

**Memorandum of Understanding
Between
San Bernardino County Workforce Development Board
And
Workforce Innovation & Opportunity Act One-Stop Partners
For
San Bernardino County America's Job Center of California System**

July 1, 2025 – June 30, 2028

This Memorandum of Understanding (MOU) is entered into on July 1, 2025 by and between _____, a Workforce Innovation & Opportunity Act One-Stop America's Job Center of California Partner (AJCC Partner) and the San Bernardino County Workforce Development Board (WDB), organized under the laws of the State of California, with its principal place of business at 290 North D Street, Suite 600, San Bernardino, CA 92415.

Select AJCC Partner status: ☐ Non-co-located Partner ☐ Co-located Partner

RECITALS

WHEREAS, the WDB administers employment and training programs in San Bernardino County (County) in accordance with Workforce Innovation and Opportunity Act of 2014, Public Law 113-128 (WIOA); and

WHEREAS, WIOA requires the WDB to ensure the creation and maintenance of a One-Stop delivery system that enhances the range and quality of education and workforce development services that business and individual customers can access; and

WHEREAS, the One-Stop delivery system must include at least one comprehensive physical center in each local area and a network of partners to make program services and activities available; and

WHEREAS, the design and operation of the One-Stop delivery system under WIOA must be developed and agreed upon by and between the WDB and required local One-Stop partners; and

WHEREAS, WIOA mandates 13 One-Stop partner programs, to be provided by multiple entities in the County; and

WHEREAS, on June 30, 2016, the WDB entered into a Phase I MOU with 26 entities under which the Parties agreed to share customers and services; and

WHEREAS, on January 1, 2018, the WDB entered into a Phase II MOU with these same entities under which the Parties agreed to share costs; and

WHEREAS, on January 1, 2021, the WDB entered into a comprehensive MOU with these same entities addressing the service coordination and collaboration among all AJCC partners, and how to sustain the unified system through the use of resource sharing and joint cost funding; and

WHEREAS, on July 1, 2022, the WDB entered into an MOU with 30 entities to establish cooperative working relationships between the WDB and AJCC Partners, in accordance with WIOA and to define

their respective roles and responsibilities in achieving the policy objectives established by the State in the California Workforce Development Board Strategic Plan as well as the sharing of infrastructure and other system costs; and

WHEREAS, the Parties desire to enter into this MOU, in accordance with the Workforce Services Directive 18-12 (WSD 18-12) issued by the State of California Employment Development Department, to continue their cooperative working relationship between the WDB and the AJCC Partners, in accordance with WIOA, to service their shared customers as established by the State of California Workforce Development Board.

NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

AGREEMENT

I. Purpose of MOU

A. Preamble/Overall Purpose

WIOA requires that a memorandum of understanding be developed and executed between Workforce Development Boards and required local one-stop partners to establish an agreement relating to the operation of the one-stop system.

California's one-stop 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 Board Strategic Plan:

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

These objectives are accomplished by ensuring access to high-quality AJCCs that provide the full range of services available in the community for all customers seeking to:

- Find a job
- Build basic educational or occupational skills
- Earn a postsecondary certificate or degree
- Obtain guidance on how to make career choices
- Identify and hire skilled workers

To that end, the purpose of this MOU is to establish a cooperative working relationship between the WDB and the required AJCC Partners and to define their respective roles and responsibilities in achieving their shared objectives. This MOU also serves to establish the framework for providing a unified service delivery system to employers, employees, job seekers, and others needing workforce services.

B. Vision Statement, Mission Statement, and Goals

The WDB is charged with addressing major workforce issues in the County. The WDB's role is to convene appropriate parties around these issues, create dialogue among relevant parties, generate creative, innovative solutions through consensus, and to enlist community commitments to action in order to achieve a competitive advantage. Acting to facilitate this approach, the WDB is engaging other community leaders in carefully constructing strategies to identify and build these competitive advantages throughout the County.

1. Vision Statement

The Parties' vision is to unite and leverage the AJCC System MOU partnership's resources, expertise, and services to empower County participants. Through collaboration, they seamlessly provide accessible opportunities and support, ensuring participants have the tools to overcome barriers and build better futures. Together, they unlock potential and drive success for all.

2. Mission Statement

The Parties' mission is to empower individuals to improve their personal and financial well-being through meaningful employment opportunities. They are dedicated to educating, supporting, and providing resources needed to transform lives.

3. AJCC System Goals

- a) Increase the employment, retention, and earnings of shared customers in high growth industry sectors and in-demand occupations that create countywide prosperity.
- b) Increase the number of shared customers who receive industry-recognized postsecondary credentials.
- c) Support AJCC System alignment, service integration, coordination and continuous quality improvement using data to support evidence-based decision-making.
- d) Ensure multiple access points to the AJCC System particularly for those with barriers to employment.
- e) Support the continued collaboration between business, industry and the AJCC system to align programs and services with business and industry needs.

4. AJCC System Values

Accessibility: The AJCC Partners are committed to increasing access to and opportunities for the employment, education, training and support services for all customers.

Accountability: The AJCC Partners accept individual responsibility for the quality of service provided and the overall success of the AJCC system.

Customer-Centered: The AJCC Partners are dedicated to providing services that are specifically tailored to individual customer needs.

Collaboration: The AJCC Partners are committed to work together to align, integrate, and coordinate the delivery of AJCC system services.

Excellence: The AJCC Partners are committed to providing high quality, excellent service to all customers through continuous quality improvement.

Innovation: The AJCC Partners are committed to developing innovative and promising practices to facilitate the alignment, integration and coordination of AJCC System services.

Integrity: The AJCC Partners are committed to uphold the values of honesty, trust and transparency, while remaining fair and ethical in all situations.

Respect: The AJCC Partners are committed to treating all customers with care, understanding and courtesy.

Responsiveness: The AJCC Partners are committed to creating a flexible and responsive environment by consistently seeking feedback from customers and stakeholders to deliver high-quality services.

II. One-Stop System Services

The AJCC System design is comprised of partners who are committed to providing integrated services by connecting job seekers and businesses to the other centers through quality referrals. The AJCC Partners provide a vast array of services to improve the health and financial well-being of County residents as set forth in Exhibit “B,” attached hereto and incorporated herein. AJCC System career services will be provided by AJCC Partners as described below and per the attached AJCC Partner services chart (Exhibit “C”).

