



A G E N D A

Orange County Workforce Development Board

SPECIAL MEETING

April 25, 2024

10:00 A.M.

workforce.ocgov.com

Location:

Irvine Marriot

18000 Von Karman Ave.

Irvine, CA 92612

Parking validation will be provided.

The Orange County Workforce Development Board shall not hold a meeting unless the number of members participating constitutes a quorum of the Orange County Workforce Development Board.

This agenda contains a brief description of each item to be considered. Except as provided by law, no action shall be taken on any item not appearing in the agenda. Members of the public who wish to speak on an item(s) may complete a Speaker Request Form(s) identifying the items prior to the beginning of the meeting. To speak on a matter not appearing on the agenda, but under the jurisdiction of this Advisory Board, you may do so during Public Comments. Speaker request forms must be completed prior to the beginning of the meeting, the reading of the individual agenda items and/or the beginning of Public Comments. When addressing the Board, it is requested that you state your name for the record. Address the Board as a whole through the Chair. Comments to individual Members or staff are not permitted. Speakers are limited to three (3) minutes.

Materials/handouts can be requested up to 72 hours in advance of the meeting by visiting <https://workforce.ocgov.com/oc-workforce-development-board>

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY users, please call the California Relay Service (800) 735-2922 or 711. If you need special assistance to participate in this program, please contact 714-480-6500 at least 72 hours prior to the event to allow reasonable arrangements to be made to ensure program accessibility.

1. CALL TO ORDER: Anna Lisa Lukes, Chairperson
2. PLEDGE OF ALLEGIANCE
3. BOARD MEMBER ROLL CALL: OC Community Services Representative
4. PUBLIC COMMENT:
At this time, members of the public may address the Orange County Workforce Development Board regarding any items within the subject jurisdiction, provided that no action is taken on off-agenda items unless authorized by law. (Comments shall be limited to three (3) minutes maximum).

ACTION ITEM(S):

5. Fiscal Year 2024-25 Workforce Innovation and Opportunity Act (WIOA) One-Stop System Operator, Career Services Program funding recommendations.
Recommendation: Review and support staff recommendations for Fiscal Year (FY) 2024-25 WIOA One-Stop System Operator & Career Services program funding.
6. One-Stop Memorandum of Understanding (MOU)
Recommendation: Review and support One-Stop Memorandum of Understanding between the local board and One-Stop partners consistent with WIOA Sec121(c)(2) concerning the operation of the One-Stop delivery system in the local area.

INFORMATION ITEM(S):

7. DIRECTOR'S REPORT: Nancy Cook, Executive Director

DICSSUSSION ITEM(S):

8. OPEN DISCUSSION
At this time, members of this Committee may comment on agenda or non-agenda matters provided that NO action may be taken on off-agenda items unless authorized by law.

ADJOURNMENT:

Next Meeting: May 29, 2024

DISCLAIMER: No member of the Orange County Workforce Development Board (OCWDB) shall sign a letter or make a statement purported to represent the position of OCWDB as a body. Letters or verbal statements of support or opposition on any issue shall only be made or signed by the Chair of OCWDB and shall be submitted to the Advisory Board for pre-approval. The policy of the Board of Supervisors does not allow OCWDB or its Chair to sign a letter of position on any matters pertaining to legislation. OCWDB members may write personal letters or speak as individuals stating personal positions but may not do so as representing the position or opinion of OCWDB and/or the County of Orange.

Fiscal Year 2024-25 WIOA One-Stop System Operator, Career Services Program funding award recommendations.

WIOA ONE-STOP SYSTEM OPERATOR

Recommendation Summary:

This item seeks OCWDB review and approval of staff recommendation for a One-Stop Center Operator Services contract with America Works of California, Inc., in line with the Workforce Innovation and Opportunity Act. This program contributes to the economic development of the community by supporting job seekers and businesses by providing career services, training, and access to partner programs, and manages infrastructure costs efficiently between the One-Stop Center partners.

Background:

- Term: July 1, 2024 – June 30, 2025, with the option to renew for three additional one-year terms
- Amount: \$2 million
- The Operator will assist job seekers by providing access to education, trainings, resources and referral to the various career services programs offered by the One-Stop system partners. They will coordinate various mandated partner programs through the One-Stop Centers, manage infrastructure costs, provide management of the OC Workforce Solutions centers and adhere to relevant regulations.
- America Works of California is the incumbent and current provider of OCCR One-Stop Operator Services, and their overall performance for program year 2023-2024 has been confirmed as satisfactory.

Funding Source	Budgeted Not-to-Exceed Costs
WIOA Adult Career Services	\$811,775.00
WIOA Dislocated Worker Career Services	\$1,076,073.00
Rapid Response	\$112,152.00
Total	\$2,000,000

RFP Details:

- On February 2, 2024, OCCR initiated a new procurement cycle for a One-Stop Center Operator, as required under WIOA.
- This effort included the development, release, and evaluation of a formal RFP No. 012-2552203-JM.
- The RFP resulted in one proposal in response, the sole bidder was America Works of California, Inc.
- The Deputy Purchasing Agent verified that the vendor met the minimum qualifications and OCCR staff reviewed the vendor's proposal and determined to proceed with the contract award.

Fiscal Year 2024-25 WIOA Youth Program Service Provider, Career Services Program funding award recommendations.

WIOA YOUTH PROGRAM SERVICE PROVIDER

Recommendation Summary:

This item seeks OCWDB review and approval of staff recommendation for a Youth Workforce Program Services contract with the City of La Habra, in line with the Workforce Innovation and Opportunity Act (WIOA) to provide eligible youth ages 14 to 24 access to employment and education advancement opportunities, career exploration, counseling and assists with the elimination of barriers.

Background:

- Term: July 1, 2024 – June 30, 2025, with the option to renew for three additional one-year terms
- Amount: \$2.7 million
- The City of La Habra is the incumbent and current provider for the Youth Program Services, and their overall performance for program year 2023-2024 has been confirmed as satisfactory.
- The City of La Habra will provide the youth program known as Ready Skills, Education & Training Orange County (Ready SET OC) countywide (excluding the cities of Anaheim and Santa Ana). WIOA requires that the Youth Program offer eligible In-School Youth (ISY) and Out-of-School Youth (OSY) access to the following fourteen (14) program elements.
- The Ready SET OC program will serve no less than 140 ISY and 420 OSY at the following locations:
 - Comprehensive OC Workforce Solutions Center – Brea
 - Affiliate OC Workforce Solutions Center – Laguna Niguel
 - Manchester Office Building for Justice-Involved (affiliate service location*) – Orange
 - Youth Guidance Center for Justice-Involved (affiliate service location*) – Santa Ana
 - Youth Leadership Academy for Justice-Involved (affiliate service location*) – Orange
 - Orangewood Foundation for Foster Youth (affiliate service location*) – Santa Ana
 - Joint Forces Training Base (affiliate service location*) – Los Alamitos
 - Orange County Mobile Unit (affiliate service location*) – Countywide

* An affiliate service location an OC Workforce Solutions Center site that makes available one or more of the Workforce Solutions partner programs, services, and activities to job seekers and employers. An affiliate site provides access to OC Workforce Solutions Center partners’ programs.

Funding Source	Budgeted Not-to-Exceed Costs
WIOA In-School Youth (ISY)	\$2,025,000.00
WIOA Out-of-School Youth (OSY)	\$675,000.00
Total	\$2,700,000

RFP Details:

- On January 17, 2024, the OCCR/WEDD released a Request for Proposals (RFP) # 012-2522804-JM for WIOA Youth Program Services for ISY and OSY, as required under WIOA.
- On February 16, 2024, four organizations responded to the RFP, all four were deemed responsive.
- The Evaluation Committee consisted of three subject matter experts including workforce professionals, youth program representatives, local workforce board members, and County staff.
- Based on the evaluation procedures and criteria outlined in the solicitation, the Evaluation Committee recommended to proceed with City of La Habra.

Fiscal Year 2024-25 WIOA Youth Program Service Provider, Career Services Program funding award recommendations.

WIOA ADULT/DISLOCATED WORKER PROGRAM SERVICE PROVIDER

Recommendation Summary:

This item seeks approval of the Fifth Amendment to the Workforce Innovation and Opportunity Act Career Services Contract with the Career TEAM to fund the continued provision of employment, training and career services for the Orange County Adult and Dislocated Worker program. The contract will be effective July 1, 2024, through June 30, 2025.

Background:

- The Workforce Innovation and Opportunity Act (WIOA) requires local Workforce Boards and their Chief Elected Official(s) to select a service provider(s) to provide Title I Career Services for the Adult and Dislocated Worker Program in Orange County (excluding Santa Ana and Anaheim).
- The WIOA Services provider is responsible for providing job seekers with high-quality career services, education, training, and supportive services to get good employment and stay employed. Further, the provider is responsible for assisting businesses in finding skilled workers and accessing other support, including education and training for their current workforce.
- On June 7, 2022, the Career TEAM was selected through an RFP to deliver WIOA Title I comprehensive Career Services to Adults and Dislocated workers. These services are designed to assist individuals overcome barriers to employment, acquire necessary skills and qualifications, and secure sustainable employment. This is the 3rd contract renewal with the Career TEAM and is eligible for one additional one-year terms.

Funding Source	Budgeted Not-to-Exceed Costs
WIOA Adult Career Services	\$1,591,000.00
WIOA Dislocated Worker Career Services	\$2,109,000.00
Total	\$3,700,000.00

Contract History:

Board Date	Contract/Amendment	Action	Term
N/A	Fourth Amendment	Fourth Amendment to increase the Contract by \$700,000 exercising the approved 20 percent contingency with an annual maximum obligation of \$3,700,000	7/1/2023 – 6/30/2024
6/27/2023	Third Amendment	Third Amendment with Career TEAM, LLC to administer Workforce Innovation and Opportunity Act Title I Career Services for the Adult and Dislocated Worker Program in an amount not to exceed \$3,000,000.	7/1/2023 – 6/30/2024
N/A	Second Amendment	Second Amendment to amend the Contract with a no cost increase to the maximum obligation; and replace Attachment C – Budget Schedule with Attachment C-1.	7/1/2022 – 6/30/2023
6/7/2022	Contract MA-012-22010577 with Career TEAM, LLC	Approved the Contract with Career TEAM, LLC to administer Workforce Innovation and Opportunity Act Title I Career Services for the Adult and Dislocated Worker Program, in an amount not to exceed \$3,500,000.	7/1/2022 – 6/30/2023

- In its current year contract, the Career TEAM has made progress toward achieving its annual performance goals.

Performance Metrics:

Adult Program	
New Enrollments	110%

Dislocated Worker Program	
New Enrollments	30%

Placement (2 nd Quarter after Exit)	86%
Placement (4 th Quarter after Exit)	82%
Median Earnings	87%
Degree/Certificates	92%
In-Program Skills Gain	85%

Placement (2 nd Quarter after Exit)	94%
Placement (4 th Quarter after Exit)	100%
Median Earnings	122%
Degree/Certificates	107%
In-Program Skills Gain	86%

- For Program Year 2023 - 2024, the budget was reduced from \$3.5M to \$3M because estimates for rent were undetermined at the time of contract signature.
- On April 1, 2024, the County of Orange exercised the 20% contingency to cover the cost of participant expenses including training and supportive services as well as the increased cost of rent for the new locations in Brea and Laguna.

Orange County Workforce Solutions

MEMORANDUM OF UNDERSTANDING

Orange County Workforce Development Board
OCCS – WORKFORCE & ECONOMIC DEVELOPMENT DIVISION | 1300 S. GRAND AVENUE BLDG. B SANTA ANA, CA 92705

Legal Authority

The Workforce Innovation and Opportunity Act (WIOA) sec. 121(c)(1) requires the Local Board, with the agreement of the Chief Elected Official (CEO), to develop and enter into a Memorandum of Understanding (MOU) between the Local Board and the One-Stop Partners, consistent with WIOA Sec. 121(c)(2), concerning the operation of the One-Stop delivery system in a local area. This requirement is further described in the Workforce Innovation and Opportunity Act; Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions: Final Rule at 20 CFR 678.500, 34 CFR 361.500, and 34 CFR 463.500, and in Federal guidance.

Additionally, the sharing and allocation of infrastructure costs among One-Stop partners is governed by WIOA sec. 121(h), its implementing regulations, and the Federal Cost Principles contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) at 2 CFR part 200.

Memorandum of Understanding

This MOU is executed between the Orange County Workforce Development Board (Local WDB), the Orange County American Job Centers of California network Partners (Partners), and the Orange County Board of Supervisors as Orange County's Chief Elected Officials (CEO). They are collectively referred to as the "Parties" to this MOU.

This MOU is developed to confirm the understanding of the Parties regarding the operation and management of the Orange County American Job Centers of California in the Orange County Workforce Development Board Area (Local Workforce Development Area). The Orange County Workforce Development Board provides local oversight of workforce programming for the Orange County Workforce Development Area.

The Orange County Workforce Development Board, with the agreement of the CEO, has (competitively) selected America Works as the One-Stop operator for the Orange County Workforce Development Area, as further outlined in the One-Stop Operator section.

The One-Stop Operating Budget and Infrastructure Funding Agreement establish a financial plan, including terms and conditions, to fund the services and operating costs of the Orange County Workforce Development Area American Job Center California network. The Parties to this MOU agree that joint funding is an essential foundation for an integrated service delivery system and necessary to maintain the Orange County Workforce Development Area's high-standard American Job Center California network.

The Vision, Mission, System Structure, Terms and Conditions, One-Stop Operating Budget, and Infrastructure Funding Agreement outlined herein reflect the commitment of the Parties to their job seeker and business customers, as well as to the overall Orange County community.

Introduction

Changing labor markets and advances in technology have revolutionized how businesses find talent and jobseekers look for work. Social media, online talent platforms, and professional networking sites are evolving rapidly, perpetuating shifts in labor market dynamics. Additionally, rising consumer expectations and global competition have transformed how business is conducted in most industries. Employers must move faster and more efficiently in order to stay ahead of (or at least keep up with) competitors. This makes it imperative for the public workforce system to continuously adapt and reframe strategies and policies designed to support employers and job seekers.

The Orange County Workforce Development Board seeks to establish a system that stands in stark contrast to the “traditional”/historical transaction-based model, whereby each agency operates its own business and job seeker services functions, and participants move from place to place seeking services. Instead, the goal is to create integrated locations and a unified structure and process of proactive, transparent, and effective job seeker and business services, orchestrated by a seamless collaboration of talent development and support agencies.

The purpose of this Memorandum of Understanding (MOU) is to define the parameters within which education, workforce, economic development, and other Partner programs and entities operating in the Orange County Workforce Development Board Local Workforce Development Area create a seamless, customer-focused American Job Center California network that aligns service delivery across the board and enhances access to program services. By realizing one-step opportunities together, partners are able to build community-benefiting bridges, rather than silos of programmatic isolation. These partnerships will reduce administrative burden and costs and increase customer access and performance outcomes.

Vision

Empower Orange County Workforce Development Board employers, individuals, and communities to prosper and grow the region’s economy through a workforce development system that is inherently customer-centered, seamless, and effective.

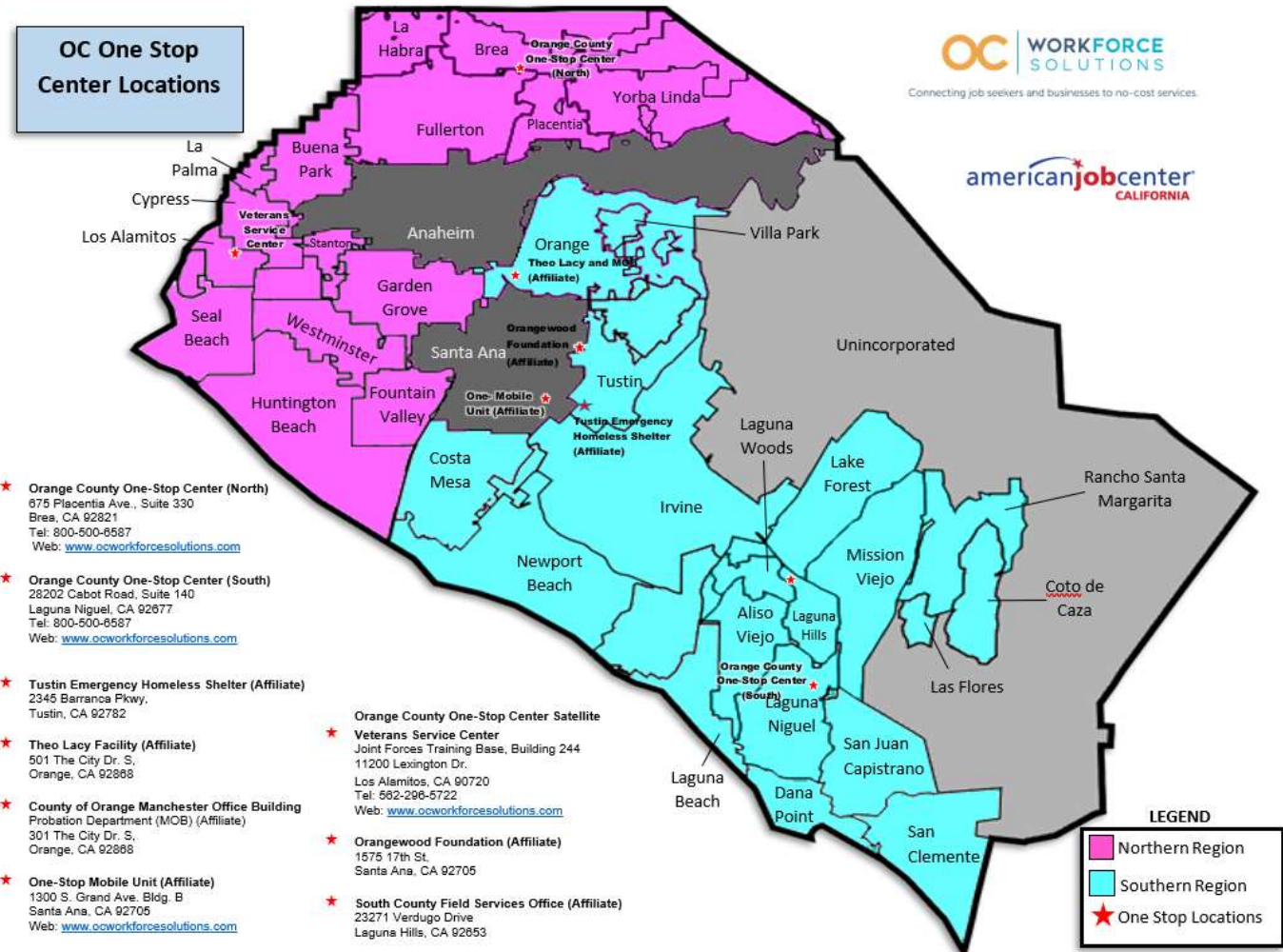
Mission

To establish a workforce system that provides data-driven and employer-validated talent solutions through the integration of education, workforce, and economic development resources across systems.

System Structure

American Job Centers of California: Orange County

The Orange County Workforce Development Board Local Workforce Development Area has one comprehensive and eight affiliate/satellite American Job Centers California, also known as One-Stop centers, that are designed to provide a full range of assistance to job seekers and businesses under one roof. Established under the Workforce Investment Act of 1998 and continued by the Workforce Innovation and Opportunity Act, the centers offer a comprehensive array of services designed to match talent with opportunities.



A: Orange County American Job Center (Comprehensive)

Brea Workforce Center	
Center Manager Name: Brandon Kasper	Phone: 800-500-6587
Mailing Address 675 Placentia Ave., Suite 330 Brea, CA 92821	E-mail Address
Operating Hours Mon, Tues, Thurs, Fri: 8:00 am - 6:00 pm Wed: 8:00 am - 8:00 pm Sat: 9:00 am to 1 :00 pm	Website: www.ocworkforcesolutions.com

B: Orange County American Job Center (Affiliates / Satellite)

Laguna Niguel Workforce Center	
Center Manager Name: Brandon Kasper	Phone: 800-500-6587
Mailing Address 28202 Cabot Road, Suite 140 Laguna Niguel, CA 92677	E-mail Address
Operating Hours Mon, Tues, Thurs, Fri 9:00 am - 6:00 pm Wed 9:00 am - 8:00 pm Sat 9:00 am to 1 :00 pm	Website: www.ocworkforcesolutions.com

Los Alamitos Joint Forces Training Base	
Center Manager Name: Brandon Kasper	Phone: 562-296-5722
Mailing Address 11200 Lexington Drive. Building 244 Los Alamitos, CA 90720	E-mail Address
Operating Hours Mon & Wed 8:00 am - 5:00 pm	Website: www.ocworkforcesolutions.com

Orangewood Foundation	
Center Manager Name: Brandon Kasper	Phone 866-501-5881
Mailing Address 1575 E. 17th St, Santa Ana, CA 92705	E-mail Address
Operating Hours Mon- Fri 9:00am - 6:00pm	Website: www.ocworkforcesolutions.com

Manchester Office Building	
Center Manager Name: Brandon Kasper	Phone 866-501-5881
Mailing Address 301 The City Dr. S, Orange, CA 92868	E-mail Address
Operating Hours Mon - Fri 9:00am - 5:00pm	Website: www.ocworkforcesolutions.com

South County Field Services Office	
Center Manager Name: Brandon Kasper	Phone
Mailing Address 23271 Verdugo Drive, Laguna Hills, CA 92653	E-mail Address
Operating Hours (by appointment only) Mon - Fri 8:00am - 5:00pm	Website: www.ocworkforcesolutions.com

Theo Lacy	
Center Manager Name: Brandon Kasper	Phone: 714-241-4900
Mailing Address 501 The City Dr. S, Orange, CA 92868	E-mail Address
Operating Hours (by appointment only) Mon - Thurs 9:00am - 6:00pm	Website: www.ocworkforcesolutions.com

Tustin Shelter	
Center Manager Name: Brandon Kasper	Phone 714-241-4900
Mailing Address 2345 Barranca Pkwy, Tustin, CA 92782	E-mail Address
Operating Hours (by appointment only) Tues & Thurs 9:00am - 6:00pm	Website: www.ocworkforcesolutions.com

Mobile Unit	
Center Manager Name: Brandon Kasper	Phone: 714-241-4900
Mailing Address 1300 S. Grand Ave. Bldg. B Santa Ana, CA. 92705	E-mail Address
Operating Hours (by appointment only)	Website: www.ocworkforcesolutions.com

One-Stop Operator

The Orange County Workforce Development Board selected the One-Stop operator, through a competitive process in accordance with the Uniform Guidance, WIOA and its implementing regulations, and Local procurement laws and regulations. All documentation for the competitive One-Stop operator procurement and selection process is published and may be viewed on the Orange County Workforce Development Board website at: <https://workforce.ocgov.com>. The State requires that the One-Stop operator is re-competed at least every three years and no later than every four years. Functional details are outlined in the Roles and Responsibilities of Partners section, under One-Stop Operator.

