

MEMORANDUM OF UNDERSTANDING

Adult Schools and Community Colleges Serving Alameda  
and Contra Costa Counties

East Bay Workforce Development Boards,  
The Bay Area Apprenticeship Coordinators Association,  
Alameda and Contra Costa Building Trades Councils,  
Tradeswomen, Inc.,  
Community Based Organizations,  
MC3 Approved Training Partners  
CA Division of Apprenticeship Standards,  
And Related Parties

On Formation of An  
Eastbay Trades Apprenticeship Pathway (“EB TAP”)

**I. Preamble**

**Whereas:** The East Bay workforce is consistently impacted by low-wage jobs and high turnover; the workers continually need to upgrade their skills or acquire new skills and employment. With the value of apprenticeship in developing skilled workers, the projected upswing in the construction sector and the increasing numbers of baby boomers in construction reaching retirement, a stronger East Bay trades apprenticeship pathway is needed to connect workers with apprenticeship programs leading to high skilled, in demand careers.

**Whereas:** Existing law provides a framework for promoting state certified apprenticeship training and since AB 554, several pieces of legislation require Local Workforce Development Boards to:

- Ensure that related programs and services funded by the Workforce Innovation and Opportunity Act (WIOA) are conducted in coordination with state certified apprenticeship programs approved by the Division of Apprenticeship Standards.
- Develop a policy of fostering collaboration between community colleges and approved apprenticeship programs.
- Encourage and support pre-apprenticeship training, apprenticeship training, and continuing education in apprenticeable occupations through approved, state certified apprenticeship programs.

**Whereas:** The East Bay Workforce Development Boards, (Alameda, Oakland, Richmond and Contra Costa), (EB WDB’s), have a shared interest in a regional workforce collaboration, plan to leverage resources of networked providers through strong collaboration and enhanced partnerships among EB WDBs, education and economic development partners;

**Whereas:** Clearly articulated, outcome oriented coordination between workforce agencies, schools, apprenticeships and labor/economic organizations has been minimal, and due to

this lack of coordination, students and job seekers most likely to benefit do not consistently receive information about apprenticeship as a viable career path, while employers seeking to employ disadvantaged populations have a difficult time finding good candidates;

**Whereas:** In response to the requirements of AB 554, and following legislation, a workgroup of representatives from the local Bay Area Apprenticeship Coordinators Association (BAACA), the Alameda Building and Construction Trades Council, Alameda County Workforce Development Board, Oakland Workforce Development Board, Berkeley Adult School, Hayward Adult School, San Leandro Adult School, Tradeswomen, Inc., Rising Sun Energy Center, and the Division of Apprenticeship Standards, have determined that:

- A formal agreement shall be created to delineate relationship, process, roles and responsibilities, to define integration between local joint apprenticeship programs, adult schools and community colleges, and the EBWDB's to align WIOA and other resources towards an East Bay Trades Apprenticeship Pathway, EB TAP.
- Students, job seekers, and employers in the area will be best served by the creation of a trades introduction program based on the National Building and Construction Trades Department, AFL-CIO Multi-Craft Core Curriculum (MC3), administered with the permission of the local Building and Construction Trades Council, under the recognition of the BAACA and the multiple joint apprenticeship programs with jurisdiction in the East Bay Counties and in cooperation with the EB WDBs, Adult Education Schools, Community Colleges and Community – Based Organizations serving portions of the greater East Bay area.

Therefore, the undersigned join together to adopt this Memorandum of Understanding (MOU) that will:

- Build better working relationships, create common policies / practices, align funding / resources, strengthen priorities and outcomes through the East Bay Trades Apprenticeship Pathway, EB TAP.
- Focus on creation and implementation of an innovative trades introduction program with a variety of support and connections to prepare job seekers for high-demand careers in apprenticeable occupations and encourage postsecondary education completion and career development.
- Provide the most realistic training and assistance possible, aimed at high levels of success throughout the careers of those trained.

