



**Workforce Innovation and Opportunity Act
Memorandum of Understanding
Orange County Comprehensive AJCC Network and Orange County AJCC Partners**

Preamble/Purpose of MOU

The Workforce Innovation and Opportunity Act (WIOA) requires that a Memorandum of Understanding (MOU) be developed and executed between the Local Board (OCDB) and the America's Job Center of CaliforniaSM (AJCC) partners to establish an agreement concerning the operations of the Orange County AJCC delivery system. The purpose of this MOU is to establish a cooperative working relationship between the parties and to define their respective roles and responsibilities in achieving policy objectives. This MOU also serves to establish the framework for providing services to employers, employees, job seekers and others needing workforce services.

California's One-Stop delivery system, the Orange County 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:

- Foster demand-driven skills attainment
- Enable upward mobility for all Californians
- Align, coordinate, and integrate programs and services

These objectives will be accomplished by ensuring access to high-quality AJCCs that provide the full range of services available in the community for all customers seeking the following:

- Looking to find a job.
- Building basic educational or occupational skills.
- Earning a postsecondary certificate or degree.
- Obtaining guidance on how to make career choices.
- Seeking to identify and hire skilled workers.

Local/Regional Vision Statement, Mission Statement, and Goals

Our Vision: Empower Orange County 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.

Our 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.

Our Purpose/Goals: We support workforce mobility by easing workers' transitions from opportunity to opportunity throughout their career cycles. To advance transitions with economic sustainability, we provide:

- Real-time labor market information about in-demand skills;
- Skill-building enhancements to match market demand;
- Navigation tools for the ever-changing and entrepreneurial new labor market;
- Advocacy for necessary infrastructure to support workers between opportunities; and
- An interconnected support system for multiple career pathways for Youth.

Orange County AJCC Parties to the MOU

This MOU is entered into between the Orange County Comprehensive AJCC Network and The Orange County AJCC partners and specialized partners named below, with consent of the local Chief Elected Officials including the Orange County Board of Supervisors.

Required partners include local/regional representatives of the following programs:

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

In addition, Orange County AJCC partners may include other agencies approved by the OCDB.

AJCC System Services

Orange County's AJCC services as required by WIOA and provided by The Orange County AJCC partners and specialized partners to this MOU are outlined in Attachment A.

Responsibility of Orange County AJCC partners

(For collocated partners)

The Orange County AJCC partners and specialized partners agree to the responsibilities outlined below.

1. The Orange County AJCC partners and specialized partners will participate in joint planning, plan development, and continuous improvement of activities to accomplish the following:
 - Continuous partnership building.
 - Adherence to state and federal program requirements.
 - Monitor and respond to local and economic conditions, including employer needs.
 - Adherence to strategic planning principles adopted by the Act for long-range planning, including the requirement for continuous improvement.
 - Adherence to common data collection and reporting principles, including need for modification or change.
 - Diligence in developing coordinated local leadership in workforce development through:
 - a. Responsiveness to participant/customer needs;
 - b. Maintenance of system infrastructure;
 - c. Shared technology and information, according to confidentiality requirements in the Confidentiality section of this MOU below;
 - d. Performance management to measure the success of the local One-Stop system overall and to enhance performance in a spirit of quality management and continuous improvement.
2. Make the AJCC system and services available to customers that are applicable to the Partner's programs.
3. Participate in the operation of the AJCC, consistent with the terms of the MOU and requirements of authorized laws.
4. Participate in capacity building and staff development activities in order to ensure that all Orange County AJCC partners and staff are adequately cross-trained and that Orange County AJCC partners with customers accessing the system have the tools to promote and support such access.
5. The Orange County AJCC partners and specialized partners agree to work in cooperation to prevent duplication and to streamline and coordinate services delivered through the local workforce development system as described in this section. The services are defined in the Career Services document, included as Attachment A to this MOU. A workflow diagram is included as Attachment F to this MOU.
6. Services will be coordinated via telephone and/or form following the appropriate established procedure per service/partner. Partner contact information is available at the front desk of the Orange County AJCC's.

7. The Orange County AJCC partners and specialized partners agree that services will be shared among the partners as described below. The parties further agree that any staff assigned to provide a service will possess the skills and qualifications needed to sufficiently perform the functions involved in the delivery of the service.
8. The Orange County AJCC partners and specialized partners will implement the strategies described below to ensure that access to services provided through the local workforce development system effectively meets the needs of workers, youth, and individuals with barriers to employment-including individuals with disabilities:
 - On entrance to an Orange County AJCC Center visitors will be greeted by the front-desk reception staff who will identify the visitor's initial need(s). The visitor will be routed or referred to the appropriate partner. Front-desk staff are trained and will follow the established policy and procedure guide(s) kept at the front desk. A list of on-site as well as off-site partners, their services and contact information will be kept at the front desk for seamless routing and referring.
9. Each Orange County AJCC partner and specialized partner will ensure that staff functions are covered in the event of leave by informing the Orange County AJCC management of the absence and/or change in schedule(s) in advance of absence when possible and by arranging coverage for duties affecting Center operations.

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 (South) at: 17891 Cartwright Road, Irvine, CA 92614 and the Orange County Comprehensive AJCC (North) at: 7077 Orangewood Ave., Ste. 200 Garden Grove, CA 92841. The infrastructure funding agreement has achieved consensus and is in compliance with State requirements. Please refer to Attachment D: 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 Ten (10) 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 Development Board (OCDB) and co-located partners to 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 partner agency as compared to the total space. Workstation usage by partners as compared to total 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.

