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**Riverside County**

**Workforce Development Board**

**2021 - 2024**

**Local Workforce Development Plan**

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## Executive Summary

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Riverside County Workforce Development Board (RCWDB) has developed this local workforce development plan as part of a planning process to address the needs of the Riverside County community over the next four years. The purpose of the planning process and this plan is to develop equitable, regional, sector-based career pathways in target sectors, ensuring access and inclusion for all of the County's job seekers and organizations, while meeting the needs of the business community. Riverside County is a recipient of Workforce Innovation and Opportunity Act (WIOA) funding, and the County has ensured this process and plan document are in alignment with the Inland Empire 2021 - 2024 Regional Workforce Development Plan and the State of California Workforce Development Board (CWDB)'s Unified Strategic Workforce Development Plan.

The RCWDB began planning by conducting an inclusive process gathering input for this plan from partner organizations, employers and other stakeholder in a series of interactive virtual meetings held between December 2020 and January 2021. Participants in these meetings were asked to provide ideas for how the County's American Job Centers of California (AJCCs) and local workforce development system can meet the needs of the community in five key areas: responding to COVID-19; developing career pathways to the middle class; providing access and inclusion for all; preparing for the future of work; and building a high road workforce system. The project team worked together with the members of both regional workforce development boards, the San Bernardino County Workforce Development Board and the RCWDB, to process the input received and incorporate it into both the regional and local plans.

The RCWDB's mission is to "provide leadership to the workforce development system in Riverside County by supporting economic development and talent management". Using this vision as a guide, five key goals were developed as a result of the planning process and form the backbone of this workforce development plan under the following categories: 1) Sector-Based Career Pathways, 2) High Road Workforce System, 3) Access and Inclusion for All, 4) Future of Work, and 5) Response to COVID-19.

Section I reviews the five key goals developed by the RCWDB and its partners. For sector-based career pathways, the sectors of focus for RCWDB and the AJCC System include Construction; Transportation and Warehousing; Healthcare and Social Assistance; Manufacturing; Retail Trade; Administrative Support and Waste Remediation Services; and Other Services, Excluding Public Administration. Section II covers the coordination of WIOA core and required partners, including a description of the AJCC System Partners, their services, goals of the system, how access is facilitated for various populations and how services are made accessible for individuals with disabilities (IWD).

Key coordination occurs with state agencies and programs to serve CalFresh E&T job seekers, IWD (California Department of Rehabilitation) and local agencies who serve English Language Learners (ELL), foreign born individuals and refugees, which is covered in Section III. Section IV describes the manner in which coordination happens with statewide rapid response and includes descriptions of adult and dislocated worker services and youth services. Next, the section ends with a description of planned staff training in critical service areas such as digital fluency, distance learning and cultural competencies. Finally, a description of how RCWDB meets requirements for coordinating the AJCC Operator role and Career Services is provided at the end of the section.

Each section of this plan discusses how it aligns with the CWDB's priorities to foster demand-driven skills attainment, provide high road employment, ensure equity and economic justice and align/coordinate services across the region. Appendices provided at the end provide additional documentation on the process, the RCWDB goals, agreements in place for operationalizing services and public comment received about the plan.

## I. Introduction and Overview

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The economy and the workforce are currently in a period of significant transition, brought upon by an international pandemic. Many local businesses were forced to close, workers lost their jobs and families struggled with new stressors, such as virtual schooling and shelter-in-place restrictions. For those that remained employed, some faced new health and safety risks on the job, while others were forced to quickly adapt to remote working situations. These conditions brought new workers into the gig economy who picked up contract work as a way to maintain income after they lost their jobs. Others who were furloughed from the job may not return due to the advancement of automation and technology, particularly in sectors such as manufacturing.

Riverside County (RC) continues to manage a pandemic response, attempting to begin recovery from it while remaining aware of how changes to the economy due to automation, the gig economy, remote work and new technology will all play a role. However, with new challenges comes new opportunities. Longstanding issues, such as closing the digital divide, took on renewed attention during the course of the pandemic and creative solutions have come about as a result. There is also newfound hope for creating high road employment opportunities as health and safety on the job will be critically analyzed in the coming years, ideally leading to higher job quality. Within this context, the Riverside County Workforce Development Board (RCWDB) brought their partners together to take advantage of new opportunities and develop solutions that will create accessible career pathways to high road jobs for everyone across the County.

### The Riverside County Workforce Development Board

The RCWDB is the Local Workforce Development Board (LWDB) for Riverside County. The RCWDB is located in the Inland Empire region of Southern California and is a partner of the Inland Empire Regional Planning Unit (IERPU), which also includes the San Bernardino County Workforce Development Board (SBCWDB).

The 29-member RCWDB operates workforce programs for the County under the guidance of the California Workforce Development Board (CWDB), funded by the Workforce Innovation and Opportunity Act (WIOA). The County of Riverside's Workforce Development Division (WDD) administers RCWDB activities and oversees service delivery through America's Job Centers of California (AJCCs), which are locally known as the Riverside County Workforce Development Centers (WDCs), along with AJCC MOU Partners. The WDCs are the hub of the countywide service delivery for workforce and business services. WDCs are located in the cities of Riverside, Indio, Hemet and Moreno Valley; one satellite office located in Blythe; and six Youth Opportunity Centers (YOCs) are located in Indio, Perris, Lake Elsinore, Moreno Valley, Hemet, and Rubidoux.

## Roles of the RCWDB

There are five key roles that RCWDB plays in the workforce space for Riverside County:

- 1) **Convener:** Bringing together business, labor, education, and economic development to focus on community workforce issues
- 2) **Workforce Analyst:** Developing, disseminating and understanding current labor market and economic information and trends
- 3) **Broker:** Bringing together systems to solve common problems, or broker new relationships with businesses and workers
- 4) **Community Voice:** Advocating for the importance of workforce policy, providing perspective about the need for skilled workers
- 5) **Capacity Builder:** Enhancing the region's ability to meet the workforce needs of local employers

## Regional Committees

Three Regional Committees of the RCWDB represent the County's Eastern, Western and Southwestern regions. Each committee is comprised of RCWDB members and stakeholders that have a vested interest in the workforce services and advocacy in their respective areas. The RCWDB Executive Committee receives recommendations from these advisory committees. The recommendations are related to each committee's key strategies that align with the RCWDB's Strategic Plan and goals.

## Planning Process

Guided by the CWDB and the Employment Development Department's (EDD) directive WSD20-05, the RCWDB and WDD engaged key partners and the Riverside County community in a process to develop this 2021-2024 Local Plan. A local workforce development plan covering a four-year period submitted to the State by each local workforce development board (LWDB) is required by WIOA. The process included a number of partner input meetings to develop this plan in an inclusive and thoughtful manner that brought forward the best ideas for local workforce development efforts. The planning process began in late November 2020, included several regional and local partner meetings in December 2020 and January 2021 and concluded with a draft of this plan posted for public review in March 2021 (see Appendix C for results of the public comment). For a summary of community and stakeholder input during the planning process, please see Appendix A.

This final plan was approved on April 21st, 2021 by the Riverside County Workforce Development Board and on April 27th, 2021 by the Riverside County Board of Supervisors.

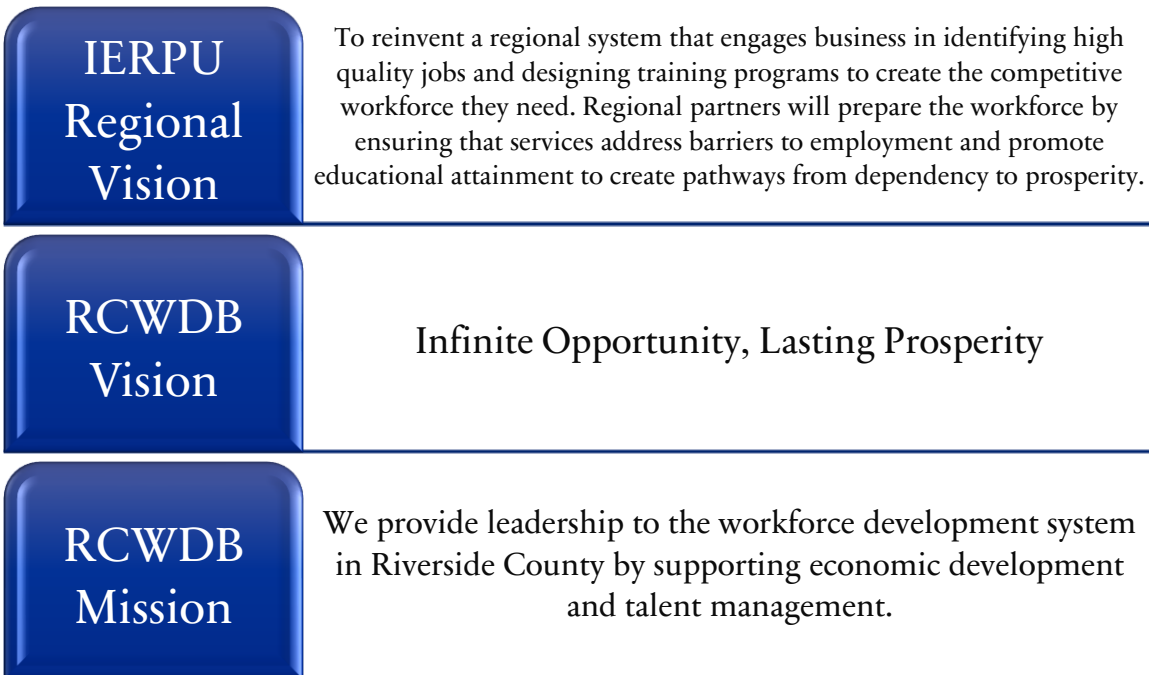
## II. Local Context

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### Strategic Vision

This plan and the process to develop it was guided by the regional vision of the IERPU, aligned with RCWDB's own vision and mission as described in Figure 1.

Figure 1: Regional and Local Workforce Development Strategic Vision and Mission



### Local Workforce Goals

As described above, RCWDB conducted a stakeholder and community engagement process, and developed a set of goals to meet the needs of RC:

1. **Sector-Based Career Pathways:** Continue to develop and measure job seeker success in career pathways for both youth and adults, with a focus on the following sectors:
  - Construction
  - Transportation and Warehousing
  - Healthcare and Social Assistance
  - Manufacturing
  - Retail Trade
  - Administrative Support and Waste Remediation Services
  - Other Services, Excluding Public Administration

RCWDB will routinely update these sector-based career pathways to reflect current economic conditions as well as emerging sectors and occupations.

2. **High Road Workforce System:** Utilize outcomes of the annual Joint AJCC Partnership meeting to facilitate the necessary partnerships and organizational development among the workforce development boards, WDCs, YOCs, and other key partners to support high road employment
3. **Access and Inclusion for All:** Work with Core Partners and WDCs/YOCs to improve access to technology, build digital literacy skills, develop population-specific programs and support organizational development that drives equity and high road principles
4. **Future of Work:** Prepare for and respond to changes or updates in response to automation, gig economy, remote work
5. **Response to COVID-19:** Comprehensive response to COVID-19, as part of a County culture of adaptiveness, flexibility and acceptance of change

Each of these goals have a number of tactics and indicators associated with them, which are detailed in Appendix B.

### Sector Based Career Pathways

In an effort to ensure that job seekers in RC have equitable access to high road jobs, the RCWDB offers sector-based career pathway development. Sector-based workforce development allows programs to develop specific skills sets for job seekers working with employers in a particular sector. It is a venerable approach that yields results for businesses and job seekers alike. Below, in Figure 2, examples of sector-based training for six of RCWDB's focus sectors under Goal #1 is provided.



Figure 2: RCWDB Sector-Based Training Opportunities



### III. WIOA Core and Required Partner Coordination

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The RCWDB and its One Stop Operator (OSO) coordinate WIOA Core and Required Partners in a few key ways. Together, the Programs in Attachment E1-E3 of Appendix E make up the Riverside County (RC) AJCC MOU Partners and are at the forefront of service delivery to job seekers in Riverside County. Throughout this document, this group is also referred to as the “AJCC System” or “AJCC Partners”. AJCCs are also locally referred to as Workforce Development Centers or WDCs. Below are the vision, mission, values and goals of the AJCC System.

#### Riverside County (RC) AJCC Mission and System Value Propositions

The mission of the RC AJCC One-Stop Delivery System is to collaborate to create infinite opportunities and lasting prosperity for individuals and employers of Riverside County through an all-inclusive access point to:

- Foster demand-driven skill attainment
- Promote upward mobility for all Californians
- Align, coordinate and integrate programs and services
- Connect customers to employment pathways

The AJCC Partners’ system value proposition rests on providing personalized service in meeting job seeker and employer needs by:

- Thoroughly analyzing and anticipating those needs
- Saving business customers time and money by providing human capital that is assessed and screened thus creating a flow of ready and prepared potential workers
- Providing job seeking customers resources designed to get to work or back to work quickly
- Providing services that are accessible, skilled, and knowledgeable in comfortable and professional environments

#### Coordination of WIOA Core and Required Partners

RCWDB coordinates its WIOA core and required partners (AJCC MOU Partners) primarily through the OSO that was selected through a competitive process as outlined below in Section IV. The OSO reports to the RCWDB to ensure the implementation of partner responsibilities and contributions agreed upon in the AJCC MOU (Appendix E).

The OSO’s main function is to ensure continuity of services for job seekers among the WDC partners throughout Riverside County. The OSO ensures the coordination of services between partnering agencies and customers. The goal is to ensure services offered are being provided to customers whether it be via job-readiness, career development, employment, and vocational training services.

### Monthly, Quarterly and Annual Partner Meetings

The OSO facilitates monthly AJCC MOU Partner Meetings with each of the regional partner groups, which include Eastern Region (Indio + Blythe WDCs), Southwestern Region (Hemet WDC), Western Region (Riverside + Moreno Valley WDCs) where key updates are shared, emerging system coordination needs are addressed and working groups report back. The monthly meetings are also an opportunity for the Employer Services Teams (ESTs) for each region to collaborate. On a quarterly and an annual basis, the partners for all regions are brought together to collaborate on services and the AJCC systems throughout the entire County.

### Individual MOU Partner Review Meetings

The OSO schedules an annual meeting individually with each of the MOU Mandated/Non-mandated partners to review the MOU Requirements with them and identify what career services provided under the partner's programs are available to individuals through the WDC. The OSO also discusses their need to attend planning meetings, development activities and any other activities that would assist in strengthening both the WDCs and their programs. These meetings also cover what MOU Partners need to be successful, which is communicated to RCWDB. Finally, the MOU Partner Review Meeting also provides collocated partners with an update about their cost share and any other needs or requests they may need to present.

An assessment tool for Continuous Quality Improvement (CQI) is utilized during these meetings, which includes evaluation of the activities in Table A. The individual AJCC MOU Partners and the services they each offer are described in detail in Attachments E1-E3 and F-H of Appendix E.

Table A: CQI Activities for AJCC MOU Partners

Remaining a party to the MOU throughout the agreement period and participate as a WDC partner
Participating in the Operations of the WDC system
Making career services provided under the Partner's program available to individuals through the area's WDC delivery system
Participating in joint planning, plan development and modification of activities
Participating in continuous partnership building
Participating continuous planning in response to state and federal requirements
Responding to local and economic conditions, including employer needs
Adhering to common data collection and reporting needs
Making CalJOBS service(s) applicable to the partner program available to customer through the one stop delivery system
Participating in the Operations of the WDC system consistent with the terms of the MOU and requirements of authorized laws

Participating in capacity building and staff development activities in order to ensure that all partners and staff are adequately cross trained

Maintaining a license to use all of the space of the WDCs for the sole purpose of conducting acceptable WDC services as outline in the MOU

Maintaining confidentiality per the MOU agreement

Providing Priority of Service to veterans and individuals with barriers to employment such as those receiving public assistance, low-income individuals, and job seekers who are basic skills deficient when providing career services

### Co-Enrollment and Common Case Management

Partners recognize that they must work together to maximize the supportive services available. Co-enrollments are utilized to leverage resources and provide services that meet the needs of their mutual customers and job seekers. For example, childcare continues to be the most expensive of all supportive services and limits the number of job seekers that one agency can assist. Yet, the service is critical for parents with young children to enter employment. Another example is job seekers receiving public assistance, such as CalWORKS and/or Temporary Aid to Needy Families (TANF), are provided with childcare assistance through the Riverside County Department of Public Social Services (DPSS), allowing AJCC Partners to focus on training services and other supportive services that these job seekers may need.

Co-enrolling job seekers and common management are the most effective methods of integrating services and braiding recourses across partners, regardless if they are collocated or not. Partners have a referral process in place and cross-referrals are included in the partner MOU (Appendix E, Attachment I). Co-enrollment requires coordination and agreement on how partner resources will be used to provide maximum services to customers. Typically, one partner funds career training and another may fund work readiness workshops or on the job training (OJT). Co-enrollments are also conducted through the Connect IE (Inland Empire) system and tracked through CalJOBS.

The OSO has committed to ensure that referrals are tracked through Connect IE for both co-located and non-co-located partners and that all partners have access to the system. Connect IE is a free one-stop interactive website for partners and the public to connect job seekers with resources in their community. Partner organizations can register on Connect IE to facilitate referrals and co-enrollments. It tracks referrals made between agencies and can generate reports on these referrals and connections made between agencies.

The partners are committed to continuously seeking new resources to expand supportive services. Co-enrollment has assisted the partners in streamlining resources while ensuring that job seekers have the services they need.

### Facilitating Access to the One-Stop (AJCC) Delivery System, Including in Remote Areas, Through the Use of Technology and Other Means

The RCWDB, its WDCs and AJCC Partners have taken steps over the last several years to facilitate access to services provided by the AJCC system, including in remote areas, through the use of technology and other means. Article IX of the AJCC MOU (Appendix E) specifically addresses access for individuals with barriers to employment and partners have agreed to multiple strategies for facilitating access, including providing customers (job seekers) with a “system map” with WDCs, YOCs and access points identified.

As noted above, RCWDB and the AJCC MOU Partners are utilizing Connect IE to facilitate access across the County for job seekers, including for those in remote areas. The free online website provides IE residents from different zip codes with community resources 24/7. It can connect residents to housing services, job trainings, food pantries, transportation, and other low-cost or free programs as well as be used by organizations to make and track referrals to one another.

### Mobile One Stop (M-1)

The RCWDB invested in the development of a Mobile One-Stop (M-1) as an alternative to bring services to under-served jobseekers located in remote communities in Riverside County. The M-1 has also served business recruiting new hires or businesses affected by layoffs. In 2019, a new wrap was placed on the exterior, making this vehicle stand out when used onsite for employer recruitments or job fairs. There are seven individual computer stations inside and the M-1 is in the process of getting a tech upgrade that includes new, faster computers to facilitate enhanced services for job seekers.

In the local workforce planning process, RCWDB developed Goal #3, to continue improving access to services, supported by technology, particularly for remote areas. Tactics to achieve this include maintaining diversity of partner organizations to serve remote areas and special populations, and supporting access to and providing information about affordable Wi-Fi in County agencies and partner organizations. Indicators of success include increased access to affordable Wi-Fi throughout the County and increased access to digital literacy training through WDC/YOC workshops and programs, or through partner collaboration.

Finally, Goal #5 provides a framework for an ongoing response to COVID-19 and specific to access, the system plans to provide more accessible and safer in-person interaction through co-locating staff in remote regions of the County such as at County offices, libraries, community colleges and nonprofit partners.

## Coordination of Workforce and Education Activities with the Provision of Appropriate Support Services

The coordination of workforce and education activities, as well as support services, are managed by the OSO as noted above. To ensure job seekers are receiving the appropriate services, the AJCC MOU (Appendix E) identifies the specific referral system for partners in Article VIII:

- A referral form created for WIOA Partners to refer individuals between the AJCC and partnering agencies shall be given to the individual to take with them to the agency providing the requested services.
- An electronic copy of the referral form shall be emailed or faxed to the contact person at the Partner agency along with a phone call to inform the Partner of the referral.
- For tracking and reporting purposes, the referral shall be forwarded to the AJCC One-Stop Operator for tracking activities in the Partner referral system, information on referrals may be accessed by Partners. (See Attachment I: Referral Form of Appendix E)

RCWDB has implemented a Family-Centered Employment Initiative to combine community resources and focus on families and youth, in addition to adult populations, for the future of the County and region. The RCWDB has established and continues to cultivate business, non-profit, and educational partnerships that will reinforce several of the key components of the family-centered employment approach. An example of this initiative in practice is RCWDB's partnership with the DPSS to provide Subsidized Employment for job seekers receiving DPSS services. DPSS, in turn, provides childcare services for eligible low-income families that access workforce services through RCWDB and AJCC MOU Partners.

Financial empowerment is also a key support for developing career pathways. To address this, the Hemet WDC applied for and was granted an additional designation as an EnVision Center, part of a Housing and Urban Development (HUD) initiative. The EnVision Centers initiative addresses poverty through intentional and collective efforts across a diverse set of organizations needed to assist households in becoming self-sufficient. The mission of the initiative is to provide communities with centralized hubs for support in the following four pillars: 1) economic empowerment, 2) educational advancement, 3) health and wellness, and 4) character and leadership. Designated in 2020, the Hemet WDC/EnVision Center serves clients with financial empowerment and access to healthcare as well as workforce development, including training at local community colleges and AJCC MOU Partner organizations.

**Physical and Programmatic Accessibility of Facilities, Programs and Services, Technology, and Materials for Individuals with Disabilities (Compliance with WIOA Section 188, Americans with Disabilities Act of 1990)**

The RCWDB and AJCC MOU Partners ensure that the policies and procedures as well as the programs and services provided at the WDC/YOC are in compliance with all applicable laws. AJCC MOU Partners have agreed to this in the AJCC System MOU (Appendix E):

Article XV of the MOU states:

The Partners agree to ensure that the policies and procedures as well as the programs and services provided at each of the AJCCs are in compliance with the Americans with Disabilities Act and its amendments. Additionally, Partners agree 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.

The AJCC Hallmarks of Excellence Assessment found that the Indio and Riverside WDCs are equipped with assistive technology and auxiliary aids to ensure IWD have equal accessibility (note: the Hemet and Moreno Valley locations were designated as AJCCs subsequent to the most recent Hallmarks of Excellence Assessment). Both WDCs received a “5” out of “5” on the accessibility hallmark. In order to ensure programmatic accessibility and improved awareness of best practices in serving IWD, staff are regularly trained using the Windmills program, provided by the Department of Rehabilitation. In addition, RC has an Equal Opportunity Officer who regularly ensures RCWDB and its partners are meeting accessibility standards.

## IV. State Strategic Partner Coordination

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### Strategic Coordination

At a strategic level, RCWDB integrates its services with other County programs and departments administering local, state, and federal programs including the Department of Public Social Services (DPSS), the Department of Child Support Services (DCSS), Probation Department (PD), the Office on Aging (OA), and the Housing Authority (HA). State MOU Partners such as the California Department of Rehabilitation (DOR) are also closely coordinated with. RCWDB facilitates co-enrollment and shared case management with MOU Partner agencies as noted above, which includes services to CalFresh E&T recipients, non-custodial parents, Individuals with Developmental and Intellectual Disabilities (ID/DD), English Language Learners (ELL), foreign born individuals and refugees.

As noted in Article IX of the AJCC System MOU (Appendix E), all MOU Partners are required to give priority of service to recipients of public assistance, other low-income individuals or individuals who are basic skills deficient. This includes the specific populations discussed below who receive services from various state agencies. As noted in Table A above, the OSO meets with AJCC Partners to ensure coordination of services for these individuals are happening at the service level. The operational detail for coordinating each state strategic partner and their associated population at the County level is provided below.