Strategically located throughout the County, the three America’s Job Centers of California are in the East Valley, West Valley and High Desert Regions. They provide a comprehensive array of services, helping job seekers build careers and helping businesses maintain employment.

East Valley AJCC
500 Inland Center Drive, Sp. 508
San Bernardino, CA 92408

West Valley AJCC
9650 Ninth Street
Rancho Cucamonga, CA 91730

High Desert AJCC
17310 Bear Valley Rd
Victorville, CA 92395

While the East Valley AJCC is the comprehensive center, the AJCC Partners are committed to connecting AJCC Partners to all centers through Co-location, cross information sharing, direct technology, and strong referral systems.

The AJCC System customers include, but are not limited to, businesses and employers as well as individuals who are low income, unemployed, dislocated, ex-offenders, veterans, older adults, youth, Native American Indians, people with disabilities, homeless, recipients of public assistance, monolingual, English language learners, and underemployed.

Shared customers include, but are not limited to, businesses, employers, adult and youth job seekers, and underrepresented groups, such as: dislocated workers; Veterans; low-income and public assistance recipients; homeless people; Native American Indians; foster youth; disconnected youth; mature workers; people with disabilities; and re-entry individuals.

III. Responsibilities of AJCC Partners

It is understood through the development and implementation of this MOU that the AJCC System is stronger together. It is further acknowledged that the AJCC 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 WDB and AJCC Partners participating in this MOU, and in recognition of the public benefit to be derived from the effective implementation of the programs involved, the AJCC Partners agree that their respective responsibilities under this MOU will be as follows:

- Engage in joint planning, plan development, and modification, that results in:
 - Continuous partnership building between all parties to this MOU;
 - Continuous planning responsive to regional, State, and Federal requirements;
 - Responsiveness to specific Statewide and regional economic conditions including employer needs; and
 - Adherence to common data collection and reporting needs as agency capacity/resources allow.
- Make services applicable to each system partner program available to customers through the one-stop delivery system.
- Participation in the operation of the one-stop system, consistent with the terms of the MOU and requirements of authorized laws.
- Participation in capacity building and staff development activities in order to ensure that all AJCC Partners and staff are adequately cross-trained.

IV. Funding of Services & Operating Costs

In compliance with WIOA Sec. 121(b)(1)(A)(ii), the Parties agree to share, as applicable, in the operating costs of the AJCC System, either in cash or through in-kind services. The cost of services, operating costs and infrastructure costs of the AJCC System will be funded by all AJCC Partners, as applicable under WIOA, through separately negotiated cost sharing agreements (Cost Sharing Agreements) based on a mutually agreed upon formula or plan.

V. Methods of Referring Customers

The AJCC Partners are committed to high quality customer service with a customer-centered design. Each AJCC Partner agrees to update a summary of services document annually or as needed. The summary of services will include program information, services and resources available, eligibility, and points of contact for both customers and staff. These summaries will be used to update Desk Reference guides, if needed, and an online resource page to be available to all customers and partner staff.

The AJCC Partners are committed to continued development of successful electronic methods of referrals using real-time technology which may include, but are not limited to, a shared online portal, live chat, or a mobile application. To ensure continued use of the referral systems and to meet the needs of their shared customers, the AJCC Partners are committed to, at minimum, on-going staff cross-training through Desk Reference Guides, quarterly meetings, tours, shared staff meetings, and warm hand-offs to co-located partners.

VI. 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.

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 166 of 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 shall 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. The AJCC Partners agree to promote capacity building and professional development for staff in order to increase awareness and understanding of serving individuals with barriers to employment and individuals with disabilities.

WIOA requires the Title I Adult program to provide priority of service to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient. Veterans and eligible spouses shall also be provided priority of service for Title I programs among all eligible individuals, as long as they meet the WIOA Adult program eligibility criteria.

VII. Shared Technology, System Security, and Confidentiality

The AJCC Partners agree to comply with the applicable provisions of WIOA, California Welfare and Institutions Code, California Education Code, Federal Rehabilitation Act, Federal Family Educational Rights and Privacy Act, the Protection of Pupil Rights Amendment, and any other applicable statutes, regulations and requirements.

The AJCC Partners shall share information necessary for the administration of the program as allowed under confidentiality law and regulation. The AJCC Partners, therefore, agree 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.

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:

- 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 AJCC 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 between AJCC Partners.

AJCC Partners agree to assure that:

- 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.
- 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.
- AJCC Partners agree 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. AJCC Partners, therefore, agree 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.
- 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.

VIII. Process and Development

A. Effective Date and Term of the MOU

This MOU is effective as of the Effective Date, defined above. The term of this MOU shall be

from July 1, 2025 through June 30, 2028. This MOU will be reviewed not less than once prior to the expiration of the Term to identify any substantial changes that have occurred. The budget set forth in this MOU will be reviewed not less than once every year to identify any substantial changes that have occurred and which could require amendment of the budget, such as, but not limited to, to ensure that the AJCC Partner's proportionate share remains current and consistent with the cost methodology set forth in this MOU.

B. Process Used to Develop the MOU

The WDB convened a series of participatory meetings with the AJCC partners listed in Exhibit "A," attached hereto (AJCC Partners), to collaboratively develop the MOU to reach consensus on how the San Bernardino County America's Job Center of California System (System) will be sustained through joint infrastructure cost funding and resource sharing.

C. Process Used to Resolve Issues During the MOU Term When Consensus Cannot Be Reached.

If/when decisions need to be made by the AJCC Partners, they will be made using a consensus decision making process. When consensus cannot be reached, the AJCC Partner agrees to use a majority rule voting process with the other AJCC Partners to resolve issues of non-agreement for the duration of this MOU.

AJCC Partners will meet on a quarterly basis, at a minimum. Meetings may occur face-to-face, via video conference and/or conference call. The AJCC Partner agrees to participate in these meetings. Meeting agendas will include discussion of action items prior to voting. All action items appearing on a meeting agenda shall be decided by a majority vote of those AJCC Partners present at the meeting when consensus cannot be reached.

The AJCC Partner shall have one vote; if the AJCC Partner is unable to participate in a meeting, it may designate a proxy via a completed proxy form signed by an authorized person and submitted to the WDB prior to or at the meeting. There must be a quorum of the AJCC Partners, including any proxies, which shall be a majority of the AJCC Partners, present at a meeting in order for a meeting to proceed and any vote to be taken. The AJCC Partner or WDB may call for a vote by email, with no less than 3 business days' notice.

