

**Workforce and Innovation and Opportunity Act
Memorandum of Understanding for the
Yolo County Workforce Development Area
(BOS Agreement No. _____ - _____)
(WIB MOU XXXX-XX)**

This Memorandum of Understanding (“MOU”) is entered into by and between the County of Yolo, a political subdivision of the State of California (“County”), for the benefit of the Yolo County Workforce Innovation Board (“WIB”), and **Partner Name** (“Partner”), which administers the **Name of Program**, jointly referred to as “the Parties,” who agree as follows:

I. Preamble/Purpose of MOU

- A. The Workforce Innovation and Opportunity Act (“WIOA”) requires that an MOU be developed and executed between the Local Board and the America’s Job Center of CaliforniaSM (“AJCC”) partners to establish an agreement concerning the operations of the AJCC delivery system. The purpose of the MOU is to establish a cooperative working relationship between the Parties and to define their respective roles and responsibilities in achieving the policy objectives. The MOU also serves to establish the framework for providing services to employers, employees, job seekers and others needing workforce services.
- B. California’s one-stop delivery system, the AJCC, is a locally-driven system which develops partnerships and provides programs and services to achieve three main policy objectives established by the California Workforce Development Strategic Plan, which includes the following:
 - 1. Foster demand-driven skills attainment
 - 2. Enable upward mobility for all Californians
 - 3. Align, coordinate, and integrate programs and services
- C. These objectives can be accomplished by providing access to high-quality AJCCs that provide the full range of services available in the community for all customers seeking the following:
 - 1. Looking to find a job.
 - 2. Building basic educational or occupational skills.
 - 3. Earning a postsecondary certificate or degree.
 - 4. Obtaining guidance on how to make career choices.
 - 5. Seeking to identify and hire skilled workers.

II. Local/Regional Vision Statement, Mission Statement, and Goals

The Yolo County Workforce Development Area Vision and Mission align with the State’s plan and policy objectives.

Vision: Yolo County is a place where existing and new businesses have their employment needs met by a trained and motivated workforce and where residents have the opportunity for a fulfilling and sustainable career.

Mission: The Yolo County WIB is a partnership of business, labor, education, non-profit, government and community leaders working together to anticipate business needs and facilitate training, educational and career path opportunities which fulfill both employer and job seeker’s needs.

III. Effective Dates and Term of MOU

The term of this MOU shall be July 1, 2025 through June 30, 2028. The MOU will be reviewed not less than once every three years to identify any substantial changes that have occurred.

IV. Entire MOU

The complete MOU shall include the following exhibits attached hereto and incorporated herein:

- Exhibit A – WIOA Cost/Resource Sharing Agreement
- Exhibit B – WIOA Yolo County MOU Partners
- Exhibit C – WIOA Yolo County MOU Partner Resource Mapping
- Attachment I – WIOA Yolo County MOU Partner Referral Form

The Parties shall each comply with all the terms and conditions set forth in these exhibits. In the event of a conflict between any of the provisions of this MOU (including exhibits), the provision that requires the highest level of performance from the Partner for the County’s benefit shall prevail.

V. Funding of Services and Operating Costs

All parties to this MOU agree to share in the operating costs of the AJCC system, either in cash or through in-kind services/resources. The cost of services, operating costs, and infrastructure costs of the system will be funded by all AJCC partners through a cost/resource sharing agreement based on an equitable and agreed upon formula or plan.

AJCC partners will ensure that the shared costs are supported by accurate data, the shared costs are consistently applied over time, and the methodology used in determining the shared costs are reflected in Exhibit A, WIOA Cost/Resource Sharing Agreement.

All non-co-located partners assure that they agree to pay their proportionate share of infrastructure costs as soon as sufficient data are available to make such a determination.

See Exhibit A: WIOA Cost/Resource Sharing Agreement. Changes to the WIOA Cost/Resource Sharing Agreement will require an amendment.

VI. Modifications and Revisions

This MOU constitutes the entire agreement between the Parties and no oral understanding not incorporated herein shall be binding on any of the Parties hereto. Except as specifically provided herein, this MOU may only be modified, altered, or revised, as necessary, by mutual consent of the Parties, by the issuance of a written amendment, signed and dated by the Parties.

VII. Termination

The Parties understand that implementation of the AJCC system is dependent on the good faith effort of every AJCC partner to work together to improve services to the community. The Parties also agree that this is a project where different ways of working together and providing services are being tried. In the event that it becomes necessary, either party may terminate this MOU by providing thirty (30) days’ advance written notice of termination to all AJCC partners.

VIII. AJCC Partners:

Required AJCC partners include local representatives of the following programs:

1. WIOA Title I Adult, Dislocated Worker, and Youth
2. WIOA Title II Adult Education and Literacy

3. WIOA Title III Wagner-Peyser
4. WIOA Title IV Vocational Rehabilitation
5. Carl Perkins Career Technical Education
6. Senior Community Service Employment Program
7. Job Corps
8. Native American Programs (WIOA Section 166)
9. Migrant Seasonal Farmworker Services (WIOA Section 167)
10. Veterans
11. Youth Build *
12. Trade Adjustment Assistance Act
13. Community Services Block Grant*
14. Housing & Urban Development
15. Unemployment Insurance
16. Second Chance *
17. Temporary Assistance for Needy Families/CalWORKs

** Local representatives have not been identified*

See Exhibit B: WIOA Yolo County MOU Partner Listing. Changes to the Partner Listing (Required Partner Name, Entity Name, Name of Representative and representative's contact information) may be made by providing written notice to all AJCC partners. All other changes, including adding or removing an AJCC partner, will require an amendment.

