

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

I. Purpose

This MOU Phase II builds on the agreements established with America's Job Center of California (AJCC) partners in Phase I and determines how to best support the established service delivery model through the use of resource sharing and joint infrastructure costs

The purpose of this Memorandum of Understanding (MOU) Phase II is to describe the resource sharing agreement between the Comprehensive One-Stop/America's Job Centers of California with each mandated partner agency and to confirm that the agreement in the MOU Phase I addressed the service coordination and collaboration amongst the partners. The cost sharing agreement does not constitute a binding financial commitment, but rather an intention to commit to specific resource as parties' allocations and budgets are known from year to year.

The MOU Phase II describes the cost allocation plan based on known current costs of operating the Comprehensive One-Stop/AJCC, as referenced in the MOU Phase I:

"Mutual infrastructure funding is a critical part of establishing the foundation needed to support integrated services delivery. Section 121(c) of WIOA requires a Memorandum of Understanding (MOU) be developed and entered into by a group of mandatory partners outlined in Section 121(b)(1)(B) of WIOA and listed on page 3-4 of this document, concerning the operation of the one-stop delivery system within the eleven county geographic area of NoRTEC. The MOU shall outline the operation of the one-stop delivery system and includes both the services to be provided through the system, and the how the costs of such services will be funded."

II. Effective Date of the MOU Phase II

This MOU Phase II shall be binding upon each party hereto upon execution by such party. The term of this MOU shall be three years, commencing on July 1, 2017 to June 30, 2020. During the term of the agreement, any substantial changes made by individual partner contributions will be updated on an annual basis with each partner separately. These updates will not require renegotiation of the MOU.

III. Process and Development of MOU Phase II

Meetings between AJCC partners took place to discuss the Infrastructure Funding Agreements (IFA) and Other System Costs required to complete Phase II of the MOU. Partners who are physically colocated in the AJCC(s) are considered to receive a direct benefit that is allocable, therefore, they must contribute their proportionate share towards infrastructure costs.

Throughout Phase II MOU development collaboration between partners took place. Most partners attended the California Workforce Association (CWA) Phase II Training Session October 25, 2016 and the WIOA Costs Sharing Webinar February 3, 2017. The meetings

provided guidance, direction and clarification on the Infrastructure and Other System Costs needed to complete Phase II of the MOU.

Additional meetings occurred throughout the development of Phase II with the required partners. The Workforce Services Directive 16-09 was discussed to educate partners on the requirements needed from the State to complete MOU Phase II. The California Department of Social Services (CDSS) issued an All County Letter 16-51, which provided guidance on the partnerships under WIOA with the local America's Job Centers of California (AJCC). The CDSS also issued an All County Information Notice I-93-16, which provided guidance on the costs sharing requirements for CalWORKs partners. These directives and meetings helped the partners clarify the information required from the State for MOU Phase II.

IV. Parties to the MOU Infrastructure & Other System Costs

The AJCC partners, Chief Elected Officials (CEO), and Local Board participated in the infrastructure and other system costs funding agreement are:

- Northern Rural Training and Employment Consortium (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. NoRTEC is a governmental entity, formed by a Joint Powers Agreement (JPA) between the aforementioned counties, and shall be represented in this agreement by the Chair of the Governing Board (Chief Elected Official), and the Chair of the Workforce Development Board.
- WIOA Title I Adult, Dislocated Worker, and Youth Programs
- WIOA Title IV Vocational Rehabilitation Programs
- Temporary Assistance for Needy Families (TANF)/CalWORKs
 - Butte County Department of Employment and Social Services
 - Lassen County Health & Social Services Department
 - Nevada County Department of Social Services

V. Parties to the MOU, not colocated within the AJCC, participating in the Shared Other System Costs Agreement

- WIOA Title I Native American Programs (Section 166)
- WIOA Title I Migrant Seasonal Farmworker Programs (Section 167)
- WIOA Title II Adult Education and Literacy Programs
- Temporary Assistance for Needy Families (TANF)/CalWORKs
 - Modoc County Department of Social Services
 - Plumas County Department of Social Services
 - Sierra County Department of Social Services

VI. Process for Resource Sharing Agreement Consensus

In order to determine the infrastructure requirements and other system costs needed to complete Phase II of the MOU, the partners of the MOU met to reach a consensus on the methodology for allocating costs among colocated partners.