D. Process for Periodic Modification and Review

The WDB is responsible for ensuring that all of the AJCC infrastructure costs are paid according to the provisions of this MOU and shall undertake the reconciliations contemplated herein. The One-Stop Operator may act as liaison between the WDB and the AJCC Partner to periodically review and evaluate the MOU budgets as to the need for modifications or amendments. Such review shall occur no less than annually, as required by WIOA and/or as requested by the AJCC Partner, whichever is earlier.

AJCC Partner contributions, regardless of the type, will be reconciled by the WDB at least semi-annually, comparing expenses incurred to relative benefits received. The reconciliation process is necessary in order to ensure that the proportionate share each partner program is contributing remains consistent with the cost methodology, up to date, and in compliance

with the terms of the MOU.

The AJCC Partner shall take such action as is necessary to amend this MOU from time to time to comply with the requirements of WIOA to ensure that it continues to contribute its fair and equitable share of infrastructure and other System costs. Such amendments shall not be binding unless they are in writing and signed by MOU authorized signatories.

IX. Sharing Infrastructure Costs

A. Partners Agree to Cost Allocation Methodology

By signing this MOU, the AJCC Partner agrees to the cost allocation methodology for infrastructure cost sharing as set forth in Section IX. C-E herein. While both co-located and non-co-located partners agree to the cost allocation methodology, the requirement to contribute to infrastructure costs at this time only applies to those partners, such as the AJCC Partner, who are physically co-located in the comprehensive AJCC and/or the affiliate AJCCs.

WDB may increase the infrastructure costs upon written notice to AJCC Partner based upon the actual increase in utility costs, rental cost etc.

AJCC Partner agrees that when sufficient data is available to determine the AJCC relative benefit to all parties, this MOU and each agreement with the AJCC Partners, co-located and non-co-located, will be renegotiated to ensure proportionate share of contributions from all Parties.

B. Comprehensive AJCC and Affiliate AJCCs

- i. There is one comprehensive AJCC for the System, therefore, the Parties have developed an infrastructure cost budget for the comprehensive center, set forth in Exhibit "E".

The East Valley AJCC is the comprehensive AJCC. If the AJCC Partner is co-located at the East Valley AJCC, it shall check the box below.

☐ East Valley AJCC
500 Inland Center Drive, Sp. 508
San Bernardino, CA 92408

- ii. There are two affiliate AJCCs for the System, therefore, the Parties have developed infrastructure cost budgets for each affiliate center, set forth in Exhibit "E".

The West Valley AJCC and High Desert AJCC are the affiliate AJCCs. If the AJCC Partner is co-located at the West Valley AJCC, and/or the High Desert AJCC, it shall check one or both of the boxes below.

☐ West Valley AJCC
9650 Ninth Street
Rancho Cucamonga, CA 91730

☐ High Desert AJCC
17310 Bear Valley Road
Victorville, CA 92395

In compliance with the Joint WIOA Final Rule Section 678.700, the AJCC Partner, because it carries out a program or activities at the West Valley AJCC, East Valley AJCC and/or High Desert AJCC will use a portion of the funds available for its program and activities to help maintain the AJCC System, including proportional payment of the infrastructure costs of the West Valley AJCC, East Valley AJCC and/or High Desert AJCC as set forth herein.

AJCC Partners co-located at the West Valley AJCC, East Valley AJCC and/or High Desert AJCC are identified in Exhibit A.

C. Infrastructure Cost Allocation Methodology

The purpose of this infrastructure cost sharing methodology is to summarize, in writing, the methods and procedures that the WDB will use to share costs with the co-located AJCC Partner. The AJCC Partner agrees that it will be charged on a quarterly basis according to the following cost sharing methodology:

Rent Costs: Rent costs, which shall be based on the total of base rent, security and access card charges. The base rent is derived from the total square footage used by the AJCC Partner multiplied by the cost per square foot. The cost per square foot is calculated from the total AJCC monthly rent divided by the total AJCC leased square footage. Space rental and security charges are calculated according to actual costs.

Utilities & Maintenance: This section includes only telephone services, which includes the costs of dial-up telephone service and voice mail. Such costs shall be based on the County Information Services Department's charges for the specific phone lines the AJCC Partner uses.

Equipment & Furniture: Equipment costs include the costs of purchasing and installing a telephone and a computer for each cubicle utilized by the AJCC Partner. The costs of those purchases are charged at actual retail purchase price. Other cost-sharing items include multifunctional printers and fax machines. The equipment charges, including equipment for the access and accommodation for individuals with disabilities, are based on actual lease costs divided by total number of staff in the center, then multiplied by the number of AJCC Partner staff. Monthly furniture charges are based on a cost estimation of the cubicle workstation and chair divided by the five-year useful life of the item.

Technology and Access Costs: Such costs shall be based upon the usage charges billed by the County Information Services Department and then divided by the total number of AJCC staff to derive the cost per person. The AJCC Partner shall be charged in proportion to the number of its staff in relation to the overall number of staff at the respective AJCC or AJCCs as identified in Section IX.B.

Notwithstanding the preceding, in the event that the AJCC Partner has specific utility, technology, equipment and/or furniture needs, the AJCC Partner shall be wholly responsible for the additional retail, actual cost of such items/services. In the event that more than one AJCC Partner has a specific request for additional items/services,

the cost of the additional items/services shall be allocated between the requesting AJCC Partners in proportion to the number of each AJCC Partner's staff.

Based on the need of the AJCC Partner, cost options within the Utilities & Maintenance, Equipment & Furniture (with the exception of cubicle furniture and assistive technology for Individuals with Disabilities), and Technology and Access categories may be adjusted according to demonstrated need.

Shared Staff: Such as front desk staff, these costs shall be based upon the salary charges and divided by the total number of staff in the AJCC to derive the cost per person. The AJCC Partner shall be charged in proportion to the number of its staff in relation to the overall number of staff at the respective AJCC or AJCCs as identified in Section IX.B.

By executing this MOU, the AJCC Partner agrees to the quarterly charges, based on actual costs and increases, so long as annual cost increases do not exceed ten percent (10%) of the preceding year. Annual costs may exceed ten percent (10%) in the event of a significant expenditure change such as moving to a new building. Cost increases shall be memorialized in a written notice to the AJCC Partner.