Partners

OC One Stop Current Partners		
Co-Located Partners		
Organizations	WIOA Mandatory Partners	Start Date
Career Team	WIOA Title I - Adult/Dislocated Worker	July 1, 2022
California Department of Rehabilitation (DOR)	WIOA Title IV- Vocational Rehabilitation	July 1, 2022
City of La Habra	WIOA Title I - Youth	July 1, 2022
Employment Development Department (EDD)	WIOA Title II - Wagner Peyser and Unemployment Insurance, Labor Market Information, Veterans and Trade Adjustment Assistance Programs	July 1, 2022
Veterans Employment Program (VEP)	WIOA Title I – Adult/Dislocated Worker	July 1, 2022
America Works – Homeless Veterans’ Reintegration Program (HVRP)	Community Based Partner	July 31, 2023
Chrysalis	Community Based Partner	October 4, 2022
County of Orange, Office on Aging	Title V- Senior Community Service Employment Program (SCSEP)	July 1, 2022
Pending Partners		
Organizations	WIOA Mandatory Partners	Start Date
OC Department of Education	Education	TBD
Organizations	WIOA Mandatory Partners	
	WIOA Title I – Adult/Dislocated Worker	
	WIOA Title I – Youth	
	WIOA Title I-Job Corps	
	WIOA Title I-Youth Build	
	WIOA Title I-Native American	
	WIOA Title I-Migrant and Seasonal Farmworker	
	WIOA Title III - Wagner Peyser	
	WIOA Title II - Adult Education and Family Literacy	
	WIOA Title IV- Vocational Rehabilitation	
	Career and Technical Education	

	Trade Adjustment Assistance	
	Veterans	
	Community Service Block Grant	
	Housing and Urban Development	
	Second Chance Act (Justice involved)	
	TANF (Welfare)	
	Community Based Organization	
	Education	
	Chambers	
Non-Co-Located Partners		
Organization	Partners	
Huntington Beach Adult School	Community Based Partner	
Saddleback College	Community Based Partner	
Tustin Adult School	Community Based Partner	
Cypress College	Community Based Partner	
BPSOS Center for Community Advancement	Community Based Partner	
CAPOC Empowered2Work	Community Based Partner	
Community Action Partnership of Orange County	Community Based Partner	
Hub for Integration, Reentry & Employment (H.I.R.E.)	Community Based Partner	
Medlin Workforce & Reentry Solutions	Community Based Partner	
Human Works Foundation, OC CAP, OCVFMC EEWG	Community Based Partner	
CEO Leadership Alliance Orange County	Community Based Partner	
Goodwill of Orange County	Community Based Partner	
North Orange Continuing Education	Community Based Partner	
California Department of Correction and Rehabilitation CDCR/DAPO	Community Based Partner	
County of Orange, Social Services, Family Self-Sufficiency Programs	Community Based Partner	
NeuroTalent Works	Community Based Partner	
EDD Workforce Services	Community Based Partner	
Orange County Asperger's Support Group	Community Based Partner	
Long Beach Job Corps Center	Community Based Partner	
County of Orange, Child Support Services	Community Based Partner	

OCSD Inmate Services	Community Based Partner
County of Orange Social Services Agency, Assistance Programs	Community Based Partner
OC United Way	Community Based Partner
University of Massachusetts Global	Community Based Partner
Tiyya Foundation	Community Based Partner
Working Wardrobes	Community Based Partner
Chrysalis	Community Based Partner
United American Indian Involvement (UAI)	Community Based Partner
Community Health Initiative of Orange County (CHIOC)	Community Based Partner
Laura's House	Community Based Partner
Coast Community College District	Community Based Partner
Yorba Linda Chambers	Community Based Partner
Coast-line ROP	Community Based Partner
City of Tustin	Community Based Partner
Garden Grove Unified School District (GGUSD)/Garden Grove Adult Education	Community Based Partner
College and Career Preparatory Academy	Community Based Partner
Latino Coalition for Community Leadership	Community Based Partner
South Orange County Community College District	Community Based Partner
Anaheim Chamber of Commerce	Community Based Partner
Greater Irvine Chamber of Commerce	Community Based Partner
Friendly Center	Community Based Partner
Rancho Santiago Community College District	Community Based Partner
New Opportunities Organization	Community Based Partner
EduWorkforce Partners, LLC	Community Based Partner

Partner Services

At a minimum, Partners will make the below services available, as applicable to the program, consistent with and coordinated via the American Job Center California network system. Additional services may be provided on a case-by-case basis and with the approval of the Local WDB and the CEO

BUSINESS SERVICES		
Serve as a single point of contact for businesses, responding to all requests in a timely manner	Provide information and services related to Unemployment Insurance taxes and claims	Assist with disability and communication accommodations, including job coaches
Conduct outreach regarding local workforce system's services and products	Conduct on-site Rapid Response activities regarding closures and downsizings	Develop On-the-Job Training (OJT) contracts, incumbent worker contracts, or pay-for-performance contract strategies
Provide access to labor market information	Provide customized recruitment and job applicant screening, assessment, and referral services	Provide employer and industry cluster-driven Occupational Skills Training through Individual Training Accounts with eligible training providers
Assist with the interpretation of labor market information	Conduct job fairs	Develop customized training opportunities to meet specific employer and/or industry cluster needs
Use of Workforce Solutions center facilities for recruiting and interviewing job applicants	Consult on human resources issues	Coordinate with employers to develop and implement layoff aversion strategies
Post job vacancies in the state labor exchange system and take and fill job orders	Provide information regarding disability awareness issues	Provide incumbent worker upgrade training through various modalities
Provide information regarding workforce development initiatives and programs	Provide information regarding assistive technology and communication accommodations	Develop, convene, or implement industry or sector partnerships

JOB SEEKER SERVICES		
<u>Basic Career Services</u>	<u>Individualized Career Services</u>	<u>Training</u>
Outreach, intake and orientation to the information, services, programs, tools, and resources available through the Local workforce system	Comprehensive and specialized assessments of skills levels and service needs	Occupational skills training through Individual Training Accounts (ITAs)
Initial assessments of skill level(s), aptitudes, abilities, and supportive service needs	Development of an individual employability development plan to identify employment goals, appropriate achievement objectives, and appropriate combination of services for the customer to achieve the employment goals	Adult education and literacy activities, including English language acquisition (ELA), provided in combination with the training services described above
In and out of area job search and placement assistance (including provision of information on in-demand industry sectors and occupations and non-traditional employment)	Referral to training services	On-the-Job Training (OJT)
Access to employment opportunity and labor market information		Incumbent Worker Training
Performance information and program costs for eligible providers of training, education, and workforce services	Literacy activities related to work readiness	Programs that combine workplace training with related instruction which may include cooperative education
Information on performance of the Local workforce system	Individual counseling and career planning	Training programs operated by the private sector
Information on the availability of supportive services and referral to such, as appropriate	Case management for customers seeking training services; individual in and out of area job search, referral, and placement assistance	Skill upgrading and retraining
Information and meaningful assistance on Unemployment Insurance claim filing	Work experience, transitional jobs, registered apprenticeships, and internships	Entrepreneurial training

<p>Determination of potential eligibility for workforce Partner services, programs, and referral(s)</p>	<p>Workforce preparation services (e.g., development of learning skills, punctuality, communication skills, interviewing skills, personal maintenance, literacy skills, financial literacy skills, and professional conduct) to prepare individuals for unsubsidized employment or training</p>	<p>Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training</p>
<p>Information and assistance in applying for financial aid for training and education programs not provided under WIOA</p>	<p>Post-employment follow-up services and support (→ <i>This is not an individualized career service but listed here for completeness.</i>)</p>	<p>Other training services as determined by the workforce partner’s governing rules</p>

YOUTH SERVICES	
Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential.	Alternative secondary school services, or dropout recovery services, as appropriate.
<p>Paid and unpaid work experiences that have as a component academic and occupational education, which may include:</p> <p>Summer employment opportunities and other employment opportunities available throughout the school year,</p> <ul style="list-style-type: none"> - pre-apprenticeship programs - internships and job shadowing - and on-the-job training opportunities. 	Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area involved.
Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.	Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate.
Supportive services.	Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months.
Follow-up services for not less than 12 months after the completion of participation, as appropriate.	Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.
Financial literacy education.	Entrepreneurial skills training.
Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.	Activities that help youth prepare for and transition to postsecondary education and training.

Roles and Responsibilities

The Parties to this agreement will work closely together to ensure that all Orange County American Job Centers of California are high performing workplaces with staff who will ensure quality of service.

All Parties

All Parties to this agreement shall comply with:

- Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule, published December 2, 2016),
- Title VI of the Civil Rights Act of 1964 (Public Law 88-352),
- Section 504 of the Rehabilitation Act of 1973, as amended,
- The Americans with Disabilities Act of 1990 (Public Law 101-336),
- The Jobs for Veterans Act (Public Law 107-288) pertaining to priority of service in programs funded by the U.S. Department of Labor,
- Training and Employment Guidance Letter (TEGL) 37-14, Update on Complying with Nondiscrimination Requirements: Discrimination Based on Gender Identity, Gender Expression and Sex Stereotyping are Prohibited Forms of Sex Discrimination in the Workforce Development System and other guidance related to implementing WIOA sec. 188,
- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR part 99),
- Confidentiality requirements governing the protection and use of personal information held by the VR agency (34 CFR 361.38),
- The confidentiality requirements governing the use of confidential information held by the State UI agency (20 CFR part 603),
- all amendments to each, and
- all requirements imposed by the regulations issued pursuant to these acts.

The above provisions require, in part, that no persons in the United States shall, on the grounds of race, color, national origin, sex, sexual orientation, gender identity and/or expression, age, disability, political beliefs or religion be excluded from participation in, or denied, any aid, care, services or other benefits provided by federal and/or state funding, or otherwise be subjected to discrimination.

Additionally, all Parties shall:

- Collaborate and reasonably assist each other in the development of necessary service delivery protocols for the services outlined in the Partner Services section above,
- Agree that the provisions contained herein are made subject to all applicable federal and state laws, implementing regulations, and guidelines imposed on either or all Parties relating

to privacy rights of customers, maintenance of records, and other confidential information relating to customers, and

- Agree that all equipment and furniture purchased by any party for purposes described herein shall remain the property of the purchaser after the termination of this agreement.

Chief Elected Officials

The CEO for the Orange County Workforce Development Board Local Workforce Development Area is Orange County Board of Supervisors. The CEO will, at a minimum:

- In Partnership with the Orange County Workforce Development Board and other applicable Partners within the planning region, develop and submit a single regional plan that includes a description of the activities that shall be undertaken by all Local WDBs and their Partners, and that incorporates plans for each of the Local areas in the planning region,
- Approve the Orange County Workforce Development Board budget and workforce center cost allocation plan,
- Approve the selection of the One-Stop operator following the competitive procurement process, and
- Coordinate with the Orange County Workforce Development Board to oversee the operations of the Orange County Workforce Development Board Local Workforce Development Area American Job Center California network.

Orange County Workforce Development Board

The Local WDB ensures the workforce-related needs of employers, workers, and job seekers in the Local Workforce Development Area and/or the region are met, to the maximum extent possible with available resources. The Local WDB will, at a minimum:

- In Partnership with the CEO and other applicable Partners within the Local Workforce Development Area, develop and submit a Local Workforce Development Area plan that includes a description of the activities that shall be undertaken by the Local WDB and its Partners, and that aligns its strategic vision, goals, objectives, and workforce-related policies to the regional plan and economy,
- In Partnership with the CEO and other applicable Partners within the planning region, develop and submit a single regional plan that includes a description of the activities that shall be undertaken by all Local WDBs and their Partners, and that incorporates plans for each of the Local areas in the planning region,
- In collaboration and Partnership with the CEO and other applicable Partners within the planning region, develop the strategic regional vision, goals, objectives, and workforce-related policies,
- In cooperation with the Local CEO and the other Local WDBs within the regional area, design and approve the American Job Center California network structure. This includes, but is not limited to:

- Adequate, sufficient, and accessible One-Stop center locations and facilities,
- Sufficient numbers and types of providers of career and training services (including eligible providers with expertise in assisting individuals with disabilities and eligible providers with expertise in assisting adults in need of adult education and literacy activities),
- A holistic system of supporting services, and
- One or more competitively procured One-Stop operators.
- In collaboration with the CEO, designate through a competitive process, oversee, monitor, implement corrective action, and, if applicable, terminate the One-Stop operator(s),
- Determine the role and day-to-day duties of the One-Stop operator,
- Approve annual budget allocations for operation of the American Job Center California network,
- Help the One-Stop operator recruit operational Partners and negotiate MOUs with new Partners,
- Leverage additional funding for the American Job Center California network to operate and expand One-Stop customer activities and resources, and
- Review and evaluate performance of the Orange County Workforce Development Board Local Workforce Development Area and One-Stop operator

Orange County Workforce Development Board Staff

Specific responsibilities include, at a minimum:

- Assist the CEO and the Local WDB with the development and submission of a single regional plan,
- Support the Local WDB with the implementation and execution of the regional vision, goals, objectives, and workforce-related policies, including all duties outlined above,
- Provide operational and grant-specific guidance to the One-Stop operator,
- Investigate and resolve elevated customer complaints and grievance issues,
- Prepare regular reports and recommendations to the Local WDB, and
- Oversee negotiations and maintenance of MOUs with One-Stop Partners.

One-Stop Operator

Orange County Workforce Development Board One-Stop Operator will employ one (1) Center Manager (see American Job Centers section above) who will act as “a functional leader”. As such, they will have the authority to organize and supervise Partner staff, in order to optimize and streamline service delivery efforts. Formal leadership, supervision, and performance responsibilities will remain with each staff member’s employer of record. The One-Stop operator, through the

Center Managers, will, at a minimum manage daily operations, including but not limited to:

- Managing and coordinating Partner responsibilities, as defined in this MOU,
- Managing hours of operation, including the once weekly extended hours of operation,
- Coordinating daily work schedules and workflow based upon operational needs, and
- Coordinating staff vacations/unscheduled absences with the formal leader to ensure service coverage by center staff.
- Assist the Local WDB in establishing and maintaining the American Job Center California network structure. This includes but is not limited to:
 - Ensuring that State requirements for center certification are met and maintained,
 - Ensuring that career services such the ones outlined in WIOA sec. 134(c)(2) are available and accessible,
 - Ensuring that Orange County Workforce Development Board policies are implemented and adhered to,
 - Adhering to the provisions outlined in the contract with the Orange County Workforce Development Board and the Orange County Workforce Development Board Business Plan,
 - Reinforcing strategic objectives of the Orange County Workforce Development Board to Partners, and
 - Ensuring staff are properly trained by their formal leadership organizations and provided technical assistance, as needed.
- Integrate systems and coordinate services for the center and its Partners, placing priority on customer service.
- Integrated Workforce Service Delivery, as defined by WIOA, means organizing and implementing services by function (rather than by program), when permitted by a program's authorizing statute and as appropriate, and by coordinating policies, staff communication, capacity building, and training efforts.
- Functional alignment includes having One-Stop center staff who perform similar tasks serve on relevant functional teams, e.g. Skills Development Team or Business Services Team.
- Service integration focuses on serving all customers seamlessly (including targeted populations) by providing a full range of services staffed by cross-functional teams, consistent with the purpose, scope, and requirements of each program.
- The services are seamless to the customer, meaning the services are free of cumbersome transitions or duplicative registrations from one program service to another and there is a smooth customer flow to access the array of services available in the workforce center.
- Oversee and coordinate partner, program, and American Job Center California network performance. This includes but is not limited to:
 - Providing and/or contributing to reports of center activities, as requested by the Orange County Workforce Development Board,
 - Providing input to the formal leader (partner program official) on the work performance of staff under their purview,
 - Notifying the formal leader immediately of any staff leave requests or unexcused absences, disciplinary needs, or changes in employee status,
 - Identifying and facilitating the timely resolution of complaints, problems, and other issues,

- Collaborating with the Local WDB on efforts designed to ensure the meeting of program performance measures, including data sharing procedures to ensure effective data matching, timely data entry into the case management systems, and coordinated data batch downloads (while ensuring the confidentiality requirements of FERPA, 34 CFR 361.38, and 20 CFR part 603),
- Ensuring open communication with the formal leader(s) in order to facilitate efficient and effective center operations
- Evaluating customer satisfaction data and propose service strategy changes to the Orange County Workforce Development Board based on findings.
- Manage fiscal responsibilities and records for the center. This includes assisting the Local WDB with cost allocations and the maintenance and reconciliation of one-step center operation budgets.

Orange County Workforce Development Board One-Stop Operator will not assist in the development, preparation, and submission of Local plans. They cannot manage or assist in future competitive processes for selecting operators or select or terminate One-Stop operators, career services providers, or Youth providers. The operator cannot negotiate local performance accountability measures or develop and submit budgets for activities of the Local WDB. Orange County Workforce Development Board is responsible for the negotiated performance measures, strategic planning, budgets, and One-Stop operator oversight (including monitoring)

Partners

Each Partner commits to cross-training of staff, as appropriate, and to providing other professional learning opportunities that promote continuous quality improvement. At least 80 percent of the center’s workforce development front line staff will achieve an Industry Recognized Certified Workforce Development Professional (CWDP) certification.

Partners will further promote system integration to the maximum extent feasible through:

- Effective communication, information sharing, and collaboration with the One-Stop operator,
- Joint planning, policy development, and system design processes,
- Commitment to the joint mission, vision, goals, strategies, and performance measures,
The design and use of common intake, assessment, referral, and case management processes,
- The use of common and/or linked data management systems and data sharing methods, as appropriate, CalJOBS Referral System
- Leveraging of resources, including other public agency and non-profit organization services,
- Participation in a continuous improvement process designed to boost outcomes and increase customer satisfaction, and

- Participation in regularly scheduled Partner meetings to exchange information in support of the above and encourage program and staff integration.

Data Sharing

Partners agree that the use of high-quality, integrated data is essential to inform decisions made by policymakers, employers, and job seekers. Additionally, it is vital to develop and maintain an integrated case management system, as appropriate, that informs customer service throughout customers' interaction with the integrated system and allows information collected from customers at intake to be captured once.

Partners further agree that the collection, use, and disclosure of customers' personally identifiable information (PII) is subject to various requirements set forth in Federal and State privacy laws. Partners acknowledge that the execution of this MOU, by itself, does not function to satisfy all these requirements. All data, including customer PII, collected, used, and disclosed by Partners will be subject to the following:

- Customer PII will be properly secured in accordance with the Local WDB's policies and procedures regarding the safeguarding of PII.
- The collection, use, and disclosure of customer education records, and the PII contained therein, as defined under FERPA, shall comply with FERPA and applicable State privacy laws.
- All confidential data contained in UI wage records must be protected in accordance with the requirements set forth in 20 CFR part 603.
- All personal information contained in VR records must be protected in accordance with the requirements set forth in 34 CFR 361.38.
- Customer data may be shared with other programs, for those programs' purposes, within the American Job Center California network only after the informed written consent of the individual has been obtained, where required.
- Customer data will be kept confidential, consistent with Federal and State privacy laws and regulations.
- All data exchange activity will be conducted in machine readable format, such as HTML or PDF, for example, and in compliance with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794 (d)).

All one-step center and Partner staff will be trained in the protection, use, and disclosure requirements governing PII and any other confidential data for all applicable programs, including FERPA-protected education records, confidential information in UI records, and personal information in VR records

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 AJCC Partner agrees to the following:

- Comply with the applicable provisions of WIOA, 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, according to the confidentiality requirements in the Confidentiality section of this MOU below.
- Commit to share information to the greatest extent allowable under their governing legislation and confidentiality requirements.
- Maintain all records of the AJCC customers including, but not limited to, 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, as resources allow.
- All Orange County AJCC partners shall agree upon system security provisions, according to the confidentiality requirements in the Confidentiality section of this MOU below.

Digital Referral Tracking System

The Orange County AJCC partners and specialized partners agree to develop a technology-based communication method to supplement current referral processes. This will likely include the use of real-time tools, such as CalJOBSsm and the potential implementation of a shared online calendar. It is the expectation that all participants register in CalJOBSsm to gain additional support, track services, certifications attained and search for employment opportunities.

Confidentiality

All Parties expressly agree to abide by all applicable Federal, State, and local laws and regulations regarding confidential information, including PII from educational records, such as but not limited to 20 CFR Part 603, 45 CFR Section 205.50, 20 USC 1232g and 34 CFR part 99, and 34 CFR 361.38, as well as any applicable State and local laws and regulations. In addition, in carrying out their respective responsibilities, each Party shall respect and abide by the confidentiality policies and legal requirements of all the other Parties.

Each Party will ensure that the collection and use of any information, systems, or records that contain PII and other personal or confidential information will be limited to purposes that support the programs and activities described in this MOU and will comply with applicable law.

Each Party will ensure that access to software systems and files under its control that contain PII or other personal or confidential information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities described herein and will comply with applicable law. Each Party expressly agrees to take measures to ensure that no PII or other personal or confidential information is accessible by unauthorized individuals.