IX. One-Stop System, Services

The Yolo County Workforce Development Area's One-Stop System is a network of One-Stop Partners and Service Providers that coordinate and connect education, training, workforce development and related services to job seekers and businesses throughout the region.

See Exhibit C: WIOA Yolo County MOU Resource Mapping. Changes to the WIOA Yolo County MOU Resource Mapping, except for adding or removing an AJCC partner, can be made by providing written notice to all AJCC partners and will not require an amendment.

X. Responsibility of Partner

Partner, in conjunction with AJCC partners, agrees to:

- A. Participate in joint planning, plan development, and modification of activities to accomplish the following:
 1. Continuous partnership building.
 2. Continuous planning in response to state and federal requirements.
 3. Responsiveness to local and economic conditions, including employer needs.
 4. Adherence to common data collection and reporting needs.
- B. Make the service(s) applicable to Partner's program available to customers through the one-stop delivery system.
- C. Participate in the operation of the one-stop system, consistent with the terms of the MOU and requirements of authorized laws.
- D. Participate in capacity building and staff development activities in order to ensure that all staff are adequately cross-trained.

XI. Methods for Referring Customers

Partner shall implement processes for the referral/connection of customers to services not provided on-site.

The referral/connection process will:

1. Ensure that intake and referral/connection processes are customer-centered and provided by staff trained in customer service.
2. Ensure that general information regarding AJCC programs, services, activities and resources are available to all customers as appropriate.
3. Describe how customer referrals/connections are made electronically, through traditional correspondence, verbally or through other means determined in cooperation with AJCC partners and operators.
4. Describe how each AJCC partner will provide access to other AJCC partner staff and career services that can provide meaningful information or service, through the use of co-location, cross training of AJCC staff, or real-time technology (two-way communication and interaction with AJCC partners that results in services needed by the customer).

See Exhibit D: Yolo County MOU Partner Referral Form. Changes to the Yolo County MOU Partner Referral Form, except for adding or removing an AJCC partner, can be made by providing written notice to AJCC partners and will not require an amendment.

XII. Access for Individuals with Barriers to Employment

The AJCC system will ensure access for individuals with barriers to employment by offering priority for services to Yolo County residents who are recipients of public assistance, low-income individuals, or individuals who are basic skills deficient, when providing individualized career services and training services with WIOA adult funds. Note: Veterans and eligible spouses continue to receive priority of service for all Department of Labor funded programs among all participants. See also section XVII below.

XIII. Shared Technology and System Security

To the extent allowed by federal and state laws and regulations, the Parties agree to share data and technology as well to ensure that all data and systems are secure.

WIOA emphasizes technology as a critical tool for making all aspects of information exchange possible, including client tracking, common case management, reporting, and data collection.

To support the use of these tools, Partner shall adhere to the following:

1. Comply with the applicable provisions of WIOA, Welfare and Institutions Code, California Education Code, Rehabilitation Act, and any other appropriate statutes or requirements.
2. The principles of common reporting and shared information through electronic mechanisms, including shared technology.
3. Commit to share information to the greatest extent allowable under their governing legislation and confidentiality requirements.
4. Maintain all records of the AJCC customers or partners (e.g. applications, eligibility and referral records, or any other individual records related to services provided under this MOU) in the strictest confidence and use them solely for purposes directly related to such services.

5. Develop technological enhancements that allow interfaces of common information needs, as appropriate.
6. Understand that system security provisions shall be agreed upon by all AJCC partners.

XIV. Supervision/Day to Day Operations

- A. The day-to-day supervision of staff assigned to the AJCCs will be the responsibility of the site supervisor(s). The employer of staff assigned to the AJCCs will continue to set the priorities of and provide direction to its staff. Any change in work assignments or any problems at the worksite will be handled by the site supervisor(s) and the management of the employer.
- B. The office hours for staff at the AJCCs will be established by the site supervisor(s) and the employer. All staff will comply with the holiday schedule of their employer and will provide a copy of their holiday schedule to the operator and host agency at the beginning of each fiscal year.
- C. Partner shall be liable and responsible for providing all legally-required employee benefits to, or on behalf of, its employee(s). In addition, Partner shall be responsible for all matters relating to payment to its employee(s), including compliance with social security withholding, workers' compensation, and all other regulations governing such matters.

XV. Non-Discrimination and Equal Opportunity

- A. Partner shall not unlawfully discriminate, harass or allow harassment against any employee, applicant for employment or AJCC applicant due to race, color, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity, sexual orientation), ancestry, religion, national origin (including limited English proficiency), veteran status, physical disability, mental disability, medical condition(s), age, political affiliation or belief, or marital status. Partner shall comply with the provisions of the Fair Employment and Housing Act (Government Code section 12990, et. seq.) and related applicable regulations.
- B. Partner will ensure that the policies and procedures as well as the programs and services provided at the AJCC are in compliance with the Americans with Disabilities Act of 1990 and its amendments, which prohibit discrimination on the basis of disability, as well as other applicable regulations and guidelines issued pursuant to the Americans with Disabilities Act. Additionally, Partner shall fully comply with the provisions of WIOA, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, 29 CFR Part 37 and all other regulations implementing the aforementioned laws.

XVI. Dispute Resolution

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

XVII. Grievances and Complaints Procedure

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

XVIII. Americans with Disabilities Act and Amendments Compliance

Partner agrees to ensure that the policies and procedures as well as the programs and services provided at the AJCC are in compliance with the Americans with Disabilities Act and its amendments. Additionally, partners agree to fully comply with the provisions of WIOA, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, 29 CRF Part 37 and all other regulations implementing the aforementioned laws.