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 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: Please refer to Attachment E: 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 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 E 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. 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 (4) co-located Specialized Orange County AJCC partners in the Orange County Comprehensive AJCC Network. Please refer to Attachment D: 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 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 specialized AJCC partner. By signing this MOU, all parties agree to the terms prescribed in the sharing of the other One-Stop system costs.

Methods for Referring Customers

Please refer to Attachment B: 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.

Access for Individuals with Barriers to Employment

Access points for residents in the Orange County Comprehensive AJCC Network service area include:

1. American Job Center (Comprehensive)

17891 Cartwright Road
Irvine, CA 92614
www.oconestop.com
949-341-8000
Mon: 8:00 am - 7:00 pm
Tues-Fri: 8:00 am - 5:00 pm
Sat & Sun: Closed

2. American Job Center (Comprehensive)

7077 Oranewood Ave., Ste. 200
Garden Grove, CA 92841
www.oconestop.com
714-241-4900
Mon-Tues: 8:00 am - 5:00 pm
Wed: 8:00 am - 7:00 pm
Thurs-Fri: 8:00 am - 5:00 pm
Sat & Sun: Closed

3. American Job Center (Affiliate)

Veterans Service Center
Joint Forces Training Base
Building 244
11200 Lexington Drive
Los Alamitos, CA 90720
www.oconestop.com
Monday – Friday 8:00 am till 5:00 pm

The Orange County Comprehensive One-Stop Network Orange County AJCC partners are committed to providing priority of services to recipients of public assistance, other low-income individuals, or individuals who are basic skills-deficient when providing individualized career services and training services funded with WIOA adult funds.

The AJCC will ensure access for all individuals that qualify as an “individual with a barrier to employment.” The term defined under WIOA means, an individual, of one or more of the following populations:

- Displaced homemakers
- Low-income individuals
- Individuals on TANF

- Indians, Alaska Natives, and Native Hawaiians, defined in section 166 of WIOA
- Individuals with disabilities, including youth
- Veterans
- Older individuals
- Ex-offenders
- Homeless individuals, defined in section 41403(6) in the Violence Against Women Act of 1994, or homeless children and youths, defined in section 725(2) of the McKinney-Vento Homeless Assistance Act
- Youth who are in or have aged out of foster care
- Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers
- Eligible migrant and seasonal farm workers, defined in section 167 of WIOA
- Individuals within 2 years of exhausting lifetime eligibility under Part A of Title IV of the Social Security Act
- Single parents, including pregnant women
- Long-term unemployed individuals
- Such other groups as the Governor determines to have barriers to employment

The Orange County AJCC partners and specialized partners policies, procedures, programs, and services will be in compliance with the *Americans with Disabilities Act of 1990* and its amendments, in order to provide equal access to all customers with disabilities.

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 supportive programs, track services, certifications attained and search for employment opportunities.

Confidentiality

The Orange County AJCC partners and specialized partners agree 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 that may apply to one or all of The Orange County AJCC partners and specialized partners to assure that:

- All applications and individual records related to services provided under this MOU, including eligibility for services and enrollment and referral, shall be confidential and shall not be open to examination for any purpose not directly connected with the delivery of such services.
- No person will publish, disclose use, or permit, cause to be published, disclosed or used, any confidential information pertaining to AJCC applicants, participants, or customers overall unless a specific release is voluntarily signed by the participant or customer.
- The Orange County AJCC partners and specialized partners agree to abide by the current confidentiality provisions of the respective statutes to which AJCC operators and other Orange County AJCC partners must adhere and shall share information necessary for the administration of the program as allowed under WIOA law and regulation. The Orange County AJCC partners and specialized partners, therefore, agree to share customer information necessary for the provision of services such as assessment, universal intake, program or training referral, job development or placement activities, and other services as needed for employment or program support purposes upon the written permission from a participant outlined in an authorization for release of information/records form, a sample of which can be found in Attachment C: AJCC Authorization for Release of Information/Records Form.
- The Orange County AJCC partners shall share customer information, according to the confidentiality requirements stipulated in this section, solely for the purpose of enrollment, referral or provision of services. In carrying out their respective responsibilities, each Partner shall respect and abide by the confidentiality policies of the other Partners.

Non-Discrimination and Equal Opportunity

The Orange County AJCC partners and specialized partners shall not unlawfully discriminate, harass or allow harassment against any employee, applicant for employment or AJCC applicant due to gender, race, color, ancestry, religion, national origin, veteran status, physical disability, mental disability, medical condition(s), age, sexual orientation or marital status. The Orange County AJCC partners and specialized partners agrees to comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12990) and related, applicable regulations.

Grievances and Complaints Procedure

The Orange County AJCC partners and specialized partners agree 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 and partners. This procedure will allow the customer or entity filing the complaint a fair and complete hearing and resolution of their grievance. The Partners further agree to participate in quarterly meetings where the service-delivery system will be discussed, and issues can be raised and resolved. Finally, the Partners agree to communicate openly and directly to resolve any problems or disputes related to the provision of services in a cooperative manner and at the lowest level of intervention possible.

Americans with Disabilities Act and Amendments Compliance

The Orange County AJCC partners and specialized partners policies and procedures as well as the programs and services provided at the AJCC will comply with applicable federal, state and local law including; but not limited to, the Americans with Disabilities Act and its amendments, 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.