To the extent that confidential, private, or otherwise protected information needs to be shared amongst the Parties for the Parties' performance of their obligations under this MOU, and to the extent that such sharing is permitted by applicable law, the appropriate data sharing agreements will be created and required confidentiality and ethical certifications will be signed by authorized individuals. With respect to confidential unemployment insurance information, any such data sharing must comply with all the requirements in 20 CFR Part 603, including but not limited to requirements for an agreement consistent with 20 CFR 603.10, payments of costs, and permissible disclosures.

With respect to the use and disclosure of FERPA-protected customer education records and the PII contained therein, any such data sharing agreement must comply with all the requirements set forth in 20 U.S.C. § 1232g and 34 CFR Part 99.

With respect to the use and disclosure of personal information contained in VR records, any such data sharing agreement must comply with all the requirements set forth in 34 CFR 361.38.

Referrals

The primary principle of the referral system is to provide integrated and seamless delivery of services to workers, job seekers, and employers. In order to facilitate such a system, Partners agree to:

- Familiarize themselves with the basic eligibility and participation requirements, as well as with the available services and benefits offered, for each of the Partners' programs represented in the Orange County Workforce Development Board Local Workforce Development Area American Job Center California network,
- Develop materials summarizing their program requirements and making them available for Partners and customers,
- Develop and utilize common intake, eligibility determination, assessment, and registration forms,
- Provide substantive referrals – in accordance with the Orange County Workforce Development Board Local Workforce Development Area Referral Policy – to customers who are eligible for supplemental and complementary services and benefits under partner programs,
- Regularly evaluate ways to improve the referral process, including the use of customer satisfaction surveys,
- Commit to robust and ongoing communication required for an effective referral process, and
- Commit to actively follow up on the results of referrals and assuring that Partner resources are being leveraged at an optimal level.

Methods for Referring Customers

Please refer to Attachment A: Sample AJCC System Services Referral Agreement. The primary principle of the referral system is to provide integrated and seamless delivery of services to workers, job seekers, and employers. In order to facilitate such a system, Partners agree to:

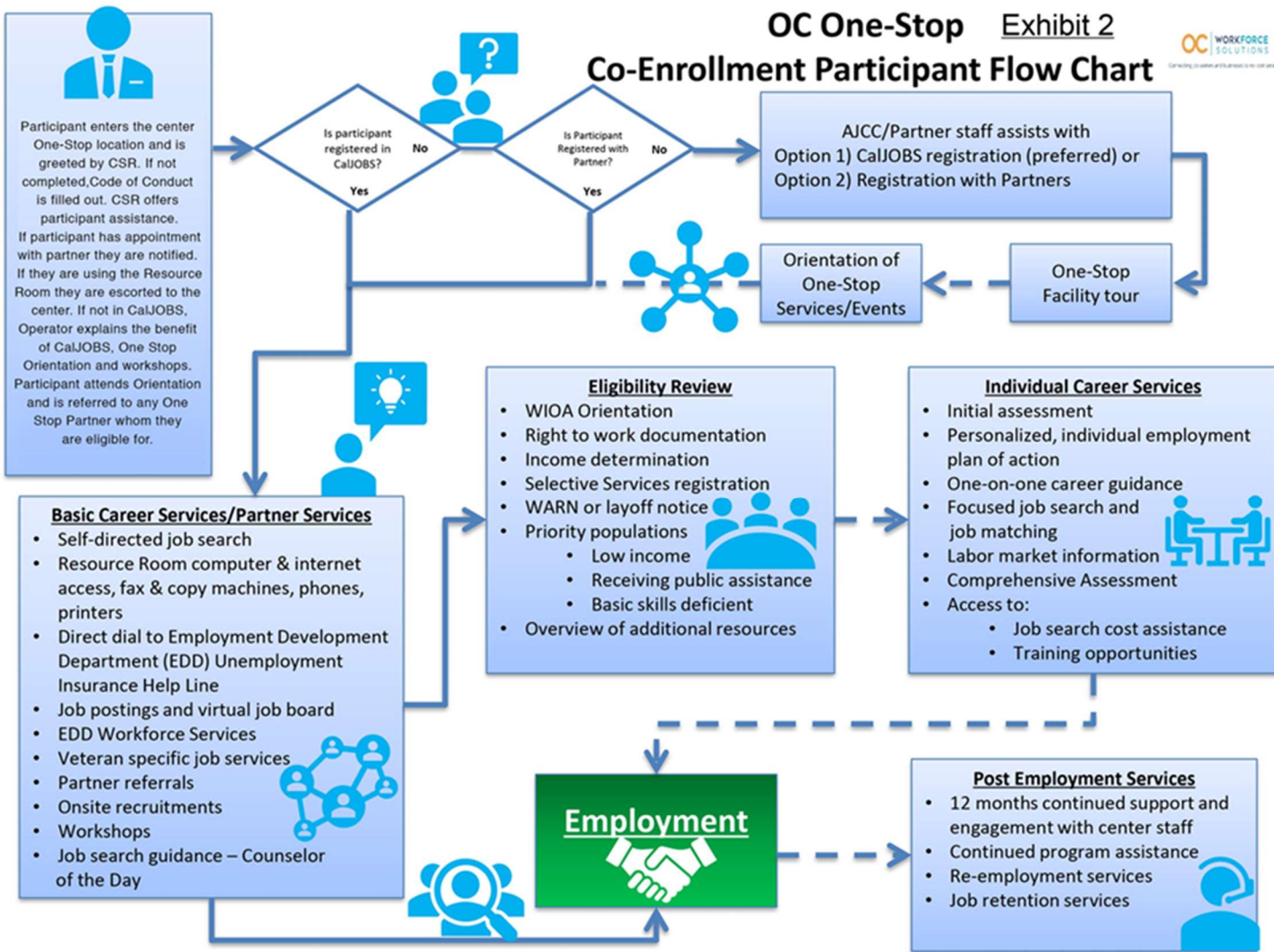
- Familiarize themselves with the basic eligibility and participation requirements, as well as with the available services and benefits offered, for each of the Partners' programs represented in the AJCC network;
- Develop materials summarizing their program requirements and making them available for Partners and customer;
- Develop and utilize common intake, eligibility determination, assessment, and registration forms, as appropriate;
- Provide substantive referrals to customers who are eligible for supplemental and complementary services and benefits under partner programs,
- Regularly evaluate ways to improve the referral process, including the use of customer satisfaction surveys;
- Commit to robust and ongoing communication required for an effective referral process; and
- Commit to actively follow up on the results of referrals and assuring that Partner resources are being leveraged at an optimal level.

Co-Enrollment

The WIOA places a strong emphasis on planning and implementation across multiple partner programs to ensure alignment in service delivery. Co-enrollment is consistently supported by the State Plan and Orange County Workforce Development Board therefore partners will engage in strategic efforts to utilize co-enrollment to further leverage resources for maximum benefit to a participant. Furthermore, strategic co-enrollment can increase program and participant success, maximize resources, enable greater efficiencies in service delivery, and align services with regional sector pathways. By braiding resources and realigning program service delivery models, we can redefine participant flow and facilitate access to comprehensive services. Establishing co-enrollment models will enhance a more efficient use of system resources on behalf of the participant.

By adopting co-enrollment strategies, partners can further advance local and regional objectives by programming service delivery models outlined in the WIOA Memorandums Understanding (MOU). Strategic co-enrollment builds upon aligning, coordinating, and integrating programs and services, where it makes sense for the participant, in order to help all Californians obtain jobs that ensure both long-term economic self-sufficiency and economic security.

Co-Enrollment Participant Flow Chart



Accessibility

Accessibility to the services provided by the American Job Centers and all Partner agencies is essential to meeting the requirements and goals of the Orange County Workforce Development Board American Job Center California network. Job seekers and businesses must be able to access all information relevant to them via visits to physical locations as well as in virtual spaces, regardless of gender, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or federal law.

Physical Accessibility - One-Stop centers will maintain a culture of inclusiveness and the physical characteristics of the facility, both indoor and outdoor, will meet the latest standards of accessible design. Services will be available in a convenient, high traffic, and accessible location, taking into account reasonable distance from public transportation and adequate parking (including parking clearly marked for individuals with disabilities). Indoor space will be designed in an "equal and meaningful" manner providing access for individuals with disabilities.

Virtual Accessibility -The Orange County Workforce Development Board will work with the California Workforce Development Board (California WDB) to ensure that job seekers and businesses have access to the same information online as they do in a physical facility. Information must be clearly marked and compliant with Section 508 of the U.S. Department of Health and Human Services code. Partners will comply with the Plain Writing Act of 2010; the law that requires that federal agencies use "clear Government communication that the public can understand and use" and all information kept virtually will be updated regularly to ensure dissemination of correct information. Partners should either have their own web presence via a website and/or the use of social media, or work out a separate agreement with the Orange County Workforce Development Board to post content through its website

Communication Accessibility- Communications access, for purposes of this MOU, means that individuals with sensory disabilities can communicate (and be communicated with) on an equal footing with those who do not have such disabilities. All Partners agree that they will provide accommodations for individuals who have communication challenges, including but not limited to individuals who are deaf and hard of hearing, individuals with vision impairments, and individuals with speech-language impairments.

Programmatic Accessibility- All Partners agree that they will not discriminate in their employment practices or services on the basis of gender, gender identity and/or expression, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or federal law. Partners must assure that they have policies and procedures in place to address these issues, and that such policies and procedures have been disseminated to their employees and otherwise posted as required by law. Partners further assure that they are currently in compliance with all applicable state and federal laws and regulations regarding these issues. All Partners will cooperate with compliance monitoring that is conducted at the Local level to ensure that all American Job Center programs, services, technology, and materials are physically and programmatically accessible and available to all. Additionally, staff members will be trained to provide services to all, regardless of range of abilities, mobility, age, language, learning style, or comprehension or education level. An interpreter will be provided in

real time or, if not available, within a reasonable timeframe to any customer with a language barrier. Assistive devices, such as screen-reading software programs (e.g., JAWS and DRAGON) and assistive listening devices must be available to ensure physical and programmatic accessibility within the American Job Center California network.

Outreach

The Orange County Workforce Development Board and its Partners will develop and implement a strategic outreach plan that will include, at a minimum:

- Specific steps to be taken by each partner,
- An outreach plan to the region’s human resources professionals,
- An outreach and recruitment plan to the region’s job seekers, including targeted efforts for populations most at-risk or most in need,
- An outreach and recruitment plan for out-of-school youth,
- Sector strategies and career pathways,
- Connections to registered apprenticeship,
- A plan for messaging to internal audiences,
- An outreach tool kit for Partners,
- Regular use of social media,
- Clear objectives and expected outcomes, and
- Leveraging of any statewide outreach materials relevant to the region.

Press Releases and Communications

Orange County AJCC partners shall have the option to be included in any communication with the press, television, radio, or any other form of media when the AJCC Partner’s specific duties or performance under this MOU is addressed. Unless otherwise directed by the other AJCC Partners, in all communications, each party shall make reference to the AJCC as a single system and only call out individual Orange County AJCC partners as appropriate to the topic or issue being covered.

The Orange County AJCC partners and specialized partners agree to utilize the AJCC logo developed by the State of California and the OCDB for AJCC usage.

Dispute Resolution

The following section details the dispute resolution process designed for use by the Partners when unable to successfully reach an agreement necessary to execute the MOU. (Note: This is separate from the Orange County Workforce Development Board Local Workforce Development Area Customer Grievance and Complaint Management Policy.) A disagreement is considered to have reached the level of dispute resolution when an issue arises out of the development and negotiation of an MOU that is not easily coming to a point of resolution. It is the responsibility of the Local WDB Chair (or designee) to coordinate the MOU dispute

resolution to ensure that issues are being resolved appropriately. Any party to the MOU may seek resolution under this process.

All Parties are advised to actively participate in Local negotiations in a good faith effort to reach agreement. Any disputes shall first be attempted to be resolved informally.

Should informal resolution efforts fail, the dispute resolution process must be formally initiated by the petitioner seeking resolution. The petitioner must send a notification to the Orange County Workforce Development Board Chair (or designee) and all Parties to the MOU regarding the conflict within 10 business days.

The Orange County Workforce Development Board Chair (or designee) shall place the dispute on the agenda of a special meeting of the Local WDB's Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute. Disputes shall be resolved by a 2/3 majority consent of the Executive Committee members present.

The decision of the Executive Committee shall be final and binding unless such a decision is in contradiction of applicable State and Federal laws or regulations governing the Partner agencies.

The right of appeal no longer exists when a decision is final. Additionally, final decisions will not be precedent-setting or binding on future conflict resolutions unless they are officially stated in this procedure.

The Executive Committee must provide a written response and dated summary of the proposed resolution to all Parties to the MOU.

The Orange County Workforce Development Board Chair (or designee) will contact the petitioner and the appropriate Parties to verify that all are in agreement with the proposed resolution.

Monitoring

The Orange County Workforce Development Board, 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:

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

All Parties to this MOU should expect regular fiscal and programmatic monitoring to be conducted by each of the above entities, as appropriate.

Non-Discrimination and Equal Opportunity

All Parties to this MOU certify that they prohibit, and will continue to prohibit, discrimination, and they certify that no person, otherwise qualified, is denied employment, services, or other benefits on the basis of: (i) political or religious opinion or affiliation, marital status, sexual orientation, gender, gender identification and/or expression, race, color, creed, or national origin; (ii) sex or age, except when age or sex constitutes a bona fide occupational qualification; or (iii) the physical or mental disability of a qualified individual with a disability.

The Parties specifically agree that they will comply with Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule December 2, 2016), the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), the Non-traditional Employment for Women Act of 1991, titles VI and VII of the Civil Rights of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1967, as amended, title IX of the Education Amendments of 1972, as amended, and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 37 and 38.

Indemnification

All Parties to this MOU recognize the Partnership consists of various levels of government, not-for-profit, and for-profit entities. Each party to this agreement shall be responsible for injury to persons or damage to property resulting from negligence on the part of itself, its employees, its agents, or its officers. No Partner assumes any responsibility for any other party, State or non-State, for the consequences of any act or omission of any third party. The Parties acknowledge the Orange County Workforce Development Board, County of Orange, CEO, and the One-Stop operator have no responsibility and/or liability for any actions of the One-Stop center employees, agents, and/or assignees. Likewise, the Parties have no responsibility and/or liability for any actions of the Orange County Workforce Development Board or the One-Stop operator.

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.

Drug and Alcohol-free Workplace

All Parties to this MOU certify they 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.

Certification Regarding Lobbying

All Parties 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.

Debarment and Suspension

All Parties 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.

Priority of Service

All Parties certify that they will adhere to all statutes, regulations, policies, and plans regarding priority of service, including, but not limited to, priority of service for veterans and their eligible spouses, and priority of service for the WIOA title I Adult program, as required by 38 U.S.C. sec. 4215 and its implementing regulations and guidance, and WIOA sec. 134(c)(3)(E) and its implementing regulations and guidance. Partners will target recruitment of special populations that receive a focus for services under WIOA, such as individuals with disabilities, low-income individuals, basic skills deficient youth, and English language learners.

Buy American Provision

Each Party that receives funds made available under title I or II of WIOA or under the Wagner-Peyser Act (29 U.S.C. Section 49, et. seq.) certifies that it will comply with Sections 8301 through 8303 of title 41 of the United States Code (commonly known as the “Buy American Act.”) and as referenced in WIOA Section 502 and 20 CFR 683.200(f).

Salary Compensation and Bonus Limitations

Each Party certifies that, when operating grants funded by the U.S. Department of Labor, it complies with TEGL 05-06, Implementing the Salary and Bonus Limitations in Public Law 109-234, TEGL 17-15, Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker and Youth Activities Program Allotments for Program Year (PY) 2016; Final PY 2016 Allotments for the Wagner-Peyser Act Employment Service (ES) Program Allotments; and Workforce Information Grants to States Allotments for PY 2016, Public Laws 114-113 (Division H, title I, Section 105) and 114-223, and WIOA section 194(15)(A), restricting the use

of federal grant funds for compensation and bonuses of an individual, whether charged to either direct or indirect, at a rate in excess of the Federal Office of Personnel Management Executive Level II

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.

Governing Law

This MOU will be construed, interpreted, and enforced according to the laws of the State of California. 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.

Modification Process

1. **Notification** - When a Partner wishes to modify the MOU, the Partner must first provide written notification to all signatories of the existing MOU and outline the proposed modification(s).
2. **Discussion/Negotiation** - Upon notification, the Orange County Workforce Development Board Chair (or designee) must ensure that discussions and negotiations related to the proposed modification take place with Partners in a timely manner and as appropriate.

Depending upon the type of modification, this can be accomplished through email communications of all the Parties. If the proposed modification is extensive and is met with opposition, the Orange County Workforce Development Board Chair (or designee) may need to call a meeting of the Parties to resolve the issue. Upon agreement of all Parties, a modification will be processed.

If the modification involves substitution of a party that will not impact any of the terms of the agreement, it can be accomplished by the original party and the new party entering into an MOU that includes the Orange County Workforce Development Board, wherein the new party assumes all of the rights and obligations of the original party. Upon execution, the Orange County Workforce Development Board Chair (or designee) presents the agreement as a proposed modification to the MOU, and the remaining steps are followed.

If determined that a Partner is unwilling to agree to the MOU modification, the Orange County Workforce Development Board Chair (or designee) must ensure that the process in the Dispute Resolution section is followed

- 3. Signatures-** The Orange County Workforce Development Board Chair (or designee) must immediately circulate the MOU modification and secure Partner signatures within four (4) weeks. The modified MOU will be considered fully executed once all signatories have reviewed and signed.

The modification may be signed in counterparts, meaning each signatory can sign a separate document as long as the Orange County Workforce Development Board Chair (or designee) acquires signatures of each party and provides a complete copy of the modification with each party's signature to all the other Parties.

Termination

This MOU will remain in effect until the end date specified in the Effective Period section below, unless:

- All Parties mutually agree to terminate this MOU prior to the end date.
- Federal oversight agencies charged with the administration of WIOA are unable to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal period of this MOU succeeding the first fiscal period. Any party unable to perform pursuant to MOU due to lack of funding shall notify the other Parties as soon as the party has knowledge that funds may be unavailable for the continuation of activities under this MOU.
- WIOA is repealed or superseded by subsequent federal law.
- Local area designation is changed under WIOA.
- A party breaches any provision of this MOU and such breach is not cured within thirty (30) days after receiving written notice from the Orange County Workforce Development Board Chair (or designee) specifying such breach in reasonable detail. In such event, the non-breaching party(s) shall have the right to terminate this MOU by giving written notice thereof to the party in breach, upon which termination will go into effect immediately.

In the event of termination, the Parties to the MOU must convene within thirty (30) days after the breach of the MOU to discuss the formation of the successor MOU. At that time, allocated costs must be addressed.

Any party may request to terminate its inclusion in this MOU by following the modification process identified in the Modification Process section above.

All Parties agree that this MOU shall be reviewed and renewed not less than once every 3-year period to ensure appropriate funding and delivery of services.

Effective Period

This MOU will become effective as of the date of signing by the final signatory below and must terminate on June 30, 2026, unless any of the reasons in the Termination section above apply.

One-Stop Operating Budget

The purpose of this section is to establish a financial plan, including terms and conditions, to fund the services and operating costs of the Orange County Workforce Development Board Local Workforce Development Area American Job Center California network. The Parties to this MOU agree that joint funding is a necessary foundation for an integrated service delivery system. The goal of the operating budget is to develop a funding mechanism that:

- Establishes and maintains the Local workforce delivery system at a level that meets the needs of the job seekers and businesses in the Local area,
- Reduces duplication and maximizes program impact through the sharing of services, resources, and technologies among Partners (thereby improving each program’s effectiveness),
- Reduces overhead costs for any one partner by streamlining and sharing financial, procurement, and facility costs, and
- Ensures that costs are appropriately shared by American Job Center Partners by determining contributions based on the proportionate use of the One-Stop centers and relative benefits received and requiring that all funds are spent solely for allowable purposes in a manner consistent with the applicable authorizing statutes and all other applicable legal requirements, including the Uniform Guidance.

The Partners consider this One-Stop operating budget the master budget that is necessary to maintain the Orange County Workforce Development Board Local Workforce Development Area’s high-standard American Job Center California network. It includes the following cost categories, as required by WIOA and its implementing regulations:

- Infrastructure costs (also separately outlined in the Infrastructure Funding Agreement (IFA)),
- Career services, and
- Shared services.

All costs must be included in the MOU, allocated according to Partners’ proportionate use and relative benefits received, and reconciled on a quarterly basis against actual costs incurred and adjusted accordingly. The One-Stop operating budget is expected to be transparent and negotiated among Partners on an equitable basis to ensure costs are shared appropriately. All Partners must negotiate in good faith and seek to establish outcomes that are reasonable and fair.

Infrastructure Funding Agreement, Other Shared System (Career Services) Costs & Specialized Partners

Infrastructure Funding Agreement

The infrastructure costs budget is based on services provided in the Orange County Comprehensive AJCC at 675 Placentia Ave., Suite 330, Brea, CA 92821, and the Orange County Affiliate AJCC at 28202 Cabot Road, Suite 140, Laguna Niguel, CA 92677. The infrastructure funding agreement has achieved consensus and is in compliance with State requirements. Please refer to Attachment B: Orange County One-Stop Infrastructure Costs Budget and Initial Proportionate Share of Infrastructure Costs Allocated to Co-located Partners.

For co-located partners

There are currently nine (9) co-located Orange County AJCC partners in the Orange County Comprehensive AJCC Network.

Cost Allocation Methodology to Share Agreed upon Infrastructure Costs:

The Orange County Workforce Development Board (OCDWB) and co-located partners identified in this MOU agree to a cost allocation methodology to identify the proportionate share of infrastructure costs each partner will be expected to contribute. This cost allocation methodology adheres to the following: is consistent with federal laws authorizing each partner's program; complies with federal cost principles in the Uniform Guidance; includes only costs that are allowable, reasonable, necessary, and allocable to each program partner; and is based on an agreed upon measure that mathematically determines the proportionate use and benefit received by each partner.

The infrastructure cost allocation methodology is based on Square Footage occupied by each co-located partner agency as compared to the total occupied workstations in the Orange County comprehensive AJCC Network. By signing this MOU, co-located partners agree to the terms prescribed in the Infrastructure Funding Agreement Attachment B.