XIX. Confidentiality

Partner agrees to comply with the provisions of WIOA as well as the applicable sections of the Welfare and Institutions Code, the California Education Code, the Rehabilitation Act, and any other appropriate statute or requirement to assure the following:

1. All applications and individual records related to services provided under this MOU, including eligibility for services and enrollment and referral, shall be confidential and shall not be open to examination for any purpose not directly connected with the delivery of such services.
2. No person will publish, disclose, permit, cause to be published, disclosed or used, any confidential information pertaining to AJCC applicants, participants, or customers overall unless a specific release is voluntarily signed by the participant or customer.
3. Partner shall abide by the current confidentiality provisions of the respective statutes to which AJCC operators and other AJCC partners must adhere and shall share information necessary for the administration of the program as allowed under law and regulation. Shared information can include assessment, universal intake, program or training referral, job development or placement activities, and other services as needed for employment or program support purposes.
4. Customer information shall be shared solely for the purpose of enrollment, referral or provision of services. In carrying out their respective responsibilities, Partner shall respect and abide by the confidentiality policies of other AJCC partners.

XX. Applicable Laws

In the performance of the services specified by this MOU, each party shall comply with all applicable Federal, State, and County statutes, ordinances, regulations, directives, and laws.

XXI. Conflict of Interest

The Parties shall comply with applicable laws and regulations regarding conflicts of interest, including but not limited to California Government Code sections 1090 et seq., sections 87100 et seq., and the regulations promulgated by the California Fair Political Practices Commission.

XXII. Correspondence

- A. All notices shall be deemed to have been given when made in writing and delivered or mailed to the respective representatives of Partner, WIB, and County at their respective addresses as follows:

Partner: **NAME OF PARTNER**
ADDRESS
ADDRESS
PROGRAM
 Attn:

WIB: Workforce Innovation Board
25 N. Cottonwood Street
Woodland, CA 95695
Attn: Deanna Sverdlov, WIB Executive Director
Ashley Abreu, Senior Administrative Services Analyst

County: Yolo County Health and Human Services Agency
137 N. Cottonwood Street
Woodland, CA 95695
Attn: HHSA Director

- B. In lieu of written notice to the above addresses, any party may provide notices through the use of email provided the following email addresses are used:

Partner: Contact: NAME & EMAIL
Alternate: NAME & EMAIL (if applicable)

WIB: Contact: Deanna Sverdlov – deanna.sverdlov@yolocounty.gov

Alternate: Ashley Abreu – ashley.abreu@yolocounty.gov

County: Contracts: HHSAContracts@yolocounty.gov

Contract administrator: Ahjanee.brown@yolocounty.gov

- C. Any party may change the designated representative(s), address, or email address to which such communications are to be given by providing the other party with written notice of such change at least fifteen (15) calendar days prior to the effective date of the change.
- D. All notices shall be effective upon receipt and shall be deemed received through delivery if personally served or served using email or on the fifth (5th) day following deposit in the mail if sent by first class mail.

XXIII. License for Use

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

XXIV. Press Releases and Communications

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

The Parties agree to utilize the AJCC logo developed by the State of California and the Local Board on buildings identified for AJCC usage. This may include letterhead, envelopes, business cards, any written correspondence, and fax transmittals.

XXV. Hold Harmless/Indemnification/Liability

In accordance with provisions of Section 895.4 of the California Government Code, each party hereby agrees to indemnify, defend and hold harmless all other parties identified in this MOU from and against any and all claims, demands, damages and costs arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU.

In addition, except for Departments of the State of California which cannot provide for indemnification of court costs and attorney fees under the indemnification policy of the State of California, all other parties to this MOU agree to indemnify, defend and hold harmless each other from and against all court costs and attorney fees arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. It is understood and agreed that all indemnity provided herein shall survive the termination of this MOU.

XXVI. Records Retention

The Parties shall retain records pertinent to this MOU for a period of three (3) years from the termination date of this MOU. If, at the end of three (3) years, there is litigation or an audit involving those records, Partner will retain the records until the resolution of such litigation or audit.

XXVII. No Subcontracting/Assignment

Partner may not subcontract or assign its obligations pursuant to this MOU without the written consent of the WIB.

XXVIII. Waiver; Enforcement

The waiver by the WIB, County or any of their officers, agents or employees, or their failure to take action with respect to any right conferred by, or any breach of any obligation or responsibility of this MOU, shall not be deemed to be a waiver of such obligation or responsibility, or subsequent breach of same, or of any terms, covenants or conditions of this MOU.

Except where specifically stated otherwise in this document, the promises in this MOU benefit the Parties only, they are not intended to, nor shall they be interpreted or applied to, give any enforcement rights to any other person that might be affected by the performance or non-performance of this MOU, and the Parties hereto do not intend to convey to any other person a “legitimate claim of entitlement” with the meaning and rights that phrase has been given by case law.

XXIX. Independent Contractor; Partnership Not Created

It is understood and agreed by the Parties hereto that Partner is an independent contractor and that no relationship of employer-employee exists between WIB, Yolo County Health and Human Services Agency, County and Partner, or Partner’s employees. All employees located at AJCC shall remain under the supervision of their employing agency for the purposes of performance evaluation and all other employment related matters. Partner will recognize applicable labor agreements, laws and regulations affecting employees located at AJCC.

This MOU does not create a partnership as defined and governed by the Uniform Partnership Act, Corporations Code sections 15000 et seq. The term’s “partner” and “partnership” in this MOU are used generically and are not intended to create or describe the legal relationship between the Parties.