This MOU is entered into for the purpose of formalizing roles and responsibilities of the undersigned with regard to the creation, promotion and ongoing operation of a cooperative pre-apprenticeship program. Parties commit to align operating policies, improve coordination of outreach and training programs, establish cross-referral and co-enrollment of trainees, coordinate reporting and promote training successes and outcomes as follows:

## **II. Roles**

East Bay Workforce Development Boards will foster cooperation, and collaborate on policy alignment with the East Bay joint apprenticeships and education agencies by participation in the EB TAP as follows:

- Participate in the creation, implementation and operation of an East Bay trades introduction program and related steering committee.
- Provide resource information on potential initial and on-going funding streams, the local America's Job Centers of California (AJCC) system, and the WIOA eligibility guidelines to the steering committee.
- Provide technical assistance to partnering training providers who wish to list their programs on the State Eligible Training Provider List (ETPL) and ensure that WIOA training funds targeted to apprenticeable occupations are coordinated with Division of Apprenticeship standards-approved apprenticeship programs.
- Promote the value of approved apprenticeship and "earn and learn" models of training and increased investments in these models.
- Participate in the process of recruitment for pre-apprenticeship and apprenticeship training programs, including screening of candidates and co-enrollment in the WIOA program.
- Provide information on available support resources, discretionary grant funding, on-the-job-training wage subsidies, tax incentives, and supportive services available to assist pre-apprentice candidates and apprentices in successfully completing the apprenticeship program.

BAACA, (representing the majority of joint apprenticeship construction trade apprentice programs in the area), will participate in the EB TAP as follows:

- Participate in the creation, implementation and operation of an East Bay trades introduction program and related steering committee.
- Select, evaluate and replace instructors, based on MC3 required guidelines and qualities aligned with this program.
- Assist in curriculum development.
- Provide demonstrations and hands-on activities as part of the coordinated curriculum.
- Provide outreach information and assistance to train AJCC staff and partners on Joint Apprenticeship Programs in the area, including application deadlines and processes / pre-requisites for training, description of skills/competencies to be gained, career pathways, and wages/benefits.
- Work with MOU partners to conduct targeted outreach to under-represented local populations, with particular emphasis on women, long-term unemployed, displaced workers, at risk youth, veterans, and minorities.
- Encourage development of apprenticeship through employer and developer awareness of opportunities to employ apprentices.
- Support local jobs for those employers participating with approved apprenticeship programs.
- Encourage apprenticeships to recognize graduates from this program, through sub-MOUs or letters of interest and support.

Adult schools and Community Colleges serving portions of Alameda and Contra Costa Counties will participate in the EB TAP as follows:

- Participate in the creation, implementation and operation of an East Bay trades introduction program and related steering committee.
- Assist with outreach and recruitment of students and community members who are interested in likely to benefit from enrolling in an EB TAP trades introduction class, including targeted outreach to under-represented local populations, with particular emphasis on women, long-term unemployed, displaced workers, at risk youth, veterans, and minorities.
- Provide resources for enrolled adult school and community college students to assess their academic level in English and math.
- Provide supplemental training and certifications, such as ESL, GED, Math, and other related trainings to those eligible.
- Provide interested EB TAP students with an overview of educational choices, career and job placement services available at California Community Colleges and/or Adult Education Schools.
- Provide classroom and workshop space for EB TAP as scheduling permits.
- Encourage job creation for EB TAP student completers by working with local labor and EB WDBs.
- Support with funding as may be available and coordinated with approval of the Steering Committee.

Community-based Organizations in the region will participate in the EB TAP as follows:

- Participate in the creation, implementation and operation of an East Bay trades introduction program and related steering committee.
- Assist with outreach and recruitment of students and community members who are interested in likely to benefit from enrolling in an EB TAP trades introduction class, including targeted outreach to under-represented local populations, with particular emphasis on women, long-term unemployed, displaced workers, at risk youth, veterans, and minorities.
- Help create an inclusive atmosphere for women in the program.
- Support candidates with information, realistic expectations, and other support as available and appropriate.
- Provide expertise on curriculum, program development and community outreach, where appropriate.
- Support local jobs for those employers participating with approved joint apprenticeship programs.
- Support the quality and value of this program within the local community.

### **III. Duration of Memorandum**

The term of this MOU shall be a period of one year from the date of execution. The agreement shall automatically renew for successive one-year terms. This MOU may be amended by written notice signed by all parties to the MOU.