D. Initial Proportionate Share (Applies to Co-located Partners only)

The initial proportionate share of infrastructure costs allocated to the AJCC Partner for the first year of this MOU is based on the agreed upon cost allocation methodology as set forth in Section IX. C above, the AJCC Partner's estimated total contribution amount, and whether the AJCC Partner will provide such funding in direct payment (cash), non-cash (in-kind), and/or third-party in-kind contributions is set forth in Exhibit "E". This initial determination will be periodically reconciled by the Parties against actual costs incurred by the respective AJCC or AJCCs as identified in Section IX.B and adjusted accordingly, not to exceed the 10% of the preceding year.

E. Infrastructure Contributions (Applies to Co-located Partners only)

If contributing to infrastructure costs, the AJCC Partner may provide cash, non-cash (in-kind), and third-party in-kind contributions to cover its share of infrastructure costs. In-kind contributions cannot be used to fund non-infrastructure costs (such as personnel), and must be valued consistent with 2 C.F.R. Section 200.306 to ensure such contributions are fairly evaluated and qualify for the AJCC Partner's proportionate share.

If third-party in-kind contributions are made to support the AJCC as a whole (such as facility space), that contribution will not count toward the AJCC Partner's proportionate share of the infrastructure. Rather, the value of the contribution will be applied to the overall infrastructure budget prior to determining proportionate amounts and thereby reduce the contribution required for all AJCC Partners.

X. Sharing Other One-Stop System Costs

A. AJCC Partners Sharing Other One-Stop System Costs

In compliance with the Joint WIOA Final Rule Section 678.760, the AJCC Partners will use a portion of funds made available under their authorizing federal statute (or fairly evaluated in-kind contributions) to share the additional costs relating to the operation of the One-Stop delivery system. These costs may be shared through cash, non-cash, or third-party in-kind contributions.

As required by WSD 18-12, the amount of funds that the AJCC Partner has budgeted to expend on applicable career services and other shared services (which cumulatively with the other AJCC Partners budgeted amounts shall form the "San Bernardino County AJCC Other One-Stop System Costs Budget (Career Services Budget)", set forth in Exhibit "F." The AJCC Partner's amount may be unilaterally revised by the AJCC Partner on an annual basis and, as such, the Career Services Budget may be revised, as needed, to reflect the real amount(s) actually budgeted by the AJCC Partner.

AJCC Partners understand that while only co-located partners share infrastructure costs, at this time, all AJCC Partners must share in other System costs through non-cash (in-kind) contributions as set forth herein.

B. AJCC System Services

The AJCC Partners provide a vast array of services to County residents as set forth in Exhibit "C", attached and hereto incorporated herein.

C. Required Consolidated Budget for the Delivery of Applicable Career Services

The agreed upon consolidated budget, the Career Services Budget, for other System costs is set forth in Exhibit "F". This budget consists of the AJCC Partner's costs for the servicedelivery of each applicable career service and a consolidated system budget for career services applicable to the AJCC Partner.

D. Local Agreement to Share Other System Costs

The AJCC Partner shall include cross training of partner staff, a workforce summit/conference and the One-Stop Operator in the other System costs budget as set forth herein.

Shared other System costs will be provided through non-cash (in-kind) contributions. The AJCC Partner, by its signature hereunder, agrees to the other system cost allocation methodology as set forth herein.

i. Local Agreement to Share AJCC Partner Staff Cross Training

Through non-cash (in-kind) contributions, the AJCC Partner will provide subject matter experts to conduct AJCC Partner Staff Cross Training on programs and services.

Cross training costs will be based on the fair market value of professional training of \$1,500 per day, not to exceed \$50,000.

ii. Local Agreement to Share One-Stop Operator Costs

In accordance with Joint WIOA Final Rule 678.620(a), the duties of the One-Stop Operator must include the coordination of service delivery by required One-Stop (AJCC System) Partners. The AJCC Partner acknowledges the shared service provided by the One-Stop Operator as defined by the WDB in the procurement process. The AJCC Partner shall not be required to contribute to the cost of the One-Stop Operator as the WDB shall fund the role for the Term of this MOU. However, the AJCC Partner acknowledges that the One-Stop Operator costs may have to be funded by the partnership after the Term of this MOU.

XI. Confidentiality

The AJCC Partner shall comply with any and all applicable laws, including but not limited to the provisions of WIOA as well as the applicable sections of the California Welfare and Institutions Code, the California Education Code, the Rehabilitation Act, and any other applicable statute, regulation and requirement to assure the following:

- 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.
- 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.

XII. 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, sexual orientation or marital status. The AJCC Partner agrees to comply with the provisions of the Fair Employment and Housing Act (California 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.

XIII. Grievances and Complaints Procedure

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

XIV. Americans with Disabilities Act and Amendments Compliance

The AJCC Partner shall 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, the AJCC Partner agrees to fully comply with the provisions of WIOA, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, 29 CFR Part 37 and all other regulations implementing the aforementioned laws.

XV. Modifications and Revisions

This MOU constitutes the entire agreement between the Parties and no oral understanding not incorporated herein shall be binding on any of the Parties hereto. Except for those specific provisions which allow for the unilateral amendment of this MOU, the MOU may not be modified, altered, or revised, as necessary, without the mutual consent of the Parties, by the issuance of a written amendment, signed and dated by the Parties.

XVI. Termination

In the event that it becomes necessary for the AJCC Partner to withdraw from this MOU, it shall provide the WDB with thirty (30) days advance written notice, addressed to the WDB to the address set forth in the introductory paragraph above.

XVII. Signatures

The signatures of the Parties affixed to this MOU affirm that they are duly authorized to commit and bind their respective departments and organizations to the terms and conditions set forth in this MOU.

XVIII. Assignment

Except as otherwise provided in this MOU, the rights and duties of the AJCC Partner may not be assigned or delegated without the advance written consent of the WDB, and any attempt to assign or delegate such rights or duties in contravention of this section shall be null and void. This MOU shall inure to the benefit of and be binding upon the successors and assigns of the Parties hereto.

XIX. Execution in Parts or Counterparts

The Parties agree that this MOU may be executed in counterparts, each of which shall be deemed to be an original, but both of which together shall constitute one and the same instrument, and that a photocopy or facsimile may serve as an original. If this MOU is executed in counterparts, no signatory hereto shall be bound until both the parties have fully executed a counterpart of this MOU. The Parties shall be entitled to sign and transmit an electronic signature of this MOU (whether by facsimile, PDF, or other email transmission), which signature shall be binding on the party whose name is contained therein. Each Party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed MOU upon request.

