>		
Rental of Facilities	Redding Facility Rental	\$ 139,075.00
<b>Rental Costs Subtotal:</b>		<b>\$ 139,075.00</b>
<b>Utilities, Maintenance, Services</b>		
Electric	City of Redding Utilities	\$ 44,737.00
Gas	PG&E	\$ 5,043.00
Water		\$ -
Sewer Connections	City of Redding Utilities	\$ 2,840.00
Internet	Charter Business Communications	\$ 1,650.00
Telephones (landlines)	AT&T Calnet	\$ 12,600.00
Facility Maintenance Contract	Peerless Janitorial	\$ 15,600.00
Janitorial/Supplies/Garbage/Pest Control		\$ 600.00
Insurance		\$ 19,800.00
Alarm/Fire/Burglar Monitoring		
<b>Utilities and Maintenance Costs Subtotal:</b>		<b>\$ 102,870.00</b>
<b>Equipment, Maintenance and Support</b>		
Assessment-related products		
Assistive technology for individuals with disabilities (Access and Accommodation)	Trackball, oversized keyboard, oversized monitor	\$ 350.00
Copiers	Annual Lease of equipment	\$ 24,705.00
Fax Machines	Annual fees	\$ 1,260.00
Computers	Thin clients and monitors for workstations	\$ 27,303.00
Other tangible equipment used to serve all center customers (not specific to an individual program partner)	Printers, technical support, computer maintenance and telephone system, supplies, work stations, client headsets and paging system	\$ 33,100.00
Specify Other Tangible Equipment		
Alarm/Fire/Burglar System		\$ 480.00
Phone System		\$ 60,548.00
<b>Equipment Costs Subtotal:</b>		<b>\$ 147,746.00</b>
<b>Technology to Facilitate Access to the AJCC</b>		
Technology used for the center's planning and outreach activities	Virtual Premier - Virtual Job Fair Hosting Platform	\$ 8,160.00
Specify the Technology		
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services	SMART website hosted through One Each Technologies - includes program information, electronic partner referral portal, digital workshop sign-ups and more www.thesmartcenter.biz	\$ 1,768.00
Website Address: _____ (Does not include data systems or case management systems specific to individual program partners.)		
<b>Technology to Facilitate Access Costs Subtotal:</b>		<b>\$ 9,928.00</b>
<b>SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS</b>		
<b>Cost Category</b>		<b>Total Cost</b>
<b>Subtotal: Rental Costs</b>		<b>\$ 139,075.00</b>
<b>Subtotal: Utilities and Maintenance Costs</b>		<b>\$ 102,870.00</b>
<b>Subtotal: Equipment Costs</b>		<b>\$ 147,746.00</b>
<b>Subtotal: Technology to Facilitate Access Costs</b>		<b>\$ 9,928.00</b>
<b>TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:</b>		<b>\$ 399,619.00</b>

<b>Required Phase II MOU Component: Sharing Infrastructure Costs</b>		
Budget, Cost Allocation Methodology, Initial Proportionate Share		
Phase II MOU Content Requirements:		
A budget outlining the infrastructure costs for each comprehensive AJCC in the Local Area with a detailed description of what specific costs are included in each line item. Infrastructure costs of one-stop centers are nonpersonnel costs necessary for the general operation of the one-stop center.		
<b>AJCC Infrastructure Budget</b>		
<b>Business and Career Network 305 South Lincoln Street, Sierraville, CA 96126 - Alliance for Workforce Development, Inc.</b>		
<b>Cost Category/Line Item</b>	<b>Line Item Cost Detail</b>	<b>Cost</b>
<b>Rent</b>		
Rental of Facilities		\$ 7,200.00
<b>Rental Costs Subtotal:</b>		<b>\$ 7,200.00</b>
<b>Utilities and Maintenance</b>		
Electric		\$ 1,710.00
Gas		
Water		
Sewer Connections		
Internet		\$ 1,200.00
Telephones (landlines)		\$ 2,700.00
Facility Maintenance Contract		\$ 900.00
Janitorial/Supplies/Garbage/Pest Control		\$ 245.00
Insurance		\$ 300.00
Alarm/Fire/Burglar Monitoring		
<b>Utilities and Maintenance Costs Subtotal:</b>		<b>\$ 7,055.00</b>
<b>Equipment</b>		
Assessment-related products		
Assistive technology for individuals with disabilities ( <i>Access and Accommodation</i> )		\$ 250.00
Copiers		\$ 1,090.00
Fax Machines		
Computers		\$ 800.00
Other tangible equipment used to serve all center customers (not specific to an individual program partner)		
Specify Other Tangible Equipment		
Alarm/Fire/Burglar System		
Phone System		\$ 950.00
<b>Equipment Costs Subtotal:</b>		<b>\$ 3,090.00</b>
<b>Technology to Facilitate Access to the AJCC</b>		
Technology used for the center's planning and outreach activities		\$ 500.00
Specify the Technology		
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services		\$ 1,500.00
Website Address: www.afwd.org (Does not include data systems or case management systems specific to individual program partners.)		