VII. 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.

VIII. Modification and Review Process

This MOU may be modified, altered, or revised, as necessary, by mutual consent of all of the parties, by the issuance of a written amendment, signed and dated by the parties.

The partners listed in the Phase II MOU will work together to address any modifications to the Infrastructure and Other System Costs as needed, but at a minimum of once every year. Such budget updates will not require renegotiation of the Phase II MOU.

IX. Assurances

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

X. Sharing Infrastructure Costs

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

Comprehensive AJCCs and Colocated Partners

Comprehensive AJCC #1

Chico Community Employment Center
2445 Carmichael Drive
Chico, CA 95928

Partners Colocated at This AJCC:

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

Comprehensive AJCC #2

Oroville Employment Center
78 Table Mountain Blvd.
Oroville, CA 95965

Partners Colocated at This AJCC:

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

Comprehensive AJCC #3

Del Norte Workforce Center
875 5th Street
Crescent City, CA 95531

Partners Colocated at This AJCC:

- WIOA Title I – Adult, DW & Youth: Siskiyou Training and Employment Program
- WIOA Title IV – Vocational Rehabilitation: California Department of Rehabilitation

Comprehensive AJCC #4

Business and Career Network
1616 Chestnut Street
Susanville, CA 96130

Partners Colocated at This AJCC:

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

Comprehensive AJCC #5

Business and Career Network
802 North East Street
Alturas, CA 96101

Partners Colocated at This AJCC:

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

Comprehensive AJCC #6

Business and Career Network
988 McCourtney Road
Grass Valley, CA 95949

Partners Colocated at This AJCC:

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

Comprehensive AJCC #7

Business & Career Network
10075 Levon Ave.
Truckee, CA 96161

Partners Colocated at This AJCC:

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

Comprehensive AJCC #8

Business and Career Network
7 Quincy Junction Road
Quincy, CA 95971

Partners Colocated at This AJCC:

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

Comprehensive AJCC #9

Smart Business Resource Center
1201 Placer Street
Redding, CA 96001

Partners Colocated at This AJCC:

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

Comprehensive AJCC #10

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

Partners Colocated at This AJCC:

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

Comprehensive AJCC #11

Siskiyou Training and Employment Program (STEP)
190 Boles Street
Weed, CA 96094

Partners Colocated at This AJCC:

- WIOA Title I – Adult, DW and Youth: Siskiyou Training and Employment Program (STEP)

Comprehensive AJCC #12

Job Training Center of Tehama County (JTC)
718 Main Street
Red Bluff, CA 96080

Partners Colocated at This AJCC:

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

Comprehensive AJCC #13

Smart Business Resource Center
790 Main Street, Suite 618
Weaverville, CA 96093

Partners Colocated at This AJCC:

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

XI. Budget Option and Partners

The annual consolidated infrastructure budget outlining the infrastructure costs were provided by each colocated partner. These amounts serve as a baseline to determine the cost each partner contributed. The consolidated infrastructure budget can be found on Attachment A to this MOU.

XII. Cost Allocation Methodology

The costs allocation methodology agreed on by colocated partners is the proportion of an individual partner program’s square footage occupancy as a percentage to the total AJCC.

A. All Proportionate Shares

The initial proportionate share of infrastructure costs allocated to each partner based on the agreed square footage cost allocation methodology will be provided through cash contributions. This initial determination will be periodically reconciled against actual costs incurred and adjusted accordingly. The consolidated proportionate share of infrastructure costs for colocated partners can be found in Attachment B to this MOU.

XIII. Consolidated System for Applicable Career Services

The signed Phase I MOU required identification of the career services that were applicable to each partner program found in Phase I MOU attachments A-K. Applicable Career Services: Basic Career Services and Individual Careers Services are services authorized to be provided under each partners program. The summary of career services applicable to each One-Stop delivery system partner from Phase I MOU can be found in Attachment C to this MOU.