### Coordination with County Health and Human Services to Serve CalFresh E&T Job Seekers

On an operational level, RCWDB works closely with DPSS to serve CalFresh applicants and recipients, who can access services through many points of entry. The County's self-service online tool, [www.C4yourself.com](http://www.C4yourself.com) can be used to apply and recertify for CalWORKs, CalFresh, and Medi-Cal benefits. There is also a C4Yourself mobile app, available on Android and Apple platforms. Residents can apply by visiting or calling one of the fourteen DPSS district offices in Riverside County. DPSS administers the CalFresh Employment and Training (E&T) program, which provides a multitude of job search training, education, job retention, and supportive services. Some examples of these services include employment counseling, obtaining job leads, resume building, mock interviews, internet access, online tutorials, Occupational Information Network (O\*Net) tools, and Comprehensive Adult Assessment System (CASAS) testing.

The County coordinates service delivery for CalFresh recipients with RCWDB and AJCC MOU Partners by cross-training staff at partner organizations about the services available under both county departments. They share CalFresh E&T fact sheets for front line staff and work together organizing Job and Resource Fairs that benefit job seekers of all programs in the community, including CalFresh recipients. Partner agencies and DPSS program staff share the use of Connect IE to help connect individuals to workforce services and supportive services as needed.



Through their work with the WDCs and MOU Partners, CalFresh E&T job seekers will also be connected to sector pathways programs in the local area and the region. The RCWDB's strategy to serve job seekers who access CalFresh E&T blends and braids resources to provide the job seekers with streamlined, integrated service delivery.

#### Coordination with Local Child Support Agencies to Serve Non-Custodial Parents

The RCWDB collaborates with the Riverside County Department of Child Support Services (DCSS) to assist individuals with child support obligations with employment and training services. The agencies work together to ensure that non-custodial parents (NCPs) with a child support obligation are aware of employment services and that barriers to employment are eliminated. Job seekers receive supportive services to remove barriers to compliance such as dispute resolution, parenting time, domestic violence education, and employment services.

To access employment services, clients are required to have an initial assessment, including enhanced investigation to determine the client's ability to participate in work readiness activities. Eligible job seekers then receive employment and training services such as assessments, aptitude testing, and the development of an individual employment plan. In addition to these employment services, DCSS and WDC staff refer job seekers to the County of Riverside Community Action Partnership (CAP). CAP facilitates opportunities towards self-sufficiency through education, wealth building, utility assistance, and emergency funding (CAP Cares) among other services.

The DCSS Child Support Resource Team is connected to numerous RC stakeholders in connection with RCWDB and AJCC MOU Partners, which facilitates service coordination. They have provided trainings and/or presented at jails, prisons, DPSS offices, the County Probation office, the Salvation Army, city and county resource fairs, employment fairs, and community events—such as “Beloved Corona” and the Inland Empire Health Plan (IEHP) fair. As part of their “In Your Neighborhood” services, they present at the ten city and County public libraries, sending staff with laptops so that services can be provided on the spot.

DCSS has an agreement with the Riverside County Probation whereby DCSS case managers are stationed on-site to provide services to customers visiting their Probation Officers. DCSS staff also participate in job and resource fairs for the re-entry population.

#### Coordination with Local Partnership Agreement Partners to Serve Individuals with Developmental and Intellectual Disabilities

Competitive Integrated Employment (CIE) is work performed by a person with a disability (including those with intellectual disabilities and developmental disabilities) within an integrated setting that includes both individuals with and without disabilities. RCWDB partners with the Inland Empire Local Partner Collaborative (IELPC) for CIE, which has a mission to enhance collaborative partnerships leading to improvements in the level and quality of services which

ultimately promotes the preparation and achievement of CIE for youth and adults with intellectual disabilities/developmental disabilities (ID/DD).

RCWDB is part of a Local Partnership Agreement (LPA) for the Inland Empire region developed and implemented by the California Department of Rehabilitation (DOR) Inland Empire District Office. This LPA is consistent with the AJCC System MOU and includes the SBCWDB, RCWDB, the DOR, and their respective partners. This Regional LPA has a primary focus on the promotion of collaboration, and engagement efforts leading to employment outcomes for individuals with ID/DD. In line with these efforts, the WDBs serve as a resource in effectively engaging and collaborating with current AJCC MOU partners and local businesses. Another key responsibility of the WDBs in this partnership is to provide workforce trends in the local communities to the IELPC core partners.

RCWDB engages with local partners to promote CIE by assigning staff to continue to attend LPA meetings, cross training and identifying resources and partners for business engagement for the paid work experience program. Staff of the Riverside County Office of DOR are co-located at the Hemet WDC and are available weekly at the Indio WDC. The DOR office in Riverside is in close proximity to the Riverside WDC as well. WDCs help to better serve the ID/DD population by linking them to available workforce resources. Key partners include the Inland Regional Center (IRC), Local Educational Agency (LEA), Special Education Local Plan Area (SELPA) offices and Workability programs at school districts within RC associated with DOR.

Staff at WDCs are expected to understand the needs of jobseekers with ID/DD and be knowledgeable about programs and resources that can aid in their success. To assist this effort, there is continued training for front line staff about disability awareness, cross training for all staff on the use of assistive technology, and participation in Windmills training by DOR.

#### Coordination with Community-Based Organizations and Other Local Organizations Who Serve English Language Learners, Foreign Born Individuals and Refugees

Individuals who are English Language Learners (ELLs), individuals who have low levels of literacy, and individuals facing substantial cultural barriers, including those who are foreign born and refugees, are a target population for the RC AJCC System Partners. Adult education schools are often the entry point for immigrants seeking employment services and training. As part of the MOU between RCWDB and the mandatory WIOA partners, and additional partners (Appendix E), RCWDB coordinates with Adult Education providers (listed in Attachment G of Appendix E). Additionally, RCWDB has a separate MOU with the College of the Desert to provide a staff person two to four times a month to provide services such as training on CalJOBS, referrals, and career exploration. These services are provided through the College's Career Center, which provides professional development services and workforce training for emerging and in-demand industries. This service was suspended in 2020 due to the pandemic, but RCWDB intends to resume it when it is feasible to do so.

RCWDB is in the process of executing an MOU with Learn 4 Life (a charter school) to provide services in their Murrieta site. RCWDB plans to co-locate career coaches throughout the community in the future also.

RCWDB has delivered trainings about workforce services available to partner organizations who serve ELL. They included information about eligibility, how to refer customers to WIOA services, opportunities for collaboration among partners, and protocols for co-enrollment or dual enrollment. At the request of Adult Education partners in the last local workforce plan modification process, RCWDB has also been sharing more information about how partners can qualify as Eligible Training Providers, primarily pre-pandemic and expected to resume as soon as possible.

In the Hallmarks of Excellence assessment for RC WDCs, it was noted that both Riverside and Indio have many bilingual staff fluent in several languages to serve ELL and related populations. In addition, as part of their continuous improvement plan, the RC AJCC system is working on a Limited English Proficiency Plan to have consistency across the system. RCWDB will continue partnership discussions with ELL, refugee and foreign-born service provider partners to continue ensuring services are coordinated with these populations.

## V. WIOA Title I Coordination

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All WIOA Title I programs are coordinated by the RCWDB and its OSO, delivered through the AJCC MOU Partners. 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. Employer services include, but are not limited to, recruitments, job fairs, on the job training, lay-off aversion, and Rapid Response. Please see Tables B, C, and D below for more details on services provided.

### Coordination of Workforce Development Activities with Statewide Rapid Response

Rapid Response is a federally mandated program designed to provide assistance to employers and employees affected by impending layoffs or plant closures. RCWDB coordinates with the State of California Employment Development Department (EDD) in responding to Worker Adjustment and Retraining Notices (WARN) and for direct provision of services to the subjects of the notices. Upon receipt of a WARN notice, the Rapid Response Team (RRT) establishes initial contract with companies that are downsizing/closing and develops a process specific to each layoff/closure by tailoring programs and services appropriate to the employer's and employees' needs. An orientation held for affected workers generally provides information from all team members concerning Unemployment Insurance, EDD Job Services, and services provided through the WDCs to assist dislocated workers in returning to the workforce.

The RCWDB also leverages its Employer Services Team (EST) to reach out to new employers and conduct business needs assessments of organizational sustainability. Whether the organization shows signs of distress or growth, the EST can provide resources to meet their needs. The goal is to identify any early warning signs of distress and provide the resources to retain the business and jobs. The EST also coordinates with partners including: Economic Development Organizations (City and/or County), the local Small Business Development Centers (SBDCs), and local chambers of commerce. These are also the first responders when an appointment has been set up with a business.

### Adult Training Services

#### Priority for Adult Career and Training Services for Recipients of Public Assistance, Low-Income and Basic Skills Deficient Individuals

As required by WIOA Title I, priority of service is provided to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient. All AJCC MOU Partner have agreed to this as outlined in Appendix E: Riverside County AJCC MOU.

Table B below outlines the adult and dislocated worker employment and training services provided by the RC AJCC System.

**Table B: RC AJCC System Adult and Dislocated Worker Services**

<b>Basic Career Services</b>	
<ul style="list-style-type: none"> <li>• Referrals to community resources</li> <li>• Career guidance</li> <li>• Labor exchange services</li> <li>• Labor market information (LMI)</li> <li>• Eligibility for all AJCC/WDC programs</li> <li>• Information on program cost</li> <li>• Unemployment Insurance (UI) Information</li> </ul>	<ul style="list-style-type: none"> <li>• Orientation</li> <li>• CalJOBS</li> <li>• Career resource center for self-service</li> <li>• Initial assessment of skills, aptitudes, abilities, supportive services</li> <li>• Information on Supportive Services</li> </ul>
<b>Individualized Career Services</b>	
<ul style="list-style-type: none"> <li>• Career assessments</li> <li>• Skill-level assessments</li> <li>• Career planning</li> <li>• IEP development</li> <li>• Case management</li> <li>• Work experience (WEX)</li> <li>• Career exploration</li> <li>• Networking basics</li> <li>• RivCo network</li> <li>• Personal accountability</li> </ul>	<ul style="list-style-type: none"> <li>• Resume writing</li> <li>• Soft skills development</li> <li>• Supportive services</li> <li>• Stress solutions</li> <li>• Effective study skills</li> <li>• Essentials of credibility, composure, confidence</li> <li>• Computer literacy</li> <li>• Interview skills</li> <li>• Financial literacy</li> </ul>
<b>Talent Development</b>	
<ul style="list-style-type: none"> <li>• Combine workplace training with instruction (cooperative education)</li> <li>• Adult education literacy, numeracy, ESL activities (contextual)</li> <li>• On-the-Job Training (OJT)</li> <li>• Career and Technical Education</li> <li>• Customized training</li> <li>• Apprenticeships</li> <li>• Equivalency Exam (HSEE) prep</li> </ul>	<ul style="list-style-type: none"> <li>• Incumbent worker training</li> <li>• Individual Training Accounts (ITA)</li> <li>• Skill upgrading and retraining</li> <li>• Transitional jobs</li> <li>• Entrepreneurial training</li> <li>• Career pathways training</li> <li>• Training programs operated by private sector</li> <li>• Customized training</li> <li>• Diploma/High School</li> </ul>
<b>Individualized Career Services: Talent Marketing</b>	
<ul style="list-style-type: none"> <li>• Job development</li> <li>• Pre-screening candidates</li> <li>• Hiring events</li> <li>• Industry specific job fairs</li> <li>• Job matching</li> </ul>	<ul style="list-style-type: none"> <li>• Experience Unlimited</li> <li>• Career fairs</li> <li>• Job search services</li> <li>• Pre-hire testing</li> <li>• Job club</li> </ul>

<ul style="list-style-type: none"> <li>• Networking opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Job coaching</li> </ul>
<b>Supportive Services</b>	
<ul style="list-style-type: none"> <li>• Transportation</li> <li>• Fees for training certificates: CPR, food handler, driver's license</li> <li>• Referrals to food pantries, housing</li> <li>• Tattoo removal</li> </ul>	<ul style="list-style-type: none"> <li>• Uniforms</li> <li>• Childcare</li> <li>• Training and work tools</li> <li>• Interviewing clothes</li> <li>• Books, supplies</li> </ul>

## Employer Services

RCWDB also offers key services to its business customers, as outlined in Table C.

Table C: RCWDB Employer Services

<b>Employer Services</b>	
<ul style="list-style-type: none"> <li>• Industry sector strategies</li> <li>• Business analysis</li> <li>• Layoff aversion</li> <li>• Outplacement services</li> <li>• LMI</li> <li>• Customized training</li> </ul>	<ul style="list-style-type: none"> <li>• Business Resources &amp; Referrals</li> <li>• Hiring incentive program</li> <li>• Government resources</li> <li>• Human Resources Information</li> <li>• Tax incentives</li> </ul>

## Youth Services

### Plan to Increase the Digital Literacy and Fluency of Youth Job seekers, Including Youth with Disabilities

Young people will be preparing for a changing economic landscape as automation, AI and the gig economy become more prevalent in jobs across industries. A key to ensuring youth are prepared for this future is enhancing their employability skills, particularly in digital literacy and fluency.

RCWDB, along with its partners, will address this need in a few key ways:

- As a tactic for Goal #3 in Appendix B (Access and Inclusion for All), the RCWDB intends to provide training on digital fluency and distance learning to staff providing youth services in the County
- A second tactic for Goal #3 is to develop programs for IWD through the CIE partnership, which will include digital fluency and literacy training
- An indicator for Goal #4 in Appendix B (Future of Work) is to increase access to digital literacy training through WDC workshops and programs or through partner collaboration, which includes youth programming

The WDCs offer specialized services to youth age 16 through 24 at six Youth Opportunity Centers (YOCs) of Riverside County. YOCs are in Hemet, Indio, Lake Elsinore, Moreno Valley, Perris, and Rubidoux with services contracted out to Equus and California Family Life Center. Services begin with career exploration and guidance, ensure support for educational attainment and skills training, culminating with employment and/or enrollment in post-secondary education. Services available to youth via the YOCs are outlined in Table D.

Table D: YOC Youth Services

<b>Work Preparation</b>	
<ul style="list-style-type: none"> <li>• Initial Assessment</li> <li>• Eligibility for all AJCC/WDC Programs</li> <li>• Orientation</li> <li>• Career Assessment</li> <li>• Career Exploration</li> <li>• CalJOBS Registration</li> <li>• Information/ referrals for Diploma/HSEE</li> <li>• Individual Services Strategy (ISS) development</li> <li>• Mentorship</li> <li>• Work Experience (WEX)</li> </ul>	<ul style="list-style-type: none"> <li>• Internships</li> <li>• College tours</li> <li>• Case Management</li> <li>• Counseling</li> <li>• Work readiness skills</li> <li>• Financial literacy</li> <li>• Tutoring</li> <li>• Labor Market Information</li> <li>• Follow-up Services</li> <li>• College Information &amp; Financial Assistance</li> <li>• English as a Second Language</li> </ul>
<b>Skills Development</b>	
<ul style="list-style-type: none"> <li>• Leadership Development</li> <li>• Career Pathways</li> <li>• Postsecondary Transition</li> <li>• Career &amp; Vocational Training</li> </ul>	<ul style="list-style-type: none"> <li>• On-the-Job Training</li> <li>• Entrepreneurial training</li> <li>• Diploma/Equivalency Prep</li> </ul>
<b>Job Placement Assistance</b>	
<ul style="list-style-type: none"> <li>• Job Development</li> <li>• Customized Recruitments</li> </ul>	<ul style="list-style-type: none"> <li>• Job/Career Fairs</li> <li>• Job Coaching</li> </ul>
<b>Supportive Services</b>	
<ul style="list-style-type: none"> <li>• Fees for training certificates: CPR, Food Handling, CADL</li> <li>• Uniforms</li> <li>• Books and Supplies</li> </ul>	<ul style="list-style-type: none"> <li>• Transportation</li> <li>• Childcare</li> <li>• Training and Work Tools</li> <li>• Interview Clothing</li> </ul>

**Assessment: AJCC Hallmarks of Excellence**

The WDCs in RC have been certified under the Hallmarks of Excellence America’s Job Center of California (AJCC) Certification program. The certification is a state-required process AJCCs undergo to compare their performance against key indicators and identify opportunities to improve. AJCCs

then set goals to meet benchmarks as part of a continuous improvement cycle. AJCCs undergo a regular assessment process to look for strengths and opportunities for continuous improvement.

In the last assessment, the Indio and Riverside WDCs (AJCCs) received rankings of “3” or higher out of “5” for most indicators related to physical accessibility, access for individuals with barriers to employment, effective partnerships, job seeker-centered services, skill development, labor and industry engagement, well-trained staff and data-driven continuous improvement (note: the Hemet and Moreno Valley locations were designated as AJCCs subsequent to the most recent Hallmarks of Excellence Assessment). All WDCs in the County also have continuous improvement plans in place to continue building upon their solid foundation of high-quality services as noted throughout this plan.

## Staff Training

### Digital Fluency and Distance Learning

As noted above, Goal #3 articulates a tactic of the RCWDB to provide training on digital fluency and distance learning to staff providing youth services in the County. The indicator of success here is 90% of County workforce staff trained in this area. RCWDB works with its IERPU partner, SBCWDB on regional staff training in this area and has already made progress on this goal with dozens of staff having completed two trainings in 2020 that had digital fluency and distance learning components:

- “Virtual Facilitation Bootcamp” (Pathways Consultants)
- “Demand Driven Business Engagement” (TAD Grants)

In 2021, there are more trainings being scheduled for staff, including “Shaking Hands Through the Phone and the Screen! How to Overcome the Technology Communication Gap With Innovative Remote Employment Counseling Techniques!” presented by Robbin and Associates.

### Cultural Competency and Trauma-Exposed Populations

RCWDB and its partners will provide training on cultural competency to its staff on an ongoing basis that help them to understand the needs of and provide better services to its job seekers. This will include training to support trauma-exposed populations, as noted in Goal #3. There is currently continued training for frontline workforce staff for cultural awareness of multiple populations, such as disability awareness through the Windmills training provided by DOR and Mental Health First Aid from the National Council for Behavioral Health for supporting individuals with mental health challenges.

Upcoming training currently scheduled includes “Empowered Equity and Diversity in the Workplace”, which will explore how to be aware of individual biases, and how to make our work



places a barrier-free environment so customers get the best experience possible. RCWDB staff will review potential trainings for this specific population such as “Look Up and Beyond: Heart-centered Strategies That Build Trust, Connection and a Community for Success”, a training recently offered through the California Workforce Association and Substance Abuse and Mental Health Services Administration (SAMHSA)’s “Trauma Training for Criminal Justice Professionals”.

#### Entity Responsible for the Disbursal of Grant Funds and Competitive Process for Awarding WIOA Title I Sub-Grants and Contracts

The RCWDB follows a stringent procurement policy to award WIOA Title I sub-grants and contracts set forth by RC, which includes a competitive process for purchasing services. The policy (Number 18-01) was updated in December 2020. As the administrative entity, RC requires that all AJCC/WDC staff, subrecipients and subcontractors must follow the same policy for purchasing and procurement activities. This requirement is included in all contract assurance for subrecipients and subcontractors as required by WIOA, OMB and Uniform Guidance regulations.

The procurement activities of the AJCC/WDC and its subrecipients are governed by federal, state, and County ordinances, regulations, rules and/or directives. It is the intent of policy to ensure that all procurement activities provide for free and open competition, secure the best possible value, and are consistent with all applicable authority.

#### How the Local Board fulfills the duties of the AJCC Operator and/or the Career Services Provider

The County of Riverside Purchasing and Fleet Services Department (RCPFSD) released Request for Proposal (RFP) number WDARC-013 in February 2020 to procure an AJCC One Stop Operator (OSO). After the competitive selection process, Arbor E&T, LLC was selected as the OSO and entered into a contract with the County from July 1, 2020 through June 30, 2021, with options to extend to be approved by the Riverside County Board of Supervisors.

The RCWDB was most recently approved to be the Career Services Provider in Riverside County in 2019. The RCWDB has recently requested an extension of its Career Services Provider agreement through June 30, 2022.

## VI. Conclusion

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The RCWDB looks forward to implementing this local workforce development plan with its partners over the next four years. Taking a sector-based approach in Construction; Transportation and Warehousing; Healthcare and Social Assistance; Manufacturing; Retail Trade; Administrative Support and Waste Remediation Services; and Other Services, Excluding Public Administration. RCWDB and its AJCC MOU Partners seek to balance other critical elements, including the future of work, access and inclusion, building a high road employment system and managing the economic recovery from COVID-19.

A strong AJCC system, close coordination with state agencies for special populations and efficient coordination of WIOA services are tantamount for Riverside County to realize its mission to promote a workforce development system that supports economic vitality by creating opportunities for business, employees and job seekers.

## Appendix A: Stakeholder and Community Engagement Summary

As part of the plan development process, the Riverside County Workforce Development Board held a series of input sessions to gain input into the plan areas and proposed goals.

### Process

#### Sessions and Attendance

Mode of Outreach	Target of Outreach	Summary of Attendance	Comments
<b>Input Session</b>	Riverside Local Partner Meeting	65	Session held 1/6
<b>Board presentation</b>	Riverside Workforce Development Board	n/a	Presented at board meeting 1/11
<b>Input session</b>	Employer partners	65	Session held 1/20/21

### Format

All sessions were held via Zoom and leverage a collaborative whiteboard tool, Miro. The sessions included a mix of presenting information and then collecting input in small breakout rooms (max of 20 people) per breakout.

In larger sessions, information was added to the shared board space by a facilitator; in smaller sessions, individuals were given a brief training and added content to the board themselves for a virtual “gallery walk” to provide input.

After small group breakouts, we would debrief as a group.

### Analysis

Review of the input sessions including leveraging the “top 3” presented by each breakout area (if the meeting had such a report back) as well as looking for repeated ideas/phrases, and the main facilitator’s observation of ideas that were well received during the course of each discussion and in collaboration with the plan writer.

### Feedback

The workforce development boards received overall positive feedback that the meetings were highly engaging and inclusive, seeking input from both vocal participants, as well as leveraging chat feature to also incorporate feedback provided by less vocal participants – this allowed for a more inclusive participation format.

Breakout room facilitators reported that they were able to engage all participants effectively, and keep participation high.

Nearly all participants in sessions stayed online and engaged for the full meeting time.

## Synthesis of Input

### Overarching themes:

- Inclusive recovery from COVID-19 surface in all places, as well as consideration of barriers to employment that were highlighted or exacerbated by the pandemic.
- Participants highlighted several county and area initiatives that could model best practices for all partners to consider, particularly in regard to collaboration/silo-reduction.
- All sessions mentioned increasing opportunities for jobseekers, particularly those with higher barriers to employment, to provide input to improvements to services –and, as well, creating better avenues for getting employer input, while also educating them around participant barriers.
- Leveraging virtual services – the surge forward in using Zoom during COVID-19 broke down seeming barriers to working virtually with clients, and also identified barriers to access for some members of the community.
- Asset mapping surfaced in several conversations as a possible next step to identifying resources, looking for duplication of services/possible partnerships, and lifting up the assets of the community overall. They also specified some best practices to inform the region that will help spur things ahead.
- Working closely with all partners in the education system, along with employers, service providers and other partners will be crucial in designing creating viable programs.

These groups, in different ways, discussed ensuring the different needs of the rural vs. urban areas, and keeping in mind the variation in industries across the region.