For non-co-located partners

The state is in the process of implementing the requisite statewide data tracking system, and once such data are available, all non-co-located partners who are receiving benefit from the AJCC, such as the number of referrals to and from the AJCC and/or usage of AJCC based services and usage of the AJCCs, will also be required to contribute their proportionate share towards infrastructure costs in accordance with State WIOA policies and guidance.

Consequently, this MOU must include an assurance from all non-co-located partners that they agree to pay their proportionate share of infrastructure costs, either directly or indirectly through in-kind contributions, as soon as sufficient data are available. By signing this MOU, all parties agree that when data are available to determine the AJCC benefit to non-co-located partners, the infrastructure cost sharing agreement will be renegotiated to include their proportionate share of contributions, either directly or indirectly through in-kind contributions.

For Native American Programs: WIOA Section 121[h][2][D][iv] stipulates that Native American programs are not required to contribute and will not be contributing to infrastructure funding.

Other Shared System (Career Services) Costs for all Orange County AJCC partners to this MOU: Unlike the IFA, other system costs should include all costs, including personnel, related to the administration and delivery of those services by all partners. Please refer to Attachment C: Orange County One-Stop Network Career Services Costs Budget and AJCC Partner Costs for Career Services.

Cost Allocation Methodology to Share Agreed upon Other One-Stop System (Career Services) Cost: The Orange County Workforce Development Board and Orange County AJCC partners to this MOU agree to a cost allocation methodology to identify the proportionate share of other One-Stop system (career services) costs each partner will be expected to contribute. This cost allocation methodology will adhere to the following: is consistent with federal laws authorizing each partner's program; complies with federal cost principles in the Uniform Guidance; includes only costs that are allowable, reasonable, necessary, and allocable to each program partner; and is based on an agreed upon measure that mathematically determines the proportionate use and benefit received by each partner.

The career services cost allocation methodology selected is the proportionate share of career services costs and shared customers. Currently there is no database in place that provides information on shared customers, so the budget in Attachment C submitted as part of this MOU agreement will only contain career services costs. When data becomes available, the proportionate share will be determined by comparing the percentage of shared customers with the total number of customers. A shared customer is an individual enrolled in two or more partner programs. This agreement will be renegotiated with The Orange County AJCC partners and specialized partners at that time. By signing this MOU, all parties agree to the terms prescribed in the sharing of the other One-Stop system (career services) costs.

Shared System Costs for Specialized Orange County AJCC partners to this MOU: There are currently four (4) co-located Specialized Orange County AJCC partners in the Orange County Comprehensive AJCC Network. Please refer to Attachment B: Orange County One-Stop Network Infrastructure Costs Budget and Initial Proportionate Share of Infrastructure Costs Allocated to Co-located Partners.

Cost Allocation Methodology to Share Agreed upon Specialized One-Stop System Costs: The Orange County Workforce Development Board and Specialized Orange County AJCC partners to this MOU agree to a cost allocation methodology to identify the proportionate share of other One-Stop system costs each specialized AJCC partner will be expected to contribute. This cost allocation methodology will adhere to the following: is consistent with federal laws authorizing each partner's program; complies with federal cost principles in the Uniform Guidance; includes only costs that are allowable, reasonable, necessary, and allocable to each specialized AJCC partner; and is based on an agreed upon measure that mathematically determines the proportionate use and benefit received by each co-located specialized AJCC partner. The specialized one-stop system costs are described in Attachments D and E and

incorporated herein by reference. By signing this MOU, all parties agree to the terms prescribed in the sharing of the other One-Stop system costs.

Partners:

WIOA Title I – Adult (Career Team)

Description of Services:

Career Services:

- Outreach, intake and orientation;
- Eligibility determination;
- Comprehensive assessments and in-depth interviewing and career advising to help customers determine suitable employment goals and career pathways;
- Job search workshops and access to job postings and job fairs (including out of area job search and relocation assistance);
- Labor exchange services;
- Information about and referrals to AJCC partner programs, supportive services and other programs as appropriate;
- Development of Individual Employment Plan (IEP);
- Access to online career navigation tool “CalJOBS”;
- Performance and cost information;
- Information on unemployment insurance;
- Financial aid information;

Training Services:

- Provision of training program funds if available and performance information;
- Establishment of an individual training account;
- Short-term pre-vocational services;
- Computer classes;
- Internships and work experience placements if available;
- On-the-Job training placement if funding available;
- English language acquisition;
- Financial literacy;

Follow-up services:

- Make available for customers continued career and retention advising for up to 12 months following employment;

Referral Process:

- The One-Stop Operator and Title I Partners agree to provide other Orange County AJCC partners with the address, phone numbers, and contact information for the job centers and the required documents in order to enroll in partner services. Customers will be asked to visit the job centers in order to enroll in services there. Following enrollment/eligibility determination, customers will be oriented to the services that are available.

- Title I Partners agree to also refer customers to other partner agencies in the AJCC system, as appropriate.

WIOA Title I - Dislocated Worker (Career Team)

Description of Services:

Career Services:

- Outreach, intake and orientation;
- Eligibility determination;
- Comprehensive assessments and in-depth interviewing and career advising to help customers determine suitable employment goals and career pathways;
- Job search workshops and access to job postings and job fairs (including out of area job search and relocation assistance);
- Labor exchange services;
- Information about and referrals to AJCC partner programs, supportive services and other programs as appropriate;
- Development of Individual Employment Plan (IEP);
- Access to online career navigation tool “CalJOBS”;
- Performance and cost information;
- Information on unemployment insurance;
- Financial aid information;

Training Services:

- Provision of training program funds if available and performance information;
- Establishment of an individual training account;
- Short-term pre-vocational services;
- Computer classes;
- Internships and work experience placements if available;
- On-the-Job training placement if funding available;
- English language acquisition;
- Financial literacy;

Follow-up services:

- Make available for customers continued career and retention advising for up to 12 months following employment;

Referral Process:

- The One-Stop Operator and Title I Partners agree to provide other Orange County AJCC partners with the address, phone numbers, and contact information for the job centers and the required documents in order to enroll in partner services. Customers will be asked to visit the job centers in order to enroll in services there. Following enrollment/eligibility determination, customers will be oriented to the services that are available.
- Title I Partners agree to also refer customers to other partner agencies in the AJCC system, as appropriate.

WIOA Title I - Youth (City of La Habra)

Description of Services:

Career Services:

- Outreach, intake and orientation;
- Eligibility determination;
- Comprehensive assessments and in-depth interviewing and career advising to help customers determine suitable employment goals and career pathways;
- Job search workshops and access to job postings and job fairs (including out of area job search and relocation assistance);
- Labor exchange services;
- Information about and referrals to AJCC partner programs, supportive services and other programs as appropriate;
- Development of Individual Employment Plan (IEP);
- Access to online career navigation tool “CalJOBS”;
- Performance and cost information;
- Information on unemployment insurance;
- Financial aid information;
- Career Guidance Services;
- Individual Support;

Training Services:

- Provision of training program funds if available and performance information;
- Establishment of an individual training account;
- Short-term pre-vocational services;
- Computer classes;
- Internships and work experience placements if available;
- On-the-Job training placement if funding available;
- English language acquisition;
- Financial literacy;

Follow-up services:

- Make available for customers continued career and retention advising for up to 12 months following employment;

Referral Process:

- The One-Stop Operator and Title I Partners agree to provide other Orange County AJCC partners with the address, phone numbers, and contact information for the job centers and the required documents in order to enroll in partner services. Customers will be asked to visit the job centers in order to enroll in services there. Following enrollment/eligibility determination, customers will be oriented to the services that are available.

- Title I Partners agree to also refer customers to other partner agencies in the AJCC system, as appropriate.

WIOA Title I – Rapid Response / Business Services

Description of Services:

- Access to workforce and labor market statistical information including labor market information regarding wages, job classifications, employment rates and in-demand industry sectors; job posting assistance; and recruitment assistance including job fairs, resume searches, and job announcements across the AJCC system;
- Business assistance with employer-related questions including: resources related to employee management and regulations, small business and self-employment, employment-related tax credits, and wage subsidy programs; information on hiring and making accommodations for employees with disabilities; and assistance with job descriptions;
- Business assistance with averting layoffs or layoff/rapid response events including: business analysis and assistance to avoid employee layoff or closures, assistance with layoff and provision of information to dislocated workers, and assistance with talent transfer to minimize unemployment;
- Training resources for business owners and/or incumbent workers including customized training for a specific company or industry sector;
- Sector partnerships including developing relationships with employers and intermediaries and developing, convening, or implementing industry or sector partnerships.
- Rapid Response staff will work with AJCC system partners to coordinate Rapid Response events.

Referral Process:

- Orange County AJCC partners may contact OCDB business services staff directly.
- Rapid Response staff will refer customers to other Orange County AJCC partners that serve employers.

WIOA Title II - ADULT EDUCATION and FAMILY LITERACY ACT (AEFLA) for applicable agencies: North Orange County Community College District (NOCCCD), South Orange County Community College District, Huntington Beach Union High School District, Rancho Santiago Community College District, BPSOS Center for Community Advancement, Coast Community College District, Garden Grove Unified School District/Garden Grove Adult Education, Tustin USO

Description of Services:

- Lifelong educational opportunities to help individuals meet their educational and career goals necessary to effectively participate as productive community participants, workers and family members;
- Intake, eligibility determination, and identification of service needs;
- Comprehensive assessment of skills, aptitudes, abilities and support services needed;

- Orientation of services available including support services and funds that are available to facilitate success;
- In-depth interviewing and career counseling to help customers determine suitable employment goals and career path;
- Classes to enhance future employment opportunities and personal growth through adult basic skills, citizenship, English as a Second Language (ESL), high school diploma and HSE test preparation for those who have not completed high school, career technical education, parent education, and specific services to CalWORKs recipients;
- Career training in certificate programs in demand occupations;
- Job search and placement assistance including job preparation, resume writing, and job interview coaching;
- Assistance with career navigation that may entail preparing for further education and improving career possibilities;
- Provision of referrals to and coordination of activities with appropriate partners based on customer interests and needs;
- Participation in sector partnerships to align employer needs with workforce preparation.

Referral Process:

- Individuals needing adult education services will be referred to the appropriate local center contact person.
- Adult Education partners will make available their flyers about programs and catalogues of class offerings to the other AJCC partners.
- Adult Education partners will refer participants to other Orange County AJCC partners as appropriate.

WIOA Title II - ADULT EDUCATION and FAMILY LITERACY ACT (AEFLA) - Rancho Santiago Community College District

Career Services:

- **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.
- **Comprehensive and Specialized Assessments:** A closer look at the skills levels and service needs that may include: Diagnostic Testing and use of other assessment tools; and In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.
- 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.
- Group Counseling and Individual Counseling and Career Planning

Training Services

- **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.
- **Entrepreneurial training**
- **Job-readiness training**
- **Adult Education and Literacy programs:** Services or instruction below the postsecondary level for individuals who are not enrolled or required to be enrolled in secondary school under state law and lack basic educational skills to enable the individuals to function effectively in society and on a job, Services include, but are not limited to, one-on-one instruction, coursework, or workshops that provide direction for the development and ability to read, write, and speak in English, compute, and solve problems, at levels of proficiency necessary to function in society or on the job.

WIOA Title III - STATE WORKFORCE SERVICES (Wagner-Peyser, Unemployment Insurance, Labor Market Information, Veterans and Trade Adjustment Assistance Programs): California Employment Development Department (EDD)

Description of Services:

Core services may be provided in-person or virtually that may include, but are not limited to: Employment Services, Veterans Services, Labor Market Information, Employer Informational Services, and Trade Adjustment Assistance. A description of services within each of these categories of core services is provided below:

Employment Services:

- Universal access to the registration process and, based on required identification, may receive one or more of the following services:
- Access to basic labor exchange, CalJOBSSM and various printed and electronic materials for preparing resumes and improving interviewing skills;
- Public access to computer stations; Labor Exchange (job seekers & employers) using the State CalJOBSSM system;
- Workshops (employment and job search preparation);
- Staff assistance per program eligibility may receive the following:
- Determination of employment related skills, abilities, and knowledge;
- Assignment of specific occupational codes and titles;
- Determination of employment barriers;
- Matching of applicant profile with existing opportunities;
- Referrals to employers where qualifications and requirements match;
- Documentation of referrals and results through employer follow-up;
- Referral to other partners when barriers indicate a need for intensive services;
- Initiation of job development activities; and
- Provision of Fidelity Bonding information;

- Facilitated self-help may include but not be limited to the following services:
- Assistance and guidance in using CalJOBSSM;
- Assistance in placing resumes on EDD;
- Assistance to individual job seekers in full utilization of any resource center materials and equipment.
- Youth Employment Opportunity Program (YEOP) access; Case management for eligible youth participants;
- Assistance to employers in recruiting, hiring, and retaining the best qualified persons for positions at all skill and education levels as follows:
- Active outreach to employers to inform and educate on services and resources available through EDD;
- Assistance in posting job orders into CalJOBSSM;
- Availability of facilities for employers to conduct interviews and other recruiting activities such as pre-screening qualified applicants, when accommodation is feasible;
- Provision of information on services and resources available through other units of EDD and governmental entities.

Unemployment Insurance (UI) Services:

Program Eligibility

- The EDD provides UI claim information online to customers on UI OnlineSM and by mailing the following documents that can be utilized when determining eligibility for the local Title I programs:
- Notice of Unemployment Insurance Award (DE 429Z)
- Notice of Unemployment Insurance Claim Filed (DE 1101CLMT)
- If the customer is unable to provide sufficient information, the Data Consent Authorization Form (DCAF) is available for AJCC staff to complete and fax/mail to the EDD. The form is signed by the claimant authorizing the partner to have access to confidential UI claim information (such as, basic claim info and wages reported in previous quarters) for one year.
- The EDD UI Program responds within three business days upon receipt.

UI Claim Filing Assistance and Information

- The WIOA outlines the 10th Basic Career Service as providing meaningful assistance in filing a UI claim in the One-Stop delivery system.
- The UI program is committed to providing AJCC staff with training on resources available on the EDD website for filing a UI claim, accessing UI Online, viewing tutorials, and FAQs.
- The AJCC staff should be guiding customers through the online methods for filing a UI claim available on the EDD website. If the individual is considered to have a financial hardship, irate/disruptive or all other means to provide meaningful assistance have been exhausted, the AJCC staff can direct the customer to the Public Service Program (PSP) line with mediated assistance by an EDD staff.
- The UI program is committed to making the PSP line available in the offices to provide the real-time technology for providing meaningful access after all in-person attempts by cross-trained AJCC staff have been exhausted.

California Training Benefits (CTB)

- Participate in consistent and meaningful collaboration and communication pathways within the California Training Benefits (CTB) programs, including a streamlined and expedited response time to determining requests sent to UI for CTB eligibility received from the local areas.

Trade Adjustment Assistance (TAA)/ Trade Readjustment Allowance (TRA)

- (UIB) Contribute to consistent and meaningful collaboration and communication pathways within the Trade Adjustment Assistance (TAA) program, specific to the Trade Readjustment Allowance (TRA).
- (WSB) Commit to writing Petitions, Case Management, Raid Response Presentations, Lay Off aversion (e.g. workshare)

Rapid Response

- Participate in the planning of a rapid response event.
- Participate as a member of the rapid response team.
- Participate as a member of the Rapid Response Roundtable.
- Provide information on EDD programs and services at orientation:
- Work Share Program,
- Partial Claim Program,
- TAA/TRA,
- UI services, and CTB.
- NOTE: UI resources determined by event.

Reemployment Services and Eligibility Assessment (RESEA), Personalized Job Search Assistance (PJSA), and Initial Assistance Workshop (IAW) Workshops

- Committed to profiling and scheduling job seekers to IAW, PJSA, and RESEA workshops.
- Committed to collaborating with the local areas to establish one reemployment workshop that includes all core components for IAW, PJSA, and RESEA while retaining individual tracking and reporting for each respective workshop.
- Committed to collaborating on feedback loops for reporting UI eligibility issues that may arise during interaction with the customer during the reemployment workshops.

Work Share

- Committed to providing lay off aversion information to Employers.

MSFW

- Committed to continued collaboration to provide specialized UI claim filing services in specific locations for migrant and seasonal farmworkers.

Veteran's Services:

- Veterans will receive priority of service as mandated by law. The following services may be offered, per the Jobs for Veterans Grant:
- Registration for conducting employment services;
- Public access to computer stations; labor exchange using the State CalJOBSSM system;
- Veteran services navigator intake/assessment; initial employability assessment;
- Referral to intensive services and/or appropriate training opportunities, if eligible under program

criteria:

- Case management/counseling regarding employment and potential barriers to employment.
- Staff assistance may include:
- Assessment of veterans' needs and making referrals to agencies and programs which may meet those needs;
- Veterans still on active duty status may receive information and guidance to assist in their re-entry to civilian employment;
- Job referrals and job development;
- Staff will strive to meet all mandated veterans' standards per updated **Veteran Program**

Letters and EDD Directives.

- Strive to co-enroll case managed job seekers in WIOA or other wrap around services which may benefit the customer and provide for greater entered employment outcomes for all involved programs

Labor Market Information:

- Labor market information may be provided to jobseekers under the universal access principal adopted by the EDD. Services may be delivered through self-help or facilitated self-help. Self-help may include but not be limited to:
 - Labor Market Information for regional economies, local areas, and California;
 - Self-service website: accessible to all customers with our LMI products & data;
 - Occupational Guides/Profiles;
 - Wage data;
 - Skills info & skills transference;
 - In-demand occupations;
 - Education and licensing requirements;
 - Crosswalk occupation and education program offerings;
 - ETPL certified training organizations;
 - Commute pattern data;
 - Evaluating in-demand industries/occupations;
 - Using LMI in your policy/decision-making;
 - How to use LMI;
 - How to navigate through our LMI info website;
 - LMI training for WIOA partners; and
 - Training through various mediums.

Employer Information Services may include the following:

- Assistance with CalJOBSSM registration and navigation;
- Assistance and information on how to post job orders into CalJOBSSM;
- CalJOBSSM assistance, training, and education;
- Help-Desk employer assistance through assigned central site;
- Assistance to employers by providing information on hiring incentives and programs such as Work Opportunity Tax Credit, which provides tax incentives for hiring certain classifications of workers;
- Employer Advisory Council (EAC coordination & activities) seminars and employer resource information;
- Targeted Recruitment, job fairs, and hiring events;

- Employer outreach;
- Rapid Response presentations and lay-off aversion information;

Trade Adjustment Assistance (TAA):

- Approval of a petition for benefits by the U.S. Department of Labor for individuals displaced under the laws governing TAA may result in those eligible individuals receiving the following services:
 - TAA benefits equal to most recent weekly benefit amount of unemployment insurance;
 - Trade Readjustment Allowance (TRA) benefits while enrolled in approved training if enrollment meets timing criteria;
 - Financial assistance with transportation, living expenses, job search travel expense, and/or relocation expenses may be available;
 - Rapid Response presentations;
 - Training or re-training assistance and allowance;
 - Co-enrollment with Title I partners for individual assessment;
 - Writing of training contracts and doing invoicing;
 - Case management for eligible participants throughout training period;

Employment Services

Referral Process:

- If EDD services are not available at an AJCC job centers, the following procedures will be used to refer persons needing assistance:
 - Referral to appropriate person or unit who can provide information or service; and
 - Provision of printed materials containing the necessary contact information.
- EDD agrees to refer customers to other Orange County AJCC partners for services as appropriate.

WIOA Title IV- VOCATIONAL REHABILITATION: California Department of Rehabilitation (DOR)

Description of Services:

- Services offered include employment, training and education services for eligible individuals seeking jobs or wishing to enhance their skills and technical assistance for employers.
- Vocational Rehabilitation (VR) services determined by eligibility, economic need, and individual need as authorized by the Rehabilitation Act of 1973 to include:
 - Medical and psychological exams and trial work experiences as necessary for determination of eligibility;
 - Vocational evaluations as necessary for program services planning;
 - Physical/mental restoration services (not covered by other comparable benefits);
 - Physical aids (orthotic/prosthetic devices, wheelchairs, hearing aids, low vision aids);
 - Academic, vocational, and work adjustment training;
 - Special services for the deaf and hard of hearing and the blind and visually impaired;
 - Counseling and guidance;
 - Job development and job placement services;

- Rehabilitation technology (adaptive equipment and workplace accommodations not provided by the employer);
- Supported employment, independent living, and post-employment services (within 12 months following case closure);
- Temporary assistance with transportation and living expenses (if appropriate) while participating in the VR program; and
- Evaluation, training, and placement.
- Provision of training and technical assistance to Orange County AJCC partners on topics that may include auxiliary aides and services, and rehabilitation technology for individuals with disabilities.

Referral Process:

- Contact the VR counselor in person, by phone, by email, or through AJCC standard referral process. Provide the individual's name, address, phone number, and known or suspected disabling condition. If the VR counselor is not available for immediate assistance or is out of the office, provide the customer with VR informational sheet (provided in regular print, large print, or Braille) and a VR application. All referrals of all disability groups will be provided information about DOR services at the AJCC orientation. The VR counselor will make arrangements for a specialty counselor if necessary.
- Provide training and technical assistance to Orange County AJCC partners on eligibility for and scope of VR services.
- Provide technical assistance to employers on disability etiquette, recruitment and selection, reasonable accommodations, accessibility to programs and services, physical access surveys, publications, referrals, and resources. DOR agrees to refer customers to other Orange County AJCC partners as appropriate.

WIOA Title I-Job Corps- Long Beach Job Corps Center (LBJCC)

Description of Services:

- Education and career technical training program to assist low-income youths, ages 16 through 24, launch their careers;
- Alternative secondary school services, assistance with earning a high school diploma equivalency, guidance and counseling, tutoring and study skills, occupational skills training, school-to-work internship/work experience development (paid and unpaid), mentoring, leadership development, job placement assistance, career development and follow-up services;
- Residential/nonresidential living component and medical and dental care;
- Facilitates job search workshops with youth at other partner agencies.