Effective Dates and Term of MOU

This MOU shall be binding upon each party hereto upon execution by such party. The term of this MOU shall be three years, effective from July 1, 2020 through June 30, 2023, unless otherwise terminated, as provided in the Termination section below. The MOU will be reviewed, at a minimum, every year, to identify any substantial changes that have occurred and shall automatically renew, unless otherwise changed or terminated, as provided in the Termination section below. The Infrastructure Funding Agreement budget shall be reviewed annually and updated if there are substantial changes and shall automatically renew, unless otherwise changed or terminated, as provided in the Termination section below.

Modifications and Revisions

This MOU constitutes the entire agreement between The Orange County AJCC partners and specialized partners and the Orange County Development Board and no oral understanding not incorporated herein shall be binding on any of the parties hereto. This MOU may 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. The MOU shall be reviewed at a minimum every three years and updated if there are substantial changes. The Infrastructure Funding Agreement budget shall be reviewed annually and updated if there are substantial changes. Three months before the end of the three-year period of the MOU or one-year period for the infrastructure budget, OC Community Investment Division, on behalf of the OCDB, shall initiate the review process by contacting The Orange County AJCC partners and specialized partners. There may be other times over the course of the agreement where there are significant changes that will require a review of the agreement and OCDB will contact partners as soon as it is aware of these changes. The MOU will also be reviewed and, if necessary, renegotiated during the development or modification of the Local Workforce Development Plans and Regional Workforce Development Plans. Orange County

AJCC partners are committed to contributing their fair and equitable share of infrastructure and other system costs (if applicable) and agree to contact OCDB should significant changes occur over the course of the MOU agreement that will impact contributions.

Termination

The Orange County AJCC partners and specialized partners understand that implementation of the AJCC system is dependent on the good faith effort of every partner to work together to improve services to the community. The Orange County AJCC partners and specialized partners 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 for one or more Orange County AJCC partners to cease being a part of this MOU, said entity shall notify the other Partners and the OCDB, in writing, 30 days in advance of that intention.

Administrative and Operations Management

Each Partner shall be solely liable and responsible for providing to, or on behalf of, its employee(s), all legally required employee compensation and benefits, including compliance with all employment laws. In addition, each party to this Agreement shall indemnify and hold all other parties harmless from all damages, claims, liability, administrative proceedings or matters relating to compensation of the indemnifying Partner's employee(s), including compliance with social security withholding, workers' compensation, and all other regulations governing employment.

Dispute Resolution

For those co-located AJCC Partners, the parties agree to try to resolve policy, practice disputes or other problems at the lowest level, starting with the supervisor of the respective staff's employer if on site, and, if not, the One-Stop center operator and staff. If issues cannot be resolved at this level, they shall be referred to the management staff of the respective staff's employer and the operator, for discussion and resolution.

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.

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's 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's 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.

Attachment A
AJCC SYSTEM SERVICES

WIOA TITLE I ADULTS, DISLOCATED WORKERS, and YOUTH: Orange County Comprehensive AJCC Network

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;

Youth services:

- Career Guidance Services;
- Individual Support;
- Work Experience Program;
- Training;
- Youth postings of job opportunities and resources.

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: Orange County Comprehensive AJCC Network
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 CAREER and TECHNICAL EDUCATION (CTE) (Carl Perkins) for applicable agencies: North Orange County Community College District (NOCCD), 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 USD
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 need;
- 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 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 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.

TITLE V OLDER AMERICANS ACT: Orange County Office on Aging

Description of Services:

- 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 California residents;
- Classroom training and on-the-job training/work experience in nonprofit and public agencies for 20 hours per week of paid wages;
- Provision of eligibility determination for work experience, including paid orientation, the availability of a free physical examination, etc.;
- Employability skills training and placement assistance; Provision of Individual Employment Plan (IEP) for each participant based on assessment.
- Resource to other AJCC partner agencies serving older workers that may include benefits for older workers, recruitment of qualified older workers, creating a user-friendly work environment for older workers, and establishing guidelines for designing flexible work hours and realistic expectations of outcome.

Referral Process:

- Provide the contact information for making referrals. Orange County AJCC partners may refer customers directly to the programs where they potentially meet eligibility requirements.
- OC Office On Aging will refer customers to Orange County AJCC partners as appropriate.

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, child care, 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 Action Partnership (CAP): 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.

HOUSING AND URBAN DEVELOPMENT: 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.

COMMUNITY COLLEGES/POST-SECONDARY EDUCATION (Carl Perkins): South Orange County Consortium, Coast Consortium, Rancho Santiago Consortium, North Orange County Continuing Education (NOCCCD)

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.

JOB CORPS: Long Beach Job Corps Center (LBJC)

Description of Services:

- Education and vocational 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:

- LBJC 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.
- LBJC agrees to refer customers to other Orange County AJCC partners as appropriate.

Native American: Walking Shield, UAII

Description of Services:

- Employment and training services to address the specific needs of Native Americans and Alaskan Natives residing in Orange County.
- 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 a personalized plan for participant to achieve employment and educational goals, identify training and job opportunities, assist with job applications, resumes, and cover letters, and practice mock interviews.

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.

Attachment B

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 using a “warm handoff” to promote greater access 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. The use of shared technology to facilitate the referral process will also be explored.