XX. Notices

Notices authorized or required to be given pursuant to this MOU shall be in writing and shall be deemed to have been given when mailed, postage prepaid, or delivered during working hours to the following addresses set forth for each of the Parties, or to such other changed addresses communicated to the Parties in writing:

San Bernardino County Workforce Development Board
ATTN: Executive Director
290 North D Street, Suite 600
San Bernardino, CA 92415

AJCC Partner:
ATTN:
Address:
City, CA Zip:

XXI. Severability and Validity of MOU

Should the participation of any Party to this MOU, or any part, term or provision of this MOU be decided by the courts or the legislature to be illegal, in excess of that Party's authority, in conflict with any law of the State of California, or otherwise rendered unenforceable or ineffectual, the validity of the remaining portions, terms or provisions of this MOU shall not be affected thereby and each Party hereby agrees it would have entered into this MOU upon the same remaining terms as provided herein.

XXII. License for Use

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

XXIII. Supervision/Day to Day Operations

The day-to-day supervision of staff assigned to the AJCCs will be the responsibility of organization of employment. The original employer of staff assigned to the AJCCs will continue to set the priorities of its staff in coordination with the AJCC Site supervisor(s). Any change in work assignments or any problems at the worksite will be handled by the management or designated staff of the organization of employment in collaboration with the site supervisor(s).

The office hours for the staff at the AJCCs will be established by the site supervisor(s) and the management/designated staff of the employer. All staff will comply with the holiday schedule of their primary employer and will provide a copy of their holiday schedule to the site supervisor(s) at the beginning of each fiscal year.

Disciplinary actions may result in removal of co-located staff from the AJCCs and each party will take appropriate action. Each party shall be solely liable and responsible for providing to, or on behalf of, its employee(s), all legally-required employee benefits. In addition, each party shall be solely responsive and save 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.

XXIV. 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.

XXV. Press Releases and Communications

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

The parties agree to utilize the San Bernardino County AJCC System logo on buildings identified for AJCC usage on letterhead, envelopes, business cards, any written correspondence and fax transmittals related to performance under this MOU.

XXVI. 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, excluding 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.

XXVII. Integration Clause

The foregoing constitutes the full and complete agreement of the Parties. This MOU supersedes all prior agreements and understandings, whether in writing or oral, related to the subject matter of this MOU that are not set forth in writing herein. Notwithstanding the preceding, the AJCC Partner, as signatory to this MOU agrees to be bound by all the terms and conditions set forth herein.

IN WITNESS WHEREOF, the Parties hereto, have caused their names to be affixed by their proper and respective officers as of the Effective Date.

[Signatures on Following Pages]

AJCC PARTNER

Signature

Name:

Title:

Address:

Date:

**SAN BERNARDINO COUNTY,
Workforce Development Department**

Signature

Name:

Title:

Address: *290 N. D Street, Suite 600
San Bernardino, CA 92415*

Date:_____

EXHIBIT “A” | AJCC Partners

- WIOA Title I Adult, Dislocated Worker, and Youth
 - San Bernardino County Workforce Development Department
- WIOA Title II Adult Education and Literacy
 - Apple Valley Unified School District – Apple Valley Adult School
 - Chaffey Joint Union High School District – Chaffey Adult School
 - Chino Valley Unified School District – Chino Valley Adult School
 - Colton Joint Unified School District – Adult Education
 - El Sol Neighborhood Education Center
 - Fontana Unified School District – Fontana Adult School
 - Hesperia Unified School District – Hesperia Adult School
 - Jack L. Hill Lifelong Learning Center - San Bernardino Public Library
 - Lucerne Valley Unified School District - Lucerne Valley Adult School
 - Redlands Unified School District – Redlands Adult School
 - Rialto Unified School District – Rialto Adult School
 - San Bernardino City Unified School District - Inland Career Education Center
 - Snowline Joint Unified School District – Snowline Adult School
 - Victor Valley College – Adult Education Program
 - Yucaipa Calimesa Joint Unified School District – Yucaipa Adult School
- WIOA Title III Wagner-Peyser
 - State of California Employment Development Department
- WIOA Title IV Vocational Rehabilitation
 - State of California Department of Rehabilitation
- Carl Perkins Career and Technical Education
 - Chaffey College
 - San Bernardino Community College District (on behalf of Economic Development and Corporate Training, San Bernardino Valley College, and Crafton Hills College)
 - San Bernardino County Superintendent of Schools
 - Victor Valley College
- Title V Older Americans Act
 - San Bernardino County Department of Aging and Adult Services
- Job Corps
 - Inland Empire Job Corps
- Native American Programs
 - California Indian Manpower Consortium, Inc.
- Migrant Seasonal Farmworkers
 - Center for Employment Training
- Veterans
 - State of California Employment Development Department
- Trade Adjustment Assistance Act
 - State of California Employment Development Department
- Community Services Block Grant
 - Community Action Partnership of San Bernardino County
- Housing & Urban Development
 - Housing Authority of the County of San Bernardino
 - LightHouse Social Service Centers
- Unemployment Insurance
 - State of California Employment Development Department
- Temporary Assistance for Needy Families/CalWORKs
 - San Bernardino County Transitional Assistance Department
- YouthBuild
 - Provisional Educational Services, Inc. (PESI)

EXHIBIT “B” | AJCC Partner Program Summary

Below is a brief description of the program each partner of the AJCC System represents.

