

MEMORANDUM OF UNDERSTANDING
For America's Job Centers of California Services
Under the Workforce Innovation and Opportunity Act
Between
SONOMA COUNTY WORKFORCE INVESTMENT BOARD
And
SONOMA COUNTY ADULT EDUCATION CONSORTIUM

This Memorandum of Understanding (hereinafter "MOU"), dated as of July 1, 2022 (hereinafter "Effective Date"), is by and between the Sonoma County Workforce Investment Board (hereinafter "WIB"), and Sonoma County Adult Education Consortium (hereinafter "Partner Agency").

Whereas, WIOA requires that a Memorandum of Understanding (MOU) be developed and executed between the local Workforce Investment Board and the One Stop Partners to establish an agreement concerning the operations of the one-stop delivery system and to establish the framework for providing services to employers, employees, job seekers and others needing workforce services; and

Whereas, California's one-stop delivery system, the America's Job Centers of California (AJCC), is a locally-driven system which develops the partnerships and provides the programs and services to achieve three policy objectives established through the California Workforce Development Strategic Plan, including fostering demand-driven skills attainment, enabling upward mobility for all Californians, and aligning, coordinating, and Integrating programs and services; and

Whereas, these objectives will be accomplished by providing all customers access to high-quality one-stop centers that connect them with the full range of services available in their communities, whether they are customers seeking to find jobs, build basic educational or occupational skills, earn a postsecondary certificate or degree, or obtain guidance on how to make career choices, or are businesses and employers seeking skilled workers; and

Whereas, Sonoma County's comprehensive AJCC is known locally as Job Link, and is operated and staffed by the Sonoma County Human Services Department (hereinafter "HSD") and its employees (hereinafter "HSD Staff").

Now, therefore, the parties agree as follows:

A. PURPOSE

The purpose of this Memorandum of Understanding is to establish a cooperative working relationship between the parties and to define their respective roles and responsibilities in achieving the policy objectives.

B. GENERAL PROVISIONS

1. Indemnification

Each party shall indemnify, defend, protect, hold harmless, and release the other, its officers, agents, and employees, from and against any and all claims, loss, proceedings, damages, causes of action, liability, costs, or expense (including attorneys' fees and witness costs) arising from or in connection with, or caused by any

act, omission, or negligence of such indemnifying party or its agents, employees, contractors, subcontractors, or invitees. This indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages or compensation payable to or for the indemnifying party under workers' compensation acts, disability benefit acts, or other employee benefit acts. This indemnity provision survives the Agreement.

2. Confidentiality

- a. Partner Agency agrees to comply with the provisions of WIOA and applicable sections of the Welfare and Institutions Code, the California Education Code, the Rehabilitation Act, and/or any other appropriate statute or requirement to assure that:
 - i. 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.
 - ii. No person will publish, disclose use, or permit, cause to be published, disclosed or used, any confidential information pertaining to one-stop applicants, participants, or customers overall unless a specific release is voluntarily signed by the participant or customer.
- b. Additionally, Partner Agency agrees to abide by the current confidentiality provisions of respective statutes to which One-Stop Operators and other One-Stop Partners must adhere, and shall share information necessary for the administration of the program as allowed under law and regulation. Partner Agency, therefore, agrees to share client information necessary for provision of services, i.e., assessment, universal intake, program or training referral, job development or placement activities, and other services as needed for employment or program support purposes.
- c. Client information shall be shared solely for the purpose of enrollment, referral or provision of services. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.
- d. Partner Agency understands and agrees that this provision shall survive any termination or expiration of this Agreement.

3. Nondiscrimination and Equal Opportunity

Partner Agency shall comply with all applicable federal, state and local law, rules and regulations in regard to nondiscrimination in employment practices or in delivery of services because of race, color, ancestry, national origin, religion, sex, actual or perceived sexual orientation, marital status, age, pregnancy, medical condition, handicap, AIDS or HIV infection or other prohibited basis. All nondiscrimination rules or regulations required by law to be included in this MOU are incorporated by this reference.

