

NORTHERN RURAL TRAINING AND EMPLOYMENT CONSORTIUM (NORTEC) MEMORANDUM OF UNDERSTANDING (MOU) PHASE II OF II

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*NoRTEC, the WIOA Title I grant recipient and administrative entity, representing a Local Workforce Development Area comprised of a consortium of eleven counties: Butte, Del Norte, Lassen, Modoc, Nevada, Plumas, Shasta, Sierra, Siskiyou, Tehama, and Trinity.*

SIGNATURES:

*Ed Scofield, Chair of the Governing Board (NoRTEC) .....*  
*Gil Mathew, Chair of the Workforce Development Board (NoRTEC) .....*

**Temporary Assistance for Needy Families (TANF)/CalWORKs**

SIGNATURES:

*Chris Howard – Chair, Supervisor, District 3 – Del Norte County Department of Health & Human Services .....*

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WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) MEMORANDUM OF UNDERSTANDING BETWEEN NORTHERN RURAL TRAINING AND EMPLOYMENT CONSORTIUM (NORTEC) AND AMERICA'S JOB CENTER OF CALIFORNIA PARTNERS  
PHASE II OF II

**I. Purpose**

This MOU Phase II builds on the agreements established with America's Job Center of California (AJCC) partners in Phase I and determines how to best support the established service delivery model through the use of resource sharing and joint infrastructure costs

The purpose of this Memorandum of Understanding (MOU) Phase II is to describe the resource sharing agreement between the Comprehensive One-Stop/America's Job Centers of California with each mandated partner agency and to confirm that the agreement in the MOU Phase I addressed the service coordination and collaboration amongst the partners. The cost sharing agreement does not constitute a binding financial commitment, but rather an intention to commit to specific resource as parties' allocations and budgets are known from year to year.

The MOU Phase II describes the cost allocation plan based on known current costs of operating the Comprehensive One-Stop/AJCC, as referenced in the MOU Phase I:

*"Mutual infrastructure funding is a critical part of establishing the foundation needed to support integrated services delivery. Section 121(c) of WIOA requires a Memorandum of Understanding (MOU) be developed and entered into by a group of mandatory partners outlined in Section 121(b)(1)(B) of WIOA and listed on page 3-4 of this document, concerning the operation of the one-stop delivery system within the eleven county geographic area of NoRTEC. The MOU shall outline the operation of the one-stop delivery system and includes both the services to be provided through the system, and the how the costs of such services will be funded."*

**II. Effective Date of the MOU Phase II**

This MOU Phase II shall be binding upon each party hereto upon execution by such party. The term of this MOU shall be three years, commencing on July 1, 2017 to June 30, 2020. During the term of the agreement, any substantial changes made by individual partner contributions will be updated on an annual basis with each partner separately. These updates will not require renegotiation of the MOU.

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

Meetings between AJCC partners took place to discuss the Infrastructure Funding Agreements (IFA) and Other System Costs required to complete Phase II of the MOU. Partners who are physically colocated in the AJCC(s) are considered to receive a direct benefit that is allocable, therefore, they must contribute their proportionate share towards infrastructure costs.

Throughout Phase II MOU development collaboration between partners took place. Most partners attended the California Workforce Association (CWA) Phase II Training Session October 25, 2016 and the WIOA Costs Sharing Webinar February 3, 2017. The meetings

provided guidance, direction and clarification on the Infrastructure and Other System Costs needed to complete Phase II of the MOU.

Additional meetings occurred throughout the development of Phase II with the required partners. The Workforce Services Directive 16-09 was discussed to educate partners on the requirements needed from the State to complete MOU Phase II. The California Department of Social Services (CDSS) issued an All County Letter 16-51, which provided guidance on the partnerships under WIOA with the local America's Job Centers of California (AJCC). The CDSS also issued an All County Information Notice I-93-16, which provided guidance on the costs sharing requirements for CalWORKs partners. These directives and meetings helped the partners clarify the information required from the State for MOU Phase II.