### Major discussion topics by theme

<p><b>Access &amp; Inclusion for All</b></p>	<ul style="list-style-type: none"> <li>• Ensure that under-served and under-represented groups have opportunities, and are also included in the decision-making process.</li> <li>• Focus on education to promote long term change – both the education system, as well workforce’s role in education its partners.</li> <li>• Use data to inform the decision-making process and demonstrate that we have movement within low-wage communities.</li> <li>• Consider housing, disability status, system-involvement and other barrier in designing solutions. Additionally, supporting employers around navigating these barriers.</li> <li>• Reach out and engage communities for input and ideas, such as through a survey or a task force.</li> <li>• Emphasize creativity, collaboration and communication.</li> </ul>
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**Building a High Road Employment System**

- Support employers with identifying worker needs, and providing supportive services.
- Work to understand employer needs, awareness of resources and challenges communicating within the larger stakeholder community.
- Address technology in general – adapting to new tech, creating virtual services, using online job-bards and remote job fairs as well as providing basic technology skills training to workers.
- Identify/map resources that are currently in place and raise awareness of those assets/services.
- Look for scholarships, mentorship and other pathway opportunities.



**Career Pathways**

- Streamline processes within the workforce system to create a stronger on-ramp/off-ramp for participants.
- Consider referral services, the application process (maybe a universal application) and improving communication between partners.
- Look for job-seeker input about their needs, such as barriers they face, awareness of opportunities, and how they access those opportunities.
- Make specific efforts for youth through the resource centers.
- Leverage community partnerships.



**COVID-19**

NOTE: this began as a separate discussion group during input sessions, but the impact of COVID-19 was discussed in every group.

- Leverage improvements in use of virtual services even when services return to in-person.
- Invest in technology, not only for the workforce system, but also for job-seekers.
- Continue discussion about new employment opportunities that surfaced since the onset of the pandemic that might support telecommuting for even low-wage workers, AND also address the technology and access issues.
- Address the funds needed to improve safety protocols.



## Future of Work



- Make a strong commitment to learn more about gig workers (as neither W2 nor entrepreneurship), as well as the impact of automation.
- Tie to access and inclusion work.
- Acknowledge that COVID-19 accelerated the impact of automation on how we work.
- Continue to ask questions about how remote working changes the landscape for all jobs.
- Focus on dignity, work/life balance and fulfillment as a part of the equation.
- Keep internet infrastructure (digital divide) in mind.

## Appendix B: Riverside County Local Workforce Goals

Below are the Riverside County Local Workforce Goals for 2021-2024, along with associated tactics (how goals will be accomplished) and indicators (how success will be achieved).

Goal	Tactics	Indicators
<p><b>1. Sector-Based Career Pathways:</b></p> <p><b>Continue to develop and measure job seeker success in career pathways for both youth and adults with a focus on these sectors:</b></p> <ul style="list-style-type: none"> <li>• <b>Construction</b></li> <li>• <b>Transportation and Warehousing</b></li> <li>• <b>Healthcare and Social Assistance</b></li> <li>• <b>Manufacturing</b></li> <li>• <b>Retail Trade</b></li> <li>• <b>Administrative Support and Waste Remediation Services</b></li> <li>• <b>Other Services, Excluding Public Administration</b></li> </ul> <p><i>Note: RCWDB will routinely update these sector-based career pathways to reflect</i></p>	<ul style="list-style-type: none"> <li>• Coordinating with regional partners on Transportation/Logistics, Manufacturing and Healthcare</li> <li>• Leveraging work-based learning and earn and learn strategies such as apprenticeships and OJT</li> <li>• Developing Regional Indicators 1-4</li> </ul>	<ul style="list-style-type: none"> <li>• As part of the IERPU, develop Regional Indicators 1-4</li> <li>• Increase in the # of job seekers in existing apprenticeship programs</li> <li>• Development of at least one new apprenticeship or earn-and-learn program in target sectors</li> </ul>

*current economic conditions as well as emerging sectors and occupations*

**2. High Road Workforce System:**

**Utilize outcome of annual Joint AJCC Partnership meeting to facilitate the necessary partnerships and organizational development among the workforce development boards, WDCs, and other key partners to support high road employment**

- Define “high road” employment and necessary skills and qualifications
- Develop a local small business engagement strategy that supports high road entrepreneurship
- Empower Employer Services staff at County and WDCs to identify and engage high-road employers
- Align County workforce strategy with cities

- Definition of high road employment and required skills and qualifications
- New and/or enhanced services and practices that support high-road employment
- Small business strategy to support high road entrepreneurship
- Improved communication and blended services between workforce, education and employers on high road principals
- Employers report that system is meeting their talent needs

**3. Access and Inclusion for All:**

**Work with Core Partners and WDCs to improve access to technology, build digital literacy skills and support organizational development that drives equity and high road principles**

- Build upon WDCs, YOCs and partner organizations for increased access to services
- Create an access and inclusion task force to identify and address community needs
- Staff training for job quality, trauma-informed services, digital fluency, distance learning and cultural competency
- Maintain diversity of partner organizations to serve remote areas and special populations
- Support access to and provide information about affordable Wi-Fi in

- 90% of staff are trained in job quality, trauma-informed services, digital fluency, distance learning and cultural competency
- Affordable and accessible Wi-Fi is more readily available in the County
- Increased access to digital literacy training through WDC/YOC workshops and programs or through partner collaboration
- Participation in shared regional technology solution for information and referral
- Addition of “job hotline” for job seekers to access information about



	<p>County agencies and partner organizations</p> <ul style="list-style-type: none"> <li>• Incorporate digital literacy into training and service offerings</li> <li>• Develop programs for IWD through the CIE local partnership</li> <li>• Continue partnership with Prison to Employment program for justice-system involved individuals</li> </ul>	<p>workforce programs and services in the County</p> <ul style="list-style-type: none"> <li>• Increased # of justice system-involved individuals who obtain employment</li> <li>• Increased # of IWD who obtain employment</li> </ul>
<p><b>4. Future of Work (FOW):</b></p> <p><b>Prepare for and respond to changes or updates in response to automation, gig economy, remote work</b></p>	<ul style="list-style-type: none"> <li>• Determine how to identify overlap of "gig" jobs and high road employment; how to help job seekers transition from gig work to regular employment</li> <li>• Determine/address impacts by population - older workers, youth, IWD, system-involved, etc.</li> <li>• Work with employers to better understand skills and qualifications for future jobs</li> <li>• Advocate with employers for development of new jobs that are high road, exploring opportunities for green tech jobs related to the new CARB facility</li> <li>• Training the future workforce for high road employment, including developing employability skills</li> <li>• Providing information and training opportunities to employers to support high road jobs in a changing economy</li> </ul>	<ul style="list-style-type: none"> <li>• A collective list of new skills needed by employers for gig, remote and automation from regional FOW oversight committee</li> <li>• Alignment of WDC/YOC services and training with FOW skills and qualifications</li> <li>• Offering at least one new professional development opportunity to staff related to automation and new technologies</li> <li>• Increased access to digital literacy training through WDC/YOC workshops and programs or through partner collaboration</li> </ul>

**5. Response to COVID-19:**

**Implement a comprehensive response to COVID-19, as part of a County culture of adaptiveness, flexibility and acceptance of change**

- Regular engagement with partners, job seekers and employers to understand health and safety issues
  - Development of new strategies to address issues, both short- and long-term
  - Provide more accessible and safer in-person services through co-location of staff in partner agencies, continue virtual services and improve upon them
  - Integrate new on-the-job Health and Safety considerations into services (e.g., social distancing, new OSHA or CDC policies likely to come into effect)
  - Support for surge occupation recruitment efforts from Employer Services staff
  - Development of metrics for measuring and determining effectiveness of communication and culture change
- Coordinated local strategy to address layoffs through Rapid Response and other services
  - Adjusted job seeker service delivery strategies, including long-term virtual service offerings
  - Co-locating staff in remote areas of the County for in-person services in County offices, libraries, community colleges and nonprofit agencies

## Appendix C: Public Comments Received that Disagree with the Local Plan

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During the public comment period, no responses were received.

## Appendix D: Plan Signatures

### PROGRAM ADMINISTRATION DESIGNEE AND PLAN SIGNATURES

This Local Plan represents the Riverside County Workforce Development Board's efforts to maximize and coordinate resources available under Title I of the *Workforce Innovation and Opportunity Act (WIOA)*.

The WIOA 4 Year Riverside County Local Workforce Development Plan is submitted for the period of July 1, 2021 through June 30, 2025 in accordance with the provisions of WIOA.

#### Riverside County Workforce Development Board

##### Local Workforce Development Board Chair



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Signature

Patrick Ellis

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Name

Chairperson

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Title

4/21/2021

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Date

##### Chief Elected Official

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Signature

Karen Spiegel

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Name

Chairperson of Board of Supervisors

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Title

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Date



**COUNTY OF RIVERSIDE  
WORKFORCE DEVELOPMENT BOARD**

**MEMORANDUM OF UNDERSTANDING WITH PARTNERS  
PURSUANT TO THE  
WORKFORCE INNOVATION AND OPPORTUNITY ACT OF 2014 (WIOA)**

JUL 23 2019 3.30

**MEMORANDUM OF UNDERSTANDING  
PURSUANT TO THE  
WORKFORCE INNOVATION AND OPPORTUNITY ACT**

**Local Workforce Development Area: Riverside County**

**America's Job Center of California Operations**

**PREAMBLE**

This Memorandum of Understanding ("MOU"), made on the 1<sup>st</sup> day of July, 2019 is an operational agreement entered into by the Riverside County Workforce Development Board ("WDB") and the Required Partners and Additional Partners (individually, a "Partner", and collectively, the "Partners"), as identified in Attachment A, to create a partnership to provide comprehensive, integrated workforce development services to businesses and jobseekers in the Local Workforce Development Area ("LWDA") in accordance with the Workforce Innovation and Opportunity Act ("WIOA") and its implementing regulations. Any capitalized terms not defined herein shall have the meaning ascribed to such term in this MOU and WIOA and its implementing regulations.

**RECITALS**

WHEREAS, the purpose of this MOU is to define the continuing roles and responsibilities of each partner as mutually agreed by the Partners for the operation of the America's Job Center of California ("AJCC") One-Stop Delivery System in WIOA LWDA: Riverside County as required under WIOA; and

WHEREAS, the State of California previously separated the MOU development process into two distinct phases and now requires consolidation of the process. Phase I ("MOU Phase I") addressed service coordination and collaboration amongst Partners and Phase II ("MOU Phase II") addressed how to sustain the unified one-stop delivery system described in Phase I through the use of resource sharing and joint infrastructure costs funding; and

WHEREAS, MOU Phase I was approved by the Board of Supervisors pursuant to Minute Order 3.32 on June 21, 2016 and MOU Phase II was approved by the Board of Supervisors pursuant to Minute Order 3.60 on August 27, 2017; and

WHEREAS, MOU Phase I expired on June 30, 2019 and MOU Phase II expires on June 30, 2020. The Partners desire that in the event of a conflict, the terms of this MOU shall control over MOU Phase II;

WHEREAS, WIOA Section 121(c) requires that each Local Workforce Development Board ("LWDB"), with the agreement of the Area's Chief Elected Official ("CEO"), develop and enter into a Memorandum of Understanding between the LWDB and all the entities that serve as Partners in the Riverside County AJCC One-Stop Delivery System that operate in each LWDB's Local Area; and

WHEREAS, WIOA Section 121(b)(1)(A)(iii) mandates all entities that are Required Partners in a Local Area to enter into a Memorandum of Understanding with the LWDB in the respective area pursuant to WIOA Section 121(c); and

WHEREAS, WIOA Section 121(b)(1) identifies the federal programs and requires that the services and activities under each of those programs must be made available through each Local Area's AJCC One-Stop Delivery System. The entities that receive the federal funds for each of these programs and/or have the responsibility to administer the respective programs in the LWDA are Required Partners under WIOA Section 121(b)(1); and

WHEREAS, WIOA Section 121(b)(2) prescribes how entities that provide programs other than those required under WIOA Section 121(b)(1)(B) may participate in a Local Area's AJCC One-Stop Delivery System as "Additional Partners" and provide the services available under their programs through the AJCC One-Stop Delivery System; and

WHEREAS, per WIOA Section 121(b)(2)(A) both the Required and Additional Partners are included as parties to the MOU. Therefore, all entities that participate in a Local Area's AJCC One-Stop Delivery System as AJCC Partners, whether Required or Additional, must be parties to this MOU and must abide by the terms prescribed herein and by all applicable federal, state, and local rules, plans, and policies as applicable and authorized under the Partner's program and in keeping with federal guidelines; and

WHEREAS, WIOA Section 121(b)(1)(A)(iv) indicates that the requirements of each Partner's authorizing legislation continue to apply under the AJCC One-Stop Delivery System and that participation in said system is in addition to other requirements applicable to each Partner's program under each authorizing law; and

WHEREAS, the Department of Labor ("DOL") is the federal agency responsible for the administration of the workforce development programs— including WIOA; and

WHEREAS, the DOL recognizes the County of Riverside, through its Economic Development Agency/Workforce Division, as the Administrative Entity responsible for the administration and oversight of workforce development and employment-related programs in Riverside County — including WIOA.

#### **Agreement Period**

This MOU shall be in effect from July 1, 2019 through June 30, 2022, unless an extension is granted by all Partners to this MOU per **Article VI, Section A3**. The Partners further agree that in the event of a conflict between this MOU and MOU Phase II, the terms of this MOU shall control. The budgets outlining infrastructure cost for each AJCC in the Local Workforce Development Area, (Riverside County) and the other shared cost allocated to each Partner based on the agreed upon Cost Allocation methodology shall be reviewed on a yearly basis. The initial determination of the budgets for infrastructure costs for each AJCC and the shared cost allocated to each Partner shall be reconciled against actual costs incurred and adjusted accordingly.

The recitals set forth above are true and correct and incorporated herein by this reference.

#### **Co-located AJCC Partners Participating in Agreement to Share Infrastructure Cost**

**Comprehensive AJCC #1 Riverside  
1325 Spruce Street  
Riverside, California 92507**

Partners Co-located at this AJCC:

State of California Department of Rehabilitation  
Employment Development Department – Wagner-Peyser /TAA / Veterans  
Job Corps Outreach & Admissions – Chugach Government Solutions  
Lifelong Learning Administration Corporation (LLAC) – Learn4life Concept Charter Schools  
Goodwill Industries of Southern California  
Riverside County Economic Development Agency – Workforce Development Division

**Comprehensive AJCC #2 Indio**  
**44-199 Monroe Street**  
**Indio, California 92201**

Partners Co-located at this AJCC:

Employment Development Department – Wagner-Peyser / TAA / Veterans / Migrant /Seasonal  
Farm Workers  
State of California Department of Rehabilitation  
Riverside County Economic Development Agency – Workforce Development Division

**Affiliate AJCC #3 Hemet**  
**749 State Street**  
**Hemet, California 92543**

Partners Co-located at this AJCC:

Employment Development Department – Wagner-Peyser / TAA / Veterans  
State of California Department of Rehabilitation  
Lifelong Learning Administration Corporation (LLAC) – Learn4life Concept Charter Schools  
Riverside County Economic Development Agency – Workforce Development Division

**Affiliate AJCC #4 Blythe**  
**1 College Drive**  
**Blythe, CA 92225**

Partners Co-located at this AJCC

Employment Development Department – Wagner-Peyser  
State of California Department of Rehabilitation

**Vision of AJCC One-Stop Delivery System**

Building Bridges to Employment

**Mission of AJCC One-Stop Delivery System**

Collaborating to create infinite opportunities and lasting prosperity for individuals and employers of Riverside County through an all-inclusive access point to:

- Foster demand-driven skill attainment
- Promote upward mobility for all Californians



- Align, coordinate and integrate programs and services
- Connect customers to employment pathways

Required Partners in this MOU include local/regional representatives of the following programs:

- WIOA Title I Adult, Dislocated Worker, and Youth
- WIOA Title II Adult Education and Literacy
- WIOA Title III Wagner-Peyser
- WIOA Title IV Vocational Rehabilitation
- Carl D. Perkins Career Technical Education
- Title V Older Americans Act
- Job Corps
- Native American Programs (Section 166)
- Migrant Seasonal Farmworkers (Section 167)
- Veterans
- Youth Build
- Trade Adjustment Assistance Act
- Housing & Urban Development
- Unemployment Insurance
- Temporary Assistance for Needy Families/CalWORKs
- Community Services Block Grants

## **Article I: America's Job Center of California System Description- Programs, Services and Delivery**

### Overview & General Description

WIOA Section 121(b)(1)(B) identifies the programs, services and related activities that must be provided through the AJCC One-Stop Delivery System in each Local Area. WIOA Section 121(c)(2) requires this MOU to include a description of the services that will be provided through the Local Area's AJCC One-Stop Delivery System and to identify the service delivery method(s) each partner shall use to deliver the services. This MOU shall also identify the career services, training, and employer services that each Partner will provide to ensure that all parties' responsibilities are clearly identified herein.

All LWDBs are required to establish and operate local AJCC One-Stop Delivery Systems in accordance with WIOA Section 121, with the WIOA State Plan, and with the WIOA Local Plan for their respective local areas.

WIOA Section 134(c) lists the services and activities that must be provided through the AJCC One-Stop Delivery System. WIOA Section 107(d) gives the LWDBs the responsibility for oversight of the AJCC One-Stop Delivery System in each Local Area and requires the LWDBs to describe the activities and functions of the AJCC service delivery system and to prescribe the guidelines for carrying out these responsibilities in the WIOA Local Plan.

## **Article II: Partner Responsibilities**

- A. WIOA Section 121(b) lists the minimum responsibilities of all Required Partners under WIOA. For consistency, all Partners to this MOU shall assume the responsibilities identified below, unless inconsistent with the federal law and regulations that authorize the Partner program or as otherwise specified in this **Article II**.
1. Make career services provided under the Partner's program available to individuals through the Area's AJCC One Stop Delivery System in accordance and as defined in **Article XXIV** of this MOU.
  2. Remain as a party or Partner to this MOU throughout the MOU period identified above in the **Agreement Period Section** in order to participate as an AJCC Partner per WIOA Section 121(c).
  3. Participate in the operation of the AJCC One Stop Deliver System in accordance with the terms of this MOU and with the requirements of authorizing laws per WIOA Section 121(b)(1)(B).
  4. Required Partners shall provide representation on the WDB per WIOA Section 121(b)(1). Additional Partners may be recommended by the WDB and participate on the Area's WDB, subject to appointment by the Riverside County Board of Supervisors ("CEO").
  5. The Partners shall participate in joint planning, plan development, and modification of activities to accomplish the following:

- a. Continuous partnership building.
  - b. Continuous planning in response to state and federal requirements.
  - c. Responsiveness to local and economic conditions, including employer needs.
  - d. Adherence to common data collection and reporting needs.
6. Make the CalJOBS<sup>sm</sup> service(s) applicable to the Partner program available to customers through the AJCC One-Stop Delivery System.
  7. Participate in the operation of the AJCC One-Stop Delivery System, consistent with the terms of the MOU and requirements of authorized laws.
  8. Participate in capacity building and staff development activities in order to ensure that all Partners and staff are adequately cross-trained.
- B. In addition to the minimum responsibilities required under WIOA as identified in section A of this Article, Partner responsibilities shall include:
1. Provide priority of service to veterans and covered spouses for any qualified job training program pursuant to the Jobs for Veterans Act as prescribed in 38 U.S.C. Section 4215.
  2. Compliance with WIOA and all federal, state, and local laws, regulations, rules, policies and plans applicable to Partners in their respective roles under this MOU and as consistent with the rules that govern each Partner's respective program. Each Partner expressly agrees to notify LWDB of any changes to the rules governing its respective program that impact the Partner's performance under this MOU. LWDB shall communicate the changes to the AJCC One-Stop Operators and any other affected Partners.
  3. Each Partner shall ensure compliance by its staff members who work in the AJCC of AJCC policies and procedures. If a conflict exists between the AJCC's personnel policies and a Partner's personnel policies, the Partner's policies shall prevail.
  4. Use of common practices and procedures; forms and documents; software systems or applications; and other forms of media as agreed to by all parties in the performance of AJCC services and activities and functions that support the AJCC service delivery system.

### **Article III: Partner Cost Sharing Responsibilities and Consensus**

The Partners have agreed to a Local Funding Mechanism negotiated by the WDB with all AJCC Partners in accordance with WIOA Joint Final Rule Section 678.715 and as defined in **Article XXIV, Resource Sharing**. The WDB convened several participatory meetings with the Phase I AJCC partners to collaboratively develop the Space Allocation Methodology for Co-located Partners used in the Phase II MOU to reach a consensus on how the Riverside County America's Job Center of California System will be sustained through joint infrastructure cost funding and Resource Sharing. The Space Allocation Methodology shall be calculated using the formula in

**Article IV** below and as listed in **Attachment D**. All Partners have agreed to this methodology through the prior Phase II of this MOU.

#### **Article IV: AJCC's Infrastructure Budgets & Methodology**

In accordance with the WIOA (Public Law 113-128) Section 121 and the Title 2 Code of Federal Regulations (CFR) Part 200, Cost Allocations methodology to share infrastructure cost were determined based upon each Co-located Partner's square footage which includes dedicated space to Partners and a portion of common space. The calculation used for the Space Allocation Methodology is "Dedicated space + (Total Common Space – Resource Area Space) / Total Space" for each AJCC. Budgets for each Comprehensive and Affiliate AJCC, along with each Co-located Partner's Cost Allocation are listed in **Attachment D**.

#### **Article V: Co-located and Non-Collocated Partners**

For the purposes of the MOU, Co-located Partners shall be defined as those partners who are co-located within the AJCC and sublease from the principle lessor, which is Riverside County Economic Development Agency-Workforce Development Division. Partners who are located in the same building but are not within the AJCC shall be considered Non-Collocated Partners as they do not share common space.

All Non-Collocated AJCC Partners agree that once a statewide data tracking system has been developed that can provide accurate and reliable data for allocating the benefits received by Non-Collocated Partners – such as the number of referrals to and from the AJCC, usage of AJCC based services and usage of the comprehensive AJCC – and sufficient data has been collected and is available, the Non-Collocated AJCC Partners agree that the infrastructure cost agreement shall be renegotiated to include their Fair Share of contributions towards paying for AJCC infrastructure cost.

#### **Article VI: Amendments**

- A. This MOU may be amended upon mutual agreement of the Partners that is not inconsistent with federal, state, or local laws, regulations, rules, plans, or policies, including but not limited to, the following reasons:
1. The addition or removal of a Partner from this MOU.
  2. Removal or addition of program responsibilities for any Partner that administers more than one federal program within the AJCC's.
  3. An extension of the effective ending date pursuant to **Section B** below.
  4. A change in the AJCC One-Stop Operator or Fiscal Agent or a change in the physical location of an AJCC.
  5. A change in the services, service delivery methods currently utilized, referral methods, methods to determine Fair Share, or Cost Allocation methods.