Referral Process:

- LBJCC brochures/flyers will be made available at the AJCC job centers.
- Orange County AJCC partners can refer customers that would be appropriate for the LBJC programs directly to Job Corps' intake staff.
- LBJCC agrees to refer customers to other Orange County AJCC partners as appropriate.

WIOA Title V- Senior Community Service Employment Program (Title V of the Older Americans Act of 1965) – Orange County Office of Aging

Description of Services:

The Title V Senior Community Service Employment Program (SCSEP), is the only federally sponsored employment training program targeted specifically to low-income older individuals who want to enter or re-enter the workforce. Program participants gain work experience and on-the-job training through community service assignments at local public or nonprofit agencies and are paid the higher of the federal, state, or local minimum wage to supplement their income. The dual goals of the program are to promote useful opportunities in community service job training and to move Title V SCSEP participants into unsubsidized employment, where appropriate. SCSEP services determined by eligibility, economic need, and individual need as authorized by the Older Americans Act to include:

- Services to older workers most in need (unemployed or have poor employment prospects), ages 55 or older, who meet the federal guidelines for low-income (defined as an income at or below 125% of the Federal Poverty Level) and are legal Orange County residents.
- Classroom training and on-the-job training/work experience in nonprofit and public agencies for 20 hours per week of paid wages and no more than 1300 hours per year.
- Wages individuals receive as SCSEP participants are exempt and not to be included in income eligibility determinations for federally funded subsidized housing and/or Supplemental Nutrition Assistance Program (SNAP).
- Provision of eligibility determination for work experience, including paid orientation, the availability of a free physical examination, etc.
- Partake in meaningful social and physical activities.
- Employability skills training and placement assistance; Provision of Individual Employment Plan (IEP) for each participant based on assessment.
- Follow-up services for Quarters 2 and 4 following participants after exit.
- Public, community-based, and nonprofit 501(c)(3) organizations' participation as Host Agencies are instrumental in the success of the SCSEP. Participants can be placed in a wide variety of positions at host agency sites as training assignments to gain skills, knowledge, and experience for future employment opportunities while expanding workforce capacity to improve services at no-cost labor for the local organizations.
- Resource to other AJCC partner agencies serving older workers that may include benefits, recruitment, and creating a user-friendly work environment for older workers and establishing guidelines for designing flexible work hours and realistic expectations of outcome.

Referral Process:

- Contact the SCSEP Case Manager and/or Program Coordinator in-person, by phone, and/or email, or through AJCC standard referral process. Provide the client's name, address, phone number, and email address. For non-profit 501(c)(3) organizations and government agencies interested in becoming a host agency, provide organization's contact information. In addition, provide the older adult with SCSEP informational brochure and/or application. Provide the referring person's and/or agency's contact information for making referrals. Orange County AJCC partners may refer customers directly to the programs where they potentially meet eligibility requirements.

- Provide training and technical assistance to Orange County AJCC partners on eligibility for and scope of SCSEP services.
- OC Office On Aging will refer customers to Orange County AJCC partners as appropriate.

Career and Technical Education (Carl D. Perkins Career and Technical Education Act (Perkins IV) COMMUNITY COLLEGES/POST-SECONDARY EDUCATION: OC Regional Consortium district members, and their colleges, including Coast CCD, North Orange County CCD, Rancho Santiago CCD, and South Orange County CCD

Description of Services:

- Provision of instruction and experience to equip individuals with the education and skills necessary to enter a four-year degree program and/or demand occupations;
- Full-time, part-time, and online degree and certificate programs;
- Vocational training and customized training;
- Employment services including counseling, job skill development, career education, job placement, and retention services;
- Assistance to employers by referring qualified talent.

Referral Process:

- Community college partners to provide information regarding performance, catalogs of courses offered, costs, sources of financial assistance, transportation, and other information to Orange County AJCC partners to refer to potential customers.
- Community college partners agree to refer customers to Orange County AJCC partners for services as appropriate.

WIOA Title X- HUD - Orange County Housing Authority, Garden Grove Housing Authority

Description of Services:

- Provision of the most up-to-date information about the Housing Authority’s programs and services on Housing Authority website(s);
- Presentation of information to AJCC partner staff on housing search and share information about affordable housing and how to locate it.

Referral Process:

- The Housing Choice Voucher Program (Section 8 rental assistance) wait list is only open periodically and information regarding the wait list is available online. Other affordable housing options are posted at the Housing Authority’s office and are available online at the Partner’s website.

The Housing Authority agrees to refer customers to other Orange County AJCC partners as appropriate.

**WIOA Title XIII- TANF TEMPORARY ASSISTANCE FOR NEEDY FAMILIES
(TANF)/CalWORKs: County of Orange Social Services Agency**

Description of Services:

Basic Career Services:

- **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.
- **Outreach, 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 available through OC SSA or its partner agencies.
- **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.
- **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, referrals to job openings, placement services, job search workshops, vocational exploration, 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. Career Counseling is a facilitated exploration of occupational and industrial information.
- **Local Performance Information:** Collect and provide information on the local area's recent performance measure outcomes.
- **Support Services Information:** Collect and provide information on services such as transportation, childcare, housing, and needs-related payments that are necessary to enable an individual to participate in employment and training activities.
- **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.
- **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.

Individual Career Services:

- 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.
- 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.

Referral Process:

- Orange County AJCC partners interested in referring eligible customers to this program will follow the referral process developed by this partner, which will be provided to all AJCC partners.
- Refer customers who are seeking employment services to AJCC Partners, as appropriate.

Community Based Organization – Native American: United American Indian Involvement (UAI)

Description of Services

- Employment and training services to address the specific needs of Native Americans and Alaskan Natives residing in Orange County.

Employment Services:

- Public access to computer stations;
- Workshops (employment and job search preparation among many others);
- Staff assistance per program eligibility may receive the following:
 - Determination of employment related skills, abilities, and knowledge;
 - Determination of employment barriers;
 - Matching of applicant profile with existing opportunities;
 - Referrals to employers where qualifications and requirements match;
 - Documentation of referrals and results through employer follow-up;
 - Referral to other partners when barriers indicate a need for intensive services;
 - job development activities; and
 - Assistance in placing resumes on EDD;
 - Assistance to individual job seekers in full utilization of any resource center materials and equipment.
- Youth Occupational Training: referrals to GED programs, supportive services for education and job training, job search assistance, case management, and assistance with registering in post-secondary school.
- Staff assists with developing an IEP for participant to achieve employment and educational goals, identify training and job opportunities, assist with training and/or tuition cost, books, fees, supportive services transportation, work or training related clothing.

Referral Process:

- Orange County AJCC partners interested in referring eligible customers to this program will contact www.uaiiworkforce.com
- UAII brochures/flyers will be made available at the AJCC job centers.

Community Based Organization – Chrysalis

Chrysalis' mission is to serve people navigating barriers to the workforce by offering a job-readiness program, individualized supportive services, and paid transitional employment. We empower our clients on their pathway to stability, security, and fulfillment in their work and lives. Chrysalis was started in 1984 when Founder John Dillon dedicated his small amount of personal savings to launch a clothing and food distribution center in the Skid Row area of downtown Los Angeles to serve the immediate needs of homeless individuals living there. We provide an extensive array of employment services, including case management, job-readiness training, and other supports. In 1991, Chrysalis developed an employment social enterprise that provides transitional jobs for those with the most severe barriers to entering the workforce. Chrysalis Enterprises is now a recognized model of employment social enterprise, providing transitional jobs for over 1,600 people in Southern California last year, as well as earned income in support of Chrysalis' program activities.

Now with five centers and locations across Southern California, including our newest center in Orange County, Chrysalis has helped over 77,000 people navigate barriers to employment, with nearly 2,000 of them being Orange County residents.

Chrysalis offers comprehensive job-readiness services, through social programs and transitional employment opportunities that strengthen clients' employability and help them secure and retain work. Each individual who becomes a Chrysalis client is assigned a personal advocate, an employment specialist, who uses our assessment tools to measure job readiness, develop a custom service plan, and measure each person's improvement during their tenure with Chrysalis. Our class curriculum provides resources to empower clients to conduct their job search and includes topics like where to look for a job, how to create a resume, interviewing skills, addressing convictions in the job search, and professionalism. Clients also have access to case management, and supplemental supports such as interview clothes; rent, utilities, and transportation assistance; food; technology; and a mailing address. Additionally, Chrysalis provides scholarships to help clients access training, certification, and tools that will help them in their job search. Through partnerships, Chrysalis clients also have access to short-term mental health support.

Historically, Chrysalis has helped our clients obtain entry level positions that pay slightly more than minimum wage. Given the high cost of living in Southern California, we recognized that these are not family-sustaining wages and that our clients needed additional support to find career-level jobs. We know that our core job-readiness resources and soft skills development are critically important, but that they must also be supplemented with tools that will help ensure our clients have access to quality jobs and that are prepared with necessary skills (through employer-based training, training institutions, and apprenticeships) to fill available positions. In 2021, Chrysalis partnered with OC United Way to operate UpSkill OC, a program that assists participants on their journey towards self-

sufficiency by placing them in middle skills occupations where they are able to find long-term careers and earn a living wage in Orange County.

Community Based Organization – OC United Way

Orange County United Way stands for equity and justice. Together with our stakeholders, we work actively and collaboratively to ensure inclusive opportunities and non-discriminatory access to education, health, financial security, and housing for every person in our community. We envision an inclusive, responsive, and equitable Orange County.

In the Community, we will:

- Support policy and funding decisions that strive for social justice, equity, and equal opportunity.
- Continue to assess the systemic gaps that create inequity, and engage in public awareness, advocacy, and program implementation to close those gaps.
- Invest in housing solutions through landlord incentives and advocacy for affordable housing; job training to provide inclusive and equal opportunities for all people to earn a living wage; broad access to healthcare; and opportunities for all children to receive a quality education.
- Allocate resources to help those most adversely challenged within low-income communities.
- Be inclusive of the immigrant population to support equal access to services and resources.
- Support organizations that have adopted diversity, equity, and inclusion policies and practices.
- Cultivate and strengthen relationships by inviting a broad representation of community, business, and faith organizations to increase their involvement with us.

Community Based Organization – Community Health Initiative of Orange County (CHIOC)

Description of Services:

- Medi-Cal • CalFresh • CalWORKs • Covered California

Free enrollment assistance to community members seeking affordable health insurance such as Medi-Cal and Covered California. In addition to these program CHIOC can assist with social service programs such as CalFresh (Food Stamps), and CalWORKs (Temporary Assistance for Needy Families. Services are followed by case management to ensure individuals and families know how to access, utilize, and maintain their services reducing laps in coverage. CHIOC assists with the renewal of services that clients apply for as well.

Referral Process:

The center can provide CHIOC’s general number (855) 927-8333 to anyone seeking these services, or by providing the client with the approved flyer for the WORK Centers.

Community Based Organization – Goodwill OC

Goodwill of Orange County Employment Services for people with Intellectual and Developmental Disabilities.

Description of Services:

- Positive Behavioral Alternatives program
- Paid Internship Program
- Community Based Services
- Supported Employment
- Job Coaching
- Employment First Program
- Job Placement/ Job Search Assistance
- Employment Preparation Workshops
- Benefits Counseling
- Clothing assistance for Job Seekers

Referral Process:

- Eligibility requires that the individual referred is a recipient of Regional Center Services, over the age of 18, and can demonstrate right to work.

Goodwill of Orange County Employment Services for People with Disabilities

Description of Services:

- Goodwill of Orange County will refer participants to AJCC partners as appropriate
- Direct Placement- Deaf programing specialists available
- Job Coaching
- External Situational Assessments
- Work Adjustment- Deaf programing specialists available
- Independent Living Skills- Deaf and Hard of Hearing Pre-vocational Skills Development
- Student Services Work Experience/ STEPS
- Adult Work Experience
- Job Placement/ Job Search Assistance
- Employment Preparation Workshops
- Ticket to Work
- Benefits Counseling
- Clothing assistance for Job Seekers

Referral Process:

- Eligibility requires that the individual referred is eligible for CA Department of Rehabilitation Services and can demonstrate right to work. In addition to those requirements for Student Services Youth must be between the ages of 16-21 and be registered and

participating in school activities. The only exception would be out Ticket to Work services, which are available to social security beneficiaries ages 18-64.

- Goodwill of Orange County will refer participants to AJCC partners as appropriate. Co-enrollment into WIOA Youth program for student services participants is encouraged.

Goodwill of Orange County Other Services for People with Disabilities

Description of Services:

- ASL interpreting
- Awareness, accessibility, and accommodation education for Deaf and Hard of Hearing individuals for organizations and businesses.
- Assessment and training; consultation; technical support; and equipment installation, delivery, and repair of assistive technology devices.
- Assistive Technology device lending and demonstration
- Benefits Counseling
- Clothing assistance for Job Seekers
- Grow With Google Certificate Program

Referral Process:

- ASL interpreting requires fee provided by the requestor
- Assistive technology services may require a fee, funding can also be provided by school districts, insurance, and CA Department of Rehabilitation.
- Goodwill of Orange County will refer participants to AJCC partners as appropriate.

Goodwill of Orange County Employment Works

Description of Services:

- Employment Services for adults living with a mental health diagnosis
- Personalized program planning and assessment
- Job placement into competitive employment or volunteer employment
- Unlimited job coaching and on-the-job support
- Individualized benefits counseling
- Work experience opportunities
- Clothing assistance for Job Seekers

Referral Process:

- Eligibility requires that individuals be over the age of 18, can demonstrate right to work, and receive mental health services from within the Orange County Health Care Agency's network of care.
- Goodwill of Orange County will refer participants to AJCC partners as appropriate.

Goodwill of Orange County Tierney Center for Veteran Services

Description of Services:

Goodwill of Orange County's Tierney Center for Veteran Services is a comprehensive resource serving veterans and their families. Services Include:

- Basic Needs - Clothing, Food, Childcare, etc.
- Employment Assistance
- Faith-Based Resources
- Housing Resources
- VA Benefits
- Education Resources
- Behavioral Health Services
- Legal Assistance
- Transportation
- Financial Counseling and Assistance
- Peer Support Services
- Emergency Financial Aid

Referral Process:

- Services are available to US Veterans and their families regardless of dates of service, discharge type, active duty, and National Guard or reserves
- Goodwill of Orange County will refer participants to AJCC partners as appropriate

Community Based Organization – Working Wardrobes

Description of Services:

- Working Wardrobes provides workforce readiness services and programs that address barriers to employment for vulnerable and underserved populations including, but not limited to unemployed and underemployed adults, veterans, justice involved and formerly incarcerated individuals, seniors, and youth.
- Access to a Job Search Lab with computers available for job search, community and workforce resources and job postings.
- Connect with a Career Coach to assist with resume preparation, practice interview skills, job search assistance and more! By appointment only and offered in person and virtually.
- Access to our monthly virtual workshops focused on career readiness and life skills topics to enhance your knowledge and skillset in the workforce.
- Professional wardrobe services are available for clients enrolled in our programs or connected to a partner agency who already refers individuals for this service.

Referral Process

- Working Wardrobes program flyers will be made available at all AJCC's with program staff contact information.
- Clients interested in learning more about our services can call the front desk at 714-210-2460.

Community Based Organization – Human Works Foundation

- Human Works Foundation (HWF) provides in-person and virtual career and training programs and services to all individuals overcoming employment barriers and business services. We have built a strong network of community partners specifically for justice-involved, impacted, incarcerated, and formerly incarcerated individuals with the Orange County Community Action Partnership Alliance (OC CAP) and veterans and their families with the Orange County Veterans and Military Families Collaborative (OCVFMF).
- Our career services consist of outreach, engagement, orientations, comprehensive assessment for career services, and the development of individual strategic employment plans—referrals and co-enrollments with a vast network of community partners for services and programs not offered with HWF.
- Our training services include customer service, sales, computer, financial literacy, job readiness, mental health, and wellness.
- Our business services consist of outreach and building partnerships to assist employers with building a talent pipeline utilizing community resources for on-the-job training, work experience, access to job fair opportunities, and recruiting services.

Community Based Organization – Community Action Partnership of Orange County (CAP OC)

Description of Services:

- Provision of a wide range of services to disadvantaged individuals and families that will lead to long-term self-sufficiency:
 - Operate three Family Resource Centers: Anaheim Independencia FRC (including La Colonia Market (food pantry), El Modena FRC and Southwest Community Center (Santa Ana);
 - Financial (economic empowerment) workshops;
 - Food, including diapers, distribution to non-profit agencies (not individuals);
 - Mobile food pantry (Clementine)
 - Utility (Payment) Assistance and Weatherization
 - USDA Senior Food Box program
 - CAL Fresh (SNAP) Information
 - Our OC Food Bank volunteer program can accommodate developmentally disabled adult groups for workforce development purposes

Referral Process:

- Low-income individuals needing assistance will be referred to CAP OC for specific needs.
- CAP OC will refer participants to other AJCC partner programs as appropriate.

Community Based Organization – Tiyya Foundation

Description of Services:

- We exist to provide economic and educational opportunities for families of refugees, immigrants, and indigenous communities. Through our work, we create a community that cultivates the fruits of self-sufficiency, ultimately helping our program participants overcome obstacles to actively participate in society.
- Career Placement and Culinary Training Services are offered to our participants.
- Offer Youth Programming for children of refugees, immigrants, asylum seekers, and indigenous communities.

Referral Process:

- Refer customers who are seeking support as an immigrant, refugee, or asylum seeker.
- Refer via website- Tiyya.org

Community Based Organization – University of Massachusetts Global

University of Massachusetts Global provides the following services:

- Training and Education for adults, displaced workers and youth as further defined above
- Curriculum and content development
- Instructional design
- Subject matter expertise across a variety of disciplines
- Career services
- Virtual veterans’ center with resources available for active military, veterans, and their families

University of Massachusetts Global will provide in kind, per this MOU, the following:

- Career service webinars on topics such as resume writing and other job-hunting skills
- Virtual veterans’ center resources

Community Based Organization – Medlin Workforce & Reentry Solutions

Description of Services:

- Provide consulting services to nonprofit organizations, employers and government agencies on workforce development and reentry
- Services are provided for cost depending on project type which includes: program development/analysis; grant writing/management; staff training; community and employer outreach/engagement; organizational management; fair chance hiring policies/programs, landscape studies, job placement/recruiting services, data analysis, capacity building.

Referral Process:

- Organizations/agencies in need of services can contact directly.
- People who contact us in need of services themselves are referred out to other organizations

Community Based Organization – Hub for Integration, Reentry & Employment (H.I.R.E)

Description of Services:

- “Hub” for reentry services in Orange County
- Provide community education, events and opportunities to network for Orange County reentry service providers
- Direct service to formerly incarcerated or system impacted youth and adults including resource referrals, employment placement, and youth mentorship
- Youth mentorship program (T.I.M.E.) is offered in collaboration with community organizations who provide services to youth and to youth who are in custody of the corrections system
- Job experience opportunities for formerly incarcerated adults through volunteering and community service
- Wraparound services including case management, employment readiness, financial empowerment and life skills

Referral Process:

- Clients or providers can contact H.I.R.E. directly for service
- Client will fill out an intake application and be scheduled for an intake appointment
- Any individual who has been incarcerated recently or in the past, or youth who have been in the system or at risk of being in the system are eligible for services. Depending on individual’s needs, they are then referred out to other community partners for services. Employment services and mentorship can be offered in-house.

Community Based Organization – CEO Leadership Alliance Orange County

Description of Services:

The CEO Leadership Alliance of Orange County, is a membership-based organization, representing CEOs and Talent Leaders from more than 50 prominent Orange County businesses, working collaboratively with community-based organizations, government agencies, and education institutions to build an inclusive tech-talent hub in our region. Programs include:

- Early career exploration experiences for youth ages 16+
- Joint technical training programs through education institutions and community-based organizations
- Leadership Development for early career professionals

Community Based Organization – EduWorkforce Partners, LLC

Description of Services:

- Support on alignment and development of regional Workforce Development or career education initiatives, programs, and projects (K-12 & community college).

- Development and management of career technical education programs that create pathways and lead to the workforce (K-12, adult education).
- Development and management of partnerships between education, industry, and community organizations that create education to career awareness (English and Spanish).
- Consulting services, strategic planning to enhance, leverage, and support and leverage workforce, education marketing, recruitment, outreach, engagement in underserved communities (English and Spanish) through One-Stop Centers, etc.
- Facilitation of training, meetings, and workshops for community leaders and organizations who serve underserved communities on how to engage and create messaging and outreach about services related to Workforce Development.

Community Based Organization – Orange County Asperger’s Support Group

The Orange County Asperger's Support Group (OCASG) is a nonprofit, tax exempt, charitable organization under Internal Revenue Code (IRC) Section 501(c)(3). We help families, teens and adults with high functioning autism spectrum disorder improve their quality of life through robust programming featuring education, support, social activities, complemented by a comprehensive virtual platform.

- **Description of Services: OCASG Spectrum Speaker Series:** This is a monthly series of educational lectures from highly respected experts.
- **Author Series:** Attend our quarterly author series to learn from experts about Autism-related topics.
- **Toastmaster Gavel Club:** An official Toastmaster club for developing communication and public speaking skills.
- **Afternoons with AniMat:** Join Mat Brunet better known as AniMat as he leads discussions of animation, movies, and all things Disney.
- **SD Expert Psychologist Dr. Gantman Led Support Groups** for Parents, Adults, Teens, and Siblings.
- **Adult and Parent Virtual Support Meetings.**
- **Women’s Support Group:** A discussion group for women with ASD facilitated by Dr. Ali Arena.
- **Partner Support Group:** A support group for spouses, significant others, and partners, facilitated by coach and author, Kealah Parkinson.
- **Virtual Game Night:** Every month we host two adult virtual game nights and a teen virtual game night.
- **Art Class:** Have fun doing being creative with art instructor and parent Kerry Podue.
- **OCASG Career Club.** A support and education program for 4-year college graduates with ASD. Facilitated by [Zavikon](#).
- **Spectrum Speak-Up Series (For Teens):** OCASG is teaming up with the Chance Theater to provide a five-week theater workshop.