XXX. Public Records Act

Upon execution, this MOU (including all exhibits and attachments) shall be subject to disclosure pursuant to the California Public Records Act.

XXXI. Authorized Representative

The person executing this MOU on behalf of Partner affirmatively represents that they have the requisite legal authority to enter into this MOU on behalf of Partner and to bind Partner to the terms and conditions of this MOU. Both the person executing this MOU on behalf of Partner and Partner understand that WIB and County are relying on this representation in entering into this MOU.

XXXII. Execution in Counterparts; Public Records Act

This MOU may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

IN WITNESS WHEREOF, the Parties hereto have executed this MOU on the last date signed below herein by affixing their signatures hereafter.

ONE-STOP/AJCC PARTNER

COUNTY OF YOLO

NAME OF SIGNATORY, TITLE
PARTNER NAME

Date: _____

Mary Vixie Sandy, Chair
Board of Supervisors

Date: _____

**YOLO COUNTY WORKFORCE
INNOVATION BOARD**

Mónica Morales, Director
Health and Human Services Agency

Chris Calvert, Chair

Date: _____

Attest:
Julie Dachtler, Senior Deputy Clerk
Board of Supervisors

By _____
Deputy (Seal)

Approved as to Form:
Philip J. Pogledich, County Counsel

By _____
Hope P. Welton, Senior Deputy

**EXHIBIT A
WORKFORCE INNOVATION AND OPPORTUNITY ACT
COST/RESOURCE SHARING AGREEMENT**

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COST/RESOURCE SHARING AGREEMENT

A. PROCESS AND DEVELOPMENT

1. Local Workforce Development Area (Local Area): Yolo County
2. Date Submitted: June 30, 2025
3. This cost/resource sharing agreement shall commence on the date of execution of the underlying MOU by all parties and end on June 30, 2028.
4. Identification of all AJCC partners, Chief Elected Officials (CEO), and Local Boards participating in the infrastructure and other system costs funding agreements:
 - a. CEO: Yolo County Board of Supervisors (BOS)
 - b. Local Board: Workforce Innovation Board (WIB)
 - c. AJCC Partners Participating in the Infrastructure Funding Agreement (IFA) for the Comprehensive One-Stop:
 - i. Yolo County Health and Human Services Agency (HHSA) - WIOA Title I Programs
 - ii. HHSA – Temporary Assistance for Needy Families (TANF)/CalWORKs-Welfare to Work
 - d. AJCC Partners Participating in the Infrastructure Funding Agreement (IFA) for the Affiliate One-Stop:
 - i. HHSA - WIOA Title I Programs
 - ii. HHSA - TANF/CalWORKs-Welfare to Work
 - e. AJCC Partners Participating in this Exhibit A, Shared Other System Costs Agreement:
 - i. HHSA
 - ii. Employment Development Department (EDD)
 - iii. Yolo County Office of Education (YCOE)
 - iv. Sacramento City College
 - v. Woodland Community College
 - vi. Sacramento Job Corps Center
 - vii. Yolo County Housing
 - viii. California Human Development Corporation
 - ix. Department of Rehabilitation
 - x. Woodland Adult Education
 - xi. West Sacramento Adult Education (Washington Unified School District)
 - xii. California Indian Manpower Consortium, Inc.
 - xiii. AARP Foundation
5. HHSA prepared the MOU and related exhibits and attachments based upon the guidance provided by the State through Workforce Services Directive 18-12, WIOA Memorandums of Understanding and California Workforce Development Board technical assistance. In order to

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reach a consensus and maximize flexibility, HHSA convened partner meetings, emailed updates, and when necessary, negotiated with specific partners. The WIB reviewed this MOU and related exhibits and attachments and recommended BOS approval.

6. AJCC partners agree to try to resolve or practice disputes during the MOU duration period when consensus cannot be reached at the lowest level. If issues cannot be resolved at this level, they shall be referred to the management staff of the respective partner for discussion and resolution.
7. In order to ensure all AJCC partners continue to contribute their fair and equitable share of infrastructure and other system costs, including the identification of who will fulfill this responsibility, HHSA will convene and coordinate a review of this Resource Sharing Agreement, at least annually, jointly with all AJCC partners, and make revisions as needed.

B. SHARING INFRASTRUCTURE COSTS

1. The WIB and AJCC partners have chosen to develop a consolidated system-wide budget for its network of comprehensive and affiliate AJCCs.

a. AJCC(s) and Co-located Partners:

Comprehensive AJCC

Yolo County Health and Human Services Agency
Service Centers Branch (Gonzales Building)
Employment Center
25 N. Cottonwood Street
Woodland, CA 95695

Partners Co-located at This AJCC:

HHSA (WIOA Title I)
HHSA (TANF-CalWORKs)

Affiliate AJCC

Yolo County Health and Human Services Agency
Service Centers Branch
Employment Center
500-A Jefferson Boulevard
West Sacramento, CA 95605

Partners Co-located at This AJCC:

HHSA (WIOA Title I)
HHSA (TANF-CalWORKs)

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b.