#### **IV. Parties to the MOU Infrastructure & Other System Costs**

The AJCC partners, Chief Elected Officials (CEO), and Local Board participated in the infrastructure and other system costs funding agreement are:

- Northern Rural Training and Employment Consortium (NoRTEC), the WIOA Title I grant recipient and administrative entity, representing a Local Workforce Development Area comprised of a consortium of eleven counties: Butte, Del Norte, Lassen, Modoc, Nevada, Plumas, Shasta, Sierra, Siskiyou, Tehama, and Trinity. NoRTEC is a governmental entity, formed by a Joint Powers Agreement (JPA) between the aforementioned counties, and shall be represented in this agreement by the Chair of the Governing Board (Chief Elected Official), and the Chair of the Workforce Development Board.
- Temporary Assistance for Needy Families (TANF)/CalWORKs
  - Del Norte County Department of Health & Human Services

#### **V. Parties to the MOU, not colocated within the AJCC, participating in the Shared Other System Costs Agreement**

- N/A

#### **VI. Process for Resource Sharing Agreement Consensus**

In order to determine the infrastructure requirements and other system costs needed to complete Phase II of the MOU, the partners of the MOU met to reach a consensus on the methodology for allocating costs among colocated partners.

#### **VII. Dispute Resolution**

The parties agree to try to resolve policy or practice disputes at the lowest level, starting with the site supervisor(s) and staff. If issues cannot be resolved at this level, they shall be referred to the management staff of the respective staff employer and the operator, for discussion and resolution.

#### **VIII. Modification and Review Process**

This MOU may be modified, altered, or revised, as necessary, by mutual consent of all of the parties, by the issuance of a written amendment, signed and dated by the parties.

The partners listed in the Phase II MOU will work together to address any modifications to the Infrastructure and Other System Costs as needed, but at a minimum of once every year. Such budget updates will not require renegotiation of the Phase II MOU.

**IX. Assurances**

The State is in the process of implementing the requisite statewide data tracking system, and once such data are available, all non-colocated partners who are receiving benefit from the AJCCs will also be required to contribute their proportionate share towards infrastructure costs. This Phase II MOU includes an assurance from all non-colocated partners that they agree to pay their proportionate share of infrastructure costs as soon as sufficient data are available.

**X. Sharing Infrastructure Costs**

NoRTEC and the AJCC partners to the MOU have chosen a consolidated system-wide budget for the network of comprehensive AJCCs. Listed below are the NoRTEC comprehensive AJCCs with Colocated partners.

Comprehensive AJCCs and Colocated Partners

Comprehensive AJCC #1

Chico Community Employment Center  
2445 Carmichael Drive  
Chico, CA 95928

Partners Colocated at This AJCC:

- WIOA Title I – Adult, DW & Youth: Alliance for Workforce Development, Inc.
- TANF/CalWORKs: Butte County Department of Employment and Social Services

Comprehensive AJCC #2

Oroville Employment Center  
78 Table Mountain Blvd.  
Oroville, CA 95965

Partners Colocated at This AJCC:

- WIOA Title I – Adult, DW & Youth: Alliance for Workforce Development, Inc.
- TANF/CalWORKs: Butte County Department of Employment and Social Services

Comprehensive AJCC #3

Del Norte Workforce Center  
875 5<sup>th</sup> Street  
Crescent City, CA 95531

Partners Colocated at This AJCC:

- WIOA Title I – Adult, DW & Youth: Siskiyou Training and Employment Program
- WIOA Title IV – Vocational Rehabilitation: California Department of Rehabilitation
- TANF/CalWORKs: Del Norte County Department of Health & Human Services

Comprehensive AJCC #4

Business and Career Network  
1616 Chestnut Street  
Susanville, CA 96130

Partners Colocated at This AJCC:

- WIOA Title I – Adult, DW & Youth: Alliance for Workforce Development, Inc.
- TANF/CalWORKs: Lassen County Health & Social Services Department

Comprehensive AJCC #5

Business and Career Network  
802 North East Street  
Alturas, CA 96101

Partners Colocated at This AJCC:

- WIOA Title I – Adult, DW & Youth: Alliance for Workforce Development, Inc.

Comprehensive AJCC #6

Business and Career Network  
988 McCourtney Road  
Grass Valley, CA 95949

Partners Colocated at This AJCC:

- WIOA Title I – Adult, DW & Youth: Alliance for Workforce Development, Inc.
- TANF/CalWORKs: Nevada County Department of Social Services

Comprehensive AJCC #7

Business & Career Network  
10075 Levon Ave.  
Truckee, CA 96161

Partners Colocated at This AJCC:

- WIOA Title I – Adult, DW & Youth: Alliance for Workforce Development, Inc.
- TANF/CalWORKs: Nevada County Department of Social Services

Comprehensive AJCC #8

Business and Career Network  
7 Quincy Junction Road  
Quincy, CA 95971

Partners Colocated at This AJCC:

- WIOA Title I – Adult, DW & Youth: Alliance for Workforce Development, Inc.