Partner Agency agrees to comply fully with the 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.

Partner agency will ensure access to services for individuals with barriers to employment, as defined by the State of California under WIOA.

Partner Agency understands and agrees that administrative methods and/or procedures which have the effect of subjecting individuals to discrimination or otherwise defeating the objectives of the applicable and aforementioned laws will be prohibited.

4. Dispute Resolution

The parties agree to try to resolve policy or practice disputes at the lowest level starting with the Site Supervisor(s), the One Stop Operator, and Partner Agency Staff (hereinafter "Partner Staff"). If issues cannot be resolved at this level, they shall be referred to the WIB and the management of the Partner Agency, for discussion and resolution.

5. Monitoring

The WIB, or its designated staff, officials from the State and Local administrative entities, the U.S. Departments of Labor, Education, and Health and Human Services have the authority to conduct fiscal and programmatic monitoring to ensure that:

- a. Federal awards are used for authorized purposes in compliance with law, regulations, and State policies;
- b. Those laws, regulations, and policies are enforced properly;
- c. Performance data are recorded, tracked, and reviewed for quality to ensure accuracy and completeness;
- d. Outcomes are assessed and analyzed periodically to ensure that performance goals are met;
- e. Appropriate procedures and internal controls are maintained, and record retention policies are followed; and
- f. All MOU terms and conditions are fulfilled.

6. Severability

If any part of this MOU is found to be null and void or is otherwise stricken, the rest of this MOU shall remain in force.

7. Drug and Alcohol-free Workplace

Partner Agency will comply with the Drug-Free Workplace Act of 1988, 41 U.S.C. 702 et seq., and 2 CFR part 182 which require that all organizations receiving grants from any Federal agency maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for suspension or debarment under 2 CFR part 180, as adopted by the U.S. Department of Education at 2 CFR 3485, and the U.S. Department of Labor regulations at 29 CFR part 94.

8. Certification Regarding Lobbying

Partner Agency shall comply with the Byrd Anti-Lobbying Amendment (31 U.S.C. Section 1352), 29 C.F.R. Part 93, and 34 CFR part 82, as well as the requirements in the Uniform Guidance at 2 CFR 200.450. The Parties shall not lobby federal entities

using federal funds and will disclose lobbying activities as required by law and regulations.

9. Debarment and Suspension

Partner Agency shall comply with the debarment and suspension requirements (E.O.12549 and 12689) and 2 CFR part 180 and as adopted by the U.S. Department of Labor at 29 CFR part 2998 and by the U.S. Department of Education at 2 CFR 3485.

10. Solid Waste Disposal Act.

Contractor shall recognize mandatory standards and policies relating to the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act.

11. Non-Assignment

Except as otherwise indicated herein, no Party may, during the term of this MOU or any renewals or extensions of this MOU, assign or subcontract all or any part of the MOU without prior written consent of all other Parties.

12. Governing Law

This MOU will be construed, interpreted, and enforced according to the laws of the State of Any State. All Parties shall comply with all applicable Federal and State laws and regulations, and Local laws to the extent that they are not in conflict with State or Federal requirements.

13. Merger

This writing is intended both as the final expression of the MOU between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the MOU. No modification of this MOU shall be effective unless and until such modification is evidenced by a writing signed by both parties.

14. Status of Partner Agency and Its Employees

The parties intend that Partner Agency and its employees are not to be considered agents or employees of the County and are not entitled to participate in any pension plan, worker's compensation plan, insurance, bonus, or similar benefits the County provides its employees. In the event the County exercises its right to terminate this Agreement pursuant to provisions in C.1.b. below, Partner Agency expressly agrees that neither it nor its employees shall have any recourse or right of appeal under rules, regulations, ordinances, or laws applicable to employees.

