

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN  
THE ALAMEDA COUNTY  
WORKFORCE DEVELOPMENT BOARD AND THE  
WORKFORCE INNOVATION AND OPPORTUNITY ACT  
MANDATED ONE-STOP/AMERICA'S JOB CENTERS OF  
CALIFORNIA (AJCC) PARTNERS**

**PHASE II**

**July 1, 2017 – June 30, 2019**

**Memorandum of Understanding between  
The Alameda County Workforce Development Board and the  
Workforce Innovation and Opportunity Act  
Mandated Partners**

**PHASE II**

**I. Purpose of Memorandum of Understanding (MOU) Phase II**

The purpose of this MOU Phase II is to:

- A. Describe the resource sharing agreement between the Comprehensive One-Stop/America's Job Centers California with each mandated partner agency; and to confirm the agreement in MOU Phase I, Section VIII.A, that such a resource sharing agreement does not constitute a binding financial commitment, but rather an intention to commit specific resources as the parties' allocations and budgets are known from year to year.
- B. Describe the cost allocation plan based on known current costs of operating the Comprehensive One-Stop/AJCC, as referenced in MOU Phase I, Section VIII.B.

**II. Process and Development of MOU Phase II**

- A. The period of time this agreement is effective is July 1, 2017 through June 30, 2019.
- B. Considering the structure of our Local Area, partners' budget development involved only a single Comprehensive One-Stop/AJCC MOU. The participants involved in the Comprehensive Center's infrastructure and other system costs include:
  - 1. Alameda County Board of Supervisors as the Chief Local Elected Official body for Workforce Innovation and Opportunity Act (WIOA)
  - 2. Alameda County Workforce Development Board (ACWDB)
  - 3. AJCC Partners participating in the Infrastructure Funding Agreement (IFA):
    - a) Alameda County Social Services Agency's Workforce and Benefits Administration for Temporary Assistance for Needy Families (TANF)/CalWORKs

- b) Alameda County Social Services Agency's Adult & Aging Services for Title V Older Americans Act
- c) ACWDB for WIOA
- d) California State Department of Rehabilitation Title IV Programs

4. AJCC partners, not co-located within the AJCC, participating in the Shared Other System Costs Agreement:

- a) Employment Development Department (WP/TAA/UC)
- b) Alameda County Adult School Consortia (AEL)
- c) Housing Authority of the County of Alameda (HUD)
- d) Oakland/Alameda County Community Action Agency (CSBG)
- e) United Indian Nations

C. Process for Resource Sharing Agreement Consensus

The mandated partner agencies met on October 19, 2016, November 17, 2016, and January 18, 2017. During those meetings the partners discussed the requirements for participating in either the Comprehensive One-Stop/AJCC infrastructure, and/or the overall system costs. The partners that are not co-located agreed to obtain required information from their consortia partners and/or agencies in order to describe the other system costs required by the MOU.

MOU Phase I, Section VIII.B, identified staff time and operational costs as the basis for cost sharing. For purposes of calculating infrastructure costs, costs are defined as workspace designated to co-located staff for full-time use within the center. The partners informed their organizations' and/or consortia members of the costs that will be the basis for negotiating resource sharing, as well as the level required from each. This support may be in the form of cash, in-kind service or other means in future years.

The co-located partners reviewed the current costs for maintaining the Comprehensive One-Stop/AJCC. The preliminary resource sharing allocations for the current co-located partners are:

- 19.048% State Department of Rehabilitation Title IV programs
- 38.095% TANF/CalWORKs
- 38.095% WIOA
- 4.762% Title V Older Americans Act

#### D. Dispute Resolution

The Comprehensive One-Stop/AJCC partners agree to communicate openly and directly to resolve any problems or disputes related to negotiating cost allocations and the fair and equitable contribution to the costs of maintaining a Comprehensive One-Stop/AJCC in the community. The partners agree to work in a cooperative manner and to resolve any disputes at the lowest level of intervention possible. If disputes cannot be resolved at the Comprehensive One-Stop/AJCC level, the issue will be brought to the attention of the ACWDB Program Liaison who will attempt to mediate. Issues will be brought to the appropriate principals of the mandated partners as a last resort.

#### E. Modification to the Resource Sharing Agreements

The ACWDB staff will review the infrastructure costs annually. The basis for determining overall costs will be the space and operating costs assigned in the overall Alameda County Social Services Agency budget. In addition, actual costs for contracts, equipment, and/or other items or services benefiting the workforce system will be included. A progress report will be made available to the mandated partners based on second quarter expenses recorded annually. The fiscal information available by the end of the third quarter of every fiscal year will be the basis for proposed modifications, and will be taken to the mandated partners for negotiation of each partner's fair and equitable share of costs. Modifications to the allocations will be implemented in the following fiscal year.

#### F. Assurances

The signatories to this MOU Phase II agree to contribute their proportionate share of infrastructure costs as soon as sufficient data are available to make such a determination. The level of support must be reasonable, necessary, allowable, and allocable according to WIOA and the partner funding source. Costs will be negotiated based on the data provided by the State, regulations and directives issued by the partner funding source, and locally agreed upon methodology for cost allocation, and agreed upon definitions of benefit.