**IV. Additional Participants**

Additional participating agencies or groups may be allowed to sign on or otherwise participate by approval of the steering committee, following review of added value and commitment.

**V. Termination**

In the event that it becomes necessary for a Member to cease being a party to this MOU, the Member shall notify the other parties, providing not less than sixty (60) days written notice of such intent to withdraw to the other parties to this MOU.

**VI. Non-Financial**

This MOU is non-financial in nature and does not carry forth or imply any duty among signatories of a financial obligation to one another, to the group as a whole, and/or any third party(ies). This is a good faith commitment of parties to carry out the expressed commitments and activities.

Signed By:

Representing Adult Ed Schools and Community Colleges:

Print Name                      Print Title                      Print School                      Signature                      Date

Representing the East Bay Workforce Development Boards:

Print Name                      Print Title                      Print WDB                      Signature                      Date

Representing the Building and Construction Trades Councils:

Print Name	Print Title	Print BTC	Signature	Date
------------	-------------	-----------	-----------	------

Print Name	Print Title	Print BTC	Signature	Date
------------	-------------	-----------	-----------	------

Representing the Bay Area Apprenticeship Coordinators Association:

Print Name	Chairperson	Signature	Date
------------	-------------	-----------	------

Print Name	Officer	Signature	Date
------------	---------	-----------	------

Print Name	Officer	Signature	Date
------------	---------	-----------	------

Print Name	Member	Signature	Date
------------	--------	-----------	------

Print Name	Member	Signature	Date
------------	--------	-----------	------

Representing Community Based Organizations:

Print Name	Print Title	Organization	Signature	Date
------------	-------------	--------------	-----------	------

Print Name	Print Title	Organization	Signature	Date
------------	-------------	--------------	-----------	------

Print Name	Print Title	Organization	Signature	Date
------------	-------------	--------------	-----------	------

Print Name	Print Title	Organization	Signature	Date
------------	-------------	--------------	-----------	------

For State/Federal Apprenticeship Agencies, & Affiliates:

Print Name	Print Title	Organization	Signature	Date
------------	-------------	--------------	-----------	------

Print Name	Print Title	Organization	Signature	Date
------------	-------------	--------------	-----------	------

Print Name	Print Title	Organization	Signature	Date
------------	-------------	--------------	-----------	------

**EB TAP MOU ADDITIONAL SIGNERS:**

---

Print Name	Print Title	Organization	Signature	Date
------------	-------------	--------------	-----------	------

---

Print Name	Print Title	Organization	Signature	Date
------------	-------------	--------------	-----------	------

---

Print Name	Print Title	Organization	Signature	Date
------------	-------------	--------------	-----------	------

---

Print Name	Print Title	Organization	Signature	Date
------------	-------------	--------------	-----------	------

---

Print Name	Print Title	Organization	Signature	Date
------------	-------------	--------------	-----------	------

---

Print Name	Print Title	Organization	Signature	Date
------------	-------------	--------------	-----------	------

---

Print Name	Print Title	Organization	Signature	Date
------------	-------------	--------------	-----------	------

---

Print Name	Print Title	Organization	Signature	Date
------------	-------------	--------------	-----------	------

---

Print Name	Print Title	Organization	Signature	Date
------------	-------------	--------------	-----------	------

---

Print Name	Print Title	Organization	Signature	Date
------------	-------------	--------------	-----------	------

---

Print Name	Print Title	Organization	Signature	Date
------------	-------------	--------------	-----------	------

---

Print Name	Print Title	Organization	Signature	Date
------------	-------------	--------------	-----------	------

---

Print Name	Print Title	Organization	Signature	Date
------------	-------------	--------------	-----------	------

---

Print Name	Print Title	Organization	Signature	Date
------------	-------------	--------------	-----------	------

---

Print Name	Print Title	Organization	Signature	Date
------------	-------------	--------------	-----------	------

---

Print Name	Print Title	Organization	Signature	Date
------------	-------------	--------------	-----------	------

---

Print Name	Print Title	Organization	Signature	Date
------------	-------------	--------------	-----------	------