Name of Individual

Agency Name

Agency Mailing Address, City, State, Zip

Agency Phone Number

Agency Fax Number

Attachment C
SAMPLE
Orange County AJCC AUTHORIZATION FOR RELEASE OF
INFORMATION/RECORDS FORM

Date:

To:

I, _____, am hereby authorizing the release of information and/or records, pertaining to myself/contacts, which may relate to my eligibility and/or participation in a specific government funded program or activity. Please forward the requested information to the agency and individual listed below:

Name of Individual

Agency Name

Agency Mailing Address, City, State, Zip

Agency Phone Number Agency Fax Number

A copy or facsimile of this Authorization shall be valid as the original.

Printed, full name

Last four numbers of Social Security Number

My Signature

Today's Date

Please note that the disclosure of your social security number is voluntary. However, since most official records are maintained according to your social security number, your information may not be accessible without its disclosure.

Attachment D

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

AJCC Infrastructure Budget Summary	
___ Each AJCC (Name of AJCC <u>Orange County Comprehensive One-Stop Network</u>) <input checked="" type="checkbox"/> Network of AJCCs	
<p>Initial Proportionate Share of Infrastructure Costs Allocated to Each Co-located Partner</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>Co-located Partner Agreement to Share Other System Costs</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>

Irvine AJCC

Summary of Total Infrastructure Costs to be Shared by Co-located Partners		
Cost Category	Total Cost	Monthly
Subtotal: Rental Costs	575,148	47,929
Subtotal: Utilities and Maintenance Costs	145,857	12,155
Subtotal: Equipment Costs	21,350	1,779
Subtotal: Technology to Facilitate Access Costs	0	0
Subtotal: Common Identifier Costs	25,000	2,083
Subtotal: Infrastructure Costs	742,355	61,863
TOTAL INFRASTRUCTURE & PERSONNEL COSTS FOR IRVINE	742,355	61,863

Garden Grove AJCC

Summary of Total Infrastructure Costs to be Shared by Co-located Partners		
Cost Category	Total Cost	Monthly
Subtotal: Rental Costs	488,729	40,727
Subtotal: Utilities and Maintenance Costs	69,255	5,771
Subtotal: Equipment Costs	25,641	2,137
Subtotal: Technology to Facilitate Access Costs	0	0
Subtotal: Common Identifier Costs	27,000	2,250
Subtotal: Infrastructure Costs	583,624	48,635
TOTAL INFRASTRUCTURE & PERSONNEL COSTS FOR GARDEN GROVE	583,624	48,635

Total OC One-Stop System Infrastructure Cost: \$1,325,979

Monthly: \$110,498.26

Attachment D - Irvine Infrastructure Budget - Part 1

The allocated initial share for each partner is:

Collocated Partner	Areas Used	Sq Ft Used	Actual % of SQ FT Used
EDD	Office	9,173	32.54%
MRA	ALL	7,400	26.25%
Tooling U	Office	110	0.39%
Black Chamber	Office	132	0.47%
Eastgate Construction	Warehouse	561	1.99%
OCAPICA	Office	110	0.39%
Rocket Reporters	Office	110	0.39%
Common Area	ALL	9,767	34.64%
Vacant	ALL	830	2.94%
Total		28,193	100%

Proposed Cost Allocation Methodology to Share These Costs												
Infrastructure Budget:												
Comprehensive AUC (OCDB - IRVINE)												
Cost Category/Line Item	Line Item Cost Detail	Cost	EDD @ 31.54%	MRA @ 26.25%	Vacant (To be Paid by One-Stop (If Occupied) @ 2.94%	Tooling U @ 0.39%	Black Chamber @ 0.47%	Eastgate Construction @ 1.99%	OCAPICA @ 0.39%	Rocket Reporters @ 0.39%	Common Area (To be Paid by One-Stop (If Occupied) @ 34.64%	
Rent												
Rental of Facilities	Burke Group	\$575,148.00	\$187,153.16	\$150,976.35	\$16,909.35	\$2,243.08	\$2,703.20	\$11,445.45	\$2,243.08	\$2,243.08	\$199,231.27	
Subtotal: Rental Costs (Based on Square Footage)		\$575,148.00	\$187,153.16	\$150,976.35	\$16,909.35	\$2,243.08	\$2,703.20	\$11,445.45	\$2,243.08	\$2,243.08	\$199,231.27	
Subtotal: Common Area Rental Costs		\$199,231.27	\$64,829.85	\$52,298.21	\$5,857.40	\$777.00	\$936.39	\$3,964.70	\$777.00	\$777.00	\$69,013.71	
Rental Costs (Including Common Area Costs divided amongst partners)		\$575,148.00	\$251,983.01	\$203,274.56	\$22,766.75	\$3,020.08	\$3,639.58	\$15,410.15	\$3,020.08	\$3,020.08	\$69,013.71	
Utilities and Maintenance												
Cost Category/Line Item	Line Item Cost Detail	Cost	EDD @ 31.54%	MRA @ 26.25%	Vacant (To be Paid by One-Stop (If Occupied) @ 2.94%	Tooling U @ 0.39%	Black Chamber @ 0.47%	Eastgate Construction @ 1.99%	OCAPICA @ 0.39%	Rocket Reporters @ 0.39%	Common Area (To be Paid by One-Stop (If Occupied) @ 34.64%	
Electric	Southern California Edison	\$30,000.00	\$9,762.00	\$7,875.00	\$882.00	\$117.00	\$141.00	\$597.00	\$117.00	\$117.00	\$10,392.00	
Gas	SoCal Gas	\$2,400.00	\$780.56	\$630.00	\$70.56	\$9.36	\$11.28	\$47.76	\$9.36	\$9.36	\$831.36	
Water / Sewer	Irvine Ranch Water District	\$9,085.00	\$2,630.86	\$2,122.31	\$237.70	\$31.53	\$38.00	\$160.89	\$31.53	\$31.53	\$2,800.64	
Sewer Connections	Included in Rent											
High-Speed Internet	Microsoft	\$3,120.00	\$972.00	\$789.00	\$89.73	\$12.17	\$14.66	\$62.09	\$12.17	\$12.17	\$2,096.02	
Telephones (Landlines)	Windstream	\$30,000.00	\$9,450.00	\$7,687.50	\$882.00	\$117.00	\$141.00	\$597.00	\$117.00	\$117.00	\$20,154.00	
Facility Maintenance Contract	Beneficial Maintenance Sys.	\$10,675.00	\$3,347.65	\$2,802.19	\$313.85	\$41.63	\$50.17	\$212.43	\$41.63	\$41.63	\$3,697.82	
Security Guard	Cliffguard	\$61,577.00	\$20,037.16	\$16,163.96	\$1,810.36	\$240.15	\$289.41	\$1,235.38	\$240.15	\$240.15	\$21,330.27	
Subtotal: Utilities and Maintenance Costs (Based on Square Footage)		\$145,857.00	\$45,857.00	\$38,287.46	\$4,286.20	\$568.84	\$685.53	\$2,902.55	\$568.84	\$568.84	\$61,302.11	
Subtotal: Common Area Utilities and Maintenance Costs		\$61,302.11	\$19,947.71	\$16,091.81	\$1,802.28	\$239.08	\$288.12	\$1,219.91	\$239.08	\$239.08	\$21,235.05	
Utilities and Maintenance Costs		\$145,857.00	\$55,632.33	\$45,479.27	\$6,090.48	\$807.92	\$973.65	\$4,122.47	\$807.92	\$807.92	\$21,235.05	