The One-Stop Partners included in the Sharing of Other One-Stop Delivery System Costs are:

- WIOA Title I Adult, Dislocated Worker, and Youth Programs
- WIOA Title I Native American Programs (Section 166)
- WIOA Title I Migrant Seasonal Farmworker Programs (Section 167)
- WIOA Title II Adult Education and Literacy Programs
- WIOA Title IV Vocational Rehabilitation Programs
- Temporary Assistance for Needy Families (TANF)/CalWORKs

A. Sharing Other One-Stop System Costs

While only colocated partners share infrastructure costs, all One-Stop partners must share in Other System Costs Applicable Career Services. All partners that signed the Phase I MOU must also sign the Phase II MOU for the sharing of Other System Costs. The Other System Costs budget is a consolidated budget for Applicable Career Services. The budget found in Attachment D to this MOU includes each of the partner’s costs for the service delivery of Applicable Career Services and a consolidated system budget for career services.

XIV. List of Attachments

Attachment A – Consolidated Infrastructure Budget

Attachment B – Consolidated Proportionate Share of Infrastructure Costs

Attachment C – Summary of Career Services

Attachment D – Other System Costs: Basic Career Services and Individual Careers Services
budget

(Signature pages follow)

SIGNATURES

In WITNESS THEREOF, the parties to this MOU hereby agree to the terms and execute this MOU Phase II and Attachments A-D.

Signature pages will be separate for each entity

Northern Rural Training and Employment Consortium (NoRTEC)
WIOA
2017 MOU Phase II Signature Page

Temporary Assistance for Needy Families (TANF)/CalWORKs: Nevada County Department of Social Services

Signature (Authorized Representative)

Dated

Print Name and Title

Nevada County Dept. of Social Services
Agency Name

NEVADA COUNTY:

Approved As to Form:

County Counsel

Attachment A

Consolidated Infrastructure Budget

Cost Category/Line Item	Line Item Cost Detail	Total Cost	WIOA Title I: AFWD	WIOA Title I: STEP	WIOA Title I: SMART	WIOA Title I: JTC	TANF - Butte	TANF - Lassen	TANF - Nevada	Vocational Rehabilitation
Rent										
Rental of Facilities		\$ 2,156,957.48	\$ 170,488.80	\$ 59,022.08	\$ 150,775.00	\$ 29,357.00	\$ 1,523,531.76	\$ 102,837.44	\$ 117,043.00	\$ 3,902.40
	Rental Costs Subtotal:	\$ 2,156,957.48	\$ 170,488.80	\$ 59,022.08	\$ 150,775.00	\$ 29,357.00	\$ 1,523,531.76	\$ 102,837.44	\$ 117,043.00	\$ 3,902.40
Utilities and Maintenance										
Electric		\$ 372,768.00	\$ 6,760.00	\$ 9,082.00	\$ 47,457.00	\$ 8,094.00	\$ 292,559.00	\$ 8,816.00	\$ -	\$ -
Gas		\$ 17,914.00	\$ -	\$ -	\$ 5,043.00	\$ -	\$ 10,061.00	\$ 2,810.00	\$ -	\$ -
Water		\$ 10,849.00	\$ -	\$ 2,772.00	\$ -	\$ 827.00	\$ 7,250.00	\$ -	\$ -	\$ -
Sewer Connections		\$ 9,073.00	\$ -	\$ 740.00	\$ 2,840.00	\$ 901.00	\$ 4,378.00	\$ 214.00	\$ -	\$ -
Internet		\$ 19,820.00	\$ 11,677.00	\$ 1,900.00	\$ 1,900.00	\$ 3,743.00	\$ -	\$ 600.00	\$ -	\$ -
Telephones (landlines)		\$ 52,815.00	\$ 18,714.00	\$ 8,919.00	\$ 14,460.00	\$ 5,322.00	\$ -	\$ 5,400.00	\$ -	\$ -
Facility Maintenance Contract		\$ 59,382.00	\$ 9,475.00	\$ 7,320.00	\$ 19,200.00	\$ 9,537.00	\$ -	\$ 13,850.00	\$ -	\$ -
Janitorial/Supplies/Garbage/Pest Control		\$ 14,241.00	\$ 245.00	\$ 4,633.00	\$ 930.00	\$ -	\$ -	\$ 8,433.00	\$ -	\$ -
Insurance		\$ 24,875.00	\$ 1,500.00	\$ -	\$ 22,000.00	\$ -	\$ -	\$ 1,375.00	\$ -	\$ -
Alarm/Fire/Burglar Monitoring		\$ 4,441.00	\$ -	\$ 756.00	\$ -	\$ -	\$ -	\$ 3,685.00	\$ -	\$ -
	Utilities and Maintenance Costs Subtotal:	\$ 586,178.00	\$ 48,371.00	\$ 36,122.00	\$ 113,830.00	\$ 28,424.00	\$ 314,248.00	\$ 45,183.00	\$ -	\$ -
Equipment										
Assessment-related products		\$ 836.00	\$ -	\$ 836.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assistive technology for individuals with disabilities (<i>Access and Accommodation</i>)		\$ 848.00	\$ -	\$ -	\$ 700.00	\$ 148.00	\$ -	\$ -	\$ -	\$ -
Copiers		\$ 77,969.00	\$ 24,906.00	\$ 8,639.00	\$ 26,565.00	\$ 10,707.00	\$ -	\$ 7,152.00	\$ -	\$ -
Fax Machines		\$ 4,101.00	\$ -	\$ 2,341.00	\$ 1,460.00	\$ -	\$ -	\$ 300.00	\$ -	\$ -
Computers		\$ 75,915.00	\$ 6,500.00	\$ 30,130.00	\$ 30,228.00	\$ 6,557.00	\$ -	\$ 2,500.00	\$ -	\$ -
Other tangible equipment used to serve all center customers (not specific to an individual program partner)	Printers, technical support, computer maintenance and telephone system, supplies, work stations, client headsets and paging system	\$ 104,786.00	\$ -	\$ 50,800.00	\$ 44,150.00	\$ 9,836.00	\$ -	\$ -	\$ -	\$ -
Specify Other Tangible Equipment										
Alarm/Fire/Burglar System		\$ 2,585.00	\$ -	\$ 1,865.00	\$ 720.00	\$ -	\$ -	\$ -	\$ -	\$ -
Phone System		\$ 73,004.00	\$ -	\$ 7,899.00	\$ 65,105.00	\$ -	\$ -	\$ -	\$ -	\$ -
	Equipment Costs Subtotal:	\$ 340,044.00	\$ 31,406.00	\$ 102,510.00	\$ 168,928.00	\$ 27,248.00	\$ -	\$ 9,952.00	\$ -	\$ -
Technology to Facilitate Access to the AJCC										
Technology used for the center's planning and outreach activities	Career Center computer and sign in computer systems upkeep and maintenance for visitor check in.	\$ 34,378.00	\$ -	\$ -	\$ -	\$ 34,378.00	\$ -	\$ -	\$ -	\$ -
Specify the Technology										
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Website Address: _____ (Does not include data systems or case management systems specific to individual program partners.)										
	Technology to Facilitate Access Costs Subtotal:	\$ 34,378.00	\$ -	\$ -	\$ -	\$ 34,378.00	\$ -	\$ -	\$ -	\$ -
SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS										
Cost Category		Total Cost	Total Cost	Total Cost	Total Cost	Total Cost	Total Cost	Total Cost	Total Cost	Total Cost
Subtotal: Rental Costs		\$ 2,156,957.48	\$ 170,488.80	\$ 59,022.08	\$ 150,775.00	\$ 29,357.00	\$ 1,523,531.76	\$ 102,837.44	\$ 117,043.00	\$ 3,902.40
Subtotal: Utilities and Maintenance Costs		\$ 586,178.00	\$ 48,371.00	\$ 36,122.00	\$ 113,830.00	\$ 28,424.00	\$ 314,248.00	\$ 45,183.00	\$ -	\$ -
Subtotal: Equipment Costs		\$ 340,044.00	\$ 31,406.00	\$ 102,510.00	\$ 168,928.00	\$ 27,248.00	\$ -	\$ 9,952.00	\$ -	\$ -
Subtotal: Technology to Facilitate Access Costs		\$ 34,378.00	\$ -	\$ -	\$ -	\$ 34,378.00	\$ -	\$ -	\$ -	\$ -
TOTAL CONSOLIDATED INFRASTRUCTURE COSTS FOR THE AJCC/Network:		\$ 3,117,557.48	\$ 250,265.80	\$ 197,654.08	\$ 433,533.00	\$ 119,407.00	\$ 1,837,779.76	\$ 157,972.44	\$ 117,043.00	\$ 3,902.40