Yolo County Network of AJCCs		
Cost Category/Line Item	Line Item Cost Detail	Cost
Rent		
Rental of Facilities:		
HHS - WIOA Title I	Comprehensive and Affiliate AJCCs	\$9,624
HHS - TANF-CalWORKs		\$36,975
Rental Costs Subtotal:		\$46,599
Utilities and Maintenance		
Electric/Gas		\$ 2,444
Water/Sewer		\$ 356
Telephones (Landlines)		\$ 1,297
Facility Maintenance Contract		\$ 1,803
Utilities and Maintenance Costs Subtotal:		\$5,899
Equipment		
Assessment-related products		\$0.00
Assistive technology for individuals with		\$0.00
Copiers		\$ 118
Fax Machines		\$0.00
Computers		\$ 776
Other tangible equipment used to serve all center		\$ 1,363
Equipment Costs Subtotal:		\$ 2,257
Technology to Facilitate Access to the AJCC		
Technology used for the center's planning and		\$705
Cost of creation and maintenance of a center		\$4,525
Technology to Facilitate Access Costs Subtotal:		\$5,230
Common Identifier Costs (Local Option, If Agreed To By All Co-located Partners)		
Creating New AJCC Signage		\$0.00
Updating Templates and Materials		\$0.00
Updating Electronic Resources		\$0.00
Common Identifier Subtotal:		\$0.00

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c.

SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY CO-LOCATED PARTNERS	
Cost Category	Total Cost
Subtotal: Rental Costs	\$46,599
Subtotal: Utilities and Maintenance Costs	\$ 5,899
Subtotal: Equipment Costs	\$ 2,257
Subtotal: Technology to Facilitate Access Costs	\$5,230
Subtotal: Common Identifier Costs	\$0
TOTAL INFRASTRUCTURE COSTS FOR AJCC Network:	\$59,985

2. The WIB and co-located partners agree to the following methodology to identify the proportionate share of infrastructure costs each partner will be expected to contribute.
 - a. The proportion of a partner program’s occupancy percentage of the AJCC (square footage)
 - i. Space Use/Lease Permit: California Department of Social services (CDSS) approved Indirect Cost Rate (ICR) applied to the total cost of square footage used; Yolo’s approved ICR for PY 2024-25 is 31%.
 - b. The proportion of partner program’s staff among all staff at the AJCC:
 - i. #Full Time Equivalent (FTE) AJCC Partner Co-located Staff/#FTE HHSA-Social Services Staff
 - c. Other:
 - i. CDSS County Expense Claim (CEC)

3. a.

Third-Party In-Kind Infrastructure Contributions to Support the AJCC As Whole				
Cost Categories	Total Cost	Contributors	Value	Balance to Allocate
Rent				Not Applicable
Utilities/Maintenance				Not Applicable
Equipment				Not Applicable
Access Technology				Not Applicable
Common Identifier				Not Applicable
Total Infrastructure Balance to Be Allocated to Co-located Partners:				Not Applicable

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b.

Initial Allocation of Proportionate Share of Infrastructure Costs for Co-located Partners					
Co-located Partner/s	Shared Infra-structure Costs (Annual Estimate)	Application of Methodology	Allocated Initial Share (Annual Estimate)	Amount: Cash	Amount: In-Kind
Partner 1: <i>HHSA (WIOA Title I) (Comprehensive and Affiliate)</i>	\$59,985	<i>#FTE AJCC Partner Co-located Staff/#FTE HHSA- Social Services Staff</i>	20.65%	\$12,389	Not Applicable
Partner 2: <i>HHSA (TANF- CalWORKs-Welfare to Work) (Comprehensive and Affiliate)</i>	\$59,985	<i>CDSS County Expense Claim (CEC)</i>	79.35%	\$47,596	Not Applicable

C. MOU Component: Sharing Other One-Stop System Costs

1. The following One-Stop System Partners are included in the sharing of other One-Stop delivery system costs:
 - a. HHSA – Adult, Dislocated Worker, Youth (WIOA Title I)
 - b. HHSA – CalWORKs (TANF)
 - c. Woodland Adult Education (WIOA Title II)
 - d. Washington Unified School District (WIOA Title II)
 - e. EDD – Veterans, Trade Adjustment Assistance Act (TAA), and Wagner-Peyser (Veterans, TAA, WIOA Title III), Unemployment Insurance (UI)
 - f. Department of Rehabilitation (WIOA Title IV)
 - g. Yolo County Office of Education (Career/Technical Education)
 - h. Sac City College (Career/Technical Education)
 - i. Woodland Community College (Career/Technical Education)
 - j. California Indian Manpower Consortium (WIOA Section 166)
 - k. California Human Development Corporation (WIOA Section 167)
 - l. Yolo County Housing (Housing & Urban Development)
 - m. Sacramento Job Corps Center (Job Corps)
 - n. AARP Foundation (Senior Community Service Employment Program)

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2. Consolidated Budget for the Delivery of Applicable Career Services							
The other system costs budget is a consolidated budget for applicable career services. This budget includes each of the partner’s costs for the service delivery of each applicable career service and a consolidated system budget for career services applicable to more than one partner. Other system costs include all costs, including personnel, related to the administration and delivery of services.							
Applicable Career Services	T-I Adult HHSA	T-I DW HHSA	T-I Youth HHSA	T-II AEL Woodland	T-II AEL W. Sac	T-III WP EDD	T-IV VR DOR
Basic Career Services: T-I Eligibility/Initial Assess Outreach, Intake, Orient Labor Exchange/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$87,725	\$57,537	\$104,863	\$32,500	\$14,444	\$930,765.63	\$449,838.74
Applicable Career Services	TANF/ CalWORKs HHSA	Tech Ed YCOE	Tech Ed WCC	Tech Ed SCC	Native Am CIMC	MSF CHD	TAA EDD
Basic Career Services: T-I Eligibility/Initial Assess Outreach, Intake, Orient Labor Exchange/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$4,093,233	\$5,000	\$71,866	\$65,000	\$18,396	\$31,890	\$112,523
Applicable Career Services	Housing YH	UI EDD	Veterans EDD	Job Corps	Senior Community Service Employment Program		
Basic Career Services: T-I Eligibility/Initial Assess Outreach, Intake, Orient Labor Exchange/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$5,000	\$27,428	\$112,340.66	\$316,200	\$0		
Continued below							