Attachment D - Irvine Infrastructure Budget - Part 2

Cost Category/Line Item	Line Item Cost Detail	Cost	EDD @ 31.54%	KRA @ 26.25%	Vacant (To be Paid by One-Stop bill Occupied) @ 2.98%	Tooling U @ 0.39%	Black Chamber @ 0.47%	Eastgate Construction @ 1.99%	OCAPICA @ 0.39%	Rocket Reporters @ 0.39%	Common Area (To be Paid by One-Stop bill Occupied) @ 34.65%
Assistive technology for individuals with disabilities ("Access and Accommodation")											
	Copiers	\$18,850.00	\$0.00	\$4,948.13	\$554.19	\$73.52	\$88.60	\$375.12	\$73.52	\$73.52	\$12,663.43
	Fax Machines										
	Common Area Computers	\$2,500.00	\$813.50	\$656.25	\$73.50	\$97.75	\$11.75	\$49.75	\$97.75	\$97.75	\$866.00
Other tangible equipment used to serve all center customers (not specific to an individual program partner) Specify Other: <i>Tangible Equipment</i>											
	Subtotal: Equipment Costs (based on Square Footage)	\$21,350.00	\$813.50	\$5,604.38	\$627.69	\$83.27	\$100.35	\$424.87	\$83.27	\$83.27	\$13,529.43
	Subtotal: Common Area Equipment Costs	\$19,329.43	\$4,402.48	\$3,951.48	\$397.77	\$57.76	\$63.59	\$269.24	\$57.76	\$57.76	\$4,686.59
Equipment Costs (Including Common Area Costs divided amongst partners)	\$21,350.00	\$5,215.98	\$9,155.85	\$1,025.46	\$136.03	\$163.93	\$694.10	\$136.03	\$136.03	\$4,686.59	

Cost Category/Line Item	Line Item Cost Detail	Cost	EDD @ 31.54%	KRA @ 26.25%	Vacant (To be Paid by One-Stop bill Occupied) @ 2.98%	Tooling U @ 0.39%	Black Chamber @ 0.47%	Eastgate Construction @ 1.99%	OCAPICA @ 0.39%	Rocket Reporters @ 0.39%	Common Area (To be Paid by One-Stop bill Occupied) @ 34.65%
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 AICC services and/or provides direct service access to AICC services Website: www.aconestop.com <i>(Does not include data systems or case management systems specific to individual program partners.)</i>											
	Technology to Facilitate Access Costs	\$0.00									
Subtotal: Technology to Facilitate Access Costs (Including Common Area Costs divided amongst partners)		\$0.00									