<b>Technology to Facilitate Access Costs Subtotal:</b>		<b>\$ 2,000.00</b>
<b>SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS</b>		
<b>Cost Category</b>	<b>Total Cost</b>	
<b>Subtotal: Rental Costs</b>	<b>\$</b>	<b>7,200.00</b>
<b>Subtotal: Utilities and Maintenance Costs</b>	<b>\$</b>	<b>7,055.00</b>
<b>Subtotal: Equipment Costs</b>	<b>\$</b>	<b>3,090.00</b>
<b>Subtotal: Technology to Facilitate Access Costs</b>	<b>\$</b>	<b>2,000.00</b>
<b>TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:</b>	<b>\$</b>	<b>19,345.00</b>

<b>Required Phase II MOU Component: Sharing Infrastructure Costs</b>		
Budget, Cost Allocation Methodology, Initial Proportionate Share		
Phase II MOU Content Requirements:		
A budget outlining the infrastructure costs for each comprehensive AJCC in the Local Area with a detailed description of what specific costs are included in each line item. Infrastructure costs of one-stop centers are nonpersonnel costs necessary for the general operation of the one-stop center.		
<b>AJCC Infrastructure Budget</b>		
<b>SMART Workforce Center - 190 Boles Street, Weed, CA 96094 - STEP</b>		
<b>Cost Category/Line Item</b>	<b>Line Item Cost Detail</b>	<b>Cost</b>
<b>Rent</b>		
Rental of Facilities	Space -- Approx. 4,000 square feet	\$ 37,700.00
<b>Rental Costs Subtotal:</b>		\$ 37,700.00
<b>Utilities and Maintenance</b>		
Electric	Electricity Costs	\$ 5,482.00
Gas	N/A	\$ -
Water	Water Costs	\$ 1,572.00
Sewer Connections	Sewer Costs	\$ 425.00
Internet	Internet Connectivity Costs	\$ 1,044.00
Telephones (landlines)	Telephone Costs	\$ 4,902.00
Facility Maintenance Contract	Maintenance/Janitorial Costs	\$ 7,320.00
Janitorial/Supplies/Garbage/Pest Control		
Insurance		
Alarm/Fire/Burglar Monitoring		\$ 378.00
<b>Utilities and Maintenance Costs Subtotal:</b>		\$ 21,123.00
<b>Equipment</b>		
Assessment-related products	Assessment materials for clients	\$ 418.00
Assistive technology for individuals with disabilities ( <i>Access and Accommodation</i> )	Equipment is available to clients with disabilities, phones are compatible	\$ -
Copiers	Copier costs	\$ 7,246.00
Fax Machines	Fax Machine Costs	\$ 2,211.00
Computers	Client Towers & Monitors	\$ 4,500.00
Other tangible equipment used to serve all center customers (not specific to an individual program partner)		\$ 30,400.00
Specify Other Tangible Equipment		
Alarm/Fire/Burglar System		
Phone System		\$ 3,500.00
<b>Equipment Costs Subtotal:</b>		\$ 48,275.00
<b>Technology to Facilitate Access to the AJCC</b>		
Technology used for the center's planning and outreach activities	Technology/Computer Maintenance and Support	
Specify the Technology		
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services		
Website Address: www.stepoffice.org (Does not include data systems or case management systems specific to individual program partners.)		
<b>Technology to Facilitate Access Costs Subtotal:</b>		\$ -
<b>SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS</b>		
<b>Cost Category</b>	<b>Total Cost</b>	
<b>Subtotal: Rental Costs</b>	\$	37,700.00
<b>Subtotal: Utilities and Maintenance Costs</b>	\$	21,123.00
<b>Subtotal: Equipment Costs</b>	\$	48,275.00
<b>Subtotal: Technology to Facilitate Access Costs</b>	\$	-
<b>TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:</b>		\$ 107,098.00



<b>Required Phase II MOU Component: Sharing Infrastructure Costs</b>		
Budget, Cost Allocation Methodology, Initial Proportionate Share		
Phase II MOU Content Requirements:		
A budget outlining the infrastructure costs for each comprehensive AJCC in the Local Area with a detailed description of what specific costs are included in each line item. Infrastructure costs of one-stop centers are nonpersonnel costs necessary for the general operation of the one-stop center.		