### **III. Sharing Infrastructure Costs**

#### A. Budget Option and Partners

Considering the structure of our Local Area, partners' budget development involved only a single Comprehensive One-Stop/AJCC MOU. Therefore, the ACWDB has procured only one Comprehensive AJCC during the period of this agreement located at:

Eden Area One Stop Career Center  
24100 Amador Street, 3rd Floor  
Hayward, CA 94545

B. Co-located partners at this AJCC are funded as follows;

- TANF/CalWORKs
- Older American Act Title V
- Department of Rehabilitation Title IV
- WIOA

C. Infrastructure Budget (See Attachment C)

D. Cost Allocation Methodology

The basis for allocating costs to the co-located partners is staff time and operating costs, as agreed to in Phase I of the MOU. The infrastructure costs associated with staff time were calculated on the cost per square foot for the Eden Area Multi-Service Center where the Comprehensive One-Stop/AJCC, as well as the communications charges and direct costs associated with Eastbay WORKs. This is a leased building which includes utilities and maintenance. In addition, operating costs specific to the Comprehensive One-Stop/AJCC were added.

The percent of the total infrastructure costs assigned to each co-located partner is based on that partner's Full Time Equivalent workstation. The partner percentage of total workstations is applied to the area that is common to all as well as to operating costs, in order to derive a dollar value for required contributions by each partner. Some space costs are not allocable to all co-located partners, and are therefore assigned proportionately to the partners that use that space. The percentages and usage will be reviewed annually and revised as needed.

Non-located partners will negotiate their resource sharing requirement. However, this requirement may be met by making contributions to the entire workforce system, and not limited to the Comprehensive One-Stop/AJCC. Each partner will negotiate their proportionate share based on benefit received, and may meet their requirement through cash, non-cash, or third party in-kind contributions.

E. Third-party In-Kind Contributions to Support the AJCC (See Attachment D).

The computer equipment as well as standard office machines such as printers and fax machines are included as third party in-kind contributions to the infrastructure. This is legacy equipment purchased in past years with Workforce Investment Act funds. Future budgets will need to include replacement costs using current funding.

F. Initial Proportionate Share Allocated to Each Co-Located Partner (See Attachment D).

G. Signature Pages: Co-located Partners Sharing AJCC Infrastructure Costs (See Addendum A).

H. Signature pages: Non-Colocated Partners sharing AJCC Infrastructure Costs When Benefits data is Available (See Addendum B).

**IV. Sharing Other System Costs**

A. AJCC Partners Sharing Other One-Stop System Costs are funded as follows:

Co-located

- WIOA Title I Adult, Dislocated Worker
- WIOA Title IV Vocational Rehabilitation
- TANF/CalWORKS
- Title V Older Americans Act

Non-colocated

- WIOA Title I Youth
- • WIOA Title II Adult Education and Literacy *in-kind*
- WIOA Title III Wagner-Peyser
- Carl D. Perkins Career Technical Education Act of 2006
- Native American Programs
- Veteran Programs
- Trade Adjustment Assistance Act
- Community Service Block Grant
- US Dept. of Housing and Urban Development

B. Career Services Applicable to Each AJCC Partner (See Attachment E)

C. Required Consolidated Budget for Delivery of Applicable Career Services (See Attachment F)

**V. Attachments**

A. Addendum A: (A1-A3) Co-Located Partner Signature Pages

B. Addendum B: (B1-B8) Not Co-Located Partner Signature Pages

C. Infrastructure budget

D. Both Third Party In-kind Contribution to Support AJCC and Initial Proportionate Share for Co-Located Partners

E. Applicable Career Services

F. Consolidated Budget for Other System Costs:

F1- Basic Career Services System Costs

F2- Individualized Career Services System Costs

**Signatures:**

The parties, by their signature below, acknowledge having read this MOU, agree with its terms and conditions, and will cooperate in their implementation. Subsequent addenda or amendments will be in writing, signed by all parties, and attached thereto.

\_\_\_\_\_  
Wilma Chan, President  
Alameda County Board of Supervisors

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dan Walters, Chair  
Alameda County Workforce Development Board

\_\_\_\_\_  
Date

**MOU PHASE II ADDENDUM A-1**

**AGREEMENT OF PARTNERSHIP BY  
THE WORKFORCE INNOVATION AND OPPORTUNITY ACT  
ONE-STOP/AMERICA'S JOB CENTERS OF CALIFORNIA  
MANDATED PARTNER**

**ALAMEDA COUNTY SOCIAL SERVICES AGENCY  
WORKFORCE and BENEFITS ADMINISTRATION DEPARTMENT**

In addition to the agreements identified in the main body of this Memorandum of Understanding (MOU), this addendum serves as assurance that the mandated partner will contribute their proportionate share of infrastructure costs for the Comprehensive One Stop Career Center once sufficient data are available to determine such costs. Costs will be negotiated between the Workforce Development Board and the mandated partner based on the following:

- A. Data provided by the State for this purpose;
- B. Regulations and directives regarding this requirement issued by the partner's funding source;
- C. Locally agreed upon methodology for allocating costs to determine proportionate benefit;
- D. Locally agreed upon definition of benefit; and
- E. Negotiated methods and timeframe for making the agreed upon contribution.

**Mandated Partner contact information:**

- 1. **Mandated Partner:** Alameda County Social Services Agency, Workforce and Benefits Administration
- 2. **Mandated Partner Contact Person:** Andrea Ford, Assistant Agency Director
- 3. **Mandated Partner Address:** 24100 Amador St., 6<sup>th</sup> Floor., Hayward, CA 94544
- 4. **Phone Number:** (510) 259-3838
- 5. **E-mail Address:** [AAFord@acgov.org](mailto:AAFord@acgov.org)

**Mandated Partner Federal Funding Stream for WIOA Partnership:**

Temporary Assistance to Needy Families (TANF)

**Signature:**

The authorized representative(s) of the partner listed below agrees upon the MOU for the Alameda County Workforce Development Board and the One-Stop/America's Job Centers of California System under the Workforce Innovation and Opportunity Act, Phase II Resource Sharing Agreement commencing July 1, 2017.