Technology to Facilitate Access to the AICC

Cost Category/Line Item	Line Item Cost Detail	Cost	EDD @ 31.54%	KRA @ 26.25%	Vacant (To be Paid by One-Stop bill Occupied) @ 2.98%	Tooling U @ 0.39%	Black Chamber @ 0.47%	Eastgate Construction @ 1.99%	OCAPICA @ 0.39%	Rocket Reporters @ 0.39%	Common Area (To be Paid by One-Stop bill Occupied) @ 34.65%
Creating New AICC Signage Updating Templates and Materials Updating Electronic Resources Subtotal: Common Identifier Costs (Based on Square Footage) Subtotal: Common Area Common Identifier Costs Common Identifier Costs											
	Common Identifier Costs (Local Option, if Agreed To By All Co-located Partners)										
	Creating New AICC Signage	\$10,000.00	\$3,254.00	\$2,625.00	\$294.00	\$39.00	\$47.00	\$199.00	\$39.00	\$39.00	\$3,464.00
	Updating Templates and Materials	\$5,000.00	\$1,627.00	\$1,312.50	\$147.00	\$19.50	\$23.50	\$99.50	\$19.50	\$19.50	\$1,732.00
	Updating Electronic Resources	\$10,000.00	\$3,254.00	\$2,625.00	\$294.00	\$39.00	\$47.00	\$199.00	\$39.00	\$39.00	\$3,464.00
	Subtotal: Common Identifier Costs (Based on Square Footage)	\$25,000.00	\$8,135.00	\$6,562.50	\$735.00	\$97.50	\$117.50	\$497.50	\$97.50	\$97.50	\$8,660.00
Subtotal: Common Area Common Identifier Costs	\$8,660.00	\$2,817.96	\$2,273.25	\$254.60	\$33.77	\$40.70	\$172.33	\$33.77	\$33.77	\$2,998.83	
Common Identifier Costs	\$25,000.00	\$10,952.96	\$8,835.75	\$989.60	\$131.27	\$158.20	\$669.83	\$131.27	\$131.27	\$2,998.83	
Total IFA Budget (Including Common Area Costs divided amongst partners)											
		\$742,355.00	\$313,831.32	\$266,809.68	\$29,882.68	\$3,964.03	\$4,777.16	\$20,226.71	\$3,964.03	\$3,964.03	\$94,935.36

Attachment D - Garden Grove Infrastructure Budget - Part 1

The allocated initial share for each partner is:

Subcontract Partner	Areas Used	Sq Ft Used	Actual % of SQ FT Used
EDD	Office	6,769	34.33%
MCS	ALL	2,763	14.02%
New Opportunities	Office	4,726	24.48%
Working Wardrobes	Office	876	4.48%
OCAPICA	Office	59	0.31%
OCAPICA	Office	27	0.14%
CAP OC	Office	63	0.33%
Job Corps	Office	484	2.50%
Walking Shield	Office	56	0.29%
United Way	Office	56	0.29%
Common Area	ALL	7,743	39.77%
Vacant	ALL	5,660	28.6%
Total		19,718	100%

Proposed Monthly Cost Allocation Methodology to Share These Costs

Infrastructure Budget

Comprehensive AICC (OCDB - GARDEN GROVE)

Cost Category/Line Item	Line Item Cost Detail	Cost	EDD @ 34.33%	MCS @ 14.02%	Vacant (To be Paid by One-Stop III Occupied) @ 2.56%	New Opportunities (To be Paid by One-Stop III Occupied) @ 4.48%	Working Wardrobes @ 0.28	United Way @ 0.28	OCAPICA @ 1.16%	DOR @ 0.32%	CAP OC @ 2.50%	Job Corps @ 0.28%	Walking Shield @ 0.28%	Common Area (To be Paid by One-Stop III Occupied) @ 39.77%
Rent														
Rental of Facilities	Mauke-Corona	\$488,728.56	\$167,775.82	\$68,535.53	\$13,880.14	\$21,722.37	\$1,887.69	\$1,887.69	\$5,552.05	\$1,561.49	\$12,311.90	\$1,887.69	\$1,887.69	\$181,917.30
Subtotal: Rental Costs (Based on Square Footage)		\$488,728.56	\$167,775.82	\$68,535.53	\$13,880.14	\$21,722.37	\$1,887.69	\$1,887.69	\$5,552.05	\$1,561.49	\$12,311.90	\$1,887.69	\$1,887.69	\$181,917.30
Subtotal: Common Area Rental Costs		\$193,517.30	\$65,883.37	\$26,913.00	\$5,450.55	\$8,530.09	\$745.05	\$745.05	\$2,280.22	\$613.18	\$4,803.31	\$745.05	\$745.05	\$75,363.41
Rental Costs (Including Common Area Costs divided amongst partners)		\$488,728.56	\$233,659.19	\$95,448.53	\$19,330.68	\$30,252.46	\$1,933.03	\$1,933.03	\$7,732.27	\$2,174.66	\$17,035.20	\$1,933.03	\$1,933.03	\$75,363.41
Utilities and Maintenance														
Electric	Included in Rent													
Gas	Included in Rent													
Water	Included in Rent													
Sewer Connections	Included in Rent													
Telephones & Internet (Landlines)	Windstream (Internet & Phone)	\$24,220.44	\$0.00	\$3,396.49	\$687.87	\$1,076.52	\$68.79	\$68.79	\$75.15	\$77.38	\$606.19	\$68.79	\$68.79	\$17,825.69
Facility Maintenance Contract	Included in Rent	\$0.00												
Security Guard	Popo Security Services	\$45,034.08	\$15,459.77	\$6,315.23	\$1,278.99	\$2,001.62	\$177.90	\$177.90	\$511.60	\$443.88	\$1,127.11	\$177.90	\$177.90	\$17,684.29
Subtotal: Utilities and Maintenance Costs (Based on Square Footage)		\$69,254.52	\$15,459.77	\$9,711.72	\$1,966.86	\$3,078.13	\$196.68	\$196.68	\$786.75	\$221.27	\$1,733.30	\$196.68	\$196.68	\$35,509.98
Subtotal: Common Area Utilities and Maintenance Costs		\$35,509.98	\$12,150.24	\$4,979.65	\$1,008.50	\$1,178.30	\$100.85	\$100.85	\$403.40	\$113.45	\$888.74	\$100.85	\$100.85	\$13,944.31
Utilities and Maintenance Costs (Including Common Area Costs divided amongst partners)		\$69,254.52	\$27,605.00	\$14,691.37	\$2,975.36	\$4,656.44	\$297.53	\$297.53	\$1,190.15	\$334.72	\$2,622.05	\$297.53	\$297.53	\$13,944.31