It is understood that Partner Agency and Partner Staff are subject to their existing personnel policies, procedures, regulations and statutes as well as applicable collective bargaining agreements. To the extent possible, the County will work with all partners in developing and implementing policies and procedures for the AJCC System that will avoid inconsistencies with their respective policies, procedures, regulations and collective bargaining agreements.

15. Conflict of Interest

Partner Agency covenants that it presently has no interest and that it will not acquire any interest, direct or indirect, that represents a financial conflict of interest under state law or that would otherwise conflict in any manner or degree with the performance of its services hereunder. Partner Agency further covenants that in the performance of this Agreement no person having any such interests shall be employed. In addition, if

requested to do so, Partner Agency shall complete and file and shall require any other person doing work under this Agreement to complete and file a "Statement of Economic Interest" with County disclosing Partner Agency's or such other person's financial interests.

C. DURATION OF MOU

1. Term of MOU

- a. The term of this MOU shall be from July 1, 2022 through June 30, 2025, unless terminated earlier in accordance with the provisions in C.1.b. below.
- b. Either party to this MOU may terminate the MOU for convenience and without cause. Termination shall be affected by giving the other party thirty (30) days advance written notice of the effective date of termination.

2. Revisions, Modifications, and Extensions

This Agreement may be revised, modified or extended at any time by the mutual written agreement of the Workforce Investment Board or Partner Agency or their designee.

D. THE AJCC SYSTEM

1. Mission of the AJCC System

The mission of the AJCC System, known in Sonoma County as Job Link, is to cultivate an integrated community partnership that supports economic growth and development by linking business and individual job seekers.

2. AJCC System Description

The AJCC System will offer as many employment, training, and education services as possible for employers and individuals seeking jobs or wishing to enhance their skills.

Services will be integrated and universally accessible to meet the full range of customer needs.

Services will be comprehensive. The AJCC System will offer a wide array of useful information with easy access to needed services.

Services will be customer focused. The AJCC System will provide the means for customers to make informed choices about the services to meet their unique and individual needs.

3. Governance of the AJCC

The ultimate accountability and responsibility for the AJCC System's policies, organizational processes, services and accomplishments will reside with the WIB. A Committee of Partner Agencies led by the One Stop Operator will be responsible for the day-to-day governance of the AJCC System.

4. Joint Planning

As part of the Partner Agencies' commitment to high quality service to job seekers and employers, multi-partner teams will be established to address services and issues that may include marketing, resources, staff capacity, technology, customer service, and computer lab access.

5. Services to be Provided by the AJCC

In consideration of mutual aims and desires of AJCC partners and in recognition of the public benefit to be derived from effective collaboration of the programs involved, the Partner Agency agrees to support the following services through the comprehensive AJCC:

- a. Basic Career Services, as determined by specific needs of participants, including but not limited to eligibility determination; intake; initial assessment; labor exchange services; labor market information; performance and cost information on eligible training providers; availability of supportive services or assistance; financial aid assistance; information regarding filing unemployment claims and local area performance.
- b. Individualized workforce services, including training services, as applicable and provided by Partner Agencies.
- c. Access to Wagner-Peyser services including eligibility assessments and assistance in claims filing. Services will include referrals to job search, placement, recruitment, and CalJOBS.
- d. Services for employers as applicable and provided by Partner Agencies.

6. Referral Process

- a. General information regarding AJCC programs, services, activities and resources shall be made available to all customers as appropriate.
- b. Intake and referral processes will be customer-centered and provided by staff trained in customer service.
- c. WIS and Partner Agency agree to develop, implement and utilize processes and forms for common customer referrals, intake, and follow-up among the AJCC partners and to modify such processes and forms, as necessary.
- d. WIS and Partner Agency agree to provide training and technical assistance to Partner Staff, including, but not limited to, eligibility and scope of services available through each participating AJCC Partner.
- e. WIB and Partner Agency agree to refer its applicants and clients to other Job Link Partner Agencies, when such individuals may be eligible for the Partner Agency's services.