Community Based Organization – NeuroTalent Works: Talent Readiness (Career) Services for neurodivergent individuals with intellectual and developmental differences (disabilities)

A non-profit organization advancing neurodiversity inclusion (a diversity of minds) in the workplace and transitioning neurodivergent adults with autism and other developmental differences into meaningful employment (talent) at companies.

Description of Services:

- Build strategic partnerships with community organizations, colleges, universities, and government agencies to find and support talent (No cost)
- Assess strengths and skills of job candidates through skills-specific and cognitive style assessments (No cost)
- Provide Corporate Employment Readiness Training and tools to equip neurodivergent talent to be competitive job candidates (No cost)
- Provide Talent Readiness (Career) Services including resume reviews and interview preparation with mock interviews. (No cost)
- Empower Self-Advocacy through self-advocacy, disclosure, and workplace accommodations/strategies training (No cost)
- Provide on-going support for sustainment of employment (Fee for service)
- Support career growth and professional development (Fee for service)

Community Based Organization – Business Services for Neurodiversity Inclusion

Description of Services:

- Partner with companies committed to diversity, equity, and inclusion (No cost)
- Introduce the business value of neurodiversity (a diversity of minds) in the workplace (No cost)
- Consult businesses on inclusive hiring and workplace practices (Fee for service)
- Consult on workplace accommodations and strategies (Fee for service)
- Advise on government incentives and affirmative action (Fee for service)
- Provide education and training on neurodiversity inclusion in the workplace (5 training courses + virtual offerings) to various audiences within a corporation: HR, DEI, Hiring Managers, Co-Workers, Senior Leadership (Fee for service)
- Partner with businesses to identify hiring managers and jobs to hire neurodivergent talent (Fee for service)
- Provide hiring tools that remove social bias and increase equity for all applicants (Fee for service)
- Introduce talent pool of neurodivergent job candidates (Fee for service)
- Implement autism/neurodiversity hiring initiatives to match the right talent to the right job at the right company (Fee for service)
- Provide on-going support for sustainment and growth of hiring initiatives/practices (Fee for service)
- Provide program evaluations and meaningful metrics/KPIs (Fee for service)

Community Based Organization – Huntington Beach Adult School (HBAS)

Description of Services:

- Provide instruction in the areas of High School Diploma and GED, Career Training, and English as a Second Language.
- In-person and online learning options are available.
- ESL and High School Diploma classes are provided free of charge.
- Externship opportunities for career training programs.
- Onsite support services to help students meet their goals include counseling, career guidance, and job preparation and placement.
- In-person locations in Costa Mesa, Fountain Valley, Huntington Beach, and Westminster.
- Employment services including counseling, job skill development, career education, and job placement.
- Financial assistance is available.
- Assistance to employers by referring qualified talent.
- Referral Process:
 - HBAS is a participant in the CalJOBS system and regularly monitors the system for any referrals.
 - HBAS provides information regarding courses, enrollment, start dates, etc. through a catalog of courses that is published and mailed out three times per year (July, November, March).
 - HBAS maintains an updated website (www.hbas.edu) that allows for students to sign up for orientation sessions to learn about HBAS and begin their enrollment process.
 - Huntington Beach Adult School agrees to refer customers to Orange County AJCC partners for services as appropriate.

Community Based Organization – College and Career Preparatory Academy

The College and Career Preparatory Academy (CCPA) is an affiliated charter school year-round independent study program for students ages 18-25 seeking to complete their high school requirements.

Description of Services:

- Provide free, individualized education services to participants 18-25 years of age who do not have a high school diploma or equivalency.
- Students meet one-on-one with their teacher for a minimum of 60 minutes per week and are required to complete 20 hours of homework weekly.
- Assess students in math and reading to determine appropriate placement in classes and to identify any special needs.
- Students meet with school counselors to develop an Individualized Education Career Service Plan (IESCP) which allows students to attain the credits needed to graduate and

continue their education in career pathways through college enrollment and vocational training opportunities.

- Identify the individual needs of a student through an IECSP and transcript review allows students to differentiate the curriculum to support the specific needs of each student to ensure the lessons and curriculum are relevant and meaningful to the individual learners.
- Provides remote learning and tutoring
- Maintain highly qualified and caring teachers
- Provides career planning and workforce preparation for high-demanded jobs throughout Orange County.
- Offer flexible scheduling, Monday through Saturday, with day and evening appointments.
- Offer workshops to include, but not limited to, information on high school diplomas, GED resources, HiSet resources, and alternative secondary education opportunities.
- Western Association of Schools and Colleges (WASC) accredited program.

Community Based Organization – Laura’s House

Description of Services:

Laura’s House Domestic Violence Services Program effectively meets the needs of individuals and families affected by domestic violence by providing them with shelter and support services that assist their efforts to escape abuse and establish lasting safety and conducts effective prevention/education and community outreach activities to help stop abuse before it begins. The program offers the following comprehensive range of services to our clients and the community:

- 24-hour hotline and crisis intervention response to provide immediate safety for families dealing with domestic violence.
- 45 days of emergency shelter for abused men, women, and children who would otherwise become homeless.
- Six to twelve months of transitional housing following shelter residency to provide residents with additional time and resources to establish independence and self-sufficiency.
- Individual, group, and family therapeutic counseling to enable healing and strengthen crisis management and communication and coping skills.
- Life skills and parenting education to strengthen each client’s ability to live independently.
- Legal advocacy services including temporary restraining orders, temporary custody orders, court accompaniment, and attorney referrals to facilitate ongoing family safety and protect each client’s legal rights.
- Intensive case management support so that clients can set and achieve specific goals and access services including education, employment, and medical care to maximize self-sufficiency, safety, and personal growth.
- On-site childcare and educational activities to promote healthy childhood development and help foster positive family interaction and relationships.
- Assistance in locating safe, affordable permanent housing so that clients are no longer at risk of homelessness.

- Domestic violence prevention/education and community outreach activities targeted to both youths and adults, including our Healthy Emotions and Attitudes in Relationships Today (H.E.A.R.T.) youth dating violence prevention program, our Man.Kind OC character development activity for young men, “Domestic Violence 101” presentations, our Healthy Families, Unpacking Family Systems, After Abuse, and Digital Safety workshops, the 40-Hour State Certified Domestic Violence Advocate Training Program, and our regular presence at conferences, events, and other community gatherings throughout Orange County.

Referral Process:

- Refer customers who are seeking support as survivors of Domestic Violence or Teen Dating Violence.
- Refer via our toll free 24-Hour Crisis Hotline 866-498-1511
- Refer agencies/staff seeing domestic violence and teen dating violence education.
- Refer via website- www.laurashouse.org

Community Based Organization – The Latino Coalition for Community Leadership (LCCL)

The LCCL exists to advance resource equity and community wellbeing through our mission to Find, Fund, Form and Feature nonprofits in marginalized community meeting the needs of individuals and families. The LCCL is a Helping Justice Involved Reenter Employer (HIRE) grantee acting as the “spoke” organization for 4 nonprofits. For 20 years, the LCCL has been focused on driving resources to marginalized communities focused on reentry for both youth and adults. The LCCL’s organization structure is one of an intermediary organization that provides sub-granting expertise to Community & Faith Based Organizations (CFBOs) who have traditionally been unable to secure government funding with supportive infrastructure (i.e. existing and customizable program and fiscal data systems) for CFBOs combined with individualized capacity building along with comprehensive training, technical assistance, and ecosystem development. The LCCL’s infrastructure, capacity building, technical assistance, training, ecosystem development, performance management, and compliance expertise incorporate the standards and best practices in reentry with specific focus on smaller CFBOs led by people of color serving people of color, as well as rural communities. The HIRE program will focus on people impacted by the justice system by providing reentry services. The LCCL is also a Reentry Employment Opportunities (REO) program authorized under sec. 212 of the Second Chance Act of 2007 (42 U.S.C. 17532) and WIOA sec. 169.

Description of Services:

The HIRE network will offer job preparation services that include work-based learning, work experience, education strategies, and occupational skills training leading to industry-recognized credentials and certifications. These services will be paired with evidenced-based interventions to help justice-involved participants reintegrate into the community, learn soft skills, and improve their chances of employment and retention. Employment preparation strategies may cover soft skills or basic life skills training, workplace hygiene, etiquette, and will be provided alongside cognitive-behavioral therapy and motivational interviewing. Employment placement strategies will focus on

resume building, creating master applications, interview skills, and practice. Spoke organizations will also provide subsidized employment opportunities, such as pre-apprenticeships, internships, or other work-based learning opportunities, which can provide valuable on-the-job training for young adult reentry participants with limited or no work experience.

Referral Process:

- Clients or providers can contact the LCCL directly or refer to our website for “spoke” partners
- Client will be referred to one of the “spoke” partners.
- Any individual who has been incarcerated recently or in the past, or youth who have been in the system or at risk of being in the system are eligible for services. Depending on individual’s needs, they are then referred out to other community partners for services. The LCCL will coordinate with spoke partners to provide supportive services to people enrolled in the program.

Community Based Organization – Friendly Center

Description of Services:

- Counseling
- Parenting Workshops
- Case Management
- Hispanic Outreach
- ESL
- Emergency Assistance (Food and Hygiene)
- Nutrition Workshops
- Utility Assistance
- Rental Assistance
- Diaper Program
- Tutoring K-8th Grade (Summer and School Year)
- Food Distributions
- Adult Financial Literacy
- Children Financial Literacy
- Personal Empowerment Program
- WIC
- Mobile Clinic
- Mobile Dental Clinic
- Family Engagement Events
- Easter Basket Event
- Turkey Basket Event
- Christmas Toy Event

All of these services are offered at our Orange (147 W. Rose Ave. Orange Ca 92867) and Buena Park (6688 Beach Blvd. Buena Park Ca, 90621) locations. Hours of operation for both locations' M/W 11:30-8:00pm, T/Th/F 9am-5:30pm, closed every day from 1pm-2pm.

Community Based Organization – Child Support Services

Description of Services:

Orange County Child Support Services’ (OC CSS) mission is to facilitate the financial support of children by engaging parents and providing professional child support services.

Services provided by OC CSS include:

- Opening a child support case
- Establishing child support orders
- Establishing parentage
- Managing child support orders
- Facilitating child support payments
- Reviewing child support orders for qualifying changes in circumstances
- Changing (modifying) child support orders

Orange County Child Support Services also provides the following specialized programs:

- Minor Parent Program: OC CSS provides support to parents under the age of 18 by assisting them through the child support process and connecting them to community resources.
- Safe Access: OC CSS case managers are trained to identify and best serve customers in challenging circumstances. In partnership with Orange County Superior Court, OC CSS has protocols to ensure the safety of customers.
- Forms Workshop: OC CSS provides one-on-one in-person or virtual assistance to help customers understand and fill out child support forms.
- Debt Reduction Program: OC CSS’ Debt Reduction Program can help customers reduce their past due child support balance owed to the state.

Referral Process:

- Child Support referrals should be emailed to CSS-CommunityResources@css.ocgov.com and include the participants name, email, phone number, and short description of child support needs.
- OC CSS will follow the referral process developed by AJCC partners in referring customers seeking employment services.

Chambers: Orange County Chambers (Aliso Viejo Chamber Anaheim, Asian Business Association, Brea Chamber, Chinese American Chamber, Corona Del Mar Chamber, Costa Mesa Chamber, Cypress Chamber, Dana Point Chamber, Fountain Valley Chamber, Fullerton Chamber, Garden Grove Chamber, Hunting Beach Chamber, Irvine Chamber, Korean American Chamber, Ladera Ranch Chamber, Laguna Beach Chamber, Laguna

Hills Chamber, Laguna Niguel Chamber, Lake Forest Chamber, Los Alamitos Area Chamber, Mission Viejo Chamber, Newport Beach Chamber, OC Iranian Chamber, Orange Chamber, Orange County Black Chamber, Orange County Business Council, Orange County Hispanic Chamber)

Orange County Health Care Agency

Behavioral Health Services

Provides a culturally-competent and client-centered continuum of behavioral health (mental health and substance use disorder) care, which includes crisis, prevention, early intervention, outpatient, residential and inpatient services for all eligible Orange County residents.

Correctional Health Services

Provides comprehensive medical and mental health care to all adult inmates within the five County of Orange correctional facilities, as well as to the children and youth residing within its six residential facilities operated by staff from the Probation Department and Social Services Agency.

Public Health Services

Monitors and investigates the occurrence of disease, injury, and related factors in the community and in collaboration with community partners develops and implements preventive strategies to maintain and improve the health of the public.

Regulatory/Medical Health Services

Coordinates and oversees emergency medical services and prehospital care, employee health for all County of Orange employees, health disaster preparedness and management, environmental health issues involving food safety, water quality and harmful conditions in our community, and medical safety net that provides urgent, emergent medical services to eligible low-income adults

Small Business Administration Programs (SBA, OCSBDC, SCORE)

SCORE along with the Small Business Association (SBA) and other partner resources provides an excellent launchpad for new business & full development of the “entrepreneurial” mindset, a skill so valued today in corporate America.

SCORE Orange County uses webinars, workshops, local speakers, City & Chamber relationships, and its 105 volunteer mentors to ensure success. Prospective entrepreneurs with guidance from a mentor are five times more likely to start a business – and small business clients who receive 3+ hours of mentoring report higher revenues and increased business growth.

Assistance Programs: County of Orange Social Services Agency

Description of Services:

- Provides CalFresh Employment & Training/General Relief Work Program services to individuals who meet income and program requirements. Income must not exceed maximum allotment amount as established by the County of Orange

Basic Career Services:

- **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.
- **Outreach, 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 available through OC SSA or its partner agencies.
- **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.
- **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, referrals to job openings, placement services, job search workshops, vocational exploration, 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. Career Counseling is a facilitated exploration of occupational and industrial information.
- **Support Services Information:** Collect and provide information on services such as transportation (bus pass/gas card) to enable an individual to participate in employment and training activities.
- **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.

Referral Process

- Orange County AJCC partners interested in referring eligible customers to this program will follow the referral process developed by this partner, which will be provided to all AJCC partners.
- Refer customers who are seeking employment services to AJCC Partners, as appropriate.

California Department of Corrections and Rehabilitation (CDCR)

Description of Services: Community Reentry Services

Community Reentry Services provide comprehensive post-release rehabilitative programs and services located in communities throughout the State of California delivered through residential, outpatient, and drop-in centers.

- Housing, life skills, and family unification
- Educational including GED, academic and vocational training
- Employment assistance and placement
- Individual and Group Counseling
- Batterer's Violence Program
- Anger Management
- Parenting and Family Reintegration
- Cognitive and Life Skills Training
- Budgeting and Money Management
- Substance Use Disorder Education
- Criminal Thinking

Orange County Probation Department

Adult Operations

Adult Operations provides services through four distinct operational divisions: Adult Court Services, Adult Field Supervision, Special Supervision and AB 109 Field Supervision. The division serves clients released from state prison (post-release community supervision) and county facilities (mandatory supervision, and felony and misdemeanor probationers.) The division is responsible for supervising these clients in the community, supporting their rehabilitation in what ever way possible and returning them to court if they violate the terms and conditions of their release.

Through extensive and innovative case management, the division strives to help clients obtain the skills they need to live crime-free and productive lives. This objective is accomplished by linking clients to services that address their education, employment, substance use, and mental health needs, among others. The division also conducts investigations, prepares pre-sentence reports for the court, and represents the Probation Department on various matters. Additionally, the division provides specialized services to those convicted of domestic violence and sexual offenses.

Juvenile Operations

The Juvenile Operations Bureau provides oversight and direction of Juvenile Hall and two juvenile camp/ranch facilities - Youth Guidance Center (YGC) and Youth Leadership Academy (YLA). Additionally, this bureau provides services through two distinct operational divisions: Juvenile Field Supervision and Juvenile Court Services. Juvenile Hall, YGC, and YLA operate 24-hours-per-day, 7-days-per-week and must meet stringent guidelines established by the California Board of State and Community Corrections. Primary responsibilities include: providing a safe environment for the

youthful offenders in custody, ensuring sufficient well-trained staff are available, developing and providing a broad range of treatment and rehabilitative programs to meet the youths' needs, adhering to all laws/regulations/licensing requirements for correctional facilities, and overseeing correctional facility maintenance and development.

Orange County Sheriff's Department – Inmate Re-Entry Services
Central Men's & Women's Jail
Intake Release Center
James A. Musick Facility
Theo Lacy Facility

Correctional Programs provides inmates the opportunity for an effective, rehabilitative experience while in custody. Inmate programs and services related to rehabilitation opportunities are mandated by Title 15 Minimum Jail Standards and related case law. In addition, the Sheriff's Department provides additional programs that are designed towards successfully transitioning inmates back into the community and to help reduce recidivism in Orange County. These activities are planned, coordinated, and conducted at each of the Sheriff's facilities by the Correctional Programs staff. Typical programs include educational classes, vocational education training, and "life skills" classes such as Parenting and Job Development.

Specialized programming is also offered to incarcerated Veterans who are motivated toward changing their lives. Correctional Programs also provides opportunities for personal change, including programs focusing on substance abuse recovery, domestic violence, anger management, fitness and exercise, general and law library services, religious and inspirational programs and pre-release preparation and assistance - all designed to maximize the chances of an inmate's successful transition to the community at release.

Orange County Public Libraries - Aliso Viejo, Brea, Costa Mesa - Donald Dungan, Costa Mesa - Mesa Verde, Cypress, Dana Point, El Toro, Foothill Ranch, Fountain Valley, Garden Grove Chapman, Garden Grove Main, Garden Grove – Tibor Rubin, Irvine Heritage Park, Irvine Katie Wheeler, Irvine University Park, La Habra, La Palma, Ladera Ranch, Laguna Beach, Laguna Hills Technology, Laguna Niguel, Laguna Woods, Library of the Canyons, Los Alamitos – Rossmoor, Rancho Santa Margarita, San Clemente, San Juan Capistrano, Seal Beach, Stanton, Tustin, Villa Park, Westminster

City Government - City of Aliso Viejo, City of Brea, City of Buena Park, City of Costa Mesa, City of Cypress, City of Dana Point, City of Fountain Valley, City of Fullerton, City of Garden Grove, City of Huntington Beach, City of Irvine, City of La Habra, City of La Palma, City of Laguna Beach, City of Laguna Hills, City of Laguna Niguel, City of Laguna Woods, City of Lake Forest, City of Los Alamitos, City of Mission Viejo, City of Newport Beach, City of Orange, City of Placentia, City of Rancho Santa Margarita, City of San

Clemente, City of San Juan Capistrano, City of Seal Beach, City of Stanton, City of Tustin, City of Villa Park, City of Westminster, City of Yorba Linda

Cost Reconciliation and Allocation Base Update

All Parties agree that a quarterly reconciliation of budgeted and actual costs and update of the allocation bases will be completed in accordance with the following process:

- Partners will provide the Orange County Workforce Development Board with the following information no later than fifteen (15) days after the end of each quarter, as applicable:
 - Quarterly cost information and documentation of the actual costs,
 - Updated staffing information (per the 1st day of the 1st month of each quarter), and
 - Actual customer participation numbers (per the last day of the last month of each quarter).
- Upon receipt of the above information, the Orange County Workforce Development Board will:
 - Compare budgeted costs to actual costs, Update the allocation bases, and
 - Apply the updated allocation bases, as described in the Cost Allocation Methodology section above, to determine the actual costs allocable to each partner.
 - The Orange County Workforce Development Board will prepare an updated budget document showing cost adjustments and will prepare an invoice for each Partner with the actual costs allocable to each Partner for the quarter.
 - The Orange County Workforce Development Board will submit the invoices to the Partners and send a copy of the updated budget to all Parties no later than forty-five (45) days after the end of each quarter. The Partners understand that the timeliness of the Orange County Workforce Development Board's preparation and submission of invoices and adjusted budgets is contingent upon the timeliness of each Partner in providing the necessary cost information. For Partners that advance funds to the Local area, the Orange County Workforce Development Board will only send a copy of the updated budget.
 - Upon receipt of the invoice and adjusted budget, each Partner will review both documents and will submit payment to the Orange County Workforce Development Board no later than fifteen (15) days following receipt. Payment of the invoice signifies agreement with the costs in the adjusted budget. For Partners that advance funds to the Local area, the Orange County Workforce Development Board may draw down funds for quarterly payments upon approval via email of the reconciled budget.
 - Partners will communicate any disputes with costs in the invoice or the adjusted budget to the Orange County Workforce Development Board in writing. The Orange County Workforce Development Board will review the disputed cost items and respond accordingly to the Partner and Local WDB within ten (10)

days of receipt of notice of the disputed costs. When necessary, the Orange County Workforce Development Board will revise the invoice and the adjusted budget upon resolution of the dispute.

Infrastructure Funding Agreement

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.

All Parties to this MOU and IFA recognize 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, may 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.

Partners

Partners funding the costs of infrastructure according to this IFA are the same as identified in the Partners section of the MOU.

Cost Allocation Methodology

All Parties agree that the cost allocation methodology for this IFA will be the same as described in the Cost Allocation Methodology section of the MOU.

Cost Reconciliation and Allocation Base Update

All Parties agree that the cost reconciliation and allocation base update for this IFA will be the same as described in the Cost Reconciliation and Allocation Base Update section of the MOU.

Steps to Reach Consensus

All Parties agree that the steps to reach consensus for this IFA will be the same as described in the Steps to Reach Consensus section of the MOU. Partners will make a concerted effort to negotiate the IFA along with the remainder of the MOU, including the overall operating budget, for the Orange County Workforce Development Board Local Workforce Development Area American Job Center California network .

Dispute and Impasse Resolution

All Parties will actively participate in Local IFA negotiations in a good faith effort to reach agreement. Any disputes shall first be attempted to be resolved informally. Should informal resolution efforts fail, the process outlined in the Dispute Resolution section of the MOU must be followed.

If Partners in a Local area have employed the dispute resolution process and have failed to reach consensus on an issue pertaining to the IFA, then an impasse is declared and the State Funding Mechanism (SFM) is triggered.

Step 1: Notice of failure to reach consensus given to the Governor.

If the Parties cannot reach consensus on methods of sufficiently funding a One-Stop center’s infrastructure costs and the amounts to be contributed by each Local Partner program, the Orange County Workforce Development Board is required to notify the Governor. Notification must be given to the Governor three months prior to the projected MOU start date, according to TEGL 17-16.