- The **WIOA Title I** programs are offered through the San Bernardino County Workforce Development Department (WDD). Services provided to adults, dislocated workers and youth (ages 16-24) include, but are not limited to, orientation, WIOA eligibility and intake, individualized assessment, counseling, supportive services, internships, work experience, vocational training, and on the job training. Business services include, but are not limited to recruitments, job fairs, on the job training, lay-off aversion, and Rapid Response.
- The **WIOA Title II** Adult Education and Literacy programs are offered through a number of organizations in San Bernardino County. Services provided to individuals over the age of 18 include, but are not limited to, High School Equivalency (HSE/GED) Test Preparation, English as a Second Language (ESL), High School Diploma, After School Program, Citizenship, Career and Technical Education, Digital Literacy, Financial Aid Assistance, and Tutoring.
- The **WIOA Title III** Wagner-Peyser Act programs are offered through the State of California Employment Development Department. Services to individuals with the legal right to work in the United States include, but are not limited to, orientation, intake, Unemployment Insurance filing assistance, initial assessment, partner referrals, labor exchange/CalJOBS, workshops, typing certificates, California Training Benefits information, bonding assistance and networking clubs.
- The **WIOA Title IV** Vocational Rehabilitation programs are offered through the State of California Department of Rehabilitation. Services provided to individuals with disabilities include, but are not limited to, career assessment, counseling, pre-employment, employment preparation, training, transportation, job placement, and assistive technology.
- **Carl Perkins Career & Technical Education** (CPCTE) is offered through the community colleges and San Bernardino County Superintendent of Schools. Services include, but are not limited to, CTE programs (credit, non-credit, and not-for credit), Regional Occupation Program (ROP), customized not-for-credit training, and course articulation services and training.
- **Title V** Older Americans program is offered through San Bernardino County Department of Aging and Adult Services. Services provided to individuals age 55 and older include, but are not limited to, subsidized work experience/paid training, cash/material aid, community education, housing assistance, legal assistance, transportation, adult day care and senior center activities.
- **Job Corps** is the nation’s largest residential vocational training and education program which is funded by the United States Department of Labor. It is offered through the Inland Empire Job Corps Center. It is of no cost to participants who are between the ages of 16-24 upon entry. Services include, but are not limited to, vocational training, high school diploma attainment, job readiness classes, social skills training, tutoring, recreational activities and peer mentoring.
- **Native American Programs** are offered through the California Indian Manpower Consortium, Inc. Services include, but are not limited to, assessment, job search and placement assistance, dropout prevention, work experience and youth services.

- **Migrant and Seasonal Farmworker** services are offered through the Center for Employment Training to individuals who have worked in the field and meet WIOA 167(i) eligibility requirements. Services include, but are not limited to, training in automotive specialist, green building construction, HVAC technology, welding fabrication, and Electrician (General and Residential).
- **Veterans** program is offered through the State of California Employment Development Department to veterans, eligible spouses and transitional service members. Services include, but are not limited to, outreach, veteran's service navigator assessments, veteran screening, referral to partners and supportive services.
- **Trade Adjustment Assistance Act (TAA)** is offered through the State of California Employment Development Department. Services include, but are not limited to, TAA petitions, TAA orientations, and TAA Rapid Response presentations.
- **Community Services Block Grant** is offered through the Community Action Partnership of San Bernardino.
- **Housing & Urban Development** is offered through LightHouse Social Service Centers and the San Bernardino Housing Authority. Services include, but are not limited to, subsidized rental housing, affordable housing and the housing choice voucher program.
- **Unemployment Insurance** is offered through the State of California Employment Development Department. Services include, but are not limited to, claim information, claim filing assistance and website navigation.
- **Temporary Assistance for Needy Families/CalWORKs** is offered through San Bernardino County Transitional Assistance Department. Services include, but are not limited to, CalWORKs, Welfare to Work, child-care assistance, CalFRESH, Medi-Cal and General Relief.
- **YouthBuild** is offered through PESI. The YouthBuild program is a community-based pre-apprenticeship program that provides job training and educational opportunities for at-risk youth ages 16-24 who have dropped out of high school. PESI will provide construction trades training, job sector orientations about jobs throughout the region, re-entry secondary education, case management services, and support services.

EXHIBIT “C” | AJCC Partners Services Chart

Service	General Description
Job Search Assistance	Job search and job placement
WDD, EDD, DOR,	

Service	General Description
Labor Market Information	Information relating to local, regional, and national labor market areas, including— job vacancy listings; information on job skills necessary to obtain vacant jobs; and info relating to local occupations in demand and requirements, and opportunities for advancement
WDD, EDD, TAD, PESI	

Service	General Description
Supportive Services	Assistance with child care, transportation, uniforms, health care, CalFresh, HUD, TANF, etc.
All Providers	

Service	General Description
Information on Unemployment Insurance	UI claim filing assistance; phones direct to UI; RESEA, PJSA, IAW
EDD, CET,	

Service	General Description
Financial Aid Information	Assistance in establishing eligibility for programs of financial aid assistance
WDD,	

Service	General Description
Comprehensive Assessment	Comprehensive Adult Student Assessment System in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.
WDD, EDD, DOR, CET, CJUSD,	

Service	General Description
Individual Employment Plan	Identifying the employment goals, achievement objectives, and combination of services for the participant to achieve employment

Service	General Description
Career Planning, Counseling	Coaching, counseling, and career assessment

WDD, EDD, DOR, CET, TAD, DAAS, PESI, CJUSD, LSSC,

Service	General Description
English Language Acquisition	English language proficiency and integrated instruction and training programs.
VVC, CJUHSD	

WDD, EDD, DOR, CET, TAD, DAAS, PESI, CJUSD, LSSC,

Service	General Description
Internships, Work Experience, and Transitional Jobs	Internships and work experience linked to careers. This includes temporary jobs with the goal of preparing individuals for permanent job placement. These are often fully subsidized.
WDD, DAAS, IEJC, TAD, DOR, CET, PESI	

Service	General Description
On the Job Training (OJT)/ Subsidized Employment	Training at a worksite to learn the functions and skillsets for a specific job.
WDD, DAAS, CIMC, IEJC, TAD, DOR, PESI	

Service	General Description
Occupational Skills/Vocational Training	Instructional programs or courses that focus on the skills required for a particular job function or trade
WDD, CHC, PESI, CJUSD,	

Service	General Description
Workforce Preparation Activities	Basic academic skills, critical thinking skills, digital literacy skills, Job readiness, communication skills, and self-management skills.
WDD, EDD, DOR, CAP, CIMC, CHC, PESI, SBCCD, CJUSD,	

Service	General Description
Financial Literacy	Teaching or guiding the ability to understand how money works.
WDD, HA, LSSC, CJUSD, LSSC, CAP	

Service	General Description
Customized Recruitments/Job Fairs	Gatherings of employers seeking qualified candidates.
WDD, EDD, DOR, SBCCD,	

Service	General Description
HR Consultant Services	Business consultants that assist businesses with internal training on things like efficiency.
WDD, EDD	

Service	General Description
Incumbent Worker Training	Training employees to upgrade skill levels to prevent layoffs or create promotional opportunities.
WDD, EDD, DOR, SBCCD,	

Service	General Description
Lay Off Aversion	The strategies and activities that are designed to prevent, or minimize the duration of, unemployment.
WDD, EDD,	