7. Access for Individuals with Barriers to Employment

- a. Partner Agency agrees to ensure that policies, procedures, programs, and services provided at the AJCC are in compliance with the Americans with Disabilities Act and its amendments.
 - i. Adaptive equipment is available for individuals with disabilities.
- b. Partner Agency agrees to ensure that policies, procedures, programs, and services provided at the AJCC are accessible to individuals with barriers to employment as defined on the federal, state, and local level, by Partner Agencies, and/or the WIB.
 - i. Limited English proficient individuals will be ensured access to interpreters and translation services.

- ii. The WIB and Partner Agency will make every effort to ensure data sharing across programs to better facilitate services to individuals with barriers to employment.

8. Grievance Procedure

The AJCC Partner Agencies agree to establish and maintain a procedure for grievance and complaints as outlined in WIOA. The process for handling grievance and complaints is applicable to customers and partners. The procedures will allow the customer or entity staff filing the complaint to exhaust every administrative level in receiving a fair and complete hearing and resolution of their grievance. The Partners further agree 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.

9. Direct Access to Partners through Real-Time Technology

WIB and Partner Agency agree to utilize electronic linkages, including Internet, E-mail, and CalJOBS connections, as applicable.

10. CalJOBS

WIB and Partner Agency agree that CalJOBS will be the labor exchange database for Job Link as described in Exhibit C: Data System Requirements, which is attached hereto and incorporated herein by this reference. CalJOBS will be utilized to coordinate employer outreach and prevent duplication of efforts.

11. System Security

- a. WIB and Partner Agency will be responsible for ensuring that electronic media containing confidential and sensitive client data is protected from unauthorized access.
- b. Partner Agency agrees to 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.
- c. Partner Agency understands that system security provisions shall be agreed upon by all AJCC Partners.

12. Site Supervision and Day-to-Day Operations

The day-to-day operations, coordination and activities of Partner Staff assigned to the comprehensive AJCC will be the responsibility of the One Stop Operator. The Partner Agency and/or employer of record for Partner Staff assigned to the AJCC will continue to set the priorities for its staff. Any change in work assignments or any problems at the worksite will be handled by the One Stop Operator and the management of the Partner Agency and/or employer of record.

The office hours for the staff at the AJCC will be established by the WIB and the Partner Agency and/or employer of record. All staff will comply with the holiday schedule of their primary employer and will provide a copy of their holiday schedule to the WIB at the beginning of each fiscal year.

Disciplinary actions may result in removal of co-located staff from the AJCC and each party will take appropriate action.

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

13. Marketing and Communications

The identity of the AJCC delivery system in Sonoma County will be through the shared name of Sonoma County Job Link. All public media information will be approved by the WIB.

All Partner Agencies will be identified, to the extent possible, on brochures, posters, announcements, reports, newsletters, etc. When it is not practical or possible to list all Partners' names on marketing items, the marketing item will include a partnership statement such as "To better serve the public, this AJCC is operated by a partnership of local and state agencies and organizations."

The parties agree to utilize the AJCC logo developed by the State of California and the WIB on buildings identified for One-Stop Center usage, letterhead, envelopes, business cards, any written correspondence and fax transmittals

E. PARTNER AGENCY RESPONSIBILITIES

Partner Agency will be responsible for performing the services described in Exhibit A: Scope of Work, which is attached hereto and incorporated herein by this reference.