- B. All Partners agree that amendments for the reasons listed in **Section A1** and **A2** need only be signed by authorized representatives of the LWDB and the affected Partner(s). Amendments for the reasons listed in all other Paragraphs of this **Article VI** or for any changes that will affect the responsibilities of all Partners, require the signatures of all Partners.
- C. The MOU shall be reviewed not less than once every three (3) years to ensure appropriate funding and delivery of services; should the Partners request an extension to the MOU under **Section A3** above, a review of services shall be conducted prior to granting the extension.
- D. All amendments will involve the following process:
1. The Partner seeking an amendment will submit a written request to the LWDB that includes:
    - a. The requesting Partner's name.
    - b. The reason(s) for the amendment request.
    - c. Each Article and Section of this MOU that will require revision.
    - d. The desired date for the amendment to be effective.
    - e. The signature of the requesting Party's authorized representative.
  2. If the request is approved, the WDB shall notify the remaining Partners of the intent to amend and will provide each remaining Party thirty (30) days from the date of the notice (unless another timeframe is specified in the notice) to review the anticipated changes and to submit a response to WDB. Failure by a Partner to respond within the prescribed timeframe will be deemed that Partner's approval of the proposed changes.
  3. In the event that a remaining Partner or Partners have questions and/or concerns or if a consensus cannot be reached regarding the proposed amendment, the Partner or Partners must list its questions and/or concerns in writing and submit the list to WDB within the specified timeframe.
  4. WDB shall review the listed questions/concerns and shall issue a response within fifteen (15) days of receipt of the list. If WDB deems it necessary, the listed questions/concerns shall be sent to all other Partners and/or a meeting with all Partners will be scheduled to discuss the proposed changes and to achieve consensus on a final amendment draft.
  5. The final, approved amendment draft will be signed by authorized representatives of the affected Partners, then submitted to WDB for the final signature.

6. WDB will distribute copies of the fully executed amendment to all Partners and to EDA/Workforce Development Division as the MOU Administrative Entity upon execution.
- E. This writing constitutes the entire agreement among the Partners with respect to each party's role and responsibility in the Area's AJCC One-Stop Delivery System. All Partners agree that any amendments to any applicable laws or regulations cited herein will result in the correlative modification of this MOU without necessitating a formal, written amendment.
- F. All Partners shall communicate details of the amendment to their respective staff members whose responsibilities may be impacted by changes and shall further ensure that their respective staff members are referencing or utilizing the most current version of the MOU and attachments in the performance of responsibilities under this MOU.
- G. Amendments that shall require the signatures of all Partners shall be executed no later than ninety (90) days prior to the end of the MOU period and amendments that require only the signatures of the WDB and the affected Partners shall be executed no later than forty five (45) days from the end of the current State Fiscal Year.

#### **Article VII: Impasses**

All AJCC Partners shall participate in regular meetings organized by the AJCC One-Stop Operator with a consensus decision making process. When consensus cannot be reached, the AJCC One-Stop Operator and Partners shall use a majority rule voting process with the other AJCC Partners to resolve issues of non-agreement for the duration of this MOU.

The AJCC One-Stop Operator shall coordinate and facilitate Partner meetings on a quarterly basis, at minimum. Meetings shall be rotated at Partner sites throughout Riverside County and may occur face-to-face, via video conferencing and/or conference call. The AJCC Partners agree to participate in these meetings and meeting agendas shall include discussion of action items prior to voting.

#### **Article VIII: Method of Referral**

Pursuant to WIOA Section 121(c)(2)(A)(iii), the Partners agree that the referral of individuals between the AJCC One-Stop Operator(s) and the Partners for the services and activities described in **Attachment M** shall be performed using the following methods: Referral form, email and fax.

- A referral form created for WIOA Partners to refer individuals between the AJCC and partnering agencies shall be given to the individual to take with them to the agency providing the requested services.
- An electronic copy of the referral form shall be emailed or faxed to the contact person at the Partner agency along with a phone call to inform the Partner of the referral.
- For tracking and reporting purposes, the referral shall be forwarded to the AJCC One-Stop Operator for tracking activities in the Partner referral system, information on referrals may be accessed by Partners. Referral Form: **Attachment I**

## **Article IX: Access for Individuals with Barriers to Employment**

- Each Partner identifies its own “priority of service” based upon specific funding sources and requirements under each statute. As such, some Partner services may not be identified as entitlement programs and suitability for services is not automatic.
- “Individuals with barriers to employment” include recipients of public assistance, low-income individuals, and individuals who are basic skill deficient.
- Partners shall commit to offer priority for services to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient when providing individualized career services and training services with WIOA adult funds.
- Partners shall ensure customers are provided with a “system map” that identifies the location of every Comprehensive, Affiliate AJCC and Access Point within the Local Area.

### Priority of Service Requirement

As stated in the WIOA Section 134(c)(3)(E), with respect to individualized career services and training services funded with WIOA adult funds, priority of service shall be given to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient.

Priority of service status is established at the time of eligibility determination and does not change during the period of participation. Priority does not apply to the dislocated worker population.

Veterans and eligible spouses continue to receive priority of service among all eligible individuals; however, they must meet the WIOA adult program eligibility criteria and meet the criteria under WIOA Section 134(c)(3)(E). As described in TEGL 10-09, when programs are statutorily required to provide priority, such as the WIOA adult program, then priority must be provided in the following order:

1. Veterans and eligible spouses who are also recipients of public assistance, other low income individuals, or individuals who are basic skills deficient.
2. Individuals who are the recipient of public assistance, other low income individuals, or individuals who are basic skills deficient.
3. Veterans and eligible spouses who are not included in WIOA’s priority groups.
4. Other individuals not included in WIOA’s priority groups.

## **Article X: Shared Technology and System Security**

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

- Comply with the applicable provisions of WIOA, California Welfare and Institutions Code, California Education Code, Rehabilitation Act, and any other appropriate statutes or requirements.
- The principles of common reporting and shared information through electronic mechanisms, including shared technology.

- Commit to share information to the greatest extent allowable under each Partner's governing legislation and confidentiality requirements.
- Maintain all records of the AJCC customers or Partners (e.g. applications, eligibility and referral records, or any other individual records related to services provided under this MOU) in the strictest confidence, and use them solely for purposes directly related to such services.
- Develop technological enhancements that allow interfaces of common information needs, as appropriate.
- All Partners shall agree to all system security protocols that are currently in place or that may be modified in the future.

### **Article XI: Confidentiality**

A. All Partners expressly agree to abide by all applicable federal, state, and local laws regarding confidential information and to adhere to the same standards of confidentiality as State employees-including, but not limited to:

1. 29 U.S.C. Section 2935(a)(4) - as amended by WIOA - Reports, Recordkeeping, Investigation.
2. 29 U.S.C. Section 2871(f)(3) - as amended by WIOA - regarding complying with confidentiality.
3. 20 CFR Part 603 - Safeguards and security requirements regarding disclosed information under Unemployment Insurance.
4. 42 U.S.C. Section 503 - regarding state laws governing UI operations.
5. 20 U.S.C. Section 123g - regarding family educational and privacy rights.
6. 20 CFR Section 617.57(b) - regarding disclosure of information under the Trade Act.
7. 29 U.S.C. Section 491-2(a)(2)-as amended under WIOA - regarding information to be confidential under the Wagner Peyser Act.
8. The Privacy Act (5 U.S.C. Section 552a).
9. The Family Educational and Privacy Rights Act (20 U.S.C. Section 12329).
10. 34 CFR Section 361.38 - Protection, use and release of personal information of Vocational Rehabilitation Services participants.
11. HIPAA: 45 CFR Sections 164.500 - 164.534.
12. 2 CFR Section 200.303 regarding reasonable measures to safeguard protected personally identifiable information.
  - Information Practices Act (IPA), California Civil Code Sections 1798-55, 1798.78
  - California Civil Code Section 1798.82



- California Unemployment Insurance Code Sections 1094, 2111 and 2714
- California Penal Code Section 502

13. California Welfare and Institutions Code Section 10850

- B. The Partners agrees to comply with 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 appropriate statute or requirement to assure the following:
- All applications and individual records related to services provided under this MOU, including eligibility for services and enrollment and referral, shall be confidential and shall not be open to examination for any purpose not directly connected with the delivery of such services.
  - No person shall publish, disclose use, or permit, cause to be published, disclosed or used, any confidential information pertaining to AJCC applicants, participants, or customers overall unless a specific release is voluntarily signed by the participant or customer.
  - The Partners agrees to abide by the current confidentiality provisions of the respective statutes to which AJCC One-Stop 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 Partners, 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.
  - Each Partner shall ensure that the collection and use of any information, systems, or records that contain personally identifiable information shall be limited to purposes that support the programs and activities described in this MOU as part of the AJCC One-Stop Delivery System.
- C. Each Partner shall ensure that access to software systems and files under its control that contain personally identifiable information shall be limited to authorized staff members who are assigned responsibilities in support of the services and activities provided as part of the AJCC One-Stop Delivery System and who must access the information to perform those responsibilities. Each Partner expressly agrees to take measures to ensure that no personally identifiable information is accessible by unauthorized individuals.
- D. Each Partner shall ensure that their staff members are authorized to access personally identifiable information and will identify the types of data and data sources that the authorized staff members will access.

**Article XII: Administrative and Operations Management**

**License for Use**

During the term of this MOU, all 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.

**Supervision/Day to Day Operations**

The day-to-day supervision of staff assigned to the AJCCs shall be the responsibility of the site

supervisor(s). The primary employer of staff assigned to the AJCCs shall continue to set the priorities of its staff. Any change in work assignments or any problems at the worksite shall be handled by the site supervisor(s) and the management of the primary employer.

Partners shall be cross-trained regarding general information for services provided by each Partner located either in Comprehensive or Affiliate AJCCs.

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

Disciplinary actions may result in removal of Partner staff from the AJCCs and each Partner shall take appropriate action.

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

#### **Article XIII: AJCC Partner Cross Training and Outreach**

All Partners participating in this MOU agree to provide subject matter expertise through informational videos, DVDs, power points and fact sheets to conduct Partner cross training on services and programs within the AJCCs. All cross training materials shall be accessible to all Partners online through the Sharepoint data management system. All Partners agree to have staff members become familiar with the services and programs of each respective AJCC partnering agency.

AJCC WIOA Orientations are accessible online for Partner and customer viewing and may be conducted live at partnering Title II Adult Education locations based upon need and staff availability. An AJCC WIOA Orientation schedule for Adult Education is listed in Attachment L.

#### **Article XIV: Non-Discrimination and Equal Opportunity**

All Partners shall comply with the nondiscrimination and equal opportunity provisions found in Section 188 of WIOA and 29 CFR Part 38 prohibiting discrimination on the basis of race; color; religion; sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity); national origin (including Limited English Proficiency); age; disability; political affiliation or belief; or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title I-financially assisted program or activity.

All Partners shall comply fully with the nondiscrimination and equal opportunity provisions of the WIOA (29 CFR Part 38 Preamble) and acknowledge the government's right to seek judicial enforcement of the nondiscrimination assurance.

All Partners agrees to comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12990) and related, applicable regulations.

All Partners shall ensure 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.

#### **Article XV: American's with Disabilities Act and Amendments Compliance**

The Partners agrees to ensure that the policies and procedures as well as the programs and services provided at each of the AJCCs are in compliance with the Americans with Disabilities Act and its amendments. Additionally, Partners agree 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.

#### **Article XVI: Grievances and Complaints Procedure**

The Partners shall 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 Partners 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.

#### **Article XVII: Dispute Resolution**

The Partners 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 AJCC One-Stop Operator, for discussion and resolution.

#### **Article XVIII: Press Releases and Communications**

All Partners 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 Partner in press/media presentations shall be determined by each Partner's public relations policies. Unless otherwise directed by the other Partners, in all communications, each Party shall make specific reference to all other Partners to the extent practicable.

The Partners shall utilize the America's Job Centers of California ("AJCC") logo developed by the State of California and the AJCC logo developed by the WDB identified for AJCC usage only. This shall include letterhead, envelopes, business cards, any written correspondence and fax transmittals. However, the Partners agree to continue to discuss the use of the AJCC logo as additional guidance is received from the State of California.

#### **Article XIX: Mutual Hold Harmless/Indemnification/Limitation of Liability**

The Partners shall indemnify and hold harmless the County of Riverside, its Agencies, Districts, Special Districts and Departments, their respective directors, officers, Board of Supervisors, WDB, elected and appointed officials, employees, agents and representatives, and the Departments of the State of California (individually and collectively hereinafter referred to as

Indemnitees), from any liability, action, claim or damage whatsoever, based or asserted upon any services provided by the Partners, their officers, employees, subcontractors, agents or representatives, arising out of or in any way relating to this MOU, including but not limited to property damage, bodily injury or death or any other element of any kind or nature. The Partners shall defend the Indemnitees at its sole expense including all costs and fees (including, but not limited to, attorneys' fees, cost of investigation, defense and settlement or awards) in any claims or actions based upon such acts, omission or services.

With respect to any action or claim subject to indemnification herein by the Partners, each Partner shall, at their sole cost, have the right to use counsel of their own choice and shall have the right to adjust, settle, or compromise any such action or claim without the prior consent of the Indemnitees; provided, however, that any such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes Partners indemnification to Indemnitees as set forth herein.

The Partners' obligations hereunder shall be satisfied when a Partner has provided to Indemnitees the appropriate form of dismissal relieving Indemnitees from any liability for the action or claim involved.

It is understood and agreed that the indemnification provisions herein shall survive the termination of this MOU.

#### **Article XX: General Provisions**

The laws and regulations listed in this **Article XX** are generally applicable to most publically-funded programs administered by Workforce Development. The laws and regulations listed herein do not encompass all of the laws and regulations that govern the Partners in their respective roles under this MOU. All Partners expressly agree to comply with the federal laws and regulations listed below unless the laws and regulations that govern their particular program state otherwise:

- A. **Jobs for Veterans Act.** As stated in **Articles II(B)** and **IX**, each Partner agrees to provide priority of service to veterans and covered spouses for any qualified job training program pursuant to 38 U.S.C. Section 2913.
- B. **Americans with Disabilities:** Each Partner, its officers, employees, members, and subcontractors hereby affirm current and ongoing compliance with all statutes and regulations pertaining to The Americans with Disabilities Act of 1990 and section 504 of the Rehabilitation Act of 1973.
- C. **Pro-Children Act:** If any AJCC activities call for services to minors, each party agrees to comply with the Pro-Children Act of 1994 (45 CFR 98.13) that requires smoking to be banned in any portion of any indoor facility owned, leased, or contracted by an entity that will routinely or regularly use the facility for the provision of health care services, day care, library services, or education to children under the age of eighteen (18).
- D. **Drug-Free Workplace:** Each Partner, its officers, employees, members, subrecipient(s) and/or any independent contractors (including all field staff) associated with this MOU agree to comply with 29 CFR 94 and all other applicable state and federal laws regarding a drug-free workplace and to make a good faith effort to maintain a drug-free workplace. Each Partner shall make a good faith effort to ensure that none of its officers, employees,

members, and subrecipient(s) will purchase, transfer, use, or possess illegal drugs or alcohol or abuse prescription drugs in any way while working or while on public property.

- E. **Ethics Laws:** Each Partner certifies that by executing this MOU, it has reviewed, knows and understands the California's ethics and conflict of interest laws, which includes the Governor's Executive Order 2008-454 and its amendment pertaining to ethics. Each Partner further agrees that it shall not engage in any action(s) inconsistent with California ethics laws or the aforementioned Executive Order.

#### **Article XXI: Partial Invalidity**

All questions as to the execution, validity, interpretation, and performance of this MOU shall be governed by the laws of the State of California. Furthermore, the Partners hereto agree that any legal action which is brought on the basis of this MOU and in which a state agency is a party shall be filed in the US District Court of Riverside County.

Should any portion of this MOU be found unenforceable by operation of statute or by administrative or judicial decision, it is the intention of the Partners that the remaining portions of this MOU shall not be affected as long as performance remains feasible with the absence of the illegal or unenforceable provision(s).

#### **Article XXII: Termination / Separation**

- A. **MOU Termination:** This MOU shall remain in effect until the end date specified in the **Agreement Period Section** unless:
1. All Partners mutually agree to terminate this MOU.
  2. Funding cuts by one or more federal programs are so substantial that AJCC operations cannot continue as specified herein and a new MOU must be negotiated.
  3. WIOA regulations or statute are repealed or substantially altered.
  4. Local Area designations are changed.
- B. **Partner Separation:** WIOA Section 121(c) mandates the execution of this MOU between the LWDB and partners. However, any single Partner may terminate its participation as a party to this MOU upon thirty (30) days written notice to the WDB. In such an event, the WDB shall provide written notice to all remaining Partners and will amend this MOU per **Article IV**. The termination of one or more Partner's participation as a party will not result in a termination of this MOU unless the number or contribution of the terminating Partner(s) is so substantial that it necessitates the negotiation of a new MOU.
- C. **Effect of Termination:** Per WIOA Section 121, any Partner that terminates its role as a party to this MOU shall no longer eligible to participate as a partner in the AJCC system and shall not be permitted to serve on the WDB as an AJCC partner representative pursuant to the Bylaws of the WDB.
- D. **Partner Disqualification:** An entity identified as a Required Partner at the time of execution of this MOU that subsequently loses federal funding or the authority to

administer the federal program in the Local Area and therefore no longer qualifies as a Required Partner under WIOA Section 121(b)(1) shall send written notice of the change in status to the WDB as soon as possible. In such an event, a formal amendment to this MOU per **Article IV** shall be required. The entity may continue as an Additional Partner if mutually agreed by the WDB and the remaining Partners in writing.

### **Article XXIII: Counterpart**

This MOU may be executed in one, or more than one counterpart and each executed counterpart shall be considered an original, provided that the counterpart is delivered by facsimile, mail courier or electronic mail, all of which together will constitute one and the same agreement.

### **Article XXIV: Definitions**

- A. **Administrative Entity:** Entity(ies) designated by the CEO to coordinate and administer WIOA activities and services within a local area on the LWDB's behalf and in accordance with all applicable federal, state, and local laws, regulations, rules, policies, plans, and the terms of this MOU. The Administrative Entity is the Riverside County Economic Development Agency-Workforce Development Division.
- B. **Chief Elected Official ("CEO"):** Identified in WIOA Section 3 Definitions(9) as the chief elected officer of a unit of general local government in a local area or the individual(s) designated under a local agreement pursuant to WIOA Section 107(c)(1)(B). For Riverside County, the CEO is the Board of Supervisors.
- C. **Career Services:** The services which shall be available, at a minimum, to individuals who are adults or dislocated workers through the AJCC delivery system in each local area. The career services that must be provided as part of the AJCC delivery system are listed in WIOA Section 134(c)(2).
- D. **Co-located Partner:** AJCC partners who have a physical presence within one of the County's AJCC and who sublease from the principle lessor, Riverside County Economic Development Agency-Workforce Development Division
- E. **Cost Allocation:** Per 66 Fed. Reg. 29639, cost allocation is the measurement of actual costs in relation to the benefit received in order to determine each partner's fair share of AJCC operating costs. (*interim regulation until final rule is published*)
- F. **Fair Share:** The portion of AJCC operating costs allocated to each partner in proportion to the benefits the partner receives from participation in the AJCC system. (*interim regulation until final rule is published*)
- G. **Fiscal Agent:** An entity appointed by a local area's CEO in accordance with WIOA Section 107 (d)(12)(B)(i)(II) & (III) to be responsible for the administration and disbursement of WIOA and other funds allocated for workforce development activities in the local area. WIOA Section 107(d)(12)(B)(i)(II) provides that designation of a fiscal agent does not relieve the CEO from his/her liability for any misuse of grant funds.
- H. **Local Workforce Development Board ("LWDB"):** Established by the California Governor under Executive Order 2009 438 dated May 12, 2009 to assist the Governor in

creating an integrated statewide strategic plan for workforce development which will link workforce policies, education and training programs, and funding streams with the economic needs of California and its regions and in complying with the provisions and requirements of WIOA Section 101.

- I. **In-Kind Contributions:** 66 Fed. Reg. 29639-29640 defines these types of contributions as donations from third parties that are not to be confused with contributions to the AJCC by partner programs of such things as space, equipment, staff, or other goods and services for which the partner program incurs a cost. In-kind contributions may include funding from philanthropic organizations or other private entities or through other alternative financing options, to provide a stable and equitable funding stream for on-going AJCC delivery system operations. WIOA 121 (c)(2)(A)(i). (*interim regulation until final rule is published*)
- J. **Local Area:** A local workforce development area designated by the Governor, under section 106, subject to sections 106(c)(3)(A), 107(c)(4)(B)(i), and 189(i) Local Workforce Development Board (LWDB): The board created by the CEO pursuant to WIOA Section 107 with responsibility for the development of the local plan and for oversight of the workforce development activities in the local area.
- K. **Non-Collocated Partners:** AJCC partners who may be located in the same building but do not have a physical presence within the AJCC.
- L. **Additional Partner:** Per WIOA 121 (b)(2), an entity that carries out a program not identified as required under WIOA, that is approved by the LWDB and the CEO, may be included as a AJCC partner in a Local Area.
- M. **America's Job Center of California One-Stop Delivery System:** The AJCC delivery system is essentially a collaborative effort among public service agencies, non-profit organizations and private entities that administer workforce development, educational, and other human resource programs to make the variety of services available under those programs more accessible to eligible job seekers and employers.
- N. **America's Job Center of California One-Stop Operator:** An entity or consortium of entities designated in accordance with WIOA Section 121(d) to operate an AJCC site and to perform AJCC service delivery activities in accordance with all applicable federal, state, and local laws, regulations, rules, policies, plans, and the terms of this MOU.
- O. **Required Partner:** An entity that carries out one or more of the programs or activities identified under WIOA Section 121 (b)(1) and is required under that Section to participate in the AJCC delivery system and to make the career services under its program or activity available through the AJCC system.
- P. **Resource Sharing:** Per 66 Fed. Reg. 29639, Resource Sharing is the cash and/or resources each partner will contribute to fund its fair share of costs for operation of the AJCC system. This can include "in-kind" contributions from third parties to partner programs. The LWDB, CEO and AJCC partners may fund the costs of infrastructure of AJCCs through methods agreed on by the LWDB, CEO and AJCC partners through Resource Sharing. (*interim regulation until final rule is published*)

- Q. **Training Services:** Services to adults and dislocated workers as described in WIOA Section 13a(c)(3). Per WIOA 134(c)(3)(D) these may include occupational skills training, including training for nontraditional employment, on-the-job training, incumbent worker training, programs that combine workplace training with related instructions, which may include cooperative education programs, private-sector training programs, skill upgrading and retraining, apprenticeships, entrepreneurial training, transitional jobs, job-readiness training, adult education and literacy activities in combination with a training program, or customized training.
- R. **WIOA:** The Workforce Innovation and Opportunity Act amends the Workforce Investment Act of 1998 to strengthen the United States workforce development system through innovation in, and alignment and improvement of, employment, training, and education programs in the United States, and to promote individual and national economic growth, and for other purposes.
- S. **WIOA Local Plan:** Per WIOA Section 108, the local plan is a comprehensive 4-year plan developed by each LWDB, in partnership with the chief elected official and submitted to the Governor. The plan shall support the strategy described in the State plan. At the end of the first 2-year period of the 4-year local plan, each local board shall review the local plan, and the local board, in partnership with the chief elected official, shall prepare and submit modifications to the local plan to reflect changes in labor market and economic conditions or in other factors affecting the implementation of the local plan. Plans identify the respective local area's current and projected workforce investment needs, the AJCC delivery system, performance standards, and strategies to address the workforce investment needs in consideration of performance standards per WIOA Section 116.
- T. **Local Funding Mechanism:** An Infrastructure Agreement (IFA) negotiated by the Local Boards with All AJCC Partners for each AJCC (WIOA Joint Final Rule Section 678.715).
- U. **State Funding Mechanism (SFM):** An IFA established by the Governor and the Superintendent of Public Instruction (SPI) that is triggered if a Local Board is unable to secure an agreed upon and signed IFA from all AJCC required partners by the annual deadline (WIOA Joint Final Rule Section 678.730).