Comprehensive AJCC #9

Smart Business Resource Center  
1201 Placer Street  
Redding, CA 96001

Partners Colocated at This AJCC:

- WIOA Title I – Adult, DW & Youth: Smart Business Resource Center

Comprehensive AJCC #10

Business & Career Network  
305 South Lincoln Street  
Sierraville, CA 96126

Partners Colocated at This AJCC:

- WIOA Title I – Adult, DW & Youth: Alliance for Workforce Development, Inc.

Comprehensive AJCC #11

Siskiyou Training and Employment Program (STEP)  
190 Boles Street  
Weed, CA 96094

Partners Colocated at This AJCC:

- WIOA Title I – Adult, DW and Youth: Siskiyou Training and Employment Program (STEP)

Comprehensive AJCC #12

Job Training Center of Tehama County (JTC)  
718 Main Street  
Red Bluff, CA 96080

Partners Colocated at This AJCC:

- WIOA Title I – Adult, DW & Youth: Job Training Center of Tehama County

Comprehensive AJCC #13

Smart Business Resource Center  
790 Main Street, Suite 618  
Weaverville, CA 96093

Partners Colocated at This AJCC:

- WIOA Title I – Adult, DW & Youth: Smart Business Resource Center

**XI. Budget Option and Partners**

The annual consolidated infrastructure budget outlining the infrastructure cost was provided by the colocated partner. This amount will serve as a baseline to determine the cost each partner contributed. The consolidated infrastructure budget can be found in Attachment A to this MOU.

## **XII. Cost Allocation Methodology**

The costs allocation methodology agreed on by colocated partners is the proportion of an individual partner program's square footage occupancy as a percentage to the total AJCC.

### **A. All Proportionate Shares**

The initial proportionate share of infrastructure costs allocated to each partner based on the agreed square footage cost allocation methodology will be provided through cash and non-cash contributions. This initial determination will be periodically reconciled against actual costs incurred and adjusted accordingly. The consolidated proportionate share of infrastructure costs for the colocated partner can be found in Attachment B to this MOU.

## **XIII. Consolidated System for Applicable Career Services**

The signed Phase I MOU required identification of the career services that were applicable to each partner program found in Phase I MOU attachments A-K. Applicable Career Services: Basic Career Services and Individual Careers Services are services authorized to be provided under each partners program. The summary of career services applicable to the One-Stop delivery system partner from Phase I MOU can be found in Attachment C to this MOU.

The One-Stop Partners included in the Sharing of Other One-Stop Delivery System Costs are:

- Temporary Assistance for Needy Families (TANF)/CalWORKs
  - Del Norte County Department of Health & Human Services

### **A. Sharing Other One-Stop System Costs**

While only colocated partners share infrastructure costs, all One-Stop partners must share in Other System Costs Applicable Career Services. All partners that signed the Phase I MOU must also sign the Phase II MOU for the sharing of Other System Costs. The Other System Costs budget is a consolidated budget for Applicable Career Services. The budget found in Attachment D to this MOU includes the partner's costs for the service delivery of Applicable Career Services and a consolidated system budget for career services.

## **XIV. List of Attachments**

Attachment A – Consolidated Infrastructure Budget

Attachment B – Consolidated Proportionate Share of Infrastructure Costs

Attachment C – Summary of Career Services

Attachment D – Other System Costs: Basic Career Services and Individual Careers Services budget

*(Signature pages follow)*

**SIGNATURES**

In WITNESS THEREOF, the parties to this MOU hereby agree to the terms and execute this MOU Phase II and Attachments A-D.

*Signature pages will be separate for each entity*



Northern Rural Training and Employment Consortium (NoRTEC)  
WIOA  
2017 MOU Phase II Signature Page

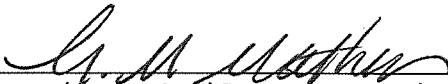
**WIOA Title I, Grant Recipient & Administrative Entity: *Northern Rural Training and Employment Consortium (NoRTEC)***

  
Signature (Authorized Representative) August 24, 2017  
Dated

Ed Scofield, Governing Board Chair NoRTEC  
Agency Name

Northern Rural Training and Employment Consortium (NoRTEC)  
WIOA  
2017 MOU Phase II Signature Page

**WIOA Title I, Grant Recipient & Administrative Entity: *Northern Rural Training and Employment Consortium (NoRTEC)***

  
\_\_\_\_\_  
Signature (Authorized Representative)

August 24, 2017

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Gil Mathew, Workforce Development Board  
Chair