Attachment D - Garden Grove Infrastructure Budget - Part 2

Cost Category/Line Item	Line Item Cost Detail	Cost	EOO @ 34.33%	MCS @ 14.02%	Vacant (To be Paid by One-Stop If Occupied) @ 2.84%	New Opportunities @ 4.44%	Working Wardrobes @ 0.28	United Way @ 0.28	OCAPICA @ 1.14%	IDOR @ 0.32%	CAP OC @ 4.50%	Job Corps @ 0.28%	Walking Shield @ 0.28%	Common Area (To be Paid by One-Stop If Occupied) @ 89.27%
Equipment														
Assistive technology for individuals with disabilities ("Access and Accommodator")														
Copiers	Toshiba	\$23,141.00		\$3,245.12	\$65,721	\$1,028,54	\$65,721	\$73,94	\$262,89	\$579,17	\$65,721	\$65,721	\$65,721	\$17,031.25
Common Area Computers		\$2,500.00		\$8,562.23	\$3,500.58	\$71,00	\$71,00	\$7,10	\$28,40	\$62,57	\$7,10	\$7,10	\$7,10	\$981.72
Other tangible equipment used to serve all center customers (not specific to an individual program partner)														
Specify Other Tangible Equipment														
Subtotal: Equipment Costs (based on Square Footage)		\$25,641.00		\$8,595.23	\$3,595.70	\$725,22	\$72,82	\$31,29	\$81,92	\$64,174	\$72,82	\$72,82	\$72,82	\$18,012.96
Subtotal: Common Area Equipment Costs		\$16,012.96		\$5,183.68	\$2,526.00	\$51,158	\$800,62	\$51,116	\$204,63	\$57,555	\$450,83	\$51,116	\$51,116	\$7,073.46
Equipment Costs (Including Common Area Costs divided amongst partners)		\$25,641.00		\$6,121.70	\$1,239.79	\$1,940,27	\$123,98	\$123,98	\$495,92	\$139,47	\$1,092,57	\$123,98	\$123,98	\$7,073.46
Cost Category/Line Item	Line Item Cost Detail	Cost	EOO @ 34.33%	MCS @ 14.02%	Vacant (To be Paid by One-Stop If Occupied) @ 2.84%	New Opportunities @ 4.44%	Working Wardrobes @ 0.28	United Way @ 0.28	OCAPICA @ 1.14%	IDOR @ 0.32%	CAP OC @ 4.50%	Job Corps @ 0.28%	Walking Shield @ 0.28%	Common Area (To be Paid by One-Stop If Occupied) @ 89.27%
Technology to Facilitate Access to the AICC														
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 AICC services and/or provides direct service access to AICC services														
Website: www.aiccnestap.com														
(Does not include data systems or case management systems specific to individual program partners.)														
Subtotal: Technology to Facilitate Access Costs		\$0.00												
Common Identifier Costs (Local Option, if Agreed to by All Co-located Partners)														
Creating New AICC Signage		\$12,000.00	\$4,110.48	\$1,682.79	\$340.81	\$533.36	\$34.08	\$34.08	\$136.32	\$38.34	\$100.34	\$34.08	\$34.08	\$4,712.24
Updating Templates and Materials		\$5,000.00	\$1,716.45	\$701.16	\$142.00	\$222.23	\$14.20	\$14.20	\$56.80	\$15.98	\$125.14	\$14.20	\$14.20	\$1,963.43
Updating Electronic Resources		\$10,000.00	\$3,432.90	\$1,402.32	\$284.01	\$444.47	\$28.40	\$28.40	\$113.60	\$31.95	\$250.28	\$28.40	\$28.40	\$3,926.87
Subtotal: Common Area Costs (based on Square Footage)		\$27,000.00	\$9,269.84	\$3,786.27	\$766.81	\$1,200.06	\$76.68	\$76.68	\$296.73	\$86.27	\$675.76	\$76.68	\$76.68	\$10,602.55
Subtotal: Common Area Common Identifier Costs		\$10,602.55	\$3,639.75	\$1,486.82	\$301.12	\$471.25	\$30.11	\$30.11	\$120.45	\$33.88	\$265.36	\$30.11	\$30.11	\$4,165.48
Common Identifier Costs (Including Common Area Costs divided amongst partners)		\$27,000.00	\$12,906.59	\$5,273.09	\$1,067.93	\$1,671.31	\$106.79	\$106.79	\$427.17	\$120.14	\$941.12	\$106.79	\$106.79	\$4,165.48
Cost Category/Line Item	Line Item Cost Detail	Cost	EOO @ 34.33%	MCS @ 14.02%	Vacant (To be Paid by One-Stop If Occupied) @ 2.84%	New Opportunities @ 4.44%	Working Wardrobes @ 0.28	United Way @ 0.28	OCAPICA @ 1.14%	IDOR @ 0.32%	CAP OC @ 4.50%	Job Corps @ 0.28%	Walking Shield @ 0.28%	Common Area (To be Paid by One-Stop If Occupied) @ 89.27%
Total IFA Budget (Including Common Area Costs divided amongst partners)		\$68,624.07	\$26,835.10	\$11,626.10	\$23,526.84	\$36,849.17	\$2,354.54	\$2,354.54	\$9,418.34	\$2,648.86	\$20,748.82	\$2,354.54	\$2,354.54	\$96,391.17