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MEMORANDUM OF UNDERSTANDING  
FOR  
Local Workforce Development Area: Riverside County California  
Riverside County America's Job Center of California Operations

Signature Page

**[Chief Elected Official]**

**Kevin Jeffries , Riverside County Board of  
Supervisors Chair**

Authorized Signatory and Title

  
\_\_\_\_\_  
Signature


JUL 23 2019

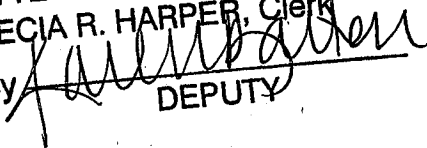
\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone number / Facsimile number

\_\_\_\_\_  
E-mail address

APPROVED AS TO FORM:  
Gregory P. Priamos  
County Counsel

By:   
\_\_\_\_\_  
Amrit P. Dhillon,  
Deputy County Counsel

ATTEST:  
KECIA R. HARPER, Clerk  
By:   
\_\_\_\_\_  
DEPUTY

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MEMORANDUM OF UNDERSTANDING  
FOR  
Local Workforce Development Area: Riverside County California  
Riverside County America's Job Center of California Operations

Signature Page

**[LWDB Chairperson]**

**Jamil Dada, Workforce Development Board  
Chair**

Authorized Signatory and Title

Signature

(951) 955-3100 / (951) 955-3131

Telephone number / Facsimile number

Date

7/25/19

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MEMORANDUM OF UNDERSTANDING  
FOR  
Local Workforce Development Area: Riverside County California  
Riverside County America's Job Center of California Operations

Signature Page

**[Workforce Development Director]**

**Carrie Harmon, Director of Workforce  
Development**

Authorized Signatory and Title

Signature

(951) 955-3100

Telephone number / Facsimile number

Date

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MEMORANDUM OF UNDERSTANDING  
FOR  
Local Workforce Development Area: Riverside County California  
Riverside County America's Job Center of California Operations

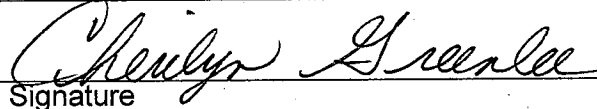
Signature Page

**[Employment Development Department]**

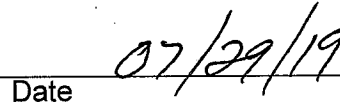
**Cheri Greenlee, Deputy Division Chief, Employment Development Dept. Workforce Services**

Authorized Signatory and Title

1325 Spruce Street, Suite 110, Riverside, CA 92507



Signature



Date

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MEMORANDUM OF UNDERSTANDING  
FOR  
Local Workforce Development Area: Riverside County California  
Riverside County America's Job Center of California Operations

Signature Page.

**[Employment Development Department – UI Division]**

**Natasha Gillyard, Administrator, Employment Development Dept. Unemployment  
Insurance Center-Riverside, ARU 040 UI Branch**

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MEMORANDUM OF UNDERSTANDING  
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Local Workforce Development Area: Riverside County California  
Riverside County America's Job Center of California Operations

Signature Page

**[Goodwill Industries of Southern California]**

**Simon Lopez, Vice President of Workforce and Career Development**

Authorized Signatory and Title

Address

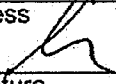
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7/31/19

(323) 539-2115 / (323) 539-2101

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MEMORANDUM OF UNDERSTANDING  
FOR  
Local Workforce Development Area: Riverside County California  
Riverside County America's Job Center of California Operations

Signature Page

***[Palo Verde College]***

**Lale Cilenti, President**

Authorized Signatory and Title

---

Address

---

Signature

Date

---

Telephone number / Facsimile number

E-mail address

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MEMORANDUM OF UNDERSTANDING  
FOR  
Local Workforce Development Area: Riverside County California  
Riverside County America's Job Center of California Operations

Signature Page

**[Department of Rehabilitation]**

**Robert Loeun, DOR Inland Empire Regional Director**

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MEMORANDUM OF UNDERSTANDING  
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Local Workforce Development Area: Riverside County California  
Riverside County America's Job Center of California Operations

Signature Page

**[Department of Public Social Services]**

**Sarah S. Mack, Director, Department of Public Social Services**

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Address

*Sarah S. Mack*

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8/15/19

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ssmack@rivco.org

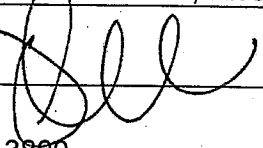
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MEMORANDUM OF UNDERSTANDING  
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Local Workforce Development Area: Riverside County California  
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Signature Page

**[Riverside County Office on Aging]**

<b>Jewel Lee, Director, Riverside County Office on Aging</b>	
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MEMORANDUM OF UNDERSTANDING  
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Local Workforce Development Area: Riverside County California  
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Signature Page

**[Riverside Community College District]**


**Dr. Wolde-Ab Isaac, Chancellor**

Authorized Signatory

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Signature



Date

7/17/2019

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MEMORANDUM OF UNDERSTANDING  
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Local Workforce Development Area: Riverside County California  
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Signature Page

**[College of the Desert]**

**Joel L. Kinnamon, Ed.D., Superintendent / President**

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2-24-20

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MEMORANDUM OF UNDERSTANDING  
FOR  
Local Workforce Development Area: Riverside County California  
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Signature Page

[Job Corps] - Chugach Education Services, Inc.

**Katherine Carlton, President**

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*K. Carlton*

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8.7.19

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MEMORANDUM OF UNDERSTANDING  
FOR  
Local Workforce Development Area: Riverside County California  
Riverside County America's Job Center of California Operations

Signature Page

**[Center for Employment Training]**

**Hermelinda Sapien, CEO**

Authorized Signatory and Title

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*Hermelinda Sapien*

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*July 18, 2019*

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MEMORANDUM OF UNDERSTANDING  
FOR  
Local Workforce Development Area: Riverside County California  
Riverside County America's Job Center of California Operations

Signature Page

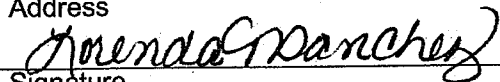
**[California Indian Manpower Consortium, Inc.]**

**Lorenda T. Sanchez, Executive Director**

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738 North Market Boulevard, Sacramento, CA 95834

Address



Signature

August 7, 2019

Date

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MEMORANDUM OF UNDERSTANDING  
FOR  
Local Workforce Development Area: Riverside County California  
Riverside County America's Job Center of California Operations

Signature Page


**[Soboba Band of Luiseño Indians Council]**

**Scott Cozart, Tribal Chair of the Soboba Band of Luiseño Indians**

Authorized Signatory and Title

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Address



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MEMORANDUM OF UNDERSTANDING  
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Local Workforce Development Area: Riverside County California  
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Signature Page

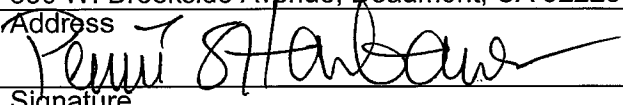
***[Beaumont Unified School District]***

**Penni S. Harbauer, Chief Business Official**

Authorized Signatory and Title

350 W. Brookside Avenue, Beaumont, CA 92223

Address



Signature

08-14-2019

Date

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pharbauer@beaumontusd.k12.ca.us

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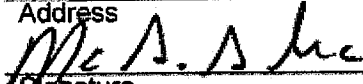
MEMORANDUM OF UNDERSTANDING  
FOR  
Local Workforce Development Area: Riverside County California  
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Signature Page

***[Coachella Valley Unified School District]***

**Dr. Maria G. Gandera, Superintendent**  
Authorized Signatory and Title

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MEMORANDUM OF UNDERSTANDING  
FOR  
Local Workforce Development Area: Riverside County California  
Riverside County America's Job Center of California Operations

Signature Page

**[Corona-Norco Unified School District]**

**Alan P. Giles**

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MEMORANDUM OF UNDERSTANDING  
FOR  
Local Workforce Development Area: Riverside County California  
Riverside County America's Job Center of California Operations

Signature Page

**[Jurupa Unified School District]**

**Mr. Elliott Duchon, Superintendent**

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Address

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MEMORANDUM OF UNDERSTANDING  
FOR  
Local Workforce Development Area: Riverside County California  
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Signature Page

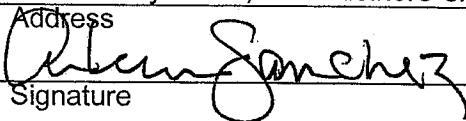
**[Lake Elsinore Unified School District]**

**Arleen Sanchez, Chief Business Official, Fiscal Support Services**

Authorized Signatory and Title

520 Chaney Street, Lake Elsinore CA 92530

Address



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7.31.19

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MEMORANDUM OF UNDERSTANDING  
FOR  
Local Workforce Development Area: Riverside County California  
Riverside County America's Job Center of California Operations

Signature Page

**[Moreno Valley Unified School District]**

**Maribel Mattox, Chief Academic Officer**

Authorized Signatory and Title

**Susana Lopez, Chief Business Official**

Authorized Signatory and Title

25634 Alessandro Blvd., Moreno Valley CA 92553

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Signature

(951) 571-7500 X17585 (951)-571-7550  
(951) 571-7500 X17241

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Date

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MEMORANDUM OF UNDERSTANDING  
FOR  
Local Workforce Development Area: Riverside County California  
Riverside County America's Job Center of California Operations

Signature Page

*[Mt. San Jacinto Community College District]*

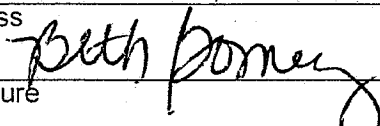
**Beth Gomez, Vice President Business Services**

Authorized Signatory and Title

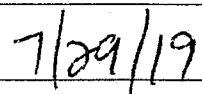
1499 North State Street, San Jacinto CA 92583

Address

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Date



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MEMORANDUM OF UNDERSTANDING  
FOR  
Local Workforce Development Area: Riverside County California  
Riverside County America's Job Center of California Operations

Signature Page

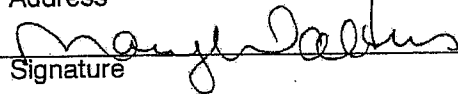
***[Murrieta Valley Unified School District]***

**Mary Walters, Assistant Superintendent**

Authorized Signatory and Title

41870 McAlby Court, Murrieta CA 92562

Address



Signature

10-2-19

Date

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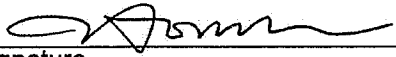
MEMORANDUM OF UNDERSTANDING  
FOR  
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Riverside County America's Job Center of California Operations

Signature Page

**[Riverside County Office of Education]**

**Reginald Thompkins, Associate Superintendent of Student Programs and Services**  
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Address

  
Signature

Date

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MEMORANDUM OF UNDERSTANDING  
FOR  
Local Workforce Development Area: Riverside County California  
Riverside County America's Job Center of California Operations

Signature Page

**[Riverside Unified School District]**

**Mays Kakish, Chief Business Officer**

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MEMORANDUM OF UNDERSTANDING  
FOR  
Local Workforce Development Area: Riverside County California  
Riverside County America's Job Center of California Operations

Signature Page

**[Housing Authority]**

**Carrie Harmon, Director**

Authorized Signatory and Title

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MEMORANDUM OF UNDERSTANDING  
FOR  
Local Workforce Development Area: Riverside County California  
Riverside County America's Job Center of California Operations

Signature Page

**[Public Health/Community Action Partnership]**

**Kim Saruwatari, Director of Public Health**

Authorized Signatory and Title

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*Kim Saruwatari*

Signature

*08/26/2020*

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(951) 358-7036 / (951) 358-4529

Telephone number / Facsimile number

*ksaruwatari@riveo.org*

E-mail address

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MEMORANDUM OF UNDERSTANDING  
FOR  
Local Workforce Development Area: Riverside County California  
Riverside County America's Job Center of California Operations

Signature Page

*[El Sol Neighborhood Educational Center]*

**Alexander Fajardo, Executive Director**

Authorized Signatory and Title

2501 Rubidoux Blvd Riverside CA 92509

Address



Signature

08-27-19

Date

(909) 884-3735

Telephone number / Facsimile number

alex.fajardo@elsolnec.org

E-mail address

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MEMORANDUM OF UNDERSTANDING  
FOR  
Local Workforce Development Area: Riverside County California  
Riverside County America's Job Center of California Operations

Signature Page

**[Learn4Life Concept Charter Schools]**

**Bill Toomey, Chief Development and Innovation Officer**

Authorized Signatory and Title

177 Holsten Dr., Lancaster, CA 93535

Address

Signature

(661) 272-1225

Telephone number / Facsimile number

Date

btoomey@learn4life.org

E-mail address

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MEMORANDUM OF UNDERSTANDING  
FOR  
Local Workforce Development Area: Riverside County California  
Riverside County America's Job Center of California Operations

Signature Page

**[Lifelong Learning Administration Corp.]**

**Pete Faragia, Chief Operating Officer**

Authorized Signatory and Title

177 Holsten Dr., Lancaster, CA 93535

Address

Signature

(661) 272-1225

Telephone number / Facsimile number

8/21/19

Date

[pfaragia@learn4life.org](mailto:pfaragia@learn4life.org)

E-mail address

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MEMORANDUM OF UNDERSTANDING  
FOR  
Local Workforce Development Area: Riverside County California  
Riverside County America's Job Center of California Operations

Signature Page

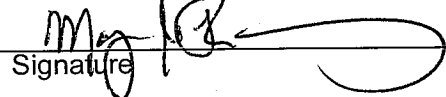
**[California Family Life Center] – Youth Build**

**Mary Jo Ramirez, President**

Authorized Signatory and Title

930 North State Street, Hemet, CA 92543

Address



Signature

8/26/11

Date

(951) 537-7120

Telephone number / Facsimile number

[mjramirez@cflckids.org](mailto:mjramirez@cflckids.org)

E-mail address

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**Riverside County America's Job Center of California Memorandum of Understanding  
Attachments**

Attachment A: Parties to the Agreement

Attachment B: Riverside County America's Job Center of California (listing)

Attachment C: Administrative Structure

Attachment D1: Space Allocation

Attachment D2: Infrastructure Budgets

Attachment D3: Partner In-Kind Budgets

Attachment E1: AJCC Partners List

Attachment E2: AJCC Additional Partners List

Attachment E3: AJCC Additional Partners List

Attachment F: America's Job Center of California Services

Attachment G: Required Partner Services

Attachment H: Additional Partner Services

Attachment I: Partner Referral for Services

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Attachment K: Partner Acronyms

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Attachment M: Career Services and Consolidated Career Services Budget

**Parties to the Agreement**

**ATTACHMENT A**

**LWDB:** County of Riverside Economic Development Agency/Workforce Development

**CEO Name(s):** Kevin Jeffries

**Required Partners**

Partner Name	Program	Program Authority
Beaumont Unified School District Coachella Valley Unified School District Corona-Norco Unified School District Jurupa Unified School District Lake Elsinore Unified School District Moreno Valley Unified School District Mt. San Jacinto Community College District Murrieta Valley Unified School District Riverside County Office of Education Riverside Unified School District College of the Desert	Adult Basic Education (ABE) English as a Second Language (ESL) Adult Secondary Education (ASE) English Literacy and Civic Education: Civic Participation and Citizenship Preparation	Adult Education and Literacy WIOA 121(b)(1)(B)(iii) - Title II
EDA / Housing Authority	Housing Programs	Department of Housing and Urban Development (HUD)- Employment and Training Programs WIOA 121 (b)(1)(B)(xi)
Riverside Community College, Mt. San Jacinto Community College, College of the Desert, Palo Verde College	Vocational Education	Career & Technical Education Programs - Postsecondary Vocational Education- Carl D. Perkins Vocational and Applied Technology Education Act (20 U.S.C. 2301)
Center for Employment Training - CET	Vocational Education	Migrant Seasonal Farmworkers Title I, Title II Vocational Education
Department. of Rehabilitation	Vocational Rehabilitation Programs	Rehabilitation Act, Title I, Parts A & B - Rehabilitation Services Commission (29 U.S.C. 720)
Department of Public Social Services	Temporary Assistance to Needy Families (TANF) Welfare-to-Work	Social Security Act-Part A, Title IV (TANF) (42 U.S.C.601 et seq.), subject to subparagraph (C)
Office on Aging	Senior Community Service Employment	Older Americans Act Title V – Senior Community Service Employment Program (SCSEP) (42 U.S.C. 3056)
EDD – TAA/TRA	NAFTA	Trade Act Title II, Chapter 2– Trade Adjustment Assistance (TAA) (19 U.S.C. 2271)
EDD – UI Branch	Unemployment Insurance	Unemployment Insurance (UI)- (5USC 85) (ORC Chapter 4141)
EDD – Workforce Services	Wagner-Peyser	WIOA Title III – Wagner-Peyser Act Programs (29 U.S.C. 49)
EDA / Workforce Development	Workforce Development Programs	WIOA Title I-Adult, Dislocated Worker, and Youth Programs
EDD – Veterans, Community Action Partnership - CAP	Vet Programs	-Veteran's Workforce Programs – Chapter 41 of title 38, United States Code; WIOA 121(b)(1)(B)(viii)
Chugach Education Services, Inc.	Older Youth & Young Adult (Ages 16- 24), Education & Career Technical Training Programs	WIOA Title I – Job Corps (29 U.S.C.2881-2900, 29 us 2901)
EDD – Farm Workers	Agricultural Community Employment Services	WIOA Title I – Migrant and Seasonal Farm Worker Programs (29 U.S.C.2912, 29 us 2919)
California Family Life Centers	Youth Programs	WIOA Title I – Youthbuild- WIOA Section 171
CA Indian Manpower Consortium, Inc.	Native American Programs	WIOA Title I – Native American Programs (29 U.S.C. 2911, 29 U.S.C. 2919)

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**Additional Partners**

<b>Partner Name</b>	<b>Program</b>	<b>Program Authority</b>
Learn4Life Concept Charter School Inland Empire Charter School -Lake Elsinore, Murrieta, Moreno Valley, Riverside, Casa Blanca	College & Career Readiness, Career Technical Training for ages 14 – 24, High School Diploma programs	California Department of Education, Education and Literacy programs Title II
El Sol Neighborhood Educational Center	Adult Ed, English as a second Language, High School Equivalency and El Civics courses	Adult Education and Literacy WIOA Title II
Soboba Band of Luiseno Indians	Tribal TANF	Title IV Part A Block Grants
Goodwill Industries of Southern California	Employment skills & self-sufficiency through work	Senior Community Service Employment Program Grants

**Riverside County America's Job Center of California      ATTACHMENT B**

Area's AJCC System consists of (#): 5 AJCCs, 6 Youth Centers

Access	Location Code	AJCC Career Center Name	Address
Comprehensive	089	Riverside AJCC	1325 Spruce Street, Suite 110, Riverside, CA 92507
Comprehensive	090	Indio AJCC	44199 Monroe St. Suite B, Indio CA 92201
Affiliate	092	Hemet AJCC	749 State Street Hemet, CA 92543
Access Point		Moreno Valley	12625 Frederick St. Suite K-3, Moreno Valley, CA 92552
Affiliate	16160	Blythe	1 College Drive, PE Building Blythe, CA 92225
Specialized AJCC	272	Rubidoux YOC	5656 Mission Blvd. Riverside, CA 92509
Specialized AJCC	239	Lake Elsinore Plant Youth YOC	400 W. Graham Lake Elsinore, CA 92530
Specialized AJCC	069	Hemet Empower Youth YOC	930 N. State Street Hemet, CA 92543
Specialized AJCC	332	Moreno Valley YOC	23080 Alessandro Blvd. Suite 236 Moreno Valley, CA 92553
Specialized AJCC	237	The Perris Oasis YOC	11 South D Street, Suite 12 Perris, CA 92570
Specialized AJCC	238	Indio YOC	45-691 Monroe St., Suite 6 Indio, CA 92201
Access Point		Corona/Norco Adult School	300 S Buena Vista Ave, Corona, CA 92882

Definitions: Comprehensive-Provides access to the programs, services, and activities of all required AJCC partners. Affiliate-Provides access to one or more of the AJCC programs/partners

Riverside County is a geographical diverse and expansive county. The Workforce Development Board in consultation with the Riverside County Economic Development Agency has identified two primary locations to provide comprehensive one-stop services to county residents. These sites include the Riverside AJCC in Western Riverside County and the Indio AJCC in Eastern Riverside County.

Additional one-stop locations including affiliate locations have been established to meet community needs and are subject to change. One-Stop locations are sited based on local economic conditions, community needs and fiscal viability. All locations are subject to approval by the Riverside County Workforce Development Board and will be re-evaluated at least annually.

Entity	Entity Name & Contact	Address	Email
AJCC One-Stop Operator	Arbor-ResCare	23080 Alessandro Blvd., Suite 236 Moreno Valley, CA 92553	<a href="mailto:Janette.dunn@rescare.com">Janette.dunn@rescare.com</a>
Director of Workforce Development	EDAWDD – Carrie Harmon	1325 Spruce St. Riverside, CA 92507	<a href="mailto:charmon@rivco.org">charmon@rivco.org</a>
Administrative Entity	EDA – Rob Field	3403 10 <sup>th</sup> St. Suite 400 Riverside, CA 92501	<a href="mailto:rfield@rivco.org">rfield@rivco.org</a>
Fiscal Agent	EDA – Janet McFall	3133 Mission Inn Ave., Riverside, CA 92507	<a href="mailto:jmfall@rivco.org">jmfall@rivco.org</a>
Chief Elected Official	BOS - Kevin Jeffries	4080 Lemon St., 5 <sup>th</sup> Floor Riverside, CA 92502	<a href="mailto:District1@rcbos.org">District1@rcbos.org</a>
State Agency	EDD - Cheri Greenlee	1325 Spruce Street Riverside, CA 92507	<a href="mailto:Cherilyn.greenlee@edd.ca.gov">Cherilyn.greenlee@edd.ca.gov</a> v
Workforce Development Board	Jamil Dada	1325 Spruce Street Riverside, CA 92507	<a href="mailto:jdada@rivco.org">jdada@rivco.org</a>

**Space Allocation**

**ATTACHMENT D1**

<b>Riverside Co-located Partners</b>	<b>Square Footage</b>	<b>Square Footage % Per Partner</b>	<b>Partner Allocation of the \$726,692</b>
Goodwill	80	.3%	\$2,180
Dept. of Rehab	172	.6%	\$4,360
Chugach	116	.4%	\$2,907
LLAC	298	1%	\$7,267
EDD	9467	33%	\$239,808
EDA/WDD	18322	64.7%	\$470,170
<b>Totals</b>	<b>28455</b>	<b>100%</b>	<b>\$726,692</b>

(Dedicated space + (Total Common Space – Resource Area Space)) / Total Space  
 (28455 + (8906 – 4723)) / 36371 = 89.7 (or 90%); 90% x \$807,436 = \$726,692 **per year**

<b>Indio Co-located Partners</b>	<b>Square Footage</b>	<b>Square Footage % Per Partner</b>	<b>Partner Allocation of the \$334,107</b>
Dept. of Rehab	128	2%	\$6,682
EDD	2208	27%	\$90,209
EDA/WDD	5880	71%	\$237,216
<b>Totals</b>	<b>8216</b>	<b>100%</b>	<b>\$334,107</b>

(Dedicated Space + (Total Common Space – Resource Area Space)) / Total Space  
 (8216 + (9252 – 6447)) / 17468 = .63 (or 63%); 63% x 530,328 = 334,107 **per year**

<b>Hemet Co-located Partners**</b>	<b>Square Footage</b>	<b>Square Footage % Per Partner</b>	<b>Partner Allocation of \$ 97,701</b>
DOR	64	2%	\$1,954
EDD	1899	68%	\$66,437
EDA/WDD	832	30%	\$29,310
<b>Totals</b>	<b>2795</b>	<b>100%</b>	<b>\$97,701</b>

(Dedicated Space + (Total Common Space – Resource Area Space)) / Total Space  
 (2795 + (3074 -1804)) / 5153 = .79 (or 79%); 79% x \$123,672 = \$97,701 **per year**

<b>Blythe Co-located Partners</b>	<b>Square Footage</b>	<b>Square Footage % Per Partner</b>	<b>Partner Allocation of \$ 88,650</b>
EDD	2062	89%	\$79,038
DOR	267	11%	\$4,806
<b>Totals</b>	<b>2329</b>	<b>100%</b>	<b>\$83,844</b>

**Dedicated & Common Space Actuals**

\*\* EDD & DOR have tentative plans to move into the Hemet Affiliate AJCC.