Step 2: Negotiation materials provided to Governor.

The Orange County Workforce Development Board Chair (or designee) must provide the appropriate and relevant materials and documents used in the negotiations to the Governor, preferably at the time of the notification of failure to reach consensus, but no later than five (5) business days thereafter. At a minimum, the Orange County Workforce Development Board Chair (or designee) must provide to the Governor:

- The Local WIOA plan,
- The cost allocation methodology or methodologies proposed by the Partners to be used in determining the proportionate share,
- The proposed amounts or budget to fund infrastructure costs,
- The amount of Partner funds included,
- The type of funds (cash, non-cash, and third-party in-kind contributions) available (including all documentation on how Partners valued non-cash and third-party in-kind contributions consistent with 2 CFR 200.306),
- Any proposed or agreed on American Job Center budgets (for individual centers or a network of centers), and
- Any partially agreed upon, proposed, or draft IFAs.

The Local WDB may also provide the Governor with additional materials that they or the Governor find to be appropriate.

Step 3: Governor Determinations and Calculations

The Governor will:

- Determine One-Stop center infrastructure budget(s),
- Establish cost allocation methodology(s),
- Determine Partners’ proportionate shares,

- Calculate statewide caps,
- Assess the aggregate total of infrastructure contributions as it relates to the statewide cap, and
- Adjust allocations.

Once all determinations and calculations are completed, the Governor will notify the Orange County Workforce Development Board Chair (or designee) of the final decision and provide a revised IFA for execution by the Parties.

Step 4: IFA Execution

The IFA becomes effective as of the date of signing by the final signatory.

Programs may appeal the Governor's determinations of their infrastructure cost contributions in accordance with the process established under 20 CFR 678.750, 34 CFR 361.750, and 34 CFR 463.750.

Modification Process

All Parties agree to abide by the process for modification, as outlined in the Modification Process section of the MOU.

Effective Period

This IFA will become effective as of the date of signing by the final signatory below and must terminate on June 30, 2026, unless any of the reasons in the Termination section of the MOU apply.

Signature Page i: Co-located Partners Sharing AJCC Infrastructure Costs

*All partners, regardless of colocation status, must sign the MOU.
By signing below, all parties agree to the terms prescribed in this MOU, including the attached IFA and other system costs budget.*

By signing below, all parties agree to the terms prescribed in the sharing of infrastructure costs.

(Co-located AJCC Partner Entity)

Print Signer's Name and Title

Partner Agency Name

Signature and Date

Signature Page ii: Non-Co-located Partners Sharing AJCC Infrastructure Costs

*All partners, regardless of co-location status, must sign the MOU.
By signing below, all parties agree to the terms prescribed in this MOU, including the attached IFA and other system costs budget.*

By signing below, all parties agree to the terms prescribed in the sharing of infrastructure costs.

(Non-Co-located AJCC Partner Entity)

Print Signer's Name and Title

Partner Agency Name

Signature and Date

SIGNATURES

IN WITNESS WHEREOF, the parties hereto certify that they have read and understand all the terms and conditions contained herein and have duly authorized and caused this MOU to be executed as of the date stated below written. There are no oral understandings of the Parties or terms and conditions other than as are stated herein

Multiple Originals; Counterparts

This Agreement may be executed in multiple originals, each of which is deemed to be an original, and may be signed in counterparts.

Dated _____, 2023

By: _____
Anna Lisa Lukes
Chair, Orange County Workforce
Development Board

Dated _____, 2023

By: _____
Donald Wagner
Chairman, County of Orange Board of
Supervisors

Dated: _____, 2023

By: _____
Robin Stieler
Clerk of the Board of Supervisors
Orange County, California

**APPROVED AS TO FORM
OFFICE OF THE COUNTY COUNSEL**

**BY _____
DEPUTY**

DATE: _____

Attachment A

SAMPLE AJCC SYSTEM SERVICES REFERRAL AGREEMENT

The parties and required partners encompassed in the Orange County Comprehensive AJCC Network service system acknowledge the requirement for referrals and possible co-enrollment of customers between partnering agencies. They recognize referrals may be indicated at any point or stage of service during a customer’s use of the system and have therefore agreed to the following processes to ensure referrals are made promptly and clearly between agencies. The Partners agree to maintain and modify these processes and any related forms as necessary.

Agency and Program Informational Reference

Each party to this agreement will provide a summary of One-Stop services provided by their agency as it pertains to the workforce system. This will be provided in a summary outline, in a format to be agreed to by partners, that will include a brief description of the service followed by bullets for each service provided and any required application form and process that may be unique to that partner. Any eligibility requirements to a specific program or service are also to be provided as reference to assist partner staff in making correct referrals based on need and an understanding of basic eligibility. These program descriptions and applications for service will be compiled into a desk reference for the staff of each agency. Through the initial orientation, customers will also be informed about the partner agencies and services that are available.

Staff Cross-Training between Partner Agencies

Staff involved in direct customer services from each agency will be provided the above desk reference and cross-trained in the programs and services as outlined therein. They will further be trained on when and how to make a referral to the indicated agency or service.

Notice of New Program Opportunities, Services or Events

The partners of the AJCC service system agree to share information about new services, workshops, activities or events between one another in a timely manner as they may relate to the system mission and/or benefit system customers. Such announcements can be forwarded to AJCC staff as a single point of contact. Flyers and handouts will be posted as appropriate, forwarded via mass email to appropriate partner staff, and/or placed on the OC One-Stop website as requested.

Sample Service Request Referral Form

Because the different partners of this agreement use unique databases or other systems for customer tracking, no common database platform is currently available in which partner agencies can interact. For this reason, partners have agreed to develop several vehicles for directly assisting customers being referred for services primarily using CalJOBS as the primary referral platform, promoting increased accessibility to services. Approaches may include assisting the customer complete the application for services and offering to make the call on behalf of the customer to the partner agency to schedule an appointment.

Name of Individual

Agency Name

Agency Mailing Address, City, State, Zip

Agency Phone Number

Agency Fax Number

Orange County One-Stop Network Infrastructure Costs Budget and Initial Proportionate Share of Infrastructure Costs Allocated to Co-located Partners

AJCC Infrastructure Budget ___ Each AJCC (Name of AJCC <u>Orange County Comprehensive One-Stop Network</u>) <input checked="" type="checkbox"/> Network of AJCCs	
<p><i>Initial Proportionate Share of Infrastructure Costs Allocated to Each Co-located Partner</i></p> <p>The cost allocation methodology will be based upon a partner program’s occupancy percentage of the AJCC (square footage). This method will ensure a fair and equitable distribution of cost.</p> <p>The initial proportionate share of infrastructure costs allocated to each partner based on the above methodology, each partner’s estimated total contribution amount, and whether it will be provided through cash, non-cash (in-kind), and/or third-party in-kind contributions. This initial determination must be periodically reconciled against actual costs incurred and adjusted accordingly.</p> <p>AJCC partners may provide cash or non-cash contributions to cover their proportionate share of infrastructure costs. If non-cash or in-kind contributions are used, they cannot include non-infrastructure costs (such as personnel), and they must be valued consistent with Uniform Guidance Section 200.306 to ensure they are fairly evaluated and meet the partner’s proportionate share.</p>	<p><i>Co-located Partner Agreement to Share Other System Costs</i></p> <p>The other system costs budget may include any other shared services that are authorized for and commonly provided through the AJCC partner programs.</p> <p>As with infrastructure costs, other system costs must be allocable according to the proportion of benefit received by each of the AJCC partner programs, consistent with the partner’s authorizing federal statute and Uniform Guidance. The MOU Phase II must also include an agreed upon budget for these other costs along with the agreed upon cost sharing methodology.</p> <p>These costs may be shared through cash or non-cash.</p>

Brea AJCC		
Summary of Total Infrastructure Costs to be Shared by Co-located Partners		
Cost Category	Total Cost	Monthly
<i>Subtotal: Rental Costs</i>	1,441,300	120,108
<i>Subtotal: Utilities and Maintenance Costs</i>	284,609	23,717
<i>Subtotal: Equipment Costs</i>	12,534	1,045
<i>Subtotal: Technology to Facilitate Access Costs</i>		0
<i>Subtotal: Common Identifier Costs</i>		0
<i>Subtotal: Infrastructure Costs</i>	1,738,443	144,870
TOTAL INFRASTRUCTURE & PERSONNEL COSTS FOR Brea	1,738,443	144,870

Laguna Niguel AJCC		
Summary of Total Infrastructure Costs to be Shared by Co-located Partners		
Cost Category	Total Cost	Monthly
<i>Subtotal: Rental Costs</i>	259,612	21,634
<i>Subtotal: Utilities and Maintenance Costs</i>	66,992	5,583
<i>Subtotal: Equipment Costs</i>	5,406	451
<i>Subtotal: Technology to Facilitate Access Costs</i>		0
<i>Subtotal: Common Identifier Costs</i>		0
<i>Subtotal: Infrastructure Costs</i>	332,010	27,667
TOTAL INFRASTRUCTURE & PERSONNEL COSTS FOR Laguna Niguel	332,010	27,667

Total OC One-Stop System Infrastructure Cost: \$2,070,452
 Monthly: \$172,537.71

Attachment B
Orange County One-Stop Infrastructure Costs Budget and Initial Proportionate Share of Infrastructure Costs Allocated to Co-located Partners

Brea Infrastructure Budget

The allocated initial share for each partner is:

Co-located Partner	Areas Used	SQ FT	SQ FT Occupied / Total Area
AWS		386.0	3.11%
Career Team		770.0	6.21%
County		1,013.0	8.17%
Chrysalis		36.0	0.29%
Digital Production Lab Vendor		557.0	4.49%
DOR		36.0	0.29%
EDD		4,133.0	33.34%
HVRP		144.0	1.16%
Ready Set OC/La Habra		1,067.0	8.63%
SCEP/Ser JOBS		154.0	1.25%
VEP		108.0	0.87%
Vacant / Available*		3,683.0	29.71%
Common Area			0.00%
Total		12,397.00	100.00%

Proposed Annual Cost Allocation Methodology to Share These Costs

Infrastructure Budget: Comprehensive AJCC (OCWDB - Brea)			OC Workforce Solutions Partner													
Cost Category/Line Item	Line Item Cost Detail	Cost	AWC 3.11%	Career TEAM 6.21%	County 8.17%	Chrysalis 0.29%	Digital Prod Lab 4.49%	DOR 0.29%	EDD 33.34%	HVRP 1.16%	La Habra 11.03%	SCEP 1.92%	VEP 0.87%	Vacant / Available* 29.71%		
Rental of Facilities	T/C HIGHWAY CENTER II LLC/NUVEIN	\$1,441,299.60	\$44,877.12	\$89,521.71	\$117,773.37	\$4,185.43	\$64,757.92	\$4,185.43	\$480,510.71	\$16,741.72	\$158,930.11	\$19,066.96	\$12,556.29	\$428,192.82		
Electric	Included in Rent															
Gas	Included in Rent															
Water	Included in Rent															
Sewer Connections	Included in Rent															
Facility Maintenance Contract	Included in Rent															
Janitorial	Included in Rent															
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Subtotal: Rental Costs (Based on Square Footage)		\$1,441,299.60	\$44,877.12	\$89,521.71	\$117,773.37	\$4,185.43	\$64,757.92	\$4,185.43	\$480,510.71	\$16,741.72	\$158,930.11	\$19,066.96	\$12,556.29	\$428,192.82		
Rental Costs		\$1,441,299.60	\$44,877.12	\$89,521.71	\$117,773.37	\$4,185.43	\$64,757.92	\$4,185.43	\$480,510.71	\$16,741.72	\$158,930.11	\$19,066.96	\$12,556.29	\$428,192.82		

Cost Category/Line Item	Line Item Cost Detail	Cost	AWC 3.11%	Career TEAM 6.21%	County 8.17%	Chrysalis 0.29%	Digital Prod Lab 4.49%	DOR 0.29%	EDD 33.34%	HVRP 1.16%	La Habra 11.03%	SCEP 1.92%	VEP 0.87%	Vacant / Available* 29.71%
Telephones	Intermedia	\$43,379.40	\$1,350.69	\$2,694.32	\$3,544.62	\$125.92	\$1,949.05	\$125.92	\$14,462.13	\$503.88	\$4,783.39	\$573.87	\$377.91	\$12,887.50
Security Cameras	Sentrol	\$9,780.00	\$304.52	\$607.45	\$799.16	\$28.40	\$439.42	\$28.40	\$3,260.53	\$113.60	\$1,078.43	\$129.38	\$85.20	\$2,905.52
IT Support	Twintel	\$162,384.64	\$5,056.10	\$10,086.00	\$13,268.99	\$471.51	\$7,295.98	\$471.51	\$54,136.91	\$1,886.21	\$17,805.93	\$2,148.19	\$1,414.66	\$48,242.53
Internet	AT&T	\$2,092.92	\$65.17	\$130.00	\$171.02	\$6.08	\$94.04	\$6.08	\$697.75	\$24.31	\$230.78	\$27.69	\$18.23	\$621.78
Security Guard	Alpha & Omega	\$57,600.00	\$1,793.47	\$3,577.64	\$4,706.69	\$167.27	\$2,587.98	\$167.27	\$19,203.10	\$669.07	\$6,351.47	\$761.99	\$501.80	\$17,112.27
Alarm/Building Access/Security	Sentrol	\$9,372.00	\$291.81	\$582.11	\$765.82	\$27.22	\$421.09	\$27.22	\$3,124.50	\$108.86	\$1,033.44	\$123.98	\$81.65	\$2,784.31
Subtotal: Utilities and Maintenance Costs (Based on Square Footage)		\$284,608.96	\$8,861.75	\$17,677.58	\$23,256.34	\$826.48	\$12,787.54	\$826.48	\$94,884.96	\$3,305.94	\$31,383.44	\$3,765.09	\$2,479.45	\$84,553.91
Utilities and Maintenance Costs		\$284,608.96	\$8,861.75	\$17,677.58	\$23,256.34	\$826.48	\$12,787.54	\$826.48	\$94,884.96	\$3,305.94	\$31,383.44	\$3,765.09	\$2,479.45	\$84,553.91

Cost Category/Line Item	Line Item Cost Detail	Cost	AWC 3.11%	Career TEAM 6.21%	County 8.17%	Chrysalis 0.29%	Digital Prod Lab 4.49%	DOR 0.29%	EDD 33.34%	HVRP 1.16%	La Habra 11.03%	SCEP 1.92%	VEP 0.87%	Vacant / Available* 29.71%
Assistive technology for individuals with disabilities (Access and Accommodation)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Copiers	OfficeCorp	\$12,534.00	\$390.27	\$778.51	\$1,024.19	\$36.40	\$563.16	\$36.40	\$4,178.67	\$145.59	\$1,382.11	\$165.81	\$109.19	\$3,723.70
Subtotal: Equipment Costs (Based on Square Footage)		\$12,534.00	\$390.27	\$778.51	\$1,024.19	\$36.40	\$563.16	\$36.40	\$4,178.67	\$145.59	\$1,382.11	\$165.81	\$109.19	\$3,723.70
Equipment Costs		\$12,534.00	\$390.27	\$778.51	\$1,024.19	\$36.40	\$563.16	\$36.40	\$4,178.67	\$145.59	\$1,382.11	\$165.81	\$109.19	\$3,723.70

Cost Category/Line Item	Line Item Cost Detail	Cost	AWC 3.11%	Career TEAM 6.21%	County 8.17%	Chrysalis 0.29%	Digital Prod Lab 4.49%	DOR 0.29%	EDD 33.34%	HVRP 1.16%	La Habra 11.03%	SCEP 1.92%	VEP 0.87%	Vacant / Available* 29.71%
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.														
Subtotal: Technology to Facilitate Access Costs		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Common Identifier Costs (Local Option, If Agreed To By All Co-located Partners)	Cost	AWC 3.11%	Career TEAM 6.21%	County 8.17%	Chrysalis 0.29%	Digital Prod Lab 4.49%	DOR 0.29%	EDD 33.34%	HVRP 1.16%	La Habra 11.03%	SCEP 1.92%	VEP 0.87%	Vacant / Available* 29.71%
Updating Templates and Materials		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Updating Electronic Resources		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal: Common Identifier Costs (Based on Square Footage)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal: Common Area Common Identifier Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Common Identifier Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

	AWC 3.11%	Career TEAM 6.21%	County 8.17%	Chrysalis 0.29%	Digital Prod Lab 4.49%	DOR 0.29%	EDD 33.34%	HVRP 1.16%	La Habra 11.03%	SCEP 1.92%	VEP 0.87%	Vacant / Available* 29.71%	
Total IRA Budget	\$1,738,442.56	\$54,129.13	\$107,977.80	\$142,053.91	\$5,048.31	\$78,108.62	\$5,048.31	\$579,574.34	\$20,193.25	\$191,695.65	\$22,997.87	\$15,144.94	\$516,470.43

* Vacant / Available Cost to be paid by the One-Stop Operator until filled.

** Total Cost Per Month Subject to Change. Approximate Annual Rate of Change is 3%

Total Cost per month**	AWC	Career TEAM	County	Chrysalis	Digital Prod Lab	DOR	EDD	HVRP	Ready Set OC/La Habra	SCEP/Ser JOBS	VEP	Vacant / Available*	
Weekly	\$144,870.21	\$4,510.76	\$8,989.15	\$11,837.83	\$420.89	\$6,509.05	\$420.89	\$48,297.86	\$1,682.77	\$15,974.64	\$1,916.49	\$1,262.08	\$43,039.20
Daily	\$4,829.03	\$150.36	\$299.94	\$394.59	\$14.02	\$216.97	\$14.02	\$1,609.93	\$56.09	\$532.49	\$63.88	\$42.07	\$1,434.64

AMERICA WORKS LEASED AREA CALCULATIONS

DATE: 1/5/2024

BUILDING FLOOR AREA: 12,397 SF

GROSS AREA MULTIPLIER: 1.18

ROOM #	ROOM NAME	AREA (S.F. - NET)	AREA (S.F. - GROSS)	% AWS OCCUPIED (common area excluded)	AWS AREA (S.F.) (common area excluded)	AWS AREA (S.F.)
A.W.S. EXCLUSIVE						
350.01	Adult Reception Resource Room	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
330.00	Adult Reception Lobby	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
350.02	Office 350.02	206 S.F.	243 S.F.	100%	243 S.F.	243 S.F.
350.01	Cubicle A	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
350.01	Cubicle B	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
300.00	Reception	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
SUBTOTAL		386 S.F.	455 S.F.		455 S.F.	455 S.F.
EXCLUSIVE AWS AREA:		3.11%	386.0 SF			
SHARED AWS AREA:			0.0 SF			
AWS COMMON AREA SHARE:			0.0 SF			
TOTAL AWS LEASED AREA:			386 SF			
TARE:			0 S.F.			
TOTAL EXCLUSIVE AREA:			386.0 SF			

CAREER TEAM LEASED AREA CALCULATIONS

DATE: 1/5/2024

BUILDING FLOOR AREA: 12,397 SF

GROSS AREA MULTIPLIER: 1.18

ROOM #	ROOM NAME	AREA (S.F. - NET)	AREA (S.F. - GROSS)	% C.T. OCCUPIED (common area excluded)	C.T. AREA (S.F.) (common area excluded)	C.T. AREA (S.F.)
CAREER TEAM EXCLUSIVE						
330.15	Office 330.15	156 S.F.	184 S.F.	100%	184 S.F.	184 S.F.
330.09	Office 330.09	146 S.F.	172 S.F.	100%	172 S.F.	172 S.F.
330.07	Cubicle I	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
330.07	Cubicle J	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
330.07	Cubicle N	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
330.07	Cubicle O	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
330.07	Cubicle S	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
330.07	Cubicle T	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
330.08	Cubicle D	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
330.08	Cubicle E	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
330.08	Cubicle I	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
330.08	Cubicle J	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
330.08	Cubicle N	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
330.08	Cubicle O	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
330.08	Cubicle T	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
SUBTOTAL		770 S.F.	909 S.F.		909 S.F.	909 S.F.
EXCLUSIVE C.T. AREA:		6.21%	770.0 SF			
SHARED C.T. AREA:			0.0 SF			
C.T. COMMON AREA SHARE:			0.0 SF			
TOTAL C.T. LEASED AREA:			770 SF			
TARE:			0 S.F.			
TOTAL EXCLUSIVE AREA:			770.0 SF			

COUNTY OF ORANGE LEASED AREA CALCULATIONS

DATE: 1/5/2024

BUILDING FLOOR AREA: 12,397 SF

GROSS AREA MULTIPLIER: 1.18

ROOM #	ROOM NAME	AREA (S.F. - NET)	AREA (S.F. - GROSS)	% COUNTY OCCUPIED (common area excluded)	COUNTY AREA (S.F.) (common area excluded)	COUNTY AREA (S.F.)
COUNTY OF ORANGE EXCLUSIVE						
330.16	Office 330.16	158 S.F.	186 S.F.	100%	186 S.F.	186 S.F.
330.13	Cubicle A	64 S.F.	76 S.F.	100%	76 S.F.	76 S.F.
330.13	Cubicle B	64 S.F.	76 S.F.	100%	76 S.F.	76 S.F.
330.13	Cubicle C	64 S.F.	76 S.F.	100%	76 S.F.	76 S.F.
330.13	Cubicle F	64 S.F.	76 S.F.	100%	76 S.F.	76 S.F.
315.00	Reception	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
315.08	Cubicle B	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
315.08	Cubicle C	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
315.08	Cubicle D	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
315.08	Cubicle E	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
315.08	Cubicle F	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
315.08	Cubicle G	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
315.08	Cubicle H	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
315.04	Office 315.04	239 S.F.	282 S.F.	100%	282 S.F.	282 S.F.
300.08	Cubicle E	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
300.08	Cubicle F	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
SUBTOTAL		1013 S.F.	1195 S.F.		1195 S.F.	1195 S.F.
EXCLUSIVE COUNTY AREA:		8.17%	1013.0 SF			
SHARED COUNTY AREA:			0.0 SF			
COUNTY COMMON AREA SHARE:			0.0 SF			
TOTAL COUNTY LEASED AREA:			1013 SF			
TARE:			0 S.F.			
TOTAL EXCLUSIVE AREA:			1013.0 SF			