**EXHIBIT A
WORKFORCE INNOVATION AND OPPORTUNITY ACT
COST/RESOURCE SHARING AGREEMENT**

Applicable Career Services	T-I Adult HHSA	T-I DW HHSA	T-I Youth HHSA	T-II AEL Woodland	T-II AEL W. Sac	T-III WP EDD	T-IV VR DOR
Individual Career Services: Comp Assessment/IEP Career Plan/Counsel Short-Term Pre-vocational Internship/Work Experience Financial Literacy IET/ELA/WF Prep	\$478,410	\$246,272	\$609,811	\$220,000	\$16,286	\$163,819.44	\$1,799,354.95
	TANF/ CalWORKs HHSA	Tech Ed YCOE	Tech Ed WCC	Tech Ed SCC	Native Am CIMC	MSFCHD	TAA EDD
Individual Career Services: Comp Assessment/IEP Career Plan/Counsel Short-Term Pre-vocational Internship/Work Experience Financial Literacy IET/ELA/WF Prep	\$295,482	\$20,000	\$0	\$55,000	\$16,347	\$29,000	\$19,857
Applicable Career Services	Housing YH	UI EDD	Veterans EDD	Job Corps	Senior Community Service Employment Program		
Individual Career Services: Comp Assessment/IEP Career Plan/Counsel Short-Term Pre-vocational Internship/Work Experience Financial Literacy IET/ELA/WF Prep	\$20,000	\$0	\$19,824.82	\$197,700	\$0		
Applicable Career Services	T-I Adult HHSA	T-I DW HHSA	T-I Youth HHSA	T-II AEL Woodland	T-II AE W. Sac	T-III WP EDD	T-IV VR DOR
Other Services: Links to Postsecondary, Career Readiness Skills, Business Services, EDD Fidelity Bonding Program, Migrant Seasonal Farmworker, Curriculum, Equipment, Support Services	\$21,524	\$9,467	\$45,328	\$12,000	\$4,500	\$0	\$0
Continued Below							

**EXHIBIT A
WORKFORCE INNOVATION AND OPPORTUNITY ACT
COST/RESOURCE SHARING AGREEMENT**

Applicable Career Services	TANF/ CalWORKs HHS	Tech Ed YCOE	Tech Ed WCC	Tech Ed SCC	Native Am CIMC	MSF CHD	TAA EDD
Other Services: Links to Postsecondary, Career Readiness Skills, Business Services, EDD Fidelity Bonding Program, Migrant Seasonal Farmworker, Curriculum, Equipment, Support Services	\$1,521,949	\$50,000	\$0	\$0	\$3,695	\$0	\$0
Applicable Career Services	Housing YH	UI EDD	Veterans EDD	Job Corps	Senior Community Service Employment Program		
Other Services: Links to Postsecondary, Career Readiness Skills, Business Services, EDD Fidelity Bonding Program, Migrant Seasonal Farmworker, Curriculum, Equipment, Support Services	\$50,000	\$0	\$0	\$73,000	\$0		
Consolidated budget total of career services delivered through the One-Stop system = \$12,476,677.24							

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EXHIBIT A
WORKFORCE INNOVATION AND OPPORTUNITY ACT
COST/RESOURCE SHARING AGREEMENT

3. AJCC partner Agreement to Share Other One-Stop System Costs

The other system costs budget may include any other shared services that are authorized for and commonly provided through the AJCC partner programs to any individual, such as initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services to meet such needs, referrals to other AJCC partners, and business services. Shared operating costs may also include shared costs related to the WIB's functions.

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. These costs may be shared through cash, non-cash, or third-party in-kind contributions.

All AJCC partners agree to the other system costs budget. There is no state funding mechanism for other system costs that will be triggered due to lack of agreement at the local level for these costs.

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**EXHIBIT B
WORKFORCE INNOVATION AND OPPORTUNITY ACT
YOLO COUNTY MOU PARTNERS**

(This document is intended for the internal use of partners and may not be distributed externally.)

Required Partner	Entity	Name/Contact Information of Representative
WIOA Title I Adult, Dislocated Worker, Youth	Yolo County Health and Human Services Agency (HHS)	Jo Wolz 530-341-4378 jo.wolz@yolocounty.gov
WIOA Title II Adult Education & Literacy	Woodland Adult Education	Karin Liu 530-406-5901 karin.liu@wjusd.org
	West Sacramento Adult Education	Noe Guerra 916-375-1928 x3602 nguerra@wusd.k12.ca.us Stephanie Groat 916-375-7600 x1048 sgroat@wusd.k12.ca.us
WIOA Title III Wagner-Peyser	Employment Development Department (EDD)	Tamra Thomas Tamra.thomas@edd.ca.gov
Veterans		Jeff Richard 916-227-2015 Jeff.Richard@edd.ca.gov
Trade Adjustment Assistance Act		
Unemployment Insurance	EDD	Ana Rendon 916-490-5700 ana.rendon@edd.ca.gov
WIOA Title IV Vocational Rehabilitation	Department of Rehabilitation	Leslie Rubalcava 530-822-4591 Leslie.Rubalcava@dor.ca.gov
Carl Perkins Career Technical Education	Yolo County Office of Education (YCOE)	Mayra Meza-Chavez 530-668-3294 Mayra.Meza-Chavez@ycoe.org An Ta 530-668-3766 An.Ta@ycoe.org
	Woodland Community College	Lizette Navarette lnavarette@yccd.edu
	Sacramento City College	Dr. Devoun Stewart steward@scc.losrios.edu
Job Corps	Sacramento Job Corps Center	May-Va Vang 916-394-4354 Vang.May-Va@jobcorps.org