\_\_\_\_\_  
Lori Cox, Agency Director  
Alameda County Social Services Agency

\_\_\_\_\_  
Date

**MOU PHASE II ADDENDUM A-2**

**AGREEMENT OF PARTNERSHIP BY  
THE WORKFORCE INNOVATION AND OPPORTUNITY ACT  
ONE-STOP/AMERICA'S JOB CENTERS OF CALIFORNIA  
MANDATED PARTNER**

**STATE DEPARTMENT OF REHABILITATION**

In addition to the agreements identified in the main body of this Memorandum of Understanding (MOU), this addendum serves as assurance that the mandated partner will contribute their proportionate share of infrastructure costs for the Comprehensive One Stop Career Center once sufficient data are available to determine such costs. Costs will be negotiated between the Workforce Development Board and the mandated partner based on the following:

- A. Data provided by the State for this purpose;
- B. Regulations and Directives regarding this requirement issued by the partner's funding source;
- C. Locally agreed upon methodology for allocating costs to determine proportionate benefit;
- D. Locally agreed upon definition of benefit; and
- E. Negotiated methods and timeframe for making the agreed upon contribution.

**Mandated partner contact information:**

- 1. **Mandated Partner:** California State Department of Rehabilitation
- 2. **Mandated Partner Contact Person:** Brian Salem, Staff Services Manager I
- 3. **Mandated Partner Address:** 1515 Clay Street #119 Oakland, CA 94612
- 4. **Phone Number:** (510) 622-2776
- 5. **E-mail address:** [BSalem@dor.ca.gov](mailto:BSalem@dor.ca.gov)

**Mandated Partner Federal Funding Stream for WIOA Partnership:**

WIOA Title IV Vocational Rehabilitation

**Signature:**

The authorized representative(s) of the partner listed below agrees upon the MOU for the Alameda County Workforce Development Board and the One-Stop/America's Job Centers of California System under the Workforce Innovation and Opportunity Act, Phase II Resource Sharing Agreement commencing July 1, 2017.

\_\_\_\_\_  
Carol Asch, Staff Services Manager II  
California State Department of Rehabilitation

\_\_\_\_\_  
Date

**MOU PHASE II ADDENDUM A-3**

**AGREEMENT OF PARTNERSHIP BY  
THE WORKFORCE INNOVATION AND OPPORTUNITY ACT  
ONE-STOP/AMERICA'S JOB CENTERS OF CALIFORNIA  
MANDATED PARTNER**

**ALAMEDA COUNTY SOCIAL SERVICES AGENCY  
DEPARTMENT OF ADULT AND AGING SERVICES,  
AREA AGENCY ON AGING**

In addition to the agreements identified in the main body of this Memorandum of Understanding (MOU), this addendum serves as assurance that the mandated partner will contribute their proportionate share of infrastructure costs for the Comprehensive One Stop Career Center once sufficient data are available to determine such costs. Costs will be negotiated between the Workforce Development Board and the mandated partner based on the following:

- A. Data provided by the State for this purpose;
- B. Regulations and Directives regarding this requirement issued by the partner's funding source;
- C. Locally agreed upon methodology for allocating costs to determine proportionate benefit;
- D. Locally agreed upon definition of benefit; and
- E. Negotiated methods and timeframe for making the agreed upon contribution.

**Mandated partner contact information:**

- 1. **Mandated Partner:** Alameda County Social Services Agency, Department of Adult and Aging Services, Area Agency on Aging
- 2. **Mandated Partner Contact Person:** Randy Morris, Director
- 3. **Mandated Partner Address:** 6955 Foothill Boulevard, Suite 300, Oakland, CA 94605-2409
- 4. **Phone Number:** (510) 577-1968
- 5. **E-mail address:** [MORRIR@acgov.org](mailto:MORRIR@acgov.org)

**Mandated Partner Federal Funding Stream for WIOA Partnership:**

Title V Older Americans Act, Community Service Employment for Older Americans

**Signature:**

The authorized representative(s) of the partner listed below agrees upon the MOU for the Alameda County Workforce Development Board and the One-Stop/America's Job Centers of California System under the Workforce Innovation and Opportunity Act, Phase II Resource Sharing Agreement commencing July 1, 2017.

\_\_\_\_\_  
Lori Cox, Agency Director  
Alameda County Social Services Agency

\_\_\_\_\_  
Date

**MOU PHASE II ADDENDUM B-1**

**AGREEMENT OF PARTNERSHIP BY  
THE WORKFORCE INNOVATION AND OPPORTUNITY ACT  
ONE-STOP/AMERICA'S JOB CENTERS OF CALIFORNIA  
MANDATED PARTNER**

**MID-ALAMEDA COUNTY  
ADULT SCHOOL CONSORTIUM**

In addition to the agreements identified in the main body of this Memorandum of Understanding (MOU), this addendum serves as assurance that the mandated partner will contribute their proportionate share of infrastructure costs for the Comprehensive One Stop Career Center once sufficient data are available to determine such costs. Costs will be negotiated between the Workforce Development Board and the mandated partner based on the following:

- A. Data provided by the State for this purpose;
- B. Regulations and Directives regarding this requirement issued by the partner's funding source;
- C. Locally agreed upon methodology for allocating costs to determine proportionate benefit;
- D. Locally agreed upon definition of benefit; and
- E. Negotiated methods and timeframe for making the agreed upon contribution.