\*\*\* All numbers contained within this Amended Space Allocation are approximations.

In the event of a conflict in terms between the Amended Space Allocation and the respective lease or license agreements relating to such dedicated, shared, and/or total space, the terms of the subject lease or license agreement shall prevail.

**Infrastructure Budgets**

**ATTACHMENT D2**

AJCC Infrastructure Budget*** AJCC #1 Riverside		
Cost Category/Line Item	Line Item Cost Detail	Cost
<b>Rent (Includes Rent, Utilities, Insurance &amp; Bldg Maintenance)</b>		
Rental of Facilities		
Total Space	36371 Sq Ft	\$ 807,436
LFM Space Allocation via Square Footage	90% of Total Cost	\$726,692
Rental Costs Subtotal:		\$ 807,436
<b>Utilities and Maintenance</b>		
Telephones (Landlines)		
Total Lines	55	\$ 8,184
Common Lines (\$12.40 Per Line)	5	\$ 744
Utilities and Maintenance Costs Subtotal:		\$ 8,184
<b>Equipment</b>		
Maint – Office Equipment		
Total	23	\$ 3,788
Common (\$13.72 per)	8	\$ 1,317
Equipment Costs Subtotal:		\$ 3,788
<b>Technology to Facilitate Access to the AJCC</b>		
RCIT		
Total	99	\$ 177,459
Common (149.38 per computer)	51	\$ 91,421
High-Speed Internet		
Total	99	\$ 59,714
Common (50.26 per PC, per month)	51	\$ 30,759
Technology to Facilitate Access Costs Subtotal:		\$ 237,173
TOTAL INFRASTRUCTURE COST FOR THIS AJCC:		\$ 1,056,581
TOTAL INFRASTRUCTURE COST TO BE SHARED FOR THIS AJCC:		\$ 850,933

AJCC Infrastructure Budget\*\*\*  
AJCC #1 Riverside  
Goodwill of Southern California

Cost Category/Line Item	Line Item Cost Detail	Cost
<b>Rent</b>		
Total Space (1 <sup>st</sup> Floor)	36371 Sq. Ft	\$ 807,436
LFM Space Allocation via Square Footage	90% of Total Cost	\$ 726,692
Partner Share (80 Sq. Ft)	.3%	\$ 2,180
<b>Utilities and Maintenance</b>		
Telephones (Landlines)		
Common Lines (\$12.40 Per Line)	5	\$ 744
Partner Share	.3%	\$ 22
<b>Equipment</b>		
Maint – Office Equipment		
Common (13.72 per)	8	\$ 1,317
Partner Share	.3%	\$ 40
<b>Technology to Facilitate Access to the AJCC</b>		
RCIT		
Common (149.38 Per Computer)	51	\$ 91,421
Partner Share	.3%	\$ 2,742
High-Speed Internet		
Common (50.26 Per PC, Per Month)	51	\$ 30,759
Partner Share	.3%	\$ 923
<b>Total Annual Partner Share of Cost:</b>		<b>\$ 5,907</b>
<b>Total Monthly Partner Share of Cost:</b>		<b>\$ 492.25</b>
<b>**Other Shared AJCC Cost :</b>		<b>\$ 2,000</b>



**AJCC Infrastructure Budget\*\*\***  
**AJCC #1 Riverside**  
**Job Corps – Chugach Education Services, Inc.**

Cost Category/Line Item	Line Item Cost Detail	Cost
<b>Rent</b>		
Dedicated Space	36371 Sq. Ft	\$ 807,436
LFM Space Allocation via Square Footage	90% of Total Cost	\$ 726,692
Partner Share (116 Sq. Ft)	.4%	\$ 2,907
<b>Utilities and Maintenance</b>		
Telephones (Landlines)		
Common Lines (12.40 Per Line)	5	\$ 744
Partner Share	.4%	\$ 3
<b>Equipment</b>		
Maint – Office Equipment		
Common (113.72 per)	8	\$ 1,317
Partner Share	.4%	\$ 5
<b>Technology to Facilitate Access to the AJCC</b>		
RCIT		
Common (149.38 Per Computer)	51	\$ 91,421
Partner Share	.4%	\$ 366
High-Speed Internet		
Common (50.26 Per PC, Per Month)	51	\$ 30,759
Partner Share	.4%	\$ 123
<b>Total Annual Partner Share of Cost:</b>		<b>\$ 3,404</b>
<b>Total Monthly Partner Share of Cost:</b>		<b>\$ 284</b>

AJCC Infrastructure Budget\*\*\*  
AJCC #1 Riverside  
Employment Development Department

Cost Category/Line Item	Line Item Cost Detail	Cost
<b>Rent</b>		
Total Space	36371 Sq Ft	\$ 807,436
LFM Space Allocation via Square Footage	90% of Total Cost	\$ 726,692
Partner Share	33 %	\$ 239,808
<b>Utilities and Maintenance</b>		
Telephones (Landlines)		
Common Lines (\$12.40 Per Line)	5	\$ 744
Partner Share	33%	\$ 246
<b>Equipment</b>		
Maint – Office Equipment		
Common (13.72 per)	8	\$ 1,317
Partner Share	33%	\$ 435
<b>Technology to Facilitate Access to the AJCC</b>		
RCIT		
Common (149.38 Per Computer)	51	\$ 91,421
Partner Share	33 %	\$ 30,169
High-Speed Internet		
Common (50.26 Per PC, Per Month)	51	\$ 30,759
Partner Share	33%	\$ 10,150
Total Annual Partner Share of Cost:		\$ 280,808
Total Monthly Partner Share of Cost:		\$ 23,401
**Other Shared AJCC Cost :		\$ 41,000

AJCC Infrastructure Budget\*\*\*  
AJCC #1 Riverside  
California Department of Rehabilitation

Cost Category/Line Item	Line Item Cost Detail	Cost
<b>Rent</b>		
Dedicated Space (1 <sup>st</sup> floor office)	172 Sq Ft	\$ 3,901
LFM Space Allocation via Square Footage	90% of Total Cost	\$ 726,692
Partner Share	6%	\$ 4,360
<b>Utilities and Maintenance</b>		
Telephones (Landlines)		
Common Lines (\$12.40 Per Line)	5	\$ 744
Partner Share	6%	\$ 45
<b>Equipment</b>		
Maint – Office Equipment		
Common (\$13.72 per)	8	\$ 1,317
Partner Share	6%	\$ 79
<b>Technology to Facilitate Access to the AJCC</b>		
RCIT		
Common (\$149.38 per computer)	51	\$ 91,421
Partner Share	6%	\$ 5,485
High-Speed Internet		
Common (\$50.26 Per PC, Per Month)	51	\$ 30,759
Partner Share	6%	\$ 1,846
<b>Total Partner Share of Infrastructure Cost :</b>		<b>\$ 15,716</b>
<b>**Other Shared AJCC Cost :</b>		<b>\$ 750</b>
<b>Total Monthly Partner Share of Cost :</b>		<b>\$ 1,310</b>

**AJCC Infrastructure Budget\*\*\***  
**AJCC #1 Riverside**  
**Lifelong Learning Administration Corporation**

Cost Category/Line Item	Line Item Cost Detail	Cost
<b>Rent</b>		
Dedicated Space (1 <sup>st</sup> Floor Office)	298 Sq Ft	\$ 6,616
LFM Space Allocation via Square Footage	90% of Total Cost	\$ 726,692
Partner Share	1%	\$ 7,267
<b>Utilities and Maintenance</b>		
Telephones (Landlines)		
Common Lines (\$12.40 Per Line)	6	\$ 780
Partner Share	1%	\$ 8
<b>Equipment</b>		
Maint – Office Equipment		
Common (\$13.72 per)	6	\$ 3,200
Partner Share	1%	\$ 32
<b>Technology to Facilitate Access to the AJCC</b>		
RCIT		
Common (\$149.38 per computer)	66	\$ 118,309
Partner Share	1%	\$ 1,183
High-Speed Internet		
Common (\$50.26 Per PC, Per Month)	66	\$ 7,730
Partner Share	1%	\$ 77
<b>Total Annual Partner Share of Cost:</b>		<b>\$ 15,183</b>
<b>Total Monthly Partner Share of Cost:</b>		<b>\$ 1,265</b>
<b>**Other Shared AJCC Cost :</b>		<b>\$ 750</b>

**AJCC Infrastructure Budget\*\*\***  
**AJCC #2 Indio**

Cost Category/Line Item	Line Item Cost Detail	Cost
<b>Rent (Includes Rent, Utilities, Insurance &amp; Bldg Maintenance)</b>		
Rental of Facilities		
Total Space	17468      Sq Ft	\$ 530,328
LFM Space Allocation via Square Footage	63% of Total Cost	\$ 334,107
<b>Rental Costs Subtotal:</b>		<b>\$ 530,328</b>
<b>Utilities and Maintenance</b>		
Telephone (Landlines)		
Total (10.83 Per)	10	\$ 1,300
Common	6	\$ 780
<b>Utilities and Maintenance Costs Subtotal:</b>		
<b>Equipment</b>		
Maint – Office Equipment		\$
Total (44.45 per)	11	\$ 5,868
Common	6	\$ 3,200
<b>Equipment Costs Subtotal:</b>		<b>\$ 5,868</b>
<b>Technology to Facilitate Access to the AJCC</b>		
RCIT		\$
Total	81	\$ 145,197
Common (149.38 Per Computer)	66	\$ 118,309
High-Speed Internet		
Total	81	\$ 9,483
Common (9.76 per PC, per month)	66	\$ 7,730
<b>Technology to Facilitate Access Costs Subtotal:</b>		<b>\$ 154,680</b>
<b>TOTAL INFRASTRUCTURE COST FOR THIS AJCC:</b>		<b>\$ 692,176</b>
<b>TOTAL INFRASTRUCTURE COST TO BE SHARED FOR THIS AJCC:</b>		<b>\$ 464,126</b>

AJCC Infrastructure Budget\*\*\*  
AJCC #2 Indio  
Employment Development Department

Cost Category/Line Item	Line Item Cost Detail	Cost
<b>Rent</b>		
Total Space	17468 Sq Ft	\$ 530,328
LFM Space Allocation via Square Footage	63% of Total Cost	\$ 334,107
Partner Share	27 %	\$ 90,209
<b>Utilities and Maintenance</b>		
Telephones (Landlines)		
Common Lines (\$12.40 Per Line)	6	\$ 780
Partner Share	27 %	\$ 211
<b>Equipment</b>		
Maint – Office Equipment		
Common (\$13.72 Per)	6	\$ 3,200
Partner Share	27%	\$ 864
<b>Technology to Facilitate Access to the AJCC</b>		
RCIT		
Common (149.38 Per Computer)	66	\$ 118,309
Partner Share	27 %	\$ 31,943
High-Speed Internet		
Total	66	\$ 7,730
Common (50.26 Per PC, Per Month)	27%	\$ 2,087
Total Annual Partner Share of Cost:		\$ 125,314
Total Monthly Partner Share of Cost:		\$ 10,443

AJCC Infrastructure Budget\*\*\*  
AJCC #2 Indio  
California Department of Rehabilitation

Cost Category/Line Item	Line Item Cost Detail	Cost
<b>Rent</b>		
Dedicated Space	128 Sq Ft	\$ 6,434
LFM Space Allocation via Square Footage	67% of Total Cost	\$ 334,107
Partner Share	2%	\$ 6,682
<b>Utilities and Maintenance</b>		
Telephones (Landlines)		
Common Lines (\$12.40 Per Line)	6	\$ 780
Partner Share	2%	\$ 16
<b>Equipment</b>		
Maint – Office Equipment		
Common (\$13.72 per)	6	\$ 3,200
Partner Share	2%	\$ 64
<b>Technology to Facilitate Access to the AJCC</b>		
RCIT		
Common (\$149.38 per computer)	66	\$ 118,309
Partner Share	2%	\$ 2,366
High-Speed Internet		
Common (\$50.26 Per PC, Per Month)	66	\$ 7,730
Partner Share	2%	\$ 155
Total Annual Partner Share of Cost:		\$ 15,717
Total Monthly Partner Share of Cost:		\$ 1,310

**AJCC Infrastructure Budget\*\*\***

**AJCC Affiliate Hemet \*\***

Cost Category/Line Item	Line Item Cost Detail	Cost
<b>Rent</b>		
Rental of Facilities		
Total Space	5153      Sq. Ft	\$ 123,672
LFM Space Allocation via Sq. Ft.	79% of Total Cost	\$ 97,701
<b>Rental Costs Subtotal:</b>		\$ 123,912
<b>Utilities and Maintenance</b>		
Telephones Service (Landlines)		\$
Total (3.92 per)	16	\$ 752
Common	4	\$ 188
<b>Utilities and Maintenance Costs Subtotal:</b>		\$
<b>Equipment</b>		
Maint – Office Equipment		
Total (11.93 per)	6	\$ 859
Common	4	\$ 573
<b>Equipment Costs Subtotal:</b>		\$ 859
<b>Technology to Facilitate Access to the AJCC</b>		
RCIT		
Total (149.38 per)	34	\$ 60,947
Common	21	\$ 37,644
High-Speed Internet		
Total	34	\$ 5,483
Common (13.44 Per PC, Per Month)	21	\$ 3,387
<b>Technology to Facilitate Access Costs Subtotal:</b>		\$ 66,430
<b>TOTAL INFRASTRUCTURE COST FOR THIS AJCC:</b>		\$ 191,953
<b>TOTAL INFRASTRUCTURE COST TO BE SHARED FOR THIS AJCC:</b>		\$ 139,493



AJCC Infrastructure Budget  
AJCC Affiliate Hemet\*\*  
Employment Development Department \*\*\*

Cost Category/Line Item	Line Item Cost Detail	Cost
<b>Rent</b>		
Total Space	5153 Sq. Ft	\$ 123,672
LFM Space Allocation via Square Footage	79% of Total Cost	\$ 97,701
Partner Share (1899 Sq. Ft)	.68%	\$ 66,437
<b>Utilities and Maintenance</b>		
Telephones (Landlines)		
Common Lines (12.40 Per Line)	4	\$ 752
Partner Share	68%	\$ 511
<b>Equipment</b>		
Maint – Office Equipment		
Common (\$13.72)	4	\$ 573
Partner Share	68%	\$ 390
<b>Technology to Facilitate Access to the AJCC</b>		
RCIT		
Common (149.38 per computer)	21	\$ 37,644
Partner Share	68%	\$ 25,598
High-Speed Internet		
Common (50.26 Per PC, Per Month)	21	\$ 3,387
Partner Share	68%	\$ 2,303
Total Annual Partner Share of Cost:		\$ 95,239
Total Monthly Partner Share of Cost:		\$ 7,937

AJCC Infrastructure Budget  
AJCC Affiliate Hemet\*\*  
California Department of Rehabilitation \*\*\*

Cost Category/Line Item	Line Item Cost Detail	Cost
<b>Rent</b>		
Total Space	5153 Sq. Ft	\$ 123,672
LFM Space Allocation via Square Footage	79% of Total Cost	\$ 97,701
Partner Share (64 Sq. Ft)	2%	\$ 1,954
<b>Utilities and Maintenance</b>		
Telephones (Landlines)		
Common Lines (\$12.40 Per Line)	4	\$ 188
Partner Share	2%	\$ 4
<b>Equipment</b>		
Maint – Office Equipment		
Common (\$13.72 per)	6	\$ 573
Partner Share	2%	\$ 11
<b>Technology to Facilitate Access to the AJCC</b>		
RCIT		
Common (\$149.38 per computer)	21	\$ 37,644
Partner Share	2%	\$ 753
High-Speed Internet		
Common (\$50.26 Per PC, Per Month)	34	\$ 5,483
Partner Share	2%	\$ 110
<b>Total Annual Partner Share of Cost:</b>		<b>\$ 2832</b>
<b>Total Monthly Partner Share of Cost:</b>		<b>\$ 236</b>

**AJCC Infrastructure Budget\*\*\***  
**AJCC Affiliate Blythe**  
**Employment Development Department**

Cost Category/Line Item	Line Item Cost Detail	Cost
<b>Rent</b>		
Dedicated Space	2062 Sq. Ft	\$ 83,844
Partner Share	89%	\$ 79,038
<b>Utilities and Maintenance</b>		
Telephones (Landlines)		
Common Lines (\$25.97 Per Line)	3	\$ 935
Partner Share	89%	\$ 832
<b>Equipment</b>		
Maint – Office Equipment		
Common (13.72 per)	7	\$ In-Kind from PVCC
Partner Share		\$ 0
<b>Technology to Facilitate Access to the AJCC</b>		
Computers		
Common (149.38 Per Computer)	3	\$ In-Kind from EDA
Partner Share		\$ 0
High-Speed Internet - PVCC		
Common (50.26 Per PC, Per Month)	3	\$ In-Kind from PVCC
Partner Share		\$ 0
<b>Total Annual Partner Share of Cost:</b>		<b>\$ 79,870</b>
<b>Total Monthly Partner Share of Cost:</b>		<b>\$ 6,656</b>

AJCC Infrastructure Budget\*\*\*  
AJCC Affiliate Blythe  
Department of Rehabilitation

Cost Category/Line Item	Line Item Cost Detail	Cost
<b>Rent</b>		
Dedicated Space	267 Sq. Ft	\$ 83,844
Partner Share	11 %	\$ 4,806
<b>Utilities and Maintenance</b>		
Telephones (Landlines)		
Common Lines (\$25.97 Per Line)	3	\$ 935
Partner Share	11%	\$ 103
<b>Equipment</b>		
Maint – Office Equipment		
Common (13.72 per)	7	\$ In-Kind from PVCC
Partner Share		\$ 0
<b>Technology to Facilitate Access to the AJCC</b>		
Computers		
Common (149.38 Per Computer)	3	\$ In-Kind from EDA
Partner Share		\$ 0
High-Speed Internet - PVCC		
Common (50.26 Per PC, Per Month)	3	\$ In-Kind from PVCC
Partner Share		\$ 0
<b>Total Annual Partner Share of Cost:</b>		<b>\$ 4,909</b>
<b>Total Monthly Partner Share of Cost:</b>		<b>\$ 409</b>

**Partner In-Kind Budgets****ATTACHMENT D3**

## In-Kind Contribution for AJCC Operator Per Partner

Partner	Compute Methodology	Partner Share	Share in Cash	Share in In-Kind
T- I Adult/Dislocated Worker/Youth	40%	\$ 40,000	\$100,000	---
T-II Adult Ed/Literacy	6%	\$ 6,000		\$ 7,584
T-III Wagner-Peyser/Veterans/TAA/MSFW	40%	\$ 40,000		\$ 41,000
Unemployment Comp	.75%	\$ 750		\$ 1,000
Goodwill CA	2%	\$ 2,000		\$ 50,000
Career Tech/Ed	1%	\$ 1,000		\$ 6,312
T-IV Voc Rehab	.75%	\$ 750		\$ 4,000
TANF/CalWorks	.75%	\$ 750		\$ 109,512
T-V OAA	.75%	\$ 750		\$ 9,695
Job Corps	1%	\$ 1,000		\$ 42,288
Native American	2%	\$ 2,000		\$ 2,000
Youth Build	1%	\$ 1,000		\$ 1,000
Housing Authority	.75%	\$ 750		\$ 750
CAP	1%	\$ 1,000		\$ 1,000
CET	.75%	\$ 750		\$ 750
El Sol	.75%	\$ 750		\$ 750
AVSPC & AVIHS / Learn4Life	.75%	\$ 750		\$ 1250
<b>Total Budget:</b>		<b>\$100,000</b>	<b>\$100,000</b>	<b>\$ 278,891</b>

- ❖ Title I Adult, Dislocated Workers and Youth
  - County of Riverside Economic Development Agency, Workforce Development Division
- ❖ Title II Adult Education and Literacy
  - Beaumont Unified School District
  - Coachella Valley Unified School District
  - Corona-Norco Unified School District
  - Jurupa Unified School District
  - Lake Elsinore Unified School District
  - Moreno Valley Unified School District
  - Mt. San Jacinto Community College
  - Riverside Unified School District
  - Riverside County Office of Education
  - Palo Verde College
  - College of the Desert
- ❖ Title III Wagner-Peyser
  - State of California Employment Development Department
- ❖ Title IV Vocational Rehabilitation
  - California Department of Rehabilitation
- ❖ Carl Perkins Career and Technical Education
  - College of the Desert
  - Riverside Community College
  - Palo Verde College
- ❖ TANF/CalWorks
  - Riverside County Department of Public Social Services
- ❖ Trade Adjustment Assistant Act
  - State of California Employment Development Department
- ❖ Housing and Urban Development
  - Housing Authority of the County of Riverside
- ❖ Title V Older Americans Act
  - Riverside County Office on Aging
- ❖ Job Corps
  - Chugach Education Services, Inc.
  - Inland Empire Job Corps
- ❖ Native American Programs
  - California Indian Manpower Consortium Inc.
  - Soboba Band of Luiseno Indians
- ❖ Migrant Seasonal Farmworkers
  - Center for Employment Training
  - State of California Employment Development Department
- ❖ Veterans
  - State of California Employment Development Department
- ❖ Youth Build
  - California Family Life Centers
  - Riverside County Office of Education
- ❖ Community Services Block Grant
  - County of Riverside Community Action Partnership
- ❖ Unemployment Compensation
  - State of California Employment Development Department



- El Sol Neighborhood Education Center
- Goodwill Industries of Southern California



**AJCC ADDITIONAL PARTNERS LIST****ATTACHMENT E3****Learn4life Concept Charter Schools Inland Empire Locations**

<b>CURRENT CHARTER</b>	<b>LEARNING CENTER NAME</b>	<b>COUNTY</b>	<b>ADDRESS</b>
Alta Vista Innovation HS	Apple Valley	San Bernardino	21660 Bear Valley Rd., Apple Valley, CA 92308
Alta Vista Innovation HS	Fontana	San Bernardino	17244 Randall Ave., Fontana, CA 92335
Alta Vista Innovation HS	Hesperia	San Bernardino	11988 Hesperia Rd., Hesperia, CA 92345
Alta Vista Innovation HS	Rancho Cucamonga	San Bernardino	8520 Archibald Ave. Rancho Cucamonga, CA 91730
Alta Vista Innovation HS	Riverside (Indiana)	Riverside	6780 Indiana Ave., Riverside, CA 92506
Alta Vista Innovation HS	San Jacinto	Riverside	2587 So. San Jacinto Ave., San Jacinto, CA 92583
Alta Vista Innovation HS	Upland	San Bernardino	1385 E. Foothill Blvd., Upland, CA 91786
Alta Vista Innovation HS	Highland	San Bernardino	3505 Highland Ave., Highland, CA 92346
Alta Vista Innovation HS	San Bernardino	San Bernardino	689 W. 2 <sup>nd</sup> St., San Bernardino, CA 92410
Alta Vista Innovation HS	Soboba	Riverside	23904 ½ Soboba Rd., San Jacinto, CA 92581
Antelope Valley Learning Academy	Adelanto	San Bernardino	12100 Palmdale Rd., Adelanto, CA 92301
Antelope Valley Learning Academy	Hesperia II Home Study	San Bernardino	11960 Hesperia Rd., Hesperia, CA 92345
Diego Hills Central Public	Riverside (Chicago)	Riverside	4135 Chicago Ave., Riverside, CA 92507
Diego Hills Central Public	Riverside II (Vocademy)	Riverside	1635-1695 Spruce St., Riverside, CA 92507
San Diego Workforce Innovation High	Lake Elsinore	Riverside	16667 Lakeshore Dr., Lake Elsinore, CA 92530
San Diego Workforce Innovation High	Moreno Valley	Riverside	24021 Alessandro Blvd., Moreno Valley, CA 92553
San Diego Workforce Innovation High	Murrieta	Riverside	39665 Avenida Acacias, Murrieta, CA 92563
Vista Norte Public Charter School	Casa Blanca	Riverside	7680 Casa Blanca St., Riverside, CA 92504

Vista Norte Public Charter School	Rialto	San Bernardino	248 E. Baseline Rd., Rialto, CA 92376
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**Career Services:**

Career services include self-help services, services requiring minimal staff assistance and services requiring more staff involvement, generally provided to individuals unable to find employment through basic career services, and deemed to be in need of more concentrated services to obtain employment; or who are employed but deemed to be in need of more concentrated services to obtain or retain employment that allows for self-sufficiency.