Native American Programs (WIOA Section 166)	California Indian Manpower Consortium, Inc.	Lorenda T. Sanchez lorendas@cimcinc.com 916-920-0285 Jaylene Marrufo jaylenem@cimcinc.com 916-920-0285
Migrant Seasonal Farmworkers (WIOA Section 167)	California Human Development Corporation	Blanca Barba Blanca.Barba@CAHumanDevelopment.org 530-662-9601 Santino Garcia Santino.Garcia@CAHumanDevelopment.org Sandra Lopez Sandra.Lopez@CAHumanDevelopment.org
Housing & Urban Development	Yolo County Housing	Anisa Vallejo AVallejo@ych.ca.gov 530-669-2211
Temporary Assistance for Needy Families (CalWORKs)	Yolo County Health and Human Services Agency (HHSA)	Jamie Gordon Jamie.Gordon@yolocounty.gov 530-406-4450
Senior Community Service Employment Program	AARP Foundation	Elexia Torres etorres@aarp.org (202) 434-2701

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EXHIBIT C WIOA YOLO COUNTY MOU PARTNER RESOURCE MAPPING

Workforce Innovation and Opportunity Act (WIOA) Yolo County MOU Partner Resource Mapping

Basic Career Services											
AJCC Required Partner	Yolo County Local Partner	Program Eligibility	Outreach, Intake, Orientation	Initial Assessment	Labor Exchange, Job Search Assistance	Referrals to One-Stop Partners	Labor Market Info	Performance & Cost Info	Support Service Info	UI Claim Filing Assistance & Info	Financial Aid Info
Title I Adult	Health and Human Services (HHSA)	X	X	X	X	X	X	X	X	X	X
Title I Dislocated Worker	HHSA	X	X	X	X	X	X	X	X	X	X
Title I Youth	HHSA	X	X	X	X	X	X	X	X	X	X
Adult Education/Literacy	Woodland Adult Education	X	X	X		X			X		
Adult Education/Literacy	Washington Unified School District	X	X	X		X			X		X
Career/Technical Education	Yolo County Office of Education		X		X	X	X	X	X		X
Career/Technical Education	Sacramento City College	X	X	X	X	X	X	X	X		X
Career/Technical Education	Woodland Community College		X	X	X	X	X	X	X		X
Job Corps	Sacramento Job Corps Center	X	X	X	X	X	X	X	X	X	X
Continued Below											

Basic Career Services (cont.)											
AJCC Required Partner	Yolo County Local Partner	Program Eligibility	Outreach, Intake, Orientation	Initial Assessment	Labor Exchange, Job Search Assistance	Referrals to One-Stop Partners	Labor Market Info	Performance & Cost Info	Support Service Info	UI Claim Filing Assistance & Info	Financial Aid Info
Wagner-Peyser	Employment Development Dept. (EDD)	X	X	X	X	X	X	X		X	
Veterans	EDD	X	X	X	X	X	X	X	X		X
Trade Adjustment Assistance Act	EDD						X	X			
Unemployment Insurance	EDD	X	X							X	
Vocational Rehabilitation	Department of Rehabilitation	X	X	X	X	X	X	X	X		X
Native American (WIOA Section 166)	California Indian Manpower Consortium, Inc.	X	X	X	X	X	X		X		X
Migrant Seasonal Farmworkers (Section 167)	California Human Development Corporation	X	X	X	X	X	X	X	X	X	
Housing Authority	Yolo County Housing		X		X	X	X	X	X		X
Temporary Assistance for Needy Families/ CalWORKs	HHSA	X	X	X	X	X	X	X	X	X	X
Senior Community Service Employment Program	AARP	X	X	X	X	X			X		

Individualized Career Services										
AJCC Required Partner	Yolo County Local Partner	Comprehensive Assessment	Individual Employment Plan	Career Plan, Counseling	Short-Term Prevocational Services	Internships, WEX	Out-of-Area Job Search	Financial Literacy	English Language Acquisition	Workforce Preparation
Title I Adult	HHSA	X	X	X	X	X	X	X	X	X
Title I Dislocated Worker	HHSA	X	X	X	X	X	X	X	X	X
Title I Youth	HHSA	X	X	X	X	X	X	X	X	X
Adult Education/Literacy	Woodland Adult Education			X					X	X
Adult Education/Literacy	Washington Unified School District			X					X	X
Career/Technical Education	Yolo County Office of Education	X	X	X	X	X	X	X	X	X
Career/Technical Education	Sacramento City College	X		X		X				X
Career/Technical Education	Woodland Community College	X		X	X	X	X		X	X
Job Corps	Sacramento Job Corps Center	X	X	X	X	X	X	X	X	X
Wagner-Peyser	Employment Development Dept (EDD)									
Veterans	EDD	X	X	X	X		X			X
Trade Adjustment Assistance Act	EDD									
Unemployment Insurance	EDD									
Continued below										