**Mandated partner contact information:**

- 1. **Mandated Partner:** Castro Valley Adult School & Career Education
- 2. **Mandated Partner Contact Person:** Susan Passeggi, Director
- 3. **Mandated Partner Address:** 4430 Alma Ave., Castro Valley, CA 94546
- 4. **Phone Number:** (510) 886-1000
- 5. **E-mail address:** [spasseggi@cv.k12.ca.us](mailto:spasseggi@cv.k12.ca.us)

**Mandated Partner Federal Funding Stream for WIOA Partnership:**

WIOA Title II Adult Education & Literacy  
Carl Perkins Career Technical Education

**Signature:**

The authorized representative(s) of the partner listed below agrees upon the MOU for the Alameda County Workforce Development Board and the One-Stop/America's Job Centers of California System under the Workforce Innovation and Opportunity Act, Phase II Resource Sharing Agreement commencing July 1, 2017.

  
\_\_\_\_\_  
Susan Passeggi, Director  
Adult Education Consortium Lead  
Castro Valley Adult School & Career Education

3/21/17  
Date

**MOU PHASE II ADDENDUM B-2**

**AGREEMENT OF PARTNERSHIP BY  
THE WORKFORCE INNOVATION AND OPPORTUNITY ACT  
ONE-STOP/AMERICA'S JOB CENTERS OF CALIFORNIA  
MANDATED PARTNER**

**SOUTHERN ALAMEDA COUNTY  
ADULT SCHOOL CONSORTIUM**

In addition to the agreements identified in the main body of this Memorandum of Understanding (MOU), this addendum serves as assurance that the mandated partner will contribute their proportionate share of infrastructure costs for the Comprehensive One Stop Career Center once sufficient data are available to determine such costs. Costs will be negotiated between the Workforce Development board and the mandated partner base on the following:

- A. Data provided by the State for this purpose;
- B. Regulations and Directives regarding this requirement issued by the partner's funding source;
- C. Locally agreed upon methodology for allocating costs to determine proportionate benefit;
- D. Locally agreed upon definition of benefit; and
- E. Negotiated methods and timeframe for making the agreed upon contribution.

**Mandated partner contact information:**

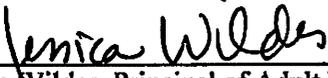
- 1. **Mandated Partner:** New Haven Adult School
- 2. **Mandated Partner Contact Person:** Jessica Wilder, Principal of Adult Education
- 3. **Mandated Partner Address:** 600 G Street, Union City, CA 94587
- 4. **Phone Number:** (510) 489-2185 x. 205
- 5. **E-mail address and web site:** [jwilder@nhusd.k12.ca.us](mailto:jwilder@nhusd.k12.ca.us)

**Mandated Partner Federal Funding Stream for WIOA Partnership:**

WIOA Title II Adult Education & Literacy  
Carl Perkins Career Technical Education

**Signature:**

The authorized representative(s) of the partner listed below agrees upon the MOU for the Alameda County Workforce Development Board and the One-Stop/America's Job Centers of California System under the Workforce Innovation and Opportunity Act, Phase II Resource Sharing Agreement commencing July 1, 2017.

  
\_\_\_\_\_  
Jessica Wilder, Principal of Adult Education  
Adult Education Consortium Lead  
New Haven Adult School

3/8/17  
Date

**MOU PHASE II ADDENDUM B-3**

**AGREEMENT OF PARTNERSHIP BY  
THE WORKFORCE INNOVATION AND OPPORTUNITY ACT  
ONE-STOP/AMERICA'S JOB CENTERS OF CALIFORNIA  
MANDATED PARTNER**

**UNITED INDIAN NATIONS**

In addition to the agreements identified in the main body of this Memorandum of Understanding (MOU), this addendum serves as assurance that the mandated partner will contribute their proportionate share of infrastructure costs for the Comprehensive One Stop Career Center once sufficient data are available to determine such costs. Costs will be negotiated between the Workforce Development Board and the mandated partner based on the following:

- A. Data provided by the State for this purpose;
- B. Regulations and Directives regarding this requirement issued by the partner's funding source;
- C. Locally agreed upon methodology for allocating costs to determine proportionate benefit;
- D. Locally agreed upon definition of benefit; and
- E. Negotiated methods and timeframe for making the agreed upon contribution.

**Mandated partner contact information:**

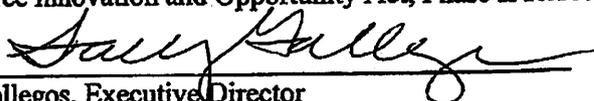
- 1. **Mandated Partner:** United Indian Nations, Inc.
- 2. **Mandated Partner Contact Person:** Sally Gallegos, Executive Director
- 3. **Mandated Partner Address:** 1436 Clarke Street #B, San Leandro, CA 94577
- 4. **Phone Number:** (510) 352-4510
- 5. **E-mail address:** [Sally@uininc.org](mailto:Sally@uininc.org)

**Mandated Partner Federal Funding Stream for WIA Partnership:**

Native American programs are not required to contribute to infrastructure funding but, as required one-stop partners, they are encouraged to contribute. Any agreement regarding the contribution or non-contribution to infrastructure funding by Native American programs must be recorded in the signed MOU (WIOA sec. 121(h)(2)(D)(iv)).