Attachment B

Consolidated Proportionate Share of Infrastructure Costs				
Colocated Partner/s	Shared Total Infrastructure Costs	Cost Allocation Methodology	Allocated Share	Amount: Cash
Partner: <i>WIOA Title I - Adult, DW & Youth</i>	\$3,117,557.48	SQ FT	\$1,000,859.88	\$1,000,859.88
Partner: <i>TANF/CalWORKs</i>	\$3,117,557.48	SQ FT	\$2,112,795.20	\$2,112,795.20
Partner: <i>WIOA Title IV - Vocational Rehabilitation</i>	\$3,117,557.48	SQ FT	\$3,902.40	\$3,902.40

Attachment C

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

Attachment D

Other System Costs: Basic Career Services and Individual Career Services Budget								
Basic Career Services	T-I Adult	T-I DW	T-I Youth	Native Am	MSF	T-II AEL	T-IV VR	TANF
Program Eligibility	AFWD: \$494,826	AFWD: \$492,698	AFWD: \$508,510	California Indian	California Human	Anderson Union HS:	California	TANF Butte, Chico:
Outreach, Intake, Orient	STEP: \$39,380	STEP: \$63,193	STEP: \$37,493	Manpower	Development	\$5,166	Department of	\$1,344,886
Initial Assessment	SMART: \$168,961	SMART: \$162,341	SMART: \$171,165	Consortium, Inc.		Oroville Adult Ed: \$	Rehabilitation	TANF Butte, Oroville:
Labor Exch/Job Search	JTC: \$55,053	JTC: \$69,590	JTC: \$31,405			58,504		\$896,589
Referrals to Partners				Total: \$258,505		Corning Union HS:		TANF Lassen: \$393,333.75
LMI	Total: \$758,220	Total: \$787,822	Total: \$748,573		Total: \$18,536	\$73,581	Total: \$1,516,229.70	TANF Modoc: \$238,229
Performance/Cost Info						Nevada Union HS:		TANF Nevada: \$1,037,812
Support Service Info						\$7,725		Total: \$3,910,849.75
UI Info/Assistance								
Financial Aid Info						Total: \$144,976		
Individual Career Services	T-I Adult	T-I DW	T-I Youth	Native Am	MSF	T-II AEL	T-IV VR	TANF
Comp Assessment	AFWD: \$727,788	AFWD: \$713,207	AFWD: \$764,804	California Indian	California Human	Anderson Union HS:	California	TANF Butte, Chico:
IEP	STEP: \$159,318	STEP: \$252,708	STEP: \$149,974	Manpower	Development	\$7,749	Department of	\$2,212,378
Career Plan/Counsel	SMART: \$394,243	SMART: \$378,797	SMART: \$399,386	Consortium, Inc.		Butte College: \$7,000	Rehabilitation	TANF Butte, Oroville:
Short-Term Prevoc.	JTC: \$123,761	JTC: \$135,683	JTC: \$151,696			Oroville Adult Ed:		\$1,474,918
Internships/Work Experience				Total: \$24,502		\$157,060		TANF Lassen: \$201,410.55
Out-of-Area Job Search	Total: \$1,405,110	Total: \$1,480,395	Total: \$1,465,860		Total: \$29,046	Corning Union HS:	Total: \$6,064,918.80	TANF Modoc: \$180,643
Financial Literacy						\$61,929		TANF Nevada: \$620,231
IET/ELA						Nevada Union HS: \$7,725		TANF Plumas: \$236,458
Workforce Preparation						Total: \$241,463		TANF Sierra: \$103,025
Consolidated budget total of career services delivered through the One-Stop system:								\$23,884,069.80