1. **Eligibility Determination:** This is the process of obtaining and documenting information about an individual's circumstances and comparing that information with the criteria set by an agency or program to decide if the individual qualifies for participation.
2. **Intake and Orientation:** Outreach activities involve the collection, publication, and dissemination of information on program services available and directed toward jobless, economically disadvantaged, and other individuals. Intake is the process of collecting basic information, e.g., name, address, phone number, SSN, and all other required information to determine eligibility or ineligibility for an individual's program. Orientation, whether offered in a group setting, one-on-one, or electronically, is the process of providing broad information to customers in order to acquaint them with the services, programs, staff, and other resources at the America's Job Center of California (AJCC), affiliate, or self-service location
3. **Initial Assessment:** For individuals new to the workforce system, initial assessment involves the gathering of basic information about skill levels, aptitudes, abilities, barriers, and supportive service needs in order to recommend next steps and determine potential referrals to partners or community resources.
4. **Job Search, Placement Assistance, and Career Counseling:** Job Search helps an individual seek, locate, apply for, and obtain a job. It may include but is not limited to: job finding skills, orientation to the labor market, resume preparation assistance, development of a job search plan, job development, referrals to job openings, placement services, job finding clubs, job search workshops, vocational exploration, relocation assistance, and re-employment services such as orientation, skills determination, and pre-layoff assistance. Placement Assistance is a service that helps people to identify and secure paid employment that matches their aptitude, qualifications experiences, and interests. Career Counseling is a facilitated exploration of occupational and industrial information that will lead to a first, new, or a better job for the individual.
5. **Employment Statistics-Labor Market Information:** Collect and report data about employment levels, unemployment rates, wages and earnings, employment projections, jobs, training resources, and careers; see ONet, CalJOBS<sup>sm</sup>, LMI.
6. **Eligible Provider Performance / Program Cost Information:** Collect and provide information on:
  - A. Eligible training service providers (described in WIOA Section 122)
  - B. Eligible youth activity providers (described in WIOA Section 123).
  - C. Eligible adult education providers (described in WIOA Title II).
  - D. Eligible postsecondary vocational educational activities and vocational educational activities available to school dropouts under the Carl Perkins Act (20 USC 230 I).
  - E. Eligible vocational rehabilitation program activities (described in Title I of the Rehabilitation Act of 1973).
7. **Local Performance Information:** Collect and provide information on the local area's recent performance measure outcomes
8. **Supportive Services' Information:** Collect and provide information on services such as transportation, childcare, dependent care, housing, and needs-related payments that are necessary to enable an individual to participate in employment and training activities.

9. **Unemployment Insurance:** Collect and provide information on filing claims for state benefit payments that protect individuals from economic insecurity while they look for work. Claims may be filed on-line or via telephone available in the AJCC.
10. **Eligibility Assistance:** Provide guidance to individuals on eligibility for other programs and on financial aid assistance for training and education programs that are available in the local area.
11. **Follow-Up Services:** Services provided to participants who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment. These services assist those individuals to maintain employment or qualify for promotions with that employment
12. **Comprehensive and Specialized Assessments:** A closer look at the skills levels and service needs that may include:
  - A. Diagnostic Testing and use of other assessment tools; and
  - B. In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals
13. **Individual Employment Plan Development:** Working with individuals to identify their employment goals, the appropriate achievement objectives, and the appropriate combination of services that will help the individual achieve those goals.
14. **Group Counseling**
15. **Individual Counseling and Career Planning**
16. **Case Management:** For participants who receive training services under WIOA Section 134(d)(4).
17. **Short-Term Prevocational Services:** Can include development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training.

#### **Training Services:**

Services offered through a training provider to help individuals upgrade their skills, earn degrees and certifications, or otherwise enhance their employability through learning and education. Types of training services include:

1. **Occupational Skills Training:** An organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels
2. **On-the-Job Training (OJT):** Training by an employer that is provided to a paid participant while engaged in productive work that is limited in duration, provides knowledge or skills essential to the full and adequate performance of the job, and reimburses the employer for the costs associated with training the OJT trainee often calculated based on a percentage of the trainee's wages
3. **Workplace and cooperative education:** Programs that combine workplace training with related instruction, which may include cooperative education programs
4. Training programs operated by the private sector
5. **Skills upgrading and retraining:** Courses that prepare persons for entrance into a new occupation through instruction in new and different skills demanded by technological changes. These courses train incumbent workers in specific skills needed by that business or industry and that lead to potential career growth and increased wages. This includes courses that develop professional competencies that are particularly relevant to a vocational & occupational goal. It must be demonstrated that the training will result in the workers' acquisition of transferable skills or an industry-recognized certification or credential.
6. **Entrepreneurial training**

7. **Job-readiness training**

8. **Adult Education and Literacy (ABE/ESL/ASE) programs:**

Adult education programs provide services to (1) assist adults to become literate and obtain the knowledge and skills necessary for employment and economic self-sufficiency; (2) assist adults who are parents or family members to obtain education and skills; (3) assist adults in attaining a secondary school diploma and postsecondary education and training, including through career pathways; and (4) assist immigrants and other individuals who are English language learners. Services include, but are not limited to, a comprehensive assessment and placement, orientation and counseling, instruction, coursework, or workshops that provide direction for the development and ability for adult learners to read, write, and speak in English, compute, and solve problems, at levels of proficiency necessary to function in society or on the job.

9. **Customized training:** Training that is designed to meet the special requirements of an employer or group of employers and that is conducted with a commitment by the employer to employ an individual upon successful completion of the training and for which the employer pays for a portion of the cost of training

**Business Services:**

AJCC services offered to employers include:

1. **Employer needs assessment:** Evaluation of employer needs, particularly future hiring and talent needs.
2. **Job posting:** Receiving and filling of job openings; searching resumes; providing access to a diverse labor pool
3. **Applicant pre-screening:** Assessing candidates according to the employer's requirements and hiring needs; referring candidates based on their knowledge, skills, and abilities relative to the employer requirements.
4. **Recruitment assistance:** Raising awareness of employers and job openings and attracting individuals to apply for employment at a hiring organization. Specific activities may include posting of employer announcements, provision of job applications, and hosting job fairs and mass recruitments
5. **Training assistance:** Providing training resources to enable employers to upgrade employee skills, introduce workers to new technology, or to help employees transition into new positions.
6. **Labor Market Information:** Access to information on labor market trends, statistics, and other data related to the economy, wages, industries, etc.
7. **Employer information and referral:** Provision of information on topics of interest to employers such as services available in the community, local training providers, federal laws and requirements, tax information, apprenticeship programs, human resource practices, alien labor certification, incentive programs such as WOTC or the federal bonding program, etc.
8. **Rapid Response and Layoff Aversion:** Provision of services to prevent downsizing or closure, or to assist during layoff events. Strategies may include incumbent worker training to avert lay-offs, financing options, employee ownership options, placement assistance, worker assessments, establishment of transition centers, labor-management committees, peer counseling, etc.

Career Services:	Career Services offered through the AJCC include services: CS1 - 17
Training Services:	Training Services offered through the AJCC include services: TS1 - 9
Employer Services:	Employer Services offered to employers include services: ES1 - 8

**Required Partner Services**

**ATTACHMENT G**

Partner Name	Program Name (from Attachment A)	Services (Enter Number from Attachment E)		Employer	Service Delivery Method (Attachment I)	Location Code (Attachment B)
		Career	Training			
Beaumont Unified School District	Title II - Adult Education & Literacy	CS2-CS5, CS8, CS12, CS17,	TS7 & TS8		T, A, B, P	
Coachella Valley Unified School Dist.	Title II - Adult Education & Literacy	CS2-CS5, CS8, CS12, CS17,	TS7 & TS8		T, A, B, P	
Corona-Norco Unified School Dist.	Title II - Adult Education & Literacy	CS2-CS5, CS8, CS12, CS17	TS7 & TS8		T, A, B, P	
Jurupa Unified School Dist.	Title II - Adult Education & Literacy	CS2-CS5, CS8, CS12, CS17	TS7 & TS8		T, A, B, P	
Lake Elsinore Unified School Dist.	Title II - Adult Education & Literacy	CS2-CS5, CS8, CS12, CS17	TS7 & TS8		T, A, B, P	
Moreno Valley Unified School Dist.	Title II - Adult Education & Literacy	CS2-CS5, CS8, CS12, CS17	TS7 & TS8		T, A, B, P	
Mt. San Jacinto Community College Dist.	Title II - Adult Education & Literacy	CS2-CS5, CS8, CS10, CS12, CS13, CS15, CS17	TS7 & TS8		T, A, B, P	
Murrieta Valley Unified School Dist.	Title II - Adult Education & Literacy	CS2-CS5, CS8, CS12, CS17	TS7 & TS8		T, A, B, P	
Riverside County Office of Education	Title I - Youth Build; Title II - Adult Education & Literacy; WIOA Programs	CS2-CS5, CS8, CS12, CS17	TS7 & TS8		T, A, B, P	
Riverside Unified School Dist.	Title II - Adult Education & Literacy	CS2-CS5, CS8, CS12, CS17	TS7 & TS8		T, A, B, P	
EDA/Housing	Housing Programs	CS1, CS8, CS10				

Partner Name	Program Name (from Attachment A)	Services (Enter Number from Attachment E)			Employer	Service Delivery Method (Attachment I)	Service Delivery Method (Attachment I)
		Career	Training				
Riverside Comm. College, College of the Desert,	Career & Technical Education programs	CS2, CS3, CS4, CS10, CS13,	TS7 & TS8		T, A, B, P		
Mt San Jacinto Community College, Palo Verde College, College of the Desert	Title II - Adult Education & Literacy, Career & Technical Education	CS2-SC5, CS8, CS10, CS12, CS13, CS17	TS7 & TS8		T, A, B, P		
Department of Rehabilitation	Title I Part A & B Vocational Rehabilitation Programs	CS1-5, CS8, CS10, CS12-13, CS16-17	TS2, TS7-8		T, A, B		
Dept. of Public Social Services	Title IV - TANF, Welfare-to-Work	CS1-6, CS8-11, CS12-13, CS17	TS2, TS7-8		C, T, A, B		
Office on Aging	Title V - Senior Community Services, Employment	CS2-4, CS6, CS8, CS12-13	TS7		T, A, B, P		
EDD - TAA/TRA	Title II - NAFTA	CS2-5, CS12-13			FT, T, A, B	089, 090, 330, 16160	
EDD - UI Branch	Unemployment Insurance	CS9			T, A		
EDD - Workforce Services	Title III - Wagner- Peyster	CS2-5, CS9, CS13			FT, T, A, B, P	089, 090, 330, 16160	
EDD - Veterans	Vet Programs	CS2-5, CS12-13			FT, T, A, B, P	089, 090, 330, 16160	
EDD - Farm Workers	Title I - Migrant & Seasonal Farm Workers Programs	CS2-5			FT, T, A, B, P	090, 16160	
EDA - Workforce Development Division	Title I Adult, Dislocated Workers, and Youth Programs	CS1-8, CS10-11, CS13-17	TS1-5, TS7, TS9	ES1-8	FT, T, A, B, P	089, 090, 330, 16160	
Chugach Education Services, Inc	Title I - Job Corps	CS1-5, CS8, CS11, CS13-16	TS1, TS7-TS9	BS2, BS4, BS6	FT, T, A, B, P	089	

Partner Name	Program Name	Services (Enter Number from Attachment E)		Employer	Service Delivery Method (Attachment I)	Service Delivery Method (Attachment I)
		Career	Training			
California Family Life Centers	Title I - Youthbuild	CS1-8, CS10-17	TS1, TS3, TS7, TS9		C/OFF, T, B	069, 239, 272
Center for Employment Training - CET	Title I - Migrant Seasonal Farmworkers; Title II - Vocational Education	CS2-4, CS10, CS13, CS17	TS7-8	-	T, A, B, P	
CA Indian Manpower Consortium, Inc.	Title I - Native American Programs, Workforce Development Programs	CS1-8, CS10-11, CS13-17	TS1-7, TS9		T, A, B, P	

Required Partner Services: The table above identifies the services each required partner will provide and the method(s) of service delivery each partner will use. The services are identified by the corresponding numbers listed for each service in the AJCC Services Document. The service delivery methods are identified by the codes listed in the AJCC Services Document.



**Additional Partner Services**

**ATTACHMENT H**

Partner Name	Program Name (from Attachment A)	Services (Enter Number from Attachment E)		Employer	Service Delivery Method (Attachment I)	Location Code (Attachment B)
		Career	Training			
EI Sol Neighborhood Education Center	Title II – Adult Ed., ESL, HS Equivalency, EI Civics	CS2-3, CS11-12, CS15	TS3 & TS7-8		T, B, P	
Learn4Life	College & Career Readiness, High School Diploma programs	CS2-3, CS11-12	TS3 & TS7-8		T, B, P, FT	
Soboba Band of Luiseno Indians	Title IV – Tribal TANF	CS2-4, CS6, CS12-13, CS17	TS2, TS7-8		T, A, B, P	
Goodwill Industries of Southern California	Title I Adult Customized Career Training Services	CS1-4, CS8, CS10, CS12-15	T1-5, T9	BS1-4		

Additional Partner Services: WIOA Section 121(b)(2)(B) describes the types of programs that may be included as "additional" programs in the AJCC service delivery system. The table above identifies the services each additional partner will provide and the method(s) of service delivery each partner will use. The services are identified by the corresponding numbers listed for each service in the AJCC Services document. The service delivery methods are identified by the codes listed in the AJCC Services Document.

Per WIOA Section 121 (c) access to each partner's services and activities other than those identified in Section B will be provided as follows:

Partner Name	Program Name	Method of Access to Other Services

Riverside County  
America's Job Center of California  
**WIOA PARTNER REFERRAL FOR SERVICES**

Date: \_\_\_\_\_  
Customer's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_ Alternative Phone: \_\_\_\_\_

Referred To (Organization): \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Ext.: \_\_\_\_\_

Referred For:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Assessment                | <input type="checkbox"/> SSI/SSDI                  | <input type="checkbox"/> Transportation      |
| <input type="checkbox"/> Family Services           | <input type="checkbox"/> Medical/Health Services   | <input type="checkbox"/> Food Assistance     |
| <input type="checkbox"/> Education/Training        | <input type="checkbox"/> Financial Assistance      | <input type="checkbox"/> UI                  |
| <input type="checkbox"/> Counseling, Personal      | <input type="checkbox"/> Housing                   | <input type="checkbox"/> Senior Services     |
| <input type="checkbox"/> Veteran's Services        | <input type="checkbox"/> Abuse Advocate            | <input type="checkbox"/> Crisis Intervention |
| <input type="checkbox"/> Placement/Job Development | <input type="checkbox"/> Vocational Rehabilitation | <input type="checkbox"/> Other               |

Specify: \_\_\_\_\_

List of Other Agencies Referred To: \_\_\_\_\_

Referring from (Organization): \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Referred By: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Response Requested:  Yes  No Phone Confirmation:  Yes  No  
Date Referred: \_\_\_\_\_ Method of Referral:  Fax  Email  Text  
Comments: \_\_\_\_\_

Attachments (if applicable):

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Release of Information | <input type="checkbox"/> Assessments       | <input type="checkbox"/> Intake/Eligibility or Employment Plan |
| <input type="checkbox"/> Payment Authorization  | <input type="checkbox"/> Work Restrictions | <input type="checkbox"/> Other: _____                          |

\*Note to the Customer: "THIS IS A REFERRAL ONLY!"

Services will be determined by the provider according to the agency guidelines.

\*Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling (951) 955.3100 or TTY (951) 955.9050.  
Individuals with speech and/or hearing impairments may call CA Relay 711.



Service Delivery Codes:	
Code	Method Description
FT	On-Site Staff Full Time
PT	On-Site Staff Part Time
C	Contracted Service On-Site Full Time
C/P	Contracted Service On-Site Part Time
C/O	Contracted Service Off-Site
T	Access Via Telephone
A	Access Via Automated System
B	Brochure/Handout
P	Posting at One-Stop Center
O	Other
NA	Not Applicable

**Partner Acronyms**

**ATTACHMENT K**

Partner Name	Acronyms
California Family Life Centers	CFLC
California Indian Manpower Consortium Inc.	CIMC
Chugach Education Services, Inc.	
Coachella Valley Unified School District	CVUSD
College of the Desert	COD
Corona-Norco Unified School District	CNUSD
Department of Public Social Services	DPSS
Department of Rehabilitation	DOR
Economic Development Agency/Workforce Development Division	EDAWDD
Economic Development Agency/Housing Authority	EDA/HA
EI Sol Neighborhood Education Center	ELSOLNEC
Employment Development Department-Workforce Services	EDDWS
Employment Development Department-Trade Adjustment Assistance-Trade Readjustment Allowance	EDD-TAA/TRA
Employment Development Department-Unemployment Insurance	EDD/UI
Employment Development Department-Veterans	EDD/VETS
Employment Development Department-Farm Workers	EDD/MSFW
Goodwill Industries of Southern California	
Jurupa Unified School District	JUSD
Lake Elsinore Unified School District	LEUSD
Learn4life Concept Charter School Inland Empire Charter School	L4L
Moreno Valley Unified School District	MVUSD
Mt. San Jacinto Community College	MSJC
Murrieta Valley Unified School District	MVUSD
Office on Aging	OOA
Palo Verde College	PVC
Riverside Community College District	RCCD
Riverside County Office of Education-Jail Program	RCOE
Soboba Band of Luiseno Indians Council	

**ATTACHMENT L**

**AJCC OFF SITE WIOA ORIENTATION SCHEDULE**

Title II Site	Contact Person	WIOA Orientation Schedule	Target Group
Beaumont USD	Melanie Petago	Orientation Every 6 wks	Medical Arts Programs
Corona-Norco	Carmel Danieri	2 orientations per semester	HS Diploma Equivalent & Advanced ESL
Moreno Valley	Dr. Patricia Bazanos	3 orientations per year (Feb., Aug., Sept.)	Feb & Sept for Students & Aug for Staff
MSJC	Amy Campbell	1 per year (August)	Staff

\*\*Orientations will be conducted based upon need (sign-up sheet) and staff availability.

ATTACHMENT M

Career Services and Consolidated Career Services Budget

Summary of Career Services Applicable to Each One-Stop Delivery System Partner (Phase I MOU)										
Basic Career Services	T-I Adult	T-I DW	T-J Youth	T-II AEL	T-III WP	T-IV VR	TANF			
T-I Program Eligibility	X	X	X			X				
Outreach, Intake, Orient	X	X	X	X	X	X	X			
Initial Assessment	X	X	X	X	X	X	X			
Labor Exch/Job Search	X	X	X		X	X	X			
Referrals to Partners	X	X	X	X	X	X	X			
LMI	X	X	X		X	X				
Performance/Cost Info	X	X	X				X			
Support Service Info	X	X	X			X				
UI Info/Assistance					X					
Financial Aid Info	X	X	X	X						
Basic Career Services	Tech Ed	T-V OAA	Job Corps	Native Am	MSF	YouthBuild	TAA			
T-I Program Eligibility			X	X		X				
Outreach, Intake, Orient	X	X	X	X	X	X	X			
Initial Assessment	X	X	X	X	X	X	X			
Labor Exchange/Job Search	X	X	X	X	X	X	X			
Referrals to Partners		X	X	X	X	X	X			
LMI	X		X	X	X	X	X			
Performance/Cost Info	X	X		X		X				

Support Service Info	X																	
UI Info/Assistance																		X
Financial Aid Info	X																	
<b>Basic Career Services</b>	<b>Comm Act</b>	<b>Housing</b>	<b>UI</b>	<b>Veterans</b>	<b>AVIHS/AVPCS</b>	<b>EI Sol</b>	<b>CET</b>											
T-I Program Eligibility	X																	
Outreach, Intake, Orient	X	X		X	X		X											X
Initial Assessment	X	X		X	X		X											X
Labor Exchange/Job Search		X		X														
Referrals to Partners	X	X		X	X		X											X
LMI				X														
Performance/Cost Info																		
Support Service Info																		
UI Info/Assistance																		
Financial Aid Info		X			X													X
<b>Individual Career Services</b>	<b>T-I Adult</b>	<b>T-I DW</b>	<b>T-I Youth</b>	<b>T-II AEL</b>	<b>T-III WP</b>	<b>T-IV VR</b>	<b>TANF</b>											
Comp Assessment			X	X							X							
IEP	X	X	X		X						X							X
Career Plan/Counsel	X	X	X								X							X
Short-Term Prevoc.			X								X							
Internships/Work Experience			X	X							X							
Out-of-Area Job Search					X						X							
Financial Literacy	X	X	X															
Workforce Preparation	X	X	X	X							X							X



Individual Career Services	Tech Ed	T-V OAA	Job Corps	Native Am	MSF	YouthBuild	TAA
Comp Assessment			X			X	X
IEP		X	X	X		X	X
Career Plan/Counsel	X	X	X	X	X	X	X
Short-Term Prevoc.			X			X	
Internships/Work Experience	X		X			X	
Out-of-Area Job Search			X		X		X
Financial Literacy			X	X		X	
Workforce Preparation	X	X	X	X		X	
Individual Career Services	Comm Act	Housing	UI	Veterans	AVIHS/AVPCS	El Sol	CET
Comp Assessment				X	X	X	
IEP	X	X		X		X	X
Career Plan/Counsel	X	X		X	X	X	X
Short-Term Prevoc							
Internships/Work Experience	X						
Out-of-Area Job Search				X			X
Financial Literacy							X
Workforce Preparation	X	X			X	X	X

**Consolidated Career Services Budget**

Consolidated Budget for the Delivery of Applicable Career Services							
Applicable Career Services	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV VR	TANF
<b>Basic Career Services:</b> T-I Eligibility/Initial Assess Outreach, Intake, Orient Labor Exchange/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$ 1,367,763	\$ 1,122,968	\$ 200,170	\$ 289,338	\$ 2,485,739	\$ 1,069,085	\$ 8,632,202
<b>Applicable Career Services</b>	<b>Tech Ed</b>	<b>T-V OAA</b>	<b>Job Corps</b>	<b>Native Am</b>	<b>MSF</b>	<b>Youth Build</b>	<b>TAA</b>
<b>Basic Career Services:</b> T-I Eligibility/Initial Assess Outreach, Intake, Orient Labor Exchange/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$ 225,000	\$ 241,500	\$ 30,750	\$ 129,770	\$ 800,000	\$ 40,000	\$ 883,274
<b>Applicable Career Services</b>	<b>Comm Act</b>	<b>Housing</b>	<b>UI</b>	<b>Veterans</b>	<b>AVIHS/AVPCS</b>	<b>El Sol</b>	<b>CET</b>
<b>Basic Career Services:</b> T-I Eligibility/Initial Assess Outreach, Intake, Orient Labor Exchange/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$ 275,000	\$ 469,000	\$ 456	\$ 876,584	\$ 150,000	\$ 31,968	\$ 281,250

**FIRST AMENDMENT TO MEMORANDUM OF UNDERSTANDING PURSUANT TO THE  
WORKFORCE INNOVATION AND OPPORTUNITY ACT  
LOCAL WORKFORCE DEVELOPMENT AREA: RIVERSIDE COUNTY  
WORKFORCE DEVELOPMENT CENTER OPERATIONS**

THIS FIRST AMENDMENT TO MEMORANDUM OF UNDERSTANDING PURSUANT TO THE WORKFORCE INNOVATION AND OPPORTUNITY ACT, LOCAL WORKFORCE DEVELOPMENT AREA: RIVERSIDE COUNTY, WORKFORCE DEVELOPMENT CENTER OPERATIONS for Program Years 2019 through 2022 ("First Amendment"), dated this 1st day of November, 2020, ("Effective Date"), by and between the County of Riverside, a political subdivision of the State of California, by and through its Housing, Homelessness Prevention, Workforce Solutions/Workforce Development Division, on behalf of its Riverside County Workforce Development Board ("WDB"); State of California, Employment Development Department ("EDD"); Alford Unified School District (AUSD), Val Verde Unified School District (VUSD), California school districts providing adult education pursuant to Education Code Sections 52500 *et seq.*, and State of California, Department of Rehabilitation ("DOR"); Palo Verde College ("PVC"); and City of Moreno Valley, a California municipal organization and general law city, by and through its Economic Development Department ("City"), (collectively referred to herein as "Co-located Partners and Non-co-located Partners"). The WDB and the Co-located and Non-co-located Partners are collectively referred to herein as either the "Parties" or "Partners."