F. WIB RESPONSIBILITIES

1. Meet all obligations and responsibilities under the Workforce Innovation and Opportunity Act (WIOA), including but not limited to:
 - a. Administer Title I - Adult and Dislocated Worker Training Activities, including Rapid Response.
 - b. Identify eligible providers of training services.
 - c. Submit required Local Area Strategic plan and negotiate local performance standards.
 - d. Conduct oversight and ensure fiscal responsibility and maintain CalJOBS or other data system in order to track and submit required reports.
 - e. Publicize, as required, all meetings regarding WIOA-required activities including the Workforce Investment Board and its committees, procurement of service activities, and local strategic planning.
 - f. Negotiate and secure MOUs with each eligible AJCC Partner which meet the requirements of WIOA and set forth their respective responsibilities for make a broad range of services available through the local AJCC System.
2. Oversee the One Stop Operator.
3. Provide capacity building and professional development, including sharing of information, to ensure flexibility in meeting the needs of participants in a timely and efficient fashion.
4. Provide staff to attend inter-agency meetings and related functions.

5. AJCC facility will be accessible to those with disabilities in compliance with the Americans with Disabilities Act of 1990.
6. Provide office space and equipment where applicable and as described in Exhibit A: Scope of Work.

G. AJCC OPERATIONS

1. Funding of Infrastructure Costs and Other System Costs

Partner Agency agrees to contribute their fair and equitable share of infrastructure and other system costs of the comprehensive AJCC System as applicable, either in cash or through in-kind services as set forth in "Exhibit B: Cost Sharing Agreement" (hereinafter "Exhibit B"), attached hereto and incorporated herein by this reference.

2. Cost Reconciliation and Allocation Base Update

A periodic modification and review process will be used to ensure all AJCC partners continue to contribute their fair and equitable share of infrastructure and any other system costs, as follows:

- a. The WIS will prepare an updated budget document at the end of each calendar year showing any cost adjustments and will prepare an invoice for Partner Agency. An updated infrastructure budget will be inserted into this agreement each year.
- b. The WIS will invoice Partner Agency and will include the updated budget no later than forty-five (45) days after the end of the calendar year.
- c. Upon receipt of the invoice and adjusted budget, Partner Agency will review both documents and will submit payment to the WIS no later than fifteen (15) days following receipt. Payment of the invoice signifies agreement with the costs in the adjusted budget.
- d. Partner Agency will communicate any disputed costs to the WIS in writing. The WIS will review the disputed cost items and respond accordingly to the Partner Agency and within fifteen (15) days of receipt of notice of the disputed costs. When necessary, the WIS will revise the invoice and the adjusted budget upon resolution of the dispute.

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE EXECUTED THIS MOU AS OF THE EFFECTIVE DATE.

By: Katie Greaves
Katie Greaves
Director
Workforce Investment Board

By: [Signature]
Marlyn Garcia
Director
Sonoma County Adult Education
Consortium

Date: 10/4/2022

Date: 9/23/22

By: Stephen Jackson
Stephen Jackson
Chair
Workforce Investment Board
By: 10/4/2022

By: [Signature]
Angela Struckmann
Director
Sonoma County Human Services
Department

Date: 9/30/2022

Exhibit A: Scope of Work

1. Partner Description

The Sonoma County Adult Education Consortium was formed in 2014 under the provisions of California Assembly Bill 86 to plan for regional adult education services for Sonoma County. The consortium solidified members and partners in November 2015, as part of the new Adult Education Block Grant, which was established under California Assembly Bill 104. The membership of the Consortium consists of six education agencies, two of which receive Workforce Innovation and Opportunity Funding. They are Petaluma City Schools operating the Petaluma Adult School and the Sonoma County Junior College District providing adult education programs through the community college district's non-credit programs. The Consortium also has community-based organization partners, two of which receive WIOA funding. They are the Sonoma County Library and Catholic Charities.

Under the terms of the WIOA funding the Sonoma County Adult Education Consortium members and partners agree to provide services to adult citizens (age eighteen and over) of Sonoma County in the areas of adult literacy, and English language acquisition, civics and citizenship preparation.

Each participant agrees to perform duties in accordance with the provisions of WIOA grant funding, accept referrals from agencies participating in WIOA activities and refer potential clients to partner agencies to receive services provided under the WIOA grant that are not provided by their organization.