Service	General Description
Clothing Services	Clothing closet.
SBCCD, CAP	

Service	General Description
Food Services	Food bank or pantry.
PESI, SBCCD, CAP,	

Service	General Description
High School Diploma or Equivalent	Including GED
VVC, CJUHSD, CVUSD, FUSD, PESI, CJUSD, CJUHSD,	

Service	General Description
Shower Services	Showers for the community/public showers.
SBCCD, CAP,	

Service	General Description
Senior Services	Services for seniors such as: nutrition services, bus passes, supportive services or caregiver services
DAAS,	

Key

AVUSD	Apple Valley Unified School District
CIMC	California Indian Manpower Consortium, Inc.
CET	Center for Employment Training
CC	Chaffey College
CJUHSD	Chaffey Joint Union High School District – Chaffey Adult School
CVUSD	Chino Valley Unified School District – Chino Valley Adult School
CJUSD	Colton Joint Unified School District
CAP	Community Action Partnership of San Bernardino County
ESNEC	El Sol Neighborhood Education Center
FUSD	Fontana Unified School District – Fontana Adult School
HUSD	Hesperia Unified School District – Hesperia Adult School
HA	Housing Authority of the County of San Bernardino
IEJC	Inland Empire Job Corps
JLHLLC	Jack L. Hill Lifelong Learning Center - San Bernardino Public Library
LSSC	LightHouse Social Service Centers

LVUSD	Lucerne Valley Unified School District - Lucerne Valley Adult Education School
PESI	Provisional Educational Services, Inc. (PESI)
RUSD	Redlands Unified School District – Redlands Adult School
RIUSD	Rialto Unified School District – Rialto Adult School
ICEC	San Bernardino City Unified School District - Inland Career Education Center San Bernardino Community College District (on behalf of Economic Development and Corporate Training, San Bernardino Valley College, and
SBCCD	Crafton Hills College)
CHC	Crafton Hills College
DAAS	San Bernardino County Department of Aging and Adult Services
SBCSS	San Bernardino County Superintendent of Schools
TAD	San Bernardino County Transitional Assistance Department
WDD	San Bernardino County Workforce Development Department
SJUSD	Snowline Joint Unified School District
DOR	State of California Department of Rehabilitation
EDD	State of California Employment Development Department
VVC	Victor Valley College
YCJUSD	Yucaipa Calimesa Joint Unified School District – Yucaipa Adult School

EXHIBIT “E” | Infrastructure Budget (applies to co-located partners only)

San Bernardino County Workforce Development Board

Infrastructure Budget for West Valley AJCC

(If applicable as denoted in Section IX.B)

Cost Category/ Line Item	Cost Details	Unit Cost	One-Time Cost Per Cubicle (64 sq. ft.)	Monthly Cost Per Cubicle (64 sq.-.)	Monthly Cost Per Co-located Staff Member from Partner	Remarks
Rent						
Base Rent Per 64 sq. ft. Cubicle	Incl. Janitorial, Maintenance and Utilities					Example Monthly Rent @ \$41,416/24,162 sq. = 1.71 per sq. ft.; Share spaces 203.57 sq. ft., ((203.57*64)=267.57*1.71 =457.54))
Security per sq. ft.	Monthly Security Guard @ \$3,171					Example \$3,171/24,162sq. Ft.= \$0.131, 267.57 * \$0.131 = \$35.12 per workstation
	Alarm Service @ \$94					Based on Actual Amount \$94/24162*267.57=\$1.041
One Access Card						One-time cost based on Current ISD charges
Utilities/Maintenance						
Telephone Services Per Person	Monthly costs of Dial Tone and Voice Mail					Based on Current ISD charges
Equipment & Furniture						
One Telephone						One-Time Cost
Copier and Fax Machine Per Month	Monthly Lease incl. maintenance for 2 Color and 1 Black & White Copier					Example Monthly cost of \$1,192.03/42 staff = \$28.38 per collocated staff from partners
One Computer	Desktop Computer set with one monitor and basic accessories					Example New or replacement costs will be billed at the time of purchase @ actual costs
Assistive Technology for Individuals with Disabilities	Equipment Access and Accommodation					Example Anticipated facility enhancement cost is about \$10,593.36 It's useful life is estimated @ 5 years. \$10,593.36 / 60 = \$176.56 per Month, \$176.56/4 partners = \$44.14 per partner. All collocated partners have equal access.
Furniture per cubicle	Incl. workstation and chairs					Example Unit cost \$4,602.27/60 months = \$76.70 per cubicle
	Total Equipment & Furniture					
Technology and Access Costs						
Information Technology Cost Per Month	Network Maintenance, Labor Charges					Example \$571.44/42/12 = \$1.11 per partner staff. Charges will be based on actual ISD bills.
	Total Technology & Access Cost					
Shared Staff - Office Assistant II						
Shared Office Assistant						Pending additional information.
	Total Shared Staff					
	TOTALS					

WDB may increase the infrastructure costs upon written notice to AJCC Partner based upon the actual increase in utility costs, rent cost etc.

Summary of Total Infrastructure Costs to be Shared By Co-located Partner:

	One-Time Cost Per Cubicle	Monthly Cost Per Cubicle Per Staff
Rent Costs	\$ -	\$ -
Utilities/Maintenance	\$ -	\$ -
Equipment & Furniture	\$ -	\$ -
Technology and Access Costs	\$ -	\$ -
Shared Staff Cost	\$ -	\$ -
Total:	\$ -	\$ -

EXHIBIT “E” | Infrastructure Budget (applies to co-located partners only)

San Bernardino County Workforce Development Board

Infrastructure Budget for East Valley AJCC

(If applicable as denoted in Section IX.B)