<b>AJCC Infrastructure Budget</b>		
<b>Job Training Center of Tehama County - 718 Main Street, Red Bluff, CA 96080 - JTC</b>		
<b>Cost Category/Line Item</b>	<b>Line Item Cost Detail</b>	<b>Cost</b>
<b>Rent</b>		
Rental of Facilities		\$ 23,058.00
<b>Rental Costs Subtotal:</b>		\$ 23,058.00
<b>Utilities and Maintenance</b>		
Electric		\$ 10,178.53
Gas		\$ -
Water		\$ 631.26
Sewer Connections	trash	\$ -
Internet	includes telephones	\$ 9,240.00
Telephones (landlines)		\$ -
Facility Maintenance Contract		\$ 6,300.00
Janitorial/Supplies/Garbage/Pest Control		\$ -
Insurance		\$ 6,720.00
Alarm/Fire/Burglar Monitoring		\$ -
<b>Utilities and Maintenance Costs Subtotal:</b>		\$ 33,069.79
<b>Equipment</b>		
Assessment-related products		\$ -
Assistive technology for individuals with disabilities ( <i>Access and Accommodation</i> )		\$ 148.00
Copiers		\$ 4,011.84
Fax Machines		\$ -
Computers		\$ 6,557.00
Other tangible equipment used to serve all center customers (not specific to an individual program partner)	Other equipment, computers; includes software	\$ 9,836.00
Specify Other Tangible Equipment		
Alarm/Fire/Burglar System		\$ -
Phone System		\$ -
<b>Equipment Costs Subtotal:</b>		\$ 20,552.84
<b>Technology to Facilitate Access to the AJCC</b>		
Technology used for the center's planning and outreach activities		\$ -
Specify the Technology		
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services		\$ 2,300.00
Website Address: <a href="http://www.jobtrainingcenter.org">www.jobtrainingcenter.org</a>		
(Does not include data systems or case management systems specific to individual program partners.)		
<b>Technology to Facilitate Access Costs Subtotal:</b>		\$ 2,300.00
<b>SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS</b>		
<b>Cost Category</b>	<b>Total Cost</b>	
<b>Subtotal: Rental Costs</b>	\$	23,058.00
<b>Subtotal: Utilities and Maintenance Costs</b>	\$	33,069.79
<b>Subtotal: Equipment Costs</b>	\$	20,552.84
<b>Subtotal: Technology to Facilitate Access Costs</b>	\$	2,300.00
<b>TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:</b>		\$ 78,980.63

<b>Required Phase II MOU Component: Sharing Infrastructure Costs</b>		
Budget, Cost Allocation Methodology, Initial Proportionate Share		
Phase II MOU Content Requirements:		
A budget outlining the infrastructure costs for each comprehensive AJCC in the Local Area with a detailed description of what specific costs are included in each line item. Infrastructure costs of one-stop centers are nonpersonnel costs necessary for the general operation of the one-stop center.		
<b>AJCC Infrastructure Budget</b>		
<b>SMART Workforce Center - 790 Main Street, Suite 618, Weaverville, CA 96093</b>		
<b>Cost Category/Line Item</b>	<b>Line Item Cost Detail</b>	<b>Cost</b>
<b>Rent</b>		
Rental of Facilities	Weaverville Facility Rental	\$ 11,700.00
<b>Rental Costs Subtotal:</b>		\$ 11,700.00
<b>Utilities, Maintenance, Services</b>		
Electric	Trinity PUD	\$ 2,720.00
Gas		
Water		
Sewer Connections		
Internet	Charter Business Communications	\$ 250.00
Telephones (landlines)	AT&T Calnet	\$ 1,860.00
Facility Maintenance Contract		\$ 3,600.00
Janitorial/Supplies/Garbage/Pest Control	Facility Bi-Monthly Pest Control	\$ 330.00
Insurance	Liability Insurance	\$ 2,200.00
Alarm/Fire/Burgler Monitoring		\$ -
<b>Utilities and Maintenance Costs Subtotal:</b>		\$ 10,960.00
<b>Equipment, Maintenance and Support</b>		
Assessment-related products		
Assistive technology for individuals with disabilities (Access and Accommodation)	Trackball, oversized keyboard, oversized monitor	\$ 350.00
Copiers	Annual Lease of equipment	\$ 1,860.00
Fax Machines	Annual fees	\$ 200.00
Computers	Thin clients and monitors for workstations	\$ 2,925.00
Other tangible equipment used to serve all center customers (not specific to an individual program partner)	Printers, technical support, computer maintenance and telephone system, supplies, work stations, client headsets and paging system	\$ 11,050.00
Specify Other Tangible Equipment		
Alarm/Fire/Burgler System	Smoke/burgler alarm system	\$ 240.00
Phone System	Gaynor Phone System	\$ 4,557.00
<b>Equipment Costs Subtotal:</b>		\$ 21,182.00
<b>Technology to Facilitate Access to the AJCC</b>		
Technology used for the center's planning and outreach activities	Virtual Premier - Virtual Job Fair Hosting Platform	\$ 600.00
Specify the Technology		
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services	SMART website hosted through One Each Technologies - includes program information, electronic partner referral portal, digital workshop sign-ups and more www.thesmartcenter.biz	\$ 130.00
Website Address: _____ (Does not include data systems or case management systems specific to individual program partners.)		
<b>Technology to Facilitate Access Costs Subtotal:</b>		\$ 730.00
<b>SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS</b>		
<b>Cost Category</b>		<b>Total Cost</b>
<b>Subtotal: Rental Costs</b>		\$ 11,700.00
<b>Subtotal: Utilities and Maintenance Costs</b>		\$ 10,960.00
<b>Subtotal: Equipment Costs</b>		\$ 21,182.00
<b>Subtotal: Technology to Facilitate Access Costs</b>		\$ 730.00
<b>TOTAL INFRASTRUCTURE COSTS FOR THIS</b>		<b>\$ 44,572.00</b>