A list of the services provided by each organization is referenced below:

Catholic Charities: Coursework in preparation to become naturalized citizens. They also provide screening for eligibility and assist with the application for citizenship.

Petaluma Adult School: Adult English as a Second Language courses with civic engagement components which prepare adults for engagement in the community, job search and employment, and transition to additional adult education and/or college coursework.

Sonoma County Library: Classes for adult ESL learners focusing on developing English Skills as they relate to Civic Objectives such as: interacting with educational institutions, knowledge and awareness of how to use emergency services in the community, and gaining access to employment and job training. Instruction is provided by credentialed instructors and bilingual classroom aides.

Sonoma County Junior College District: Adult English as a Second Language courses with civic engagement components which prepare adults for engagement in the community, job search and employment, and transition to additional adult education and/or college coursework.

In providing referral services amongst the Sonoma County Job Link and member/partner agencies of the Sonoma County Adult Education Consortium, the parties agree to use their own office space and computer systems provided by their agency to communicate and refer clients to the various resources available throughout Sonoma County. The agencies agree to meet on a quarterly basis to provide updated information about programs available through WIOA and the methods by which clients will access the services.

2. Required Partner

Partner Agency is a required partner under WIOA.

3. Office Space

Partner Consortium staff will not be on-site at Job Link.

4. Sharing Technology Infrastructure

Partner Consortium staff will not use HSD technology infrastructure.

5. Partner Consortium Role in the AJCC System

The AJCC system brings together a wide variety of Federal, State, and local program partners, integrates the provision of their services and provides a full-range of help to job seekers and employers. Partner will provide services offered by their agency to the appropriate one-stop participant, to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

6. Partner Consortium Customers

The program is designed to assist individuals who need to find jobs, build basic educational or occupational skills, earn a postsecondary certificate or degree, or obtain guidance on how to make career choices, or are businesses and employers seeking skilled workers.

7. Partner Consortium Customer Referral Process to Job Link

Partner Agency agrees to develop and implement processes and forms for common customer intake and referral among the AJCC partners and to modify such processes and forms, as necessary.

8. Services to be Provided by Partner Consortium

All services and processes are integrated to benefit customers occurring wherever applicable and are transparent and seamless to customer. Partner will provide the following services/resources in the AJCC One Stop System:

- a. Partner Agency will contribute to the delivery of Basic Career Services, on site or through referral, to customers engaged across the AJCC delivery system.
- b. Partner Agency will provide all AJCC System staff with information on their Agency's services, including information on when and how to make a referral.
- c. Partner Agency agrees to share information about new services, workshops, activities or events relevant to AJCC customers, with all AJCC partners in a timely manner.-
- d. Partner Agency will provide a representative to participate on AJCC committees; and will support the promotion of system-wide activities such as workshops, trainings and career fairs.
- e. Partner Agency will provide a supervisory or management level representative to participate on the Partner Agency Committee, which provides over-sight to the AJCC delivery system
- f. Partner Agency will comply with WIOA and all federal, state and local laws, regulations, rules, policies and procedures applicable to their respective roles and responsibilities under this MOU and as consistent with the rules that govern their program.
- g. Partner Agency agrees to notify WIB Director of any changes to the rules governing its respective program that impact the Partner Agency's performance under this MOU.
- h. Partner Agency will participate in the operation of the AJCC system in accordance with the terms of this MOU and with the requirements of authorizing laws per WIOA Section 121 (b)(1)(B).
- i. Partner Agency will provide Basic Career Services and Individual Career Services as listed in the Other System Costs budget.

Exhibit B: Cost Sharing Agreement**1. Infrastructure Costs**

A. American Job Center infrastructure costs are defined as non-personnel costs that are necessary for the general operation of the American Job Center, including, but not limited to:

- Rental of the facilities;
- Utilities and maintenance;
- Equipment, including assessment-related products and assistive technology for individuals with disabilities; and,
- Technology to facilitate access to the American Job Center, including technology used for the center's planning and outreach activities.