Cost Category/ Line Item	Cost Details	Unit Cost	One -Time Cost Per Cubicle (64 sq. ft.)	Monthly Cost Per Cubicle (64 sq.-.)	Monthly Cost Per Co-located Staff Member from Partner	Remarks
Rent						
Base Rent Per 64 sq. ft. Cubicle	Incl. Janitorial, Maintenance and Utilities					Example Monthly Rent @ \$53,395/24,000sq. = 2.22 per sq. ft.; Share/Common spaces 9,218.40 sq. ft., Exclusive space 1,131.5 sq. ft., ((9,218.40+1131.5) = 10,350*2.22 = 22,977.00)) monthly cost
Security per sq. ft.	Monthly Security Guard @ \$3,400					Example \$4,762/24,000 sq. Ft.= \$0.198,416,666.666,670 * \$0.142 = \$42.11 per workstation
	Alarm Service @ \$195					Example Amount \$94/24162*267.57=\$1.041
One Access Card						One-time cost based on Current ISD charges
Utilities/Maintenance						
Telephone Services Per Person	Monthly costs of Dial Tone and Voice Mail					Based on Current ISD charges
Equipment & Furniture						
One Telephone						One-Time Cost
Copier and Fax Machine Per Month	Monthly Lease incl. maintenance for 2 Color and 1 Black & White Copier					Example Monthly cost of \$1,192.03/42 staff = \$28.38 per collocated staff from partners
One Computer	Desktop Computer set with one monitor and basic accessories					Example New or replacement costs will be billed at the time of purchase @ actual costs
Assistive Technology for Individuals with Disabilities	Equipment Access and Accommodation					Example Anticipated facility enhancement cost is about \$10,593.36 It's useful life is estimated @ 5 years. \$10,593.36 / 60 = \$176.56 per Month, \$176.56/4 partners = \$44.14 per partner. All collocated partners have equal access.
Furniture per cubicle	Incl. workstation and chairs					Example Unit cost \$4,602.27/60 months = \$76.70 per cubicle
	Total Equipment & Furniture					
Technology and Access Costs						
Information Technology Cost Per Month	Network Maintenance, Labor Charges					Example \$542.87/42/12 = \$1.05 per partner staff. Charges will be based on actual ISD charges.
	Total Technology & Access Cost					
Shared Staff - Office Assistant II						
Shared Office Assistant						Pending additional information.
	Total Shared Staff					
	TOTALS					

WDB may increase the infrastructure costs upon written notice to AJCC Partner based upon the actual increase in utility costs, rent cost etc.

Summary of Total Infrastructure Costs to be Shared By Co-located Partner:

	One-Time Cost Per Cubicle	Monthly Cost Per Cubicle Per Staff
Rent Costs	\$ -	\$ -
Utilities/Maintenance	\$ -	\$ -
Equipment & Furniture	\$ -	\$ -
Technology and Access Costs	\$ -	\$ -
Shared Staff Cost	\$ -	\$ -
Total:	\$ -	\$ -

EXHIBIT “E” | Infrastructure Budget (applies to co-located partners only)

San Bernardino County Workforce Development Board

Infrastructure Budget for High Desert AJCC

(If applicable as denoted in Section IX.B)

Cost Category/ Line Item	Cost Details	Unit Cost	One -Time Cost Per Cubicle (64 sq. ft.)	Monthly Cost Per Cubicle (64 sq.-.)	Monthly Cost Per Co-located Staff Member from Partner	Remarks
Rent						
Base Rent Per 64 sq. ft. Cubicle	Incl. Janitorial, Maintenance and Utilities					Exempl Monthly Rent @ \$17,930/10,346 sq. = 1.73 per sq. ft.; Share spaces 108.3 sq. ft., ((108.3+49)=157.30*1.73 = 272.13))
Security per sq. ft.	Monthly Security Guard @ \$3,125					Example \$4,762/24,000 sq. Ft.= \$0.198,416,666.666,670 * \$0.142 = \$42.11 per workstation
	Alarm Service @ \$96					Example \$96/10,346*157.3=\$1.459
One Access Card						One-time cost based on Current ISD charges
Utilities/Maintenance						
Telephone Services Per Person	Monthly costs of Dial Tone and Voice Mail					Based on Current ISD charges
Equipment & Furniture						
One Telephone						One-Time Cost
Copier and Fax Machine Per Month	Monthly Lease incl. maintenance for 2 Color and 1 Black & White Copier					Example Monthly cost of \$1,192.03/42 staff = \$28.38 per collocated staff from partners
One Computer	Desktop Computer set with one monitor and basic accessories					Example New or replacement costs will be billed at the time of purchase @ actual costs
Assistive Technology for Individuals with Disabilities	Equipment Access and Accommodation					Example Anticipated facility enhancement cost is about \$10,593.36 It's useful life is estimated @ 5 years. \$10,593.36 / 60 = \$176.56 per Month, \$176.56/4 partners = \$44.14 per partner. All collocated partners have equal access.
Furniture per cubicle	Incl. workstation and chairs					Example Unit cost \$4,602.27/60 months = \$76.70 per cubicle
	Total Equipment & Furniture					
Technology and Access Costs						
Information Technology Cost Per Month	Network Maintenance, Labor Charges					Example \$514.30/31/12 = \$1.34 per partner staff. Charges will be based on actual ISD bills.
	Total Technology & Access Cost					
Shared Staff - Office Assistant II						
Shared Office Assistant						Pending additional information.
	Total Shared Staff					
	TOTALS					

WDB may increase the infrastructure costs upon written notice to AJCC Partner based upon the actual increase in utility cots, rent cost etc.

Summary of Total Infrastructure Costs to be Shared By Co-located Partner:

	One-Time Cost Per Cubicle	Monthly Cost Per Cubicle Per Staff
Rent Costs	\$ -	\$ -
Utilities/Maintenance	\$ -	\$ -
Equipment & Furniture	\$ -	\$ -
Technology and Access Costs	\$ -	\$ -
Shared Staff Cost	\$ -	\$ -
Total:	\$ -	\$ -

EXHIBIT “F” | COMBINED CAREER SERVICES BUDGET

WIOA Service Type	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV VR	TANF	TECH ED	T-V QAA	JOB CORPS	INACTIVE AM	MSF	YOUTHBLI	TAA	COMM ACT	HOUSING	UI	VET	OTHER
Basic Career Services																			
Includes services such as: Eligibility for Services, Outreach, Intake, Orientation, Initial Assessment, Labor Exchange Services, Unemployment Insurance (UI) Information, Financial Aid Information																			
Individual Career Services																			
Includes services such as: Comprehensive Assessment, Career Planning Counseling, Individual Employment Plans, Short-Term Pre-Vocational, Internships and Work Experience, Financial Literacy, English Language Acquisition, High School Diploma																			
Training Activities																			
Includes services such as: Occupational Skills/Vocational Training, OJT/Subsidized Employment, Transitional Jobs, Skill Upgrading, Retraining, Entrepreneurial Training, ABE or ESL in combination with																			
Business Services																			
Includes services such as: Incumbent Worker Training, Private Sector Training, Customized Training																			
Total																			