**RECITALS**

**WHEREAS**, in July of 2014, the United States Congress enacted the Workforce Innovation and Opportunity Act (Pub. L. 113-128, hereinafter referred to as "WIOA");

**WHEREAS**, WIOA superseded the Workforce Investment Act ("WIA") of 1998;

**WHEREAS**, the purpose of WIOA is to strengthen the ability of our public workforce system to align investments in workforce, education, and economic development with regional in-demand jobs;

**WHEREAS**, WIOA Section 121(c) requires Local Workforce Development Boards ("LWDB") to develop a Memorandum of Understanding ("MOU") between LWDB and its partners concerning the operation of a one-stop delivery system in the local area to provide workforce development services;

**WHEREAS**, the State of California ("State"), in its Unified Strategic Workforce Development Plan implementing WIOA regulations, designed the State's one-stop delivery system, America's Job Center of California ("AJCC"), to serve as an all-inclusive access point for education and training programs that provide demand-driven skills attainment, especially for those with barriers to employment;

**WHEREAS**, the State separated the MOU development process into two distinct phases. Phase I ("MOU Phase I") addressed service coordination and collaboration amongst Partners and was approved by the Board of Supervisors pursuant to Minute Order 3.32 on June 21, 2016. Phase II ("MOU Phase II") addressed how to sustain the unified one-stop delivery system described in Phase I through the use of resource sharing and joint infrastructure costs funding

and was approved by the Board of Supervisors pursuant to Minute Order 3.60 on August 29, 2017. MOU Phase I and MOU Phase II are defined in Exhibit No. 1 attached hereto and incorporated herein by this reference. Any capitalized terms not defined herein shall have the meaning ascribed to such term in MOU Phase I and II;

**WHEREAS**, an amendment to MOU Phase II was approved by the Board of Supervisors pursuant to Minute Order 3.18 on June 19, 2018 ("First Amendment") to clarify and update the roles and responsibilities of the AJCC partners;

**WHEREAS**, the State of California Employment Development Department issued a Workforce Services Directive on April 30, 2019, requiring all LWDB's to enter a new MOU to synchronize the start and termination dates for the AJCC system statewide;

**WHEREAS**, the new MOU was approved by the Board of Supervisors pursuant to Minute Order 3.30 on July 23, 2019 to update the term of the MOU beginning July 1, 2019 through June 30, 2022;

**WHEREAS**, an Affiliate AJCC is defined as providing access to one or more of the AJCC programs/partners; the Comprehensive AJCC is defined as providing access to the programs, services, and activities of all required AJCC partners.

**WHEREAS**, on January 13, 2020 the Employment Development Department (EDD) moved into the Hemet AJCC Affiliate and EDD, a required Partner to the MOU, the Affiliate is updated to Hemet AJCC Comprehensive;

**WHEREAS**, on August 12, 2020 the Department of Rehabilitation executed a Standard Agreement with the County for a two-year term and plans to move into the Hemet AJCC Comprehensive on or after November 5, 2020;

**WHEREAS**, on October 21, 2020, the Workforce Development Board approved the action item to designate the City of Moreno Valley Employer Resource Center from an Access Point to a Comprehensive AJCC using real-time technology through a dedicated computer portal providing direct access to all required partner services;

**WHEREAS**, on October 26, 2020, Palo Verde College requested to be removed from the Partner MOU as a WIOA partner under Carl Perkins Career and Technical Education;

**WHEREAS**, to ensure consistency with WIOA, the affected Co-Located and Non-co-located Partners desire to amend the MOU to include Alvord Unified School District and Val Verde Unified School District under Title II Adult Education Partners and to add EDD and DOR is updated to the AJCC Comprehensive Hemet; and to remove Palo Verde College as a WIOA partner under Carl Perkins Career and Technical Education; and

**WHEREAS**, pursuant to MOU, Article VI, Sections A and B, since the aforementioned amendments are limited to the addition or removal of a partner and limited to the removal or addition of program responsibilities, this First Amendment need only be signed by the authorized representatives of the WDB and the affected Partners.

NOW, THEREFORE, in consideration of the foregoing, and the promises and mutual covenants and conditions hereinafter set forth, the Parties hereby do agree as follows:

1. Recitals. – The recitals set forth above are true and correct and incorporated herein by this reference.
2. Partners Co-located at Comprehensive Hemet. The MOU and all other documents created in connection therewith, is hereby amended in its entirety to include EDD and DOR as additional Co-located Partners at the AJCC Comprehensive Hemet, located at 749 N. State Street, Hemet, CA 92343.
3. Change the designation for the City of Moreno Valley Employer Resource Center from an Access Point to a Comprehensive AJCC.
4. Remove Palo Verde College from the MOU. The MOU and all other documents created in connection therewith, is hereby amended in its entirety to remove Palo Verde College as a Partner to the MOU, listed under Carl Perkins Career and Technical Education.
5. The MOU, including all attachments thereto, and all other documents created in connection therewith, is hereby amended in its entirety to add Alvord Unified School District and Val Verde Unified School District as Partners to the MOU, listed under Title II Adult Education and Literacy.
6. AJCC Partners List - ATTACHMENT "E1". The MOU including all attachments thereto, and all other documents created in connection therewith, is hereby amended in its entirety to delete the "AJCC Partners List" attached as Attachment "E1" to the MOU, and replace it in its entirety with the "First Amended AJCC Partners List" attached hereto as Exhibit No. 2 and incorporated herein by this reference.
7. AJCC Additional Partners List-ATTACHMENT "E2". The MOU including all attachments thereto, and all other documents created in connection therewith, is hereby amended in its entirety to delete the "AJCC Additional Partners List" attached as Attachment "E2" to the MOU, and replace it in its entirety with the "First Amended AJCC Additional Partners List" attached hereto as Exhibit No. 3 and incorporated herein by this reference.
8. AJCC Infrastructure Budget City of Moreno Valley Employment Resource Center (ERC) – ATTACHMENT "B". The MOU including all attachments thereto, and all other documents created in connection therewith, is hereby amended in its entirety to add the Moreno Valley ERC infrastructure budget under Attachment "D2" to the MOU, attached hereto as Exhibit No. 4 and incorporated herein by this reference. The "AJCC Infrastructure Budget for the Moreno Valley ERC" relates to the sharing of infrastructure costs at the AJCC located at 12625 Frederick St, Moreno Valley, CA 92553.
9. First Amendment to Prevail. The provisions of this First Amendment shall prevail over any inconsistency or conflicting provisions of the MOU and shall supplement the remaining provisions thereof.
10. Entire Understanding. The First Amendment and the MOU set forth contain the entire understanding and agreement of the Parties hereto. There are no oral or written representations, understandings, or ancillary covenants, undertakings or agreements, which are not contained or expressly referred to within this First Amendment and the MOU.


11. Consultation with Counsel. The Parties represent and declare that they have carefully read this First Amendment and know and understand its contents, and have had the advice of counsel regarding the same (or ample opportunity to consult with counsel of their choosing), and that they sign the same freely and voluntarily.
12. Further Assurances. The Parties agree to execute such other documents and to take such other actions as may be reasonably necessary to further the purposes of this First Amendment.
13. Agreement in Full Force and Effect. Except as otherwise expressly modified herein, all other terms and conditions of the MOU remain unmodified and in full force and effect, including but not limited to, all lease and license agreements executed in connection with the occupancy of the AJCCs.
14. Counterparts. This First Amendment may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each party of this First Amendment agrees to the use of electronic signatures, such as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act ("CUETA") Cal. Civ. Code §§ 1633.1 to 1633.17), for executing this First Amendment. The parties further agree that the electronic signatures of the parties included in this First Amendment are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA as amended from time to time. The CUETA authorizes use of an electronic signature for transactions and contracts among parties in California, including a government agency. Digital signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the parties. For purposes of this section, a digital signature is a type of "electronic signature" as defined in subdivision (i) of Section 1633.2 of the Civil Code.

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[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties have caused their duly authorized representatives to execute this First Amendment as of the date first written above.

**County of Riverside  
Housing, Homelessness Prevention and Workforce Solutions/Workforce Development  
Division**

  
\_\_\_\_\_  
Carrie Harmon  
Director of Workforce Development

2/3/2021  
Date

APPROVED AS TO FORM

GREGORY P. PRIAMOS  
County Counsel

  
\_\_\_\_\_  
Lisa Sanchez  
Deputy County Counsel

1/21/2021  
Date

**County of Riverside  
Workforce Development Division  
Workforce Development Board**

\_\_\_\_\_  
Patrick Ellis  
Chairperson

\_\_\_\_\_  
Date

IN WITNESS WHEREOF, the Parties have caused their duly authorized representatives to execute this First Amendment as of the date first written above.

**County of Riverside  
Housing, Homelessness Prevention and Workforce Solutions/Workforce Development  
Division**

\_\_\_\_\_  
Carrie Harmon  
Director of Workforce Development

\_\_\_\_\_  
Date

APPROVED AS TO FORM

GREGORY P. PRIAMOS  
County Counsel

\_\_\_\_\_  
Lisa Sanchez  
Deputy County Counsel

\_\_\_\_\_  
Date

**County of Riverside  
Workforce Development Division  
Workforce Development Board**



\_\_\_\_\_  
Patrick Ellis  
Chairperson

\_\_\_\_\_  
1/22/2021  
Date



**State of California  
Employment Development Department  
Job Services Division**

\_\_\_\_\_  
Cheri Greenlee  
Southern Division Chief  
Employment Development Department  
Workforce Services

\_\_\_\_\_  
Date

**State of California  
Department of Rehabilitation**

\_\_\_\_\_  
Robert Loew  
Administrator  
DOR Inland Empire District  
Chair

\_\_\_\_\_  
Date

**Palo Verde College**

\_\_\_\_\_  
Lale Cilenti  
Needles Center Dean

\_\_\_\_\_  
Date

**Alvord Unified School District**

  
Dusteen Nevatt  
Chief Business Officer, Business Services

  
\_\_\_\_\_  
Date

**Val Verde Unified School District**

\_\_\_\_\_  
John Parker  
Principal, Val Verde Adult School

\_\_\_\_\_  
Date

**City of Moreno Valley**

  
\_\_\_\_\_  
Mike Lee  
Economic Development Director

\_\_\_\_\_  
Date 1/7/21

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**State of California  
Employment Development Department  
Job Services Division**

\_\_\_\_\_  
Cheri Greenlee  
Southern Division Chief  
Employment Development Department  
Workforce Services

\_\_\_\_\_  
Date

**State of California  
Department of Rehabilitation**

*Robert Loeun, MS/RD*  
Robert Loeun  
Administrator  
DOR Inland Empire District  
Chair

12-31-2020  
Date

**Palo Verde College**

\_\_\_\_\_  
Lale Cilenti  
Needles Center Dean

\_\_\_\_\_  
Date

**Alvord Unified School District**

\_\_\_\_\_  
Dusteen Navatte  
Chief Business Officer, Business Services

\_\_\_\_\_  
Date

**State of California  
Employment Development Department  
Job Services Division**

*Cherilyn Greenlee*

\_\_\_\_\_  
Cheri Greenlee  
Southern Division Chief  
Employment Development Department  
Workforce Services

12/24/2020

\_\_\_\_\_  
Date

**State of California  
Department of Rehabilitation**

\_\_\_\_\_  
Robert Loewn  
Administrator  
DOR Inland Empire District  
Chair

\_\_\_\_\_  
Date

**Palo Verde College**

\_\_\_\_\_  
Lale Cilenti  
Needles Center Dean

\_\_\_\_\_  
Date

**Alvord Unified School District**

\_\_\_\_\_  
Dusteen Navatte  
Chief Business Officer, Business Services

\_\_\_\_\_  
Date

**State of California  
Employment Development Department  
Job Services Division**

\_\_\_\_\_  
Cheri Greenlee  
Southern Division Chief  
Employment Development Department  
Workforce Services

\_\_\_\_\_  
Date

**State of California  
Department of Rehabilitation**

\_\_\_\_\_  
Robert Loewn  
Administrator  
DOR Inland Empire District  
Chair

\_\_\_\_\_  
Date

**Palo Verde College**

*Lale Cilenti*

\_\_\_\_\_  
Lale Cilenti  
Needles Center Dean

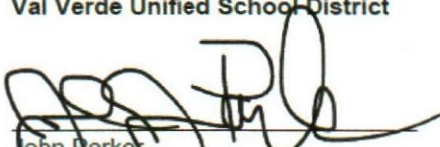
\_\_\_\_\_  
Date January 19, 2021\_

**Alvord Unified School District**

\_\_\_\_\_  
Dusteen Nevatt  
Chief Business Officer, Business Services

\_\_\_\_\_  
Date

Val Verde Unified School District



John Parker  
Principal, Val Verde Adult School

12/30/20  
Date

City of Moreno Valley

\_\_\_\_\_  
Mike Lee  
Economic Development Director

Date \_\_\_\_\_

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**(EXHIBIT NO. 1)**  
MOU Phase I and II Defined  
(Behind this Page)

## **MOU PHASE I AND II DEFINED**

### **MOU Phase I**

“MOU Phase I” shall mean that certain Memorandum of Understanding Pursuant to the Workforce Innovation and Opportunity Act, Local Workforce Development Area: Riverside County, Workforce Development Center Operations, dated July 1, 2016, entered into and between Chief Elected Official – John J. Benoit, Chair, Riverside County Board of Supervisors; Local Workforce Development Board – Jamil Dada, Chair, Workforce Development Board; County of Riverside, Economic Development Agency, Workforce Development Division; Housing Authority of the County of Riverside; State of California Employment Development Department; State of California Employment Development Department, UI Division; State of California, Department of Rehabilitation; Department of Public Social Services, County of Riverside; Office on Aging, County of Riverside; Riverside Community College District; College of the Desert; Mt San Jacinto Community College District; Inland Empire Job Corps; Center for Employment Training; California Indian Manpower Consortium, Inc.; Morongo Band of Mission Indians Council; Torres-Martinez Desert Cahuilla Indians; Soboba Band of Luiseno Indians Council; Pechanga Band of Luiseno Indians Council; Riverside County Office of Education; Beaumont Unified School District; Coachella Valley Unified School District; Corona-Norco Unified School District; Jurupa Unified School District; Lake Elsinore Unified School District; Moreno Valley Unified School District; Murrieta Valley Unified School District; Riverside Unified School District; Community Action Partnership; El Sol Neighborhood Educational Center; Learn4Life, and; California Family Life Center.

### **MOU Phase II**

“MOU Phase II” shall mean that certain Memorandum of Understanding Pursuant to the Workforce Innovation and Opportunity Act, Local Workforce Development Area: Riverside County, Workforce Development Center Operations, dated January 1, 2018, entered into and between, Chief Elected Official – John F. Tavaglione, Chair, Riverside County Board of Supervisors; Local Workforce Development Board – Jamil Dada, Chair, Workforce Development Board; County of Riverside, Economic Development Agency, Workforce Development Division Housing Authority of the County of Riverside; State of California Employment Development Department, Workforce Services Branch; State of California Employment Development Department, UI Division; State of California, Department of Rehabilitation; Department of Public Social Services, County of Riverside; Office on Aging, County of Riverside; Riverside Community College District; College of the Desert; Mt San Jacinto Community College District; Inland Empire Job Corps; Center for Employment Training; California Indian Manpower Consortium, Inc.; Morongo Band of Mission Indians Council; Torres-Martinez Desert Cahuilla Indians; Soboba Band of Luiseno Indians Council; Pechanga Band of Luiseno Indians Council; Riverside County Office of Education; Beaumont Unified School District; Coachella Valley Unified School District; Corona-Norco Unified School District; Jurupa Unified School District; Lake Elsinore Unified School District; Moreno Valley Unified School District; Riverside Unified School District; Community Action Partnership; El Sol Neighborhood Educational Center; California Family Life Center; Job Corps – Cornerstone Solutions; Lifelong Learning Administration; Alta Vista South Public Charter dba Learn4Life (AVSPC); Alta Vista Innovation High School dba Learn4Life (AVIHS), and Palo Verde College.



**(EXHIBIT NO. 2)**  
**ATTACHMENT "E1"**  
**FIRST AMENDED AJCC PARTNERS LIST**  
**(Behind this Page)**

## FIRST AMENDED AJCC PARTNERS LIST E-1

The Parties hereby agree that the WDB may unilaterally modify the following list of AJCC Partners upon written notice to the AJCC Partners:

- ❖ Title I Adult, Dislocated Workers and Youth
  - County of Riverside Economic Development Agency, Workforce Development Division
- ❖ Title II Adult Education and Literacy
  - Alvord Unified School District
  - Beaumont Unified School District
  - Coachella Valley Unified School District
  - Corona-Norco Unified School District
  - Jurupa Unified School District
  - Lake Elsinore Unified School District
  - Moreno Valley Unified School District
  - Mt. San Jacinto Community College
  - Riverside Unified School District
  - Riverside County Office of Education
  - Val Verde Unified School District
  - College of the Desert
  - Mt. San Jacinto Community College
- ❖ Title III Wagner-Peyser
  - State of California Employment Development Department
- ❖ Title IV Vocational Rehabilitation
  - California Department of Rehabilitation
- ❖ Carl Perkins Career and Technical Education
  - College of the Desert
  - Mt. San Jacinto Community College
  - Riverside Community College
- ❖ TANF/CalWorks
  - Riverside County Department of Public Social Services
- ❖ Trade Adjustment Assistant Act
  - State of California Employment Development Department
- ❖ Housing and Urban Development
  - Housing Authority of the County of Riverside
- ❖ Title V Older Americans Act
  - Riverside County Office on Aging
- ❖ Job Corps
  - Chugach Education Services, Inc.
  - Inland Empire Job Corps
- ❖ Native American Programs
  - California Indian Manpower Consortium Inc.
  - Soboba Band of Luiseno Indians Council

**FIRST AMENDED AJCC PARTNERS LIST E-1 (Continued)**

- ❖ Migrant Seasonal Farmworkers
  - Center for Employment Training
  - State of California Employment Development Department
- ❖ Veterans
  - State of California Employment Development Department
- ❖ Youth Build
  - California Family Life Centers
  - Riverside County Office of Education
- ❖ Community Services Block Grant
  - County of Riverside Community Action Partnership
- ❖ Unemployment Compensation
  - State of California Employment Development Department

**(EXHIBIT NO. 3)  
ATTACHMENT "E2"  
FIRST AMENDED AJCC ADDITIONAL PARTNERS LIST  
(Behind this Page)**

### **AJCC Additional Partners List E-2**

- ❖ Title IV Tribal TANF
  - Soboba Band of Luiseno Indians Council
- ❖ Title II Adult Ed
  - El Sol Neighborhood Education Center
- ❖ Title I WIOA Adult Customized Career Training Services
  - Goodwill Industries of Southern California
- ❖ Comprehensive AJCC site
  - City of Moreno Valley

**(EXHIBIT NO. 4)**  
ATTACHMENT "D2"  
FIRST AMENDED AJCC COMPREHENSIVE BUDGET  
CITY OF MORENO VALLEY EMPLOYER RESOURCE CENTER  
(Behind this Page)

**AJCC INFRASTRUCTURE BUDGET – MORENO VALLEY EMPLOYER RESOURCE CENTER**

AJCC Infrastructure Budget***		
AJCC Comprehensive Moreno Valley Employment Resource Center		
Cost Category/Line Item	Line Item Cost Detail	Cost
<b>Rent (Includes Rent, Utilities, Insurance &amp; Bldg Maintenance)</b>		
Dedicated Space	4,976 sq. ft.	\$ 159,844
Partner Share*	100%	\$ 159,844
<b>Rental Costs Subtotal:</b>		<b>\$ 159,844</b>
<b>Utilities and Maintenance</b>		
Telephones (Landlines)		
Total Lines	11	\$ 1,932
Common Lines (\$176 Per Line)	2	\$ 351
Partner Share*	100%	\$ 1,932
<b>Utilities and Maintenance:</b>		<b>\$ 1,932</b>
<b>Equipment</b>		
Maint – Office Equipment		
Total	2	\$ 1,200
Common (\$600 Per)	2	\$ 1,200
Partner Share*	100%	\$ 1,200
<b>Equipment:</b>		<b>\$ 1,200</b>
<b>Technology to Facilitate Access to the AJCC</b>		
MoVal IT		
Total	40	\$ 75,646
Common (\$1891 Per Computer)	29	\$ 54,843
Partner Share*	100%	\$ 75,646
High-Speed Internet		
Total	40	\$ 6,984
Common (\$175 Per Computer)	29	\$ 5,063
Partner Share*	100%	\$ 6,984
<b>Technology to Facilitate Access to the AJCC:</b>		<b>\$ 82,630</b>
<b>TOTAL INFRASTRUCTURE COST FOR THIS AJCC:</b>		<b>\$ 245,606</b>
<b>TOTAL ANNUAL PARTNER SHARE OF COST:</b>		<b>\$ 245,606</b>
<b>TOTAL MONTHLY PARTNER SHARE OF COST:</b>		<b>\$ 20,467</b>