NoRTEC  
\_\_\_\_\_  
Agency Name

Northern Rural Training and Employment Consortium (NoRTEC)  
WIOA  
2017 MOU Phase II Signature Page

Temporary Assistance for Needy Families (TANF)/CalWORKs: *Del Norte County Department of Health & Human Services*



07/25/17

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Signature (Authorized Representative)

Dated

*Chris Howard, Chair*  
Print Name and Title

Del Norte County Department of Health &  
Human Services  
Agency Name

Approved As To Form  
Del Norte County Counsel



Attachment A

Consolidated Infrastructure Budget			
Cost Category/Line Item	Line Item Cost Detail	Total Cost	
<b>Rent</b>			
Rental of Facilities		\$ 3,722.40	
	<b>Rental Costs Subtotal:</b>	<b>\$ 3,722.40</b>	
<b>Utilities and Maintenance</b>			
Electric			
Gas			
Water			
Sewer Connections			
Internet			
Telephones (landlines)			
Facility Maintenance Contract			
Janitorial/Supplies/Garbage/Pest Control			
Insurance			
Alarm/Fire/Burglar Monitoring			
	<b>Utilities and Maintenance Costs Subtotal:</b>	<b>\$ -</b>	
<b>Equipment</b>			
Assessment-related products			
Assistive technology for individuals with disabilities ( <i>Access and Accommodation</i> )			
Copiers			
Fax Machines			
Computers			
Other tangible equipment used to serve all center customers (not specific to an individual program partner)			
Specify Other Tangible Equipment			
Alarm/Fire/Burglar System			
Phone System			
	<b>Equipment Costs Subtotal:</b>	<b>\$ -</b>	
<b>Technology to Facilitate Access to the AJCC</b>			
Technology used for the center's planning and outreach activities			
Specify the Technology			
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services			
Website Address: _____			
(Does not include data systems or case management systems specific to individual program partners.)			
	<b>Technology to Facilitate Access Costs Subtotal:</b>	<b>\$ -</b>	
<b>SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS</b>			
<b>Cost Category</b>		<b>Total Cost</b>	
Subtotal: Rental Costs		\$ 3,722.40	
Subtotal: Utilities and Maintenance Costs		\$ -	
Subtotal: Equipment Costs		\$ -	
Subtotal: Technology to Facilitate Access Costs		\$ -	
<b>TOTAL CONSOLIDATED INFRASTRUCTURE COSTS FOR THE AJCC/Network:</b>		<b>\$ 3,722.40</b>	

**Attachment B**

**Consolidated Proportionate Share of Infrastructure Costs**

Colocated Partner/s	Shared Total Infrastructure Costs	Cost Allocation Methodology	Allocated Share	Amount: Cash
Partner: <i>TANF/CalWORKs - Del/Norte</i>	\$3,722.40	SQ FT	\$3,722.40	\$3,722.40

## Attachment C

Summary of Career Services	
Summary of Career Services Applicable to the One-Stop Delivery System Partner (Phase I MOU)	
Basic Career Services	TANF - Del Norte
Program Eligibility	X
Outreach, Intake, Orient	X
Initial Assessment	X
Labor Exch/Job Search	X
Referrals to Partners	X
LMI	
Performance/Cost Info	
Support Service Info	X
UI Info/Assistance	X
Financial Aid Info	X
Individual Career Services	TANF - Del Norte
Comp Assessment	X
IEP	X
Career Plan/Counsel	X
Short-Term Prevoc.	X
Internships/Work Experience	X
Out-of-Area Job Search	X
Financial Literacy	X
IET/ELA	
Workforce Preparation	X

<b>Attachment D</b>	
<b>Other System Costs: Basic Career Services and Individual Career Services Budget</b>	
<b>Basic Career Services</b>	<b>TANF - Del Norte</b>
Program Eligibility	
Outreach, Intake, Orient	
Initial Assessment	
Labor Exch/Job Search	
Referrals to Partners	
LMI	
Performance/Cost Info	
Support Service Info	
UI Info/Assistance	
Financial Aid Info	
	<b>Total: \$34,630.50</b>
<b>Individual Career Services</b>	
<b>TANF - Del Norte</b>	
Comp Assessment	
IEP	
Career Plan/Counsel	
Short-Term Prevoc	
Internships/Work Experience	
Out-of-Area Job Search	
Financial Literacy	
IET/ELA	
Workforce Preparation	
	<b>Total: \$34,630.50</b>
<b>Consolidated budget total of career services delivered through the One-Stop system:</b>	<b>\$69,261.00</b>