HVRP LEASED AREA CALCULATIONS

DATE: 1/5/2024

BUILDING FLOOR AREA: 12,397 SF

GROSS AREA MULTIPLIER: 1.18

ROOM #	ROOM NAME	AREA (S.F. - NET)	AREA (S.F. - GROSS)	% HVRP OCCUPIED (common area excluded)	HVRP AREA (S.F.) (common area excluded)	HVRP AREA (S.F.)
HVRP EXCLUSIVE						
330.08	Cubicle P	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
330.08	Cubicle Q	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
330.08	Cubicle R	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
330.08	Cubicle S	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
		S.F.	0 S.F.	0%	0 S.F.	0 S.F.
		S.F.	0 S.F.	0%	0 S.F.	0 S.F.
		S.F.	0 S.F.	0%	0 S.F.	0 S.F.
		S.F.	0 S.F.	0%	0 S.F.	0 S.F.
		S.F.	0 S.F.	0%	0 S.F.	0 S.F.
		S.F.	0 S.F.	0%	0 S.F.	0 S.F.
		S.F.	0 S.F.	0%	0 S.F.	0 S.F.
		S.F.	0 S.F.	0%	0 S.F.	0 S.F.
		S.F.	0 S.F.	0%	0 S.F.	0 S.F.
		S.F.	0 S.F.	0%	0 S.F.	0 S.F.
		S.F.	0 S.F.	0%	0 S.F.	0 S.F.
		S.F.	0 S.F.	0%	0 S.F.	0 S.F.
		S.F.	0 S.F.	0%	0 S.F.	0 S.F.
SUBTOTAL		144 S.F.	170 S.F.		170 S.F.	170 S.F.
EXCLUSIVE HVRP AREA:		1.16%	144.0 SF			
SHARED HVRP AREA:			0.0 SF			
HVRP COMMON AREA SHARE:			0.0 SF			
TOTAL HVRP LEASED AREA:			144 SF			
TARE:			0 S.F.			
TOTAL EXCLUSIVE AREA:			144.0 SF			

READY SET OC LEASED AREA CALCULATIONS

DATE: 1/5/2024

BUILDING FLOOR AREA: 12,397 SF

GROSS AREA MULTIPLIER: 1.18

ROOM #	ROOM NAME	AREA (S.F. - NET)	AREA (S.F. - GROSS)	% READY SET OC OCCUPIED (common area excluded)	READY SET OC AREA (S.F.) (common area excluded)	READY SET OC AREA (S.F.)
READY SET OC EXCLUSIVE						
300.07	Office 300.07	259 S.F.	306 S.F.	100%	306 S.F.	306 S.F.
300.09	Office 300.09	248 S.F.	293 S.F.	100%	293 S.F.	293 S.F.
300.10	Office 300.10	259 S.F.	306 S.F.	100%	306 S.F.	306 S.F.
300.11	La Habra Supply Room	241 S.F.	284 S.F.	100%	284 S.F.	284 S.F.
300.08	Cubicle G	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
300.08	Cubicle H	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
300.08	Cubicle I	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
300.08	Cubicle J	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
300.08	Cubicle M	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
300.08	Cubicle N	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
300.08	Cubicle O	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
300.08	Cubicle P	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
300.08	Cubicle Q	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
300.08	Cubicle R	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
SUBTOTAL		1367 S.F.	1613 S.F.		1613 S.F.	1613 S.F.
EXCLUSIVE READY SET OC AREA:		11.03%	1367.0 SF			
SHARED READY SET OC AREA:			0.0 SF			
READY SET OC COMMON AREA SHARE:			0.0 SF			
TOTAL READY SET OC LEASED AREA:			1367 SF			
TARE:			0 S.F.			
TOTAL EXCLUSIVE AREA:			1367.0 SF			

VACANT LEASED AREA CALCULATIONS

DATE: 1/5/2024

BUILDING FLOOR AREA: 12,397 SF

GROSS AREA MULTIPLIER: 1.18

ROOM #	ROOM NAME	AREA (S.F. - NET)	AREA (S.F. - GROSS)	% READY SET OC OCCUPIED (common area excluded)	READY SET OC AREA (S.F.) (common area excluded)	READY SET OC AREA (S.F.)
VACANT EXCLUSIVE						
330.18	Office 330.18	215 S.F.	254 S.F.	100%	254 S.F.	254 S.F.
330.17	Office 330.17	228 S.F.	269 S.F.	100%	269 S.F.	269 S.F.
330.14	Office 330.14	154 S.F.	182 S.F.	100%	182 S.F.	182 S.F.
330.12	Office 330.12	158 S.F.	186 S.F.	100%	186 S.F.	186 S.F.
350.03	Office 350.03	151 S.F.	178 S.F.	100%	178 S.F.	178 S.F.
350.04	Office 350.04	160 S.F.	189 S.F.	100%	189 S.F.	189 S.F.
350.05	Office 350.05	215 S.F.	254 S.F.	100%	254 S.F.	254 S.F.
330.07	Cubicle D	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
330.07	Cubicle E	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
330.07	Cubicle F	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
330.07	Cubicle G	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
330.07	Cubicle H	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
330.07	Cubicle M	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
330.07	Cubicle P	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
330.07	Cubicle Q	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
330.07	Cubicle R	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
330.08	Cubicle B	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
330.08	Cubicle C	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
330.08	Cubicle F	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
330.08	Cubicle G	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
330.08	Cubicle H	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
330.08	Cubicle K	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
330.08	Cubicle L	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
330.08	Cubicle M	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
315.05	Office 305.05	171 S.F.	202 S.F.	100%	202 S.F.	202 S.F.
315.06	Office 315.06	233 S.F.	275 S.F.	100%	275 S.F.	275 S.F.
315.07	Office 315.07	135 S.F.	159 S.F.	100%	159 S.F.	159 S.F.
315.10	Office 315.10 (Hoteling)	194 S.F.	229 S.F.	100%	229 S.F.	229 S.F.
315.11	Office 315.11 (Hoteling)	192 S.F.	227 S.F.	100%	227 S.F.	227 S.F.
315.13	Office 315.13 (Hoteling)	222 S.F.	262 S.F.	100%	262 S.F.	262 S.F.
315.14	Office 315.14 (Hoteling)	216 S.F.	255 S.F.	100%	255 S.F.	255 S.F.
300.06	Office 300.06	247 S.F.	291 S.F.	100%	291 S.F.	291 S.F.
300.08	Cubicle B	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
300.08	Cubicle C	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
300.08	Cubicle D	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
300.08	Cubicle K	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
300.08	Cubicle L	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
SUBTOTAL		3683 S.F.	4346 S.F.		4346 S.F.	4346 S.F.
EXCLUSIVE VACANT AREA:		29.71%	3683.0 SF			
SHARED VACANT AREA:			0.0 SF			
VACANT AREA SHARE:			0.0 SF			
TOTAL VACANT LEASED AREA:			3683 SF			
TARE:			0 S.F.			
TOTAL EXCLUSIVE AREA:			3575.0 SF			

Orange County One-Stop Infrastructure Costs Budget and Initial Proportionate Share of Infrastructure Costs Allocated to Co-located Partners

Laguna Niguel Infrastructure Budget

The allocated initial share for each partner is:

Co-located Partner	Areas Used	SQ FT	SQ FT Occupied / Total Area
America Works		288	22.86%
Career Team		540	42.86%
County		252	20.00%
Ready Set OC/La Habra		108	8.57%
SCSEP		6	0.48%
VEP		36	2.86%
Vacant/Available*		30	2.38%
Common Area			0.00%
Total		1,260	100.00%

Proposed Annual Cost Allocation Methodology to Share These Costs

Infrastructure Budget: Affiliate AJCC (OCWDB – Laguna Niguel)			OC Workforce Solutions Center						
Cost Category/Line Item	Line Item Cost Detail	Cost	AWC 22.86%	Career TEAM 42.86%	County 20.00%	La Habra 8.57%	SCSEP 0.48%	VEP 2.86%	Vacant / Available* 2.38%
Rental of Facilities		\$259,611.60	\$59,339.79	\$111,262.11	\$51,922.32	\$22,252.42	\$1,236.25	\$7,417.47	\$6,181.23
Electric	Included in Rent								
Gas	Included in Rent								
Water	Included in Rent								
Sewer Connections	Included in Rent								
Facility Maintenance Contract	Included in Rent								
Janitorial	Included in Rent								
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal: Rental Costs (Based on Square Footage)		\$259,611.60	\$59,339.79	\$111,262.11	\$51,922.32	\$22,252.42	\$1,236.25	\$7,417.47	\$6,181.23
Subtotal: Common Area Rental Costs		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rental Costs		\$259,611.60	\$59,339.79	\$111,262.11	\$51,922.32	\$22,252.42	\$1,236.25	\$7,417.47	\$6,181.23

Cost Category/Line Item	Line Item Cost Detail	Cost	AWC 22.86%	Career TEAM 42.86%	County 20.00%	La Habra 8.57%	SCSEP 0.48%	VEP 2.86%	Vacant / Available* 2.38%
Telephones	Intermedia	\$20,211.19	\$4,619.70	\$8,661.94	\$4,042.24	\$1,732.39	\$96.24	\$577.46	\$481.22
IT Support	Twintel	\$40,316.84	\$9,215.28	\$17,278.65	\$8,063.37	\$3,455.73	\$191.98	\$1,151.91	\$959.92
Internet	AT&T	\$4,185.84	\$956.76	\$1,793.93	\$837.17	\$358.79	\$19.93	\$119.60	\$99.66
Security Alarm	SSD	\$2,048.40	\$468.21	\$877.89	\$409.68	\$175.58	\$9.75	\$58.53	\$48.77
Fire Extinguisher Maintenance	Fire Doctor	\$230.04	\$52.58	\$98.59	\$46.01	\$19.72	\$1.10	\$6.57	\$5.48
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal: Utilities and Maintenance Costs (Based on Square Footage)		\$66,992.31	\$15,312.53	\$28,710.99	\$13,398.46	\$5,742.20	\$319.01	\$1,914.07	\$1,595.06
Subtotal: Common Area Utilities and Maintenance Costs		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Utilities and Maintenance Costs		\$66,992.31	\$15,312.53	\$28,710.99	\$13,398.46	\$5,742.20	\$319.01	\$1,914.07	\$1,595.06

Cost Category/Line Item	Line Item Cost Detail	Cost	AWC 22.86%	Career TEAM 42.86%	County 20.00%	La Habra 8.57%	SCSEP 0.48%	VEP 2.86%	Vacant / Available* 2.38%
Assistive technology for individuals with disabilities (Access and Accommodation)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Copiers	Office Corp	\$5,406.00	\$1,235.66	\$2,316.86	\$1,081.20	\$463.37	\$25.74	\$154.46	\$128.71
Other tangible equipment used to serve all center customers (not specific to an individual program partner)									
Subtotal: Equipment Costs (Based on Square Footage)		\$5,406.00	\$1,235.66	\$2,316.86	\$1,081.20	\$463.37	\$25.74	\$154.46	\$128.71
Subtotal: Common Area Equipment Costs		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment Costs		\$5,406.00	\$1,235.66	\$2,316.86	\$1,081.20	\$463.37	\$25.74	\$154.46	\$128.71

Cost Category/Line Item	Line Item Cost Detail	Cost	AWC 22.86%	Career TEAM 42.86%	County 20.00%	La Habra 8.57%	SCSEP 0.48%	VEP 2.86%	Vacant / Available* 2.38%
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.									
Subtotal: Technology to Facilitate Access Costs		\$0.00							

Common Identifier Costs (Local Option, If Agreed To By All Co-located Partners)	Cost	AWC 22.86%	Career TEAM 42.86%	County 20.00%	La Habra 8.57%	SCSEP 0.48%	VEP 2.86%	Vacant / Available* 2.38%
Creating New AJCC Signage		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Updating Templates and Materials		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Updating Electronic Resources		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal: Common Area Common Identifier Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Common Identifier Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

	AWC 22.86%	Career TEAM 42.86%	County 20.00%	La Habra 8.57%	SCSEP 0.48%	VEP 2.86%	Vacant / Available* 2.38%
Total IFA Budget	\$332,009.91	\$75,887.98	\$142,289.96	\$66,401.98	\$28,457.99	\$1,581.00	\$9,486.00

Total Cost per month:	AWC	Career TEAM	County	La Habra	SCSEP	VEP	Vacant / Available
\$27,667.49	\$6,324.00	\$11,857.50	\$5,533.50	\$2,371.50	\$131.75	\$790.50	\$658.75
Weekly:	\$6,384.81	\$1,459.38	\$2,736.35	\$1,276.96	\$30.40	\$182.42	\$152.02
Daily:	\$922.25	\$210.80	\$395.25	\$184.45	\$79.05	\$26.35	\$21.96

CAREER TEAM LEASED AREA CALCULATIONS

DATE: 9/18/2023

BUILDING FLOOR AREA: 1,260 SF

GROSS AREA MULTIPLIER: 1.18

Suite #	ROOM NAME	AREA (S.F. - NET)	AREA (S.F. - GROSS)	% CT OCCUPIED (common area excluded)	CT AREA (S.F.) (common area excluded)	CT AREA (S.F.)
CAREER TEAM EXCLUSIVE						
Suite 140	Office	216 S.F.	255 S.F.	100%	255 S.F.	255 S.F.
Suite 140	Cubicle	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
Suite 140	Cubicle	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
Suite 140	Cubicle	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
Suite 140	Cubicle	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
Suite 140	Cubicle	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
Suite 140	Cubicle	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
Suite 140	Cubicle	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
Suite 140	Cubicle	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
Suite 140	Cubicle	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
SUBTOTAL		540 S.F.	637 S.F.		637 S.F.	637 S.F.
EXCLUSIVE CAREER TEAM AREA:		42.86%	540.0 SF			
SHARED CAREER TEAM AREA:			0.0 SF			
CAREER TEAM COMMON AREA SHARE:			0.0 SF			
TOTAL CAREER TEAM LEASED AREA:			540 SF			
TARE:			0 S.F.			
TOTAL EXCLUSIVE AREA:			360.0 SF			

SCSEP LEASED AREA CALCULATIONS

DATE: 12/21/2023

BUILDING FLOOR AREA: 1,260 SF

GROSS AREA MULTIPLIER: 1.18

ROOM #	ROOM NAME	AREA (S.F. - NET)	AREA (S.F. - GROSS)	% SCSEP OCCUPIED (common area excluded)	SCSEP AREA (S.F.) (common area excluded)	SCSEP AREA (S.F.)
SCSEP SHARED						
Suite 140	Cubicle (1x/week)	36 S.F.	42 S.F.	17%	6 S.F.	6 S.F.
SUBTOTAL		36 S.F.	42 S.F.		6 S.F.	6 S.F.
EXCLUSIVE SCSEP AREA:						0.0 SF
SHARED SCSEP AREA:		0.48%				6.0 SF
SCSEP COMMON AREA SHARE:						0.0 SF
TOTAL LEASED AREA:						6 SF
TARE:						0 S.F.
TOTAL EXCLUSIVE AREA:						6.0 SF

VEP LEASED AREA CALCULATIONS

DATE: 9/18/2023

BUILDING FLOOR AREA: 1,260 SF

GROSS AREA MULTIPLIER: 1.18

ROOM #	ROOM NAME	AREA (S.F. - NET)	AREA (S.F. - GROSS)	% VEP OCCUPIED (common area excluded)	VEP AREA (S.F.) (common area excluded)	VEP AREA (S.F.)
	VEP EXCLUSIVE					
Suite 140	Cubicle	36 S.F.	42 S.F.	100%	42 S.F.	42 S.F.
SUBTOTAL		36 S.F.	42 S.F.		42 S.F.	42 S.F.
EXCLUSIVE VEP AREA:		2.86%	36.0 SF			
SHARED VEP AREA:			0.0 SF			
VEP COMMON AREA SHARE:			0.0 SF			
TOTAL LEASED AREA:			36 SF			
TARE:			0 S.F.			
TOTAL EXCLUSIVE AREA:			36.0 SF			

Attachment C

Orange County Comprehensive One-Stop Network Career Services Costs Budget and AJCC Partner Costs and Career Services

Required Consolidated Budget for the Delivery of Applicable Career Services \$22,625,484

This budget must include 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 the IFA, other system costs should include all costs, including personnel, related to the administration and delivery of those services.

Applicable Career Services	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV Voc. Rehab	TANF
	\$68,500 (Career Team)	\$102,900 (Career Team)	\$75,000 (La Habra)	\$40,000 (BPSOS)			
Basic Career Services:				\$72,392 (South Orange County Community College District)			
T-I Eligibility/Initial Assess, Outreach, Intake, Orientation, Labor Exchange/				\$47,500 HBUHSD	\$3,729,409 (EDD)	\$2,250,329.96 (DOR)	\$0 (OCSSA)
Job Search Referrals/LMI				\$36,000 (Garden Grove USD)			
Supportive Services Info UI Info/Fin Aid Info				\$30,000 (Rancho Santiago Community College District)			

				\$10,000 (Tustin USD)			
Applicable Career Services	CTE	T-V OAA (SCSEP)	Job Corps	Native American	Migrant Seasonal Farm worker	Youth Build	TAA*
Basic Career Services: T-I Eligibility/ Initial Assess, Outreach, Intake, Orientation, Labor Exchange/ Job Search Referrals/LMI Supportive Services Info UI Info/Fin Aid Info	\$49,832 (South Orange County Community College District) \$30,000 (Rancho Santiago Community College District)	\$160,360 (OC Office on Aging)	\$0 (LBJCC)	\$0 (Walking Shield)	\$0	N/A	See Footnote
Applicable Career Services	Community Service Block Grant	Housing	UI	Native American	Veterans Services*	Specialized Partner	Specialized Partner
Basic Career Services: T-I Eligibility/ Initial Assess, Outreach, Intake, Orientation, Labor Exchange/ Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$1,550,000 (CAP-OC)	\$0	\$59,379.48 (EDD)	\$0	See Footnote	Goodwill \$0	\$0

		(OC Housing Authority)					
Applicable Career Services	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV VR	TANF
Individual Career Services: Comp Assessment/IEP Career Planning/ Counseling, Short-Term Pre-vocational Internship/Work Experience Financial Literacy IET/ELA/WF Prep				\$42,063.52 (South Orange County Community College District)			
				\$40,000 (BPSOS)			
	\$617,400 (Career Team)	\$926,100 (Career Team)	\$75,000 (La Habra)	\$53,500 (NOCCCD) \$122,500 (HBUHSD)	\$903,233.16 (EDD)	\$9,001,319.83 (DOR)	\$0 (OCSSA)
				\$106,000 (Garden Grove USD) \$30,000			

				(Rancho Santiago Community College District)			
				\$15,000 (Tustin USD)			
Applicable Career Services	CTE	T-V OAA (SCSEP)	Job Corps	Native American	Migrant Seasonal Farm worker	Youth Build	TAA*
Individual Career Services: Comp Assessment/IEP Career Planning/Counsel Short-Term Pre-vocational Internship/Work Experience Financial Literacy IET/ELA/WF Prep	\$49,832 (South Orange County Consortium and Coast District) \$30,000 (Rancho Santiago Community College District)	\$694,313 (OC Office on Aging)	\$0 (LBJCC)	\$0	\$0	N/A	See Footnote
Applicable Career Services	Community Service Block Grant	Housing	UI	Native American	Veterans Services*	Specialized Partner	Specialized Partner

<p>Individual Career Services: T-I Eligibility/Initial Assessment Outreach, Intake, Orientation, Labor Exchange/ Job Search Referrals/LMI Supportive Services Info UI Info/Fin Aid Info</p>	<p>\$1,550,000 (CAP-OC)</p>	<p>\$0 (OC Housing Authority)</p>	<p>\$0</p>	<p>\$0</p>	<p>See Footnote</p>	<p>Goodwill \$0</p>	<p>Orange County Asperger's Support Group (OCSAG) \$17,619.59</p>
<p>Applicable Career Services</p>	<p>Specialized Partner</p>	<p>Specialized Partner</p>	<p>Specialized Partner</p>	<p>Specialized Partner</p>	<p>Specialized Partner</p>	<p>Specialized Partner</p>	<p>Specialized Partner</p>
<p>Individual Career Services: T-I Eligibility/Initial Assessment Outreach, Intake, Orientation, Labor Exchange/ Job Search Referrals/LMI Supportive Services Info UI Info/Fin Aid Info</p>	<p>\$40,000 Human Works</p>						
<p>Consolidated budget total of career services delivered through the One-Stop system: \$22,625,484</p>							

***TAA and Veterans costs included by EDD as part of Individualized Career Services**

C 6

ATTENTION EMPLOYERS!



IN PARTNERSHIP WITH FIRST DISTRICT SUPERVISOR ANDREW DO,
THE COUNTY OF ORANGE INVITES YOU TO ATTEND THE



CAREER FAIR

BUILD YOUR DREAM TEAM & PARTICIPATE AT NO COST!

- Connect with top talent
- Review resumes
- Conduct interviews
- Streamline recruiting

WEDNESDAY, MAY 1, 2024

10 AM - 1 PM

GARDEN GROVE COMMUNITY CENTER

11300 Stanford Ave., Garden Grove

Free registration, admission, and parking



Register by scanning the QR code
or visit bit.ly/OCCareerFairs



CONTACT THE ORANGE COUNTY BUSINESS & ECONOMIC DEVELOPMENT CALL CENTER AT
(714) 480-6500 OR INFO@OCWORKFORCESOLUTIONS.COM TO LEARN MORE

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ATTENTION JOB SEEKERS!



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THE COUNTY OF ORANGE INVITES YOU TO ATTEND THE



CAREER FAIR



LOOKING FOR QUALITY EMPLOYMENT?

- Connect with top businesses
- Submit resumes directly
- Interview in real time
- Streamline the job hunt

DRESS TO IMPRESS AND
BRING COPIES OF YOUR RESUME

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