**Signature:**

The authorized representative(s) of the partner listed below agrees upon the MOU for the Alameda County Workforce Development Board and the One-Stop/America's Job Centers of California System under the Workforce Innovation and Opportunity Act, Phase II Resource Sharing Agreement commencing July 1, 2017.

  
Sally Gallegos, Executive Director  
United Indian Nations, Inc.

3-6-2017  
Date

**MOU PHASE II ADDENDUM B-4**

**AGREEMENT OF PARTNERSHIP BY  
THE WORKFORCE INNOVATION AND OPPORTUNITY ACT  
ONE-STOP/AMERICA'S JOB CENTERS OF CALIFORNIA  
MANDATED PARTNER**

**NORTHERN ALAMEDA COUNTY  
ADULT SCHOOL CONSORTIUM**

In addition to the agreements identified in the main body of this Memorandum of Understanding (MOU), this addendum serves as assurance that the mandated partner will contribute their proportionate share of infrastructure costs for the Comprehensive One Stop Career Center once sufficient data are available to determine such costs. Costs will be negotiated between the Workforce Development Board and the mandated partner based on the following:

- A. Data provided by the State for this purpose;
- B. Regulations and Directives regarding this requirement issued by the partner's funding source;
- C. Locally agreed upon methodology for allocating costs to determine proportionate benefit;
- D. Locally agreed upon definition of benefit; and
- E. Negotiated methods and timeframe for making the agreed upon contribution.

**Mandated partner contact information:**

- 1. **Mandated Partner:** Piedmont Adult
- 2. **Mandated Partner Contact Person:** Shemila Johnson, Executive Director, Northern Alameda Consortium for Adult Education
- 3. **Mandated Partner Address:** Peralta District Office 333 East 8<sup>th</sup> Street, Piedmont, 94611
- 4. **Phone Number:** (510) 466-7247
- 5. **E-mail address and web site:** [srjohnson@peralta.edu](mailto:srjohnson@peralta.edu)

**Mandated Partner Federal Funding Stream for WIOA Partnership:**

WIOA Title II Adult Education & Literacy  
Carl Perkins Career Technical Education

**Signature:**

The authorized representative(s) of the partner listed below agrees upon the MOU for the Alameda County Workforce Development Board and the One-Stop/America's Job Centers of California System under the Workforce Innovation and Opportunity Act, Phase II Resource Sharing Agreement commencing July 1, 2017.

\_\_\_\_\_  
Shemila Johnson, Executive Director  
Northern Alameda Consortium for Adult Education

\_\_\_\_\_  
Date

**MOU PHASE II ADDENDUM B-5**

**AGREEMENT OF PARTNERSHIP BY  
THE WORKFORCE INNOVATION AND OPPORTUNITY ACT  
ONE-STOP/AMERICA'S JOB CENTERS OF CALIFORNIA  
MANDATED PARTNER**

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

In addition to the agreements identified in the main body of this Memorandum of Understanding (MOU), this addendum serves as assurance that the mandated partner will contribute their proportionate share of infrastructure costs for the Comprehensive One Stop Career Center once sufficient data are available to determine such costs. Costs will be negotiated between the Workforce Development Board and the mandated partner based on the following:

- A. Data provided by the State for this purpose;
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- C. Locally agreed upon methodology for allocating costs to determine proportionate benefit;
- D. Locally agreed upon definition of benefit; and
- E. Negotiated methods and timeframe for making the agreed upon contribution.

**Mandated partner contact information:**

- 1. **Mandated Partner:** Housing Authority of the County of Alameda
- 2. **Mandated Partner Contact Person:** Christine Gouig, Executive Director  
Linda Evans, FSS Lead worker/Coordinator
- 3. **Mandated Partner Address:** 22941 Atherton St., Hayward, CA 94541
- 4. **Phone Number:** Christine Gouig (510) 727-8513  
Linda Evans (510) 727-8589
- 5. **E-mail address:** [chrisg@haca.net](mailto:chrisg@haca.net)  
[lindae@haca.net](mailto:lindae@haca.net)

**Mandated Partner Federal Funding Stream for WIOA Partnership:**

Housing & Urban Development

**Signature:**

The authorized representative(s) of the partner listed below agrees upon the MOU for the Alameda County Workforce Development Board and the One-Stop/America's Job Centers of California System under the Workforce Innovation and Opportunity Act, Phase II Resource Sharing Agreement commencing July 1, 2017.

\_\_\_\_\_  
Christine Gouig, Executive Director  
Housing Authority of the County of Alameda

\_\_\_\_\_  
Date

**MOU PHASE II ADDENDUM B-6**

**AGREEMENT OF PARTNERSHIP BY  
THE WORKFORCE INNOVATION AND OPPORTUNITY ACT  
ONE-STOP/AMERICA'S JOB CENTERS OF CALIFORNIA  
MANDATED PARTNER**

**EMPLOYMENT DEVELOPMENT DEPARTMENT**

In addition to the agreements identified in the main body of this Memorandum of Understanding (MOU), this addendum serves as assurance that the mandated partner will contribute their proportionate share of infrastructure costs for the Comprehensive One Stop Career Center once sufficient data are available to determine such costs. Costs will be negotiated between the Workforce Development Board and the mandated partner based on the following:

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- C. Locally agreed upon methodology for allocating costs to determine proportionate benefit;
- D. Locally agreed upon definition of benefit; and
- E. Negotiated methods and timeframe for making the agreed upon contribution.