Partner Agency recognizes that infrastructure costs are applicable to all required Partners, whether they are physically located in the American Job Center or not. Each partner's contributions to these costs, however, will vary, as these contributions are based on the proportionate use and relative benefit received, consistent with the Partner programs' authorizing laws and regulations and the Uniform Guidance.

B. Cost Allocation Methodology

Partner Agency agrees to the cost allocation methodology as described in the infrastructure budget as applicable.

C. Sonoma County Comprehensive AJCC Infrastructure Costs:

FY 2022-23						Partners' Annual Share			
Cost Category/ Line Item	Description	Total Cost	Cost Alloc Method	Total	Job Link's Share of Total	Job Link	EDD	Dept. of Rehab	Job Corps
RENT									
Rental of Facilities	SR Office Properties LLC - Lease	\$1,171,249.62	Square Footage	49,739	14,936	\$351,711.62	\$27,833.63 (1,182 sq. ft.)	\$1,512.72 x5%= \$75.64 (64.24 sq. ft.)	\$1,483.52
RENT Subtotal:						\$351,711.62	\$27,833.63	\$75.64	\$1,483.52
UTILITIES and MAINTENANCE									
Electric, Gas, Water, and Sewer	SR Office Properties LLC - Invoice to pass thru PG&E costs	\$67,086.23	Square Footage	49,739	14,936	\$20,145.16	\$1,594.24	\$86.64	\$84.97
High-Speed Internet	Comcast	\$1,733.86	Square Footage	49,739	14,936	\$520.66	\$41.20	\$2.24	\$2.20
Telephones (Landlines)	Telecommunications Data Lines	\$104,799.32	Number of phone lines	282	39	\$14,493.52	\$2,973.03 (8 phone lines)	\$371.63 (1 phone line)	\$371.63
	Telecommunications Usage	\$2,691.00	Number of phone lines	282	39	\$372.16	\$76.34	\$9.54	\$9.54
Facility Maintenance Contract	SR Office Properties LLC - Lease	Included in Lease Agreement							
UANDM Subtotal:						\$35,531.50	\$4,684.81	\$470.06 x5%= \$23.50	\$468.34
EQUIPMENT									
Assessment-related products									
Assist. Tech for Inds. w/ Disabilities									
Copiers/Fax Machines	Copier/Fax Machines	\$16,961.44	Square Footage	14,936	14,339	\$16,422.71	\$465.75	\$72.95	\$72.95

Computers									
Other tangible equipment shared:									
EQUIPMENT Subtotal:						\$16,422.71	\$465.75	\$72.95 x5%= \$3.65	\$72.95
TECHNOLOGY TO FACILITATE ACCESS TO AJCC									
Tech for Planning & Outreach									
Cost of creation/maintenance of website									
TECH ACCESS Subtotal:									
COMMON IDENTIFIER COSTS									
Creating New AJCC Signage									
Updating Templates & Materials									
Updating Electronic Resources									
COMMON IDENTIFIER COSTS Subtotal:									
TOTAL INFRASTRUCTURE COSTS						\$403,665.86	\$32,984.19	\$102.79	\$2,024.81

*Actual costs to be pro-rated due to Sonoma County COVID-19 Health Order.

2. Other System Costs

A. Defining Other System Costs

The other system costs budget is a consolidated budget for applicable career services. This budget includes each of the partner's costs for the service delivery of each applicable career service and a consolidated system budget for career services applicable to more than one partner. Unlike infrastructure cost sharing, other system costs, including "Applicable Career Services" are not limited to the non-personnel costs and include all costs related to the administration and delivery of those services.

B. Reconciling Other System Costs

Partner Agency agrees to provide information to the WIB if there is a change in Partner Agency costs related to the service delivery of each applicable career service.