Individualized Career Services (cont.)										
AJCC Required Partner	Yolo County Local Partner	Comprehensive Assessment	Individual Employment Plan	Career Plan, Counseling	Short-Term Prevocational Services	Internships, WEX	Out-of-Area Job Search	Financial Literacy	English Language Acquisition	Workforce Preparation
Vocational Rehabilitation	Department of Rehabilitation	X	X	X	X	X	X	X	X	X
Native American (WIOA Section 166)	California Indian Manpower Consortium	X	X	X	X	X		X		X
Migrant Seasonal Farmworkers (Section 167)	California Human Development Corporation	X	X	X	X	X	X			
Housing Authority	Yolo County Housing	X	X							
Temporary Assistance for Needy Families/CalWORKs	HHSA	X	X	X	X	X	X	X	X	X
Senior Community Service Employment Program	Older American Workers Program	X	X	X			X			X

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Other Services								
AJCC Required Partner	Yolo County Local Partner	Links to Postsecondary	Career Readiness Skills	Business Services	EDD Fidelity Bonding Program	Youth Employment Opportunity Program	Migrant Seasonal Farmworker	Other
Title I Adult	HHSA			X				
Title I Dislocated Worker	HHSA			X				
Title I Youth	HHSA							
Adult Education/Literacy	Woodland Adult Education							
Adult Education/Literacy	Washington Unified School District	X	X					
Career/Technical Education	Yolo County Office of Education					X		
Career/Technical Education	Sacramento City College	X	X			X		
Career/Technical Education	Woodland Community College	X	X					
Job Corps	Sacramento Job Corps Center							X
Wagner-Peyser	Employment Development Department (EDD)			X	X	X	X	
Veterans	EDD							
Trade Adjustment Assistance Act	EDD							
Unemployment Insurance	EDD							
Continued below								

Other Services (cont.)								
AJCC Required Partner	Yolo County Local Partner	Links to Postsecondary	Career Readiness Skills	Business Services	EDD Fidelity Bonding Program	Youth Employment Opportunity Program	Migrant Seasonal Farmworker	Other
Vocational Rehabilitation	Department of Rehabilitation	X	X			X	X	
Native American (WIOA Section 166)	California Indian Manpower Consortium, Inc.	X	X	X		X		
Migrant Seasonal Farmworkers (Section 167)	California Human Development Corporation		X			X	X	
Housing Authority	Yolo County Housing					X	X	
Temporary Assistance for Needy Families/CalWORKS	HHSA							
Senior Community Service Employment Program	Older American Workers Program		X					

**ATTACHMENT I
WIOA YOLO COUNTY MOU PARTNER REFERRAL FORM**



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**WORKFORCE INNOVATION AND OPPORTUNITY ACT
YOLO COUNTY MOU PARTNER REFERRAL FORM**

Customer Name: _____ Date: _____

Reason for referral/connection: _____

Customer Signature: _____ Referring Agency Signature: _____

Referring Agency: Partner Contact Name and Contact Information		Agency Referred to: Partner Contact Name and Contact Information	
Partner	Entity	Contact Information	Alternate Contact
WIOA Title I Adult, Dislocated Worker, Youth	Health and Human Services (HHSA)	Jo Wolz 530-341-4378 Jo.Wolz@yolocounty.gov	
WIOA Title II Adult Education Literacy	Woodland Adult Education	Karin Liu 530-406-5901 Karin.Liu@wjusd.org	
WIOA Title II Adult Education Literacy	West Sacramento Adult Education (Washington Unified School District)	Noe Guerra 916-375-1928 x3602 NGuerra@wusd.k12.ca.us	Stephanie Groat 916-375-7600 x1048 SGroat@wusd.k12.ca.us
WIOA Title III Wagner-Peyser	Employment Development Department (EDD)	Jeff Richard 916-227-2015 Jeff.Richard@edd.ca.gov	
Unemployment Insurance	EDD	Referrals are handled via the UI Direct Phone Line 1-866-333-4606	Ana Rendon 916-490-5700 Ana.Rendon@edd.ca.gov
WIOA Title IV Vocational Rehabilitation	Department of Rehabilitation	Leslie Rubalcava 530-822-4591 Leslie.Rubalcava@dor.ca.gov	
Carl Perkins Career Technical Education	Yolo County Office of Education	Mayra Meza-Chavez 530-668-3294 Mayra.Meza-Chavez@ycoe.org	Ân Ta 530-668-3766 an.ta@ycoe.org
	Woodland Community College	Lizette Navarette lnavarette@yccd.edu	
	Sacramento City College	Dr. Devoun Stewart Stewartd@scc.losrios.edu	

ATTACHMENT I
WIOA YOLO COUNTY MOU PARTNER REFERRAL FORM

Job Corps	Sacramento Job Corps Center	May-Va Vang 916-394-4354 Vang.May-Va@jobcorps.org	Nathan Lynch 916-429-4984 Lynch.Nathan@jobcorps.org
Native American Programs (WIOA Section 166)	California Indian Manpower Consortium, Inc.	Lorenda T. Sanchez 916-920-0285 Lorendas@cimcinc.com	
Migrant Seasonal Farmworker (WIOA Section 167)	California Human Development Corporation	Blanca Barba 530-662-9601 Blanca.barba@cahumandevlopment.org	Santino Garcia Santino.garcia@cahumandevlopment.org Sandra Lopez Sandra.Lopez@cahumandevlopment.org
Veterans	EDD	Dennis Pearson 916-227-0373	
Trade Adjustment Assistance Act	EDD	Robert Grimes 916-227-2151	
Housing & Urban Development	Yolo County Housing	Anisa Vallejo 530-669-2211 AVallejo@ych.ca.gov	
Temporary Assistance for Needy Families (CalWORKs)	HHSA	Jamie Godon 530-406-4450 Jamie.Gordon@yolocounty.gov	
Senior Community Service Employment Program	Older American Workers Program AARP	Elexia Torres 202-434-2701 etorres@aarp.org	