**Mandated partner contact information:**

- 1. **Mandated Partner:** Employment Development Department
- 2. **Mandated Partner Contact Person:** Rick Deraiche, Deputy Division Chief
- 3. **Mandated Partner Address:** 2045 40<sup>th</sup> Ave., Capitola, CA 95010
- 4. **Phone Number:** (831) 464-4370
- 5. **E-mail address:** [Rick.deraiche@edd.ca.gov](mailto:Rick.deraiche@edd.ca.gov);

**Mandated Partner Federal Funding Stream for WIOA Partnership:**

NAFTA/TAA  
Veterans Employment Program  
Wagner/Peyser

**Signatures:**

The authorized representative(s) of the partner listed below agrees upon the MOU for the Alameda County Workforce Development Board and the One-Stop/America's Job Centers of California System under the Workforce Innovation and Opportunity Act, Phase II Resource Sharing Agreement commencing July 1, 2017.

\_\_\_\_\_  
Rick Deraiche, Deputy Division Chief  
Employment Development Department

\_\_\_\_\_  
Date

**MOU PHASE II ADDENDUM B-7**

**AGREEMENT OF PARTNERSHIP BY  
THE WORKFORCE INNOVATION AND OPPORTUNITY ACT  
ONE-STOP/AMERICA'S JOB CENTERS OF CALIFORNIA  
MANDATED PARTNER**

**EMPLOYMENT DEVELOPMENT DEPARTMENT**

In addition to the agreements identified in the main body of this Memorandum of Understanding (MOU), this addendum serves as assurance that the mandated partner will contribute their proportionate share of infrastructure costs for the Comprehensive One Stop Career Center once sufficient data are available to determine such costs. Costs will be negotiated between the Workforce Development Board and the mandated partner based on the following:

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- C. Locally agreed upon methodology for allocating costs to determine proportionate benefit;
- D. Locally agreed upon definition of benefit; and
- E. Negotiated methods and timeframe for making the agreed upon contribution.

**Mandated partner contact information:**

- 1. **Mandated Partner:** Employment Development Department
- 2. **Mandated Partner Contact Person:** Tammy Johnson, Employment Development Administrator
- 3. **Mandated Partner Address:** 2045 40<sup>th</sup> Ave., Capitola, CA 95010
- 4. **Phone Number:** (510) 622-1589
- 5. **E-mail address:** [Tammy.johnson@edd.ca.gov](mailto:Tammy.johnson@edd.ca.gov)

**Mandated Partner Federal Funding Stream for WIOA Partnership:**

NAFTA/TAA  
Veterans Employment Program  
Unemployment Insurance

**Signatures:**

The authorized representative(s) of the partner listed below agrees upon the MOU for the Alameda County Workforce Development Board and the One-Stop/America's Job Centers of California System under the Workforce Innovation and Opportunity Act, Phase II Resource Sharing Agreement commencing July 1, 2017.

\_\_\_\_\_  
Tammy Johnson, Employment Development Administrator  
Employment Development Department

\_\_\_\_\_  
Date

**MOU PHASE II ADDENDUM B-8**

**AGREEMENT OF PARTNERSHIP BY  
THE WORKFORCE INNOVATION AND OPPORTUNITY ACT  
ONE-STOP/AMERICA'S JOB CENTERS OF CALIFORNIA  
MANDATED PARTNER**

**OAKLAND/ALAMEDA COUNTY COMMUNITY ACTION AGENCY**

In addition to the agreements identified in the main body of this Memorandum of Understanding (MOU), this addendum serves as assurance that the mandated partner will contribute their proportionate share of infrastructure costs for the Comprehensive One Stop Career Center once sufficient data are available to determine such costs. Costs will be negotiated between the Workforce Development Board and the mandated partner based on the following:

- A. Data provided by the State for this purpose;
- B. Regulations and Directives regarding this requirement issued by the partner's funding source;
- C. Locally agreed upon methodology for allocating costs to determine proportionate benefit;
- D. Locally agreed upon definition of benefit; and
- E. Negotiated methods and timeframe for making the agreed upon contribution.

**Mandated partner contact information:**

- 1. **Mandated Partner:** Oakland/Alameda County Community Action Agency
- 2. **Mandated Partner Contact Person:** Estelle Clemons, Manager
- 3. **Mandated Partner Address:** 150 Frank H. Ogawa Plaza, Oakland, CA 94612
- 4. **Phone Number:** (510) 238-3597
- 5. **E-mail address:** [eclemons@oaklandnet.com](mailto:eclemons@oaklandnet.com)

**Mandated Partner Federal Funding Stream for WIOA Partnership:**

Community Services Block Grant

**Signature:**

The authorized representative(s) of the partner listed below agrees upon the MOU for the Alameda County Workforce Development Board and the One-Stop/America's Job Centers of California System under the Workforce Innovation and Opportunity Act, Phase II Resource Sharing Agreement commencing July 1, 2017.