C. Sonoma County AJCC Budget for Other System Costs

BASIC CAREER SERVICES	Job Link	DOR	EDD	SCAEC	TANF	CAPSC	SER	Job Corps	CHD	SCAIR
T-1 Program Eligibility	X								X	X
Outreach, Intake, Orient	X	X	X		X		X		X	X
Initial Assessment	X	X					X		X	X
Labor Exch/Job Search	X	X	X			X		X	X	X
Referrals to Partners	X	X	X			X	X	X	X	X
LMI	X	X	X		X				X	
Performance/Cost Info	X								X	X
Support Service Info	X	X					X	X	X	X
UI Info/Assistance	X		X						X	X
Financial Aid Info	X					X		X		X
INDIVIDUAL CAREER SERVICES										X
Comp Assessment	X						X		X	X
IEP	X						X		X	X
Career Plan/Counsel	X	X			X	X	X	X	X	X
Short-Term Prevoc.									X	
Internships/Work Experience		X				X	X	X	X	X
Out-of-Area Job Search							X	X		X
Financial Literacy						X	X	X	X	X
IET/ELA										
Workforce Preparation		X				X		X	X	X

Applicable Career Services	Job Link	DOR	EDD	SCAEC	TANF	CAPSC	SER	Job Corps	CHD	SCAIR
Basic Career Services: T-1 Eligibility/Initial Assess Outreach, Intake, Orient Labor Exchange/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$572,292.00	\$573,842.61	\$1,011,891.92	\$	\$453,044.00	\$397,284.00	\$15,000.00	\$	\$13,570.00	\$
Individual Career Services: Comp Assessment/IEP Career Plan/Counsel Short-Term Pre-vocational Internship/Work Experience Financial Literacy IET/ELA/WF Prep	\$242,808.00	\$2,295,370.45	\$178,569.16	\$	\$290,812.00	\$535,846.00	\$15,000.00	\$	\$25,438.00	\$
TOTAL	\$815,100.00	\$2,869,213.06	\$1,190,461.08	\$	\$743,856.00	\$933,130.00	\$30,000.00	\$	\$39,008.00	
\$6,620,768.14										

Exhibit C: HSD System Requirements

1. HSD Network Access

- A. Access to the HSD Network shall be allowed for designated staff and only for the purpose described in Exhibit A Scope of Work.
- B. Access to HSD Network will be allowed only for Partner Agency staff that have signed and submitted a HSD Security & Confidentiality Agreement.
- C. Partner Agency will provide written notification to HSD of any employee change, including at the time of giving notice to vacate the position, that relates to this Agreement, including termination of access due to leave, job change or other reason, within two (2) business days of the change.
- D. Partner Agency will ensure that usernames and passwords are not shared by Partner Agency employees.
- E. All HSD Network-related issues shall be made in writing via e-mail to the WIB manager.

2. CalJOBS Requirements

- A. Access to CalJOBS shall be allowed for designated staff and only for the purpose described in Exhibit A: Scope of Work. Accessing client information related to anything other than what is described in the scope is strictly prohibited.
- B. Access to CalJOBS will be allowed only for Partner Agency staff that have signed and submitted a HSD Security & Confidentiality Agreement and must be received by HSD prior to the issuance of a CalJOBS secure user name and password.
- C. Partner Agency agrees to require all persons who have access to client information in CalJOBS to comply with the provisions of Section 10850 of the Welfare and Institutions (W & I) Code and Division 19 of California Department of Social Services Manual of Policy and Procedures and that any person knowingly and intentionally violating the provisions of this Agreement is guilty of a misdemeanor.
- D. Partner Agency understands that there is a criminal penalty for release or use of the information by Partner Agency for any purpose other than stated in this Agreement.
- E. All CalJOBS-related issues shall be made in writing via e-mail. Courtesy copy the WIB Manager and addressed as follows:

CalJOBS MIS Administrator
Thill@schsd.org