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Estelle Clemons, Manager  
Oakland/Alameda County Community  
Action Agency

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Date

**Attachment C**  
**MOU Phase II: Infrastructure Budget**  
**Costs based on Program Year July 1, 2016 through June 30, 2017**

Cost Category/Line Item	Line Item Cost Detail	Cost
<b>Rental of Facilities</b>		
	Net lease costs are \$3.50 pr sq ft per month (\$42 per year). Comprehensive Career Center sq ft is 8238.6 square feet	\$ 346,021.20
	<b>Rental Costs Subtotal:</b>	<b>\$ 346,021.20</b>
<b>Utilities and Maintenance</b>		
Electric	Included in lease	
Gas	Included in lease	
Water	Included in lease	
Sewer Connections	Included in lease	
High-Speed Internet	Internet firewall contracted through OPIC	\$ 1,800
Telephones (landlines)	Phones for 22 workstations in Career Center	\$ 20,705.88
Facility Maintenance	Included in lease	
	<b>Utilities and Maintenance Costs Subtotal:</b>	<b>\$ 22,505.88</b>
<b>Equipment</b>		
Assessment Related products	N/A	
Assistive technology	Legacy equipment provided by third party	
Copiers	Legacy equipment provided by third party	
Fax Machines	Legacy equipment provided by third party	
Computers	Legacy equipment provided by third party	
Other (specify)	Legacy equipment provided by third party	
	<b>Equipment Costs Subtotal:</b>	<b>\$ -</b>
<b>Technology to Facilitate Access to the AJCC</b>		
Technology for centers planning and outreach activities	EASTBAY Works contract to maintain 800 toll free phone number	\$ 380
Center website	EASTBAY Works contract to maintain website www.eastbayworks.org	\$ 1,938
	<b>Technology to Facilitate Access Costs Subtotal:</b>	<b>\$ 2,318</b>
<b>Common Identifier Costs</b>	Local option not selected	
<b>SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY CO-LOCATED PARTNERS</b>		
<b>Cost Category</b>		
<b>Subtotal: Rental Costs</b>		<b>\$ 346,021.20</b>
<b>Subtotal: Utilities and Maintenance Costs</b>		<b>\$ 22,505.88</b>
<b>Subtotal: Equipment Costs</b>		<b>\$ -</b>
<b>Subtotal: Technology to Facilitate Access Costs</b>		<b>\$ 2,318</b>
<b>Subtotal: Common Identifier Costs</b>		
<b>TOTAL INFRASTRUCTURE COSTS FOR COMPREHENSIVE AJCC</b>		<b>\$ 370,845.08</b>

**Attachment D**  
**Costs based on Program Year July 1, 2016 through June 30, 2017**

<b>Third Party In-Kind Infrastructure Contributions to Support the AJCC As Whole</b>				
<b>Cost Categories</b>	<b>Total Cost</b>	<b>Contributor</b>	<b>Value</b>	<b>Balance to Allocate</b>
Rent				
Utilities/Maintenance				
Equipment	\$ 24,200	Rubicon	\$ 24,200	\$ -
Equipment	\$ 22,000	WIOA		
Access Technology			\$ 22,000	\$ -
Common Identifier	\$ -			
	\$ 46,200		\$ 46,200	\$ -
<b>LEGEND</b>				
Rubicon equipment is 22 computers owned and maintained by them for WIOA				
WIOA equipment is 20 computers purchased over several fiscal years				
All computers will need to be replaced in 2- 5 years				

**Initial Allocation of Proportionate Share of Infrastructure Costs for Colocated Partners**

<b>Colocated Partner</b>	<b>Shared Infrastructure Costs</b>	<b>Application of Methodology</b>	<b>Allocated Initial Share</b>	<b>Amount Cash</b>	<b>Amount In-Kind</b>
Alameda County Workforce Development Board for WIOA	Dedicated workstations; 38.095% of common area	Infrastructure costs related to FTE workspace	\$ 157,867.24		\$ 157,867.24
Alameda County Social Services Agency's Workforce and Benefits Administration for TANF	Dedicated workstations; 38.095% of common area	Infrastructure costs related to FTE workspace	\$ 147,472.24	\$ 106,816.24	\$ 40,656.00
California State Department of Rehabilitation for Title IV	Dedicated workstations; 19.048% of common area	Infrastructure costs related to FTE workspace	\$ 52,403.23	\$52,403.23	
Alameda County Social Services Agency's Adult and Aging Services for Title V Older Americans Act	Dedicated workstations; 4.762% of common area	Infrastructure costs related to FTE workspace	\$ 13,104.06	\$13,104.06	

**Attachment E**  
**Program Year July 1, 2016 through June 30, 2017**

Summary of Career Services Applicable to Each One-Stop Delivery System Partner											
Non Co-Located Partners							Co-Located Partners				
Category	Employment Development Department	Mid Alameda County Adult Schools	North Alameda County Adult Schools	South Alameda County Adult Schools	Native American Programs	Community Action Agency (CSBG)	Alameda County Housing Authority (HUD)	AAA (Title V Older Americans Act)	Dept of Rehab (Title IV)	SSA (TANF)/CalWORKS	WDB WIOA
<b>Basic Career Services</b>											
Eligibility								X	X	X	
Outreach/Intake/Orientation		X			X		X	X	X	X	
Financial Aid Inf					X		X	X	X	X	
Initial Assessment		X			X		X	X	X	X	
Labor Exchange	x				X			X	X	X	
Labor Market Info	x				X		X	X	X	X	
Referrals to One Stop Partners	x	X	X	X	X		X	X	X	X	
Performance and Cost Inf	x								X	X	
Support Sve Inf					X		X	X	X	X	
UI Information	x				X				X	X	
<b>Individualized Career Services</b>											
Comp Assessment		X	X	X	X			X	X	X	X
Ind Emp Plan (IEP)								X	X	X	X
Career Planning/Counseling		X	X	X	X		X	X	X	X	X
Short Term Pre- Voc		X	X	X	X			X	X	X	X
Internship/ Work Experience		X	X		X			X	X	X	X
Out-of-Area Job Search									X	X	
Financial Literacy			X				X		X	X	
English Language Acquisition (ELA)		X	X	X					X	X	
Workforce Prep/CTE	X	X	X	X	X		X	X	X	X	
Assist Device Disabilities								X			
Veterans Services	X										
HS Dipl/Equivalency/Basic Skills		X	X	X							X
AB104 Program Areas		X	X	X							

**Attachment F1**  
**Costs based on Program Year July 1, 2016 through June 30, 2017**

**One Stop Partners Sharing Other System Costs**

Non Co-located Partners								Co-located Partners				
Category	Employment Development Department	Mid Alameda County Adult Schools	North Alameda County Adult Schools	South Alameda County Adult Schools	Native American Programs	Community Action Agency(CSB (G)	Alameda County Housing Authority (HUD)	AAA (Title V Older Americans Act)	Dept of Rehab (Title IV)	SSA (TANF)/CalWOR KS	WDB WIOA	System Career Service Allocations
<b>Basic Career Services</b>												
Eligibility										\$ 94,893.00		\$ 94,893.00
Outreach/Intake/Orientation		\$ 246,365	\$ 29,075	\$ 120,000			X			\$ 63,262.00		\$ 458,702.00
Initial Assessment										\$ 94,893.00		\$ 94,893.00
Labor Exchange	X									\$ 31,630.00		\$ 31,630.00
Referrals to One Stop Partners	X									\$ 31,631.00		\$ 31,631.00
Labor Market Info	X						X			\$ 63,262.00		\$ 63,262.00
Performance and Cost Inf	X									\$ 63,262.00		\$ 63,262.00
Support Sve Inf	X						X			\$ 94,893.00		\$ 94,893.00
UI Information	X									\$ 31,630.00		\$ 31,630.00
Financial Aid Inf		\$ 31,349	X	X			X			\$ 63,261.00		\$ 94,610.00
Basic Career Service Subtotals	\$ -	\$ 277,714	\$ 29,075	\$ 120,000	N/A	0	\$ 276,000	0	\$1,316,454.99	\$ 632,617.00	\$ 1,332,647.12	\$ 3,984,508.11

\*System costs reflect Alameda County's Local Area and does not include the City of Oakland

**Attachment F2**  
**Costs based on Program Year July 1, 2016 through June 30, 2017**

One Stop Partners Sharing Other System Costs												
Non Co-located Partners							Co-located Partners					
Category	Employment Development Department	Mid Alameda County Adult Schools	North Alameda County Adult Schools	South Alameda County Adult Schools	Native American Programs	Community Action Agency(CSB G)	Alameda County Housing Authority (HUD)	AAA (Title V Older Americans Act)	Dept of Rehab (Title IV)	SSA (TANF)/CalWOR KS	WDB WIOA	System Career Service Allocations
Individualized Career Services												
Comp. Assessment		\$ 389,379	\$ 84,523	\$ 97,000				X		\$ 126,523.00		\$ 697,425.00
Ind Emp Plan (IEP)								X		\$ 177,133.00		
Career Planning/Counseling		\$ 224,149	\$ 10,041	\$ 81,000		\$ 40,000		X		\$ 126,523.00		\$ 481,713.00
Short Term Pre-Voc		\$ 189,461	x	\$ 24,000						\$ 506,093.00		\$ 719,554.00
Internship/ Work Exp		\$ 83,000	x			\$ 65,000		X		\$ 632,617.00		\$ 780,617.00
Out-of-area Job Search										\$ 75,914.00		
Financial Literacy			x			\$ 60,000	x			\$ 75,914.00		\$ 135,914.00
English Language Acquisition		\$ 3,489,452	\$ 668,435	\$1,526,000						\$ 632,617.00		\$ 6,316,504.00
Workforce Prep/CTE	x	\$ 856,196	\$ 5,098	\$ 105,000		\$ 68,854				\$ 177,133.00		\$ 1,212,281.00
Assist Device Disabilities												
Veterans services	x											\$ -
HS Dipl/ Equivalency/Basic Skills		\$ 1,385,949	\$ 249,699	\$ 699,000								\$ 2,334,648.00
AB104 Program		\$ 1,256,456	x	\$ 261,000								\$ 1,517,456.00
Individual Career Service Subtotals	\$ -	\$ 7,874,042	\$ 1,017,796	\$2,793,000	N/A	\$ 233,854	\$ -	\$ 146,000	\$ 5,265,819.95	\$ 2,530,467.00	\$ 2,491,999.88	\$22,352,978.83
Career Service Totals	\$ -	\$ 8,151,756	\$ 1,046,871	\$2,913,000	N/A	\$ 233,854	\$ 276,000	\$ 146,000	\$ 6,582,274.94	\$ 3,163,084.00	\$ 3,824,647.00	\$26,337,486.94
<b>Consolidated budget total of career services delivered through the One Stop System:</b>								\$ 146,000	\$ 6,582,274.94	\$ 3,163,084.00	\$ 3,824,647.00	\$26,337,486.94

\*System costs reflect Alameda County's Local Area and does not include the City of Oakland