Attachment E

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

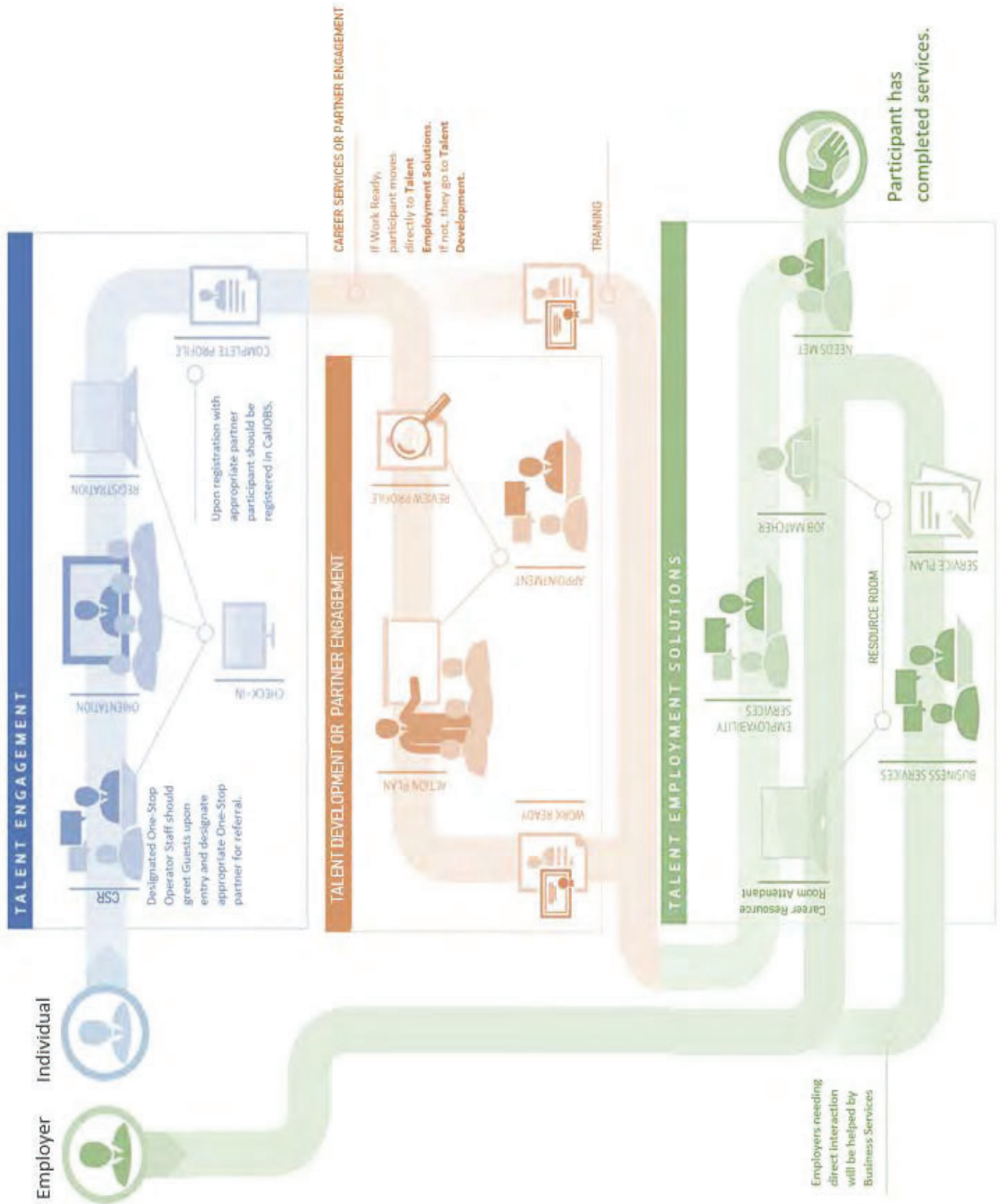
Required Consolidated Budget for the Delivery of Applicable Career Services							
This budget must include each of the partner’s costs for the service delivery of each applicable career service and a consolidated system budget for career services applicable to more than one partner. Unlike the IFA, 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
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	\$68,500 (MCS)	\$102,900 (MCS)	\$75,000 (La Habra)	\$60,000 (BPSOS)	\$2,708,640 (EDD)	\$2,250,329.96 (DOR)	\$783,000 (OCSSA)
	\$213,500 (KRA)	\$330,750 (KRA)	\$6,968 (KRA) \$38,480 (OCAPICA)	\$72,392 (South Orange County Community College Consortium) \$47,500 HBUHSD \$36,000 (Garden Grove USD) \$30,000 (Rancho Santiago Community College District)			
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 Consortium) \$30,000 (Rancho Santiago Community College District)	\$389,545.50 (OC Office on Aging)	\$1,296 (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 (OC Housing Authority)	\$59,379.48 (EDD)	\$0	See Footnote	Goodwill \$0	\$0
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	\$396,500 (KRA)	\$614,250 (KRA)	\$11,763 (KRA) \$91,238 (OCAPICA)	\$42,063.52 (South Orange County Community College Consortium)	\$903,233.16 (EDD)	\$9,001,319.83 (DOR)	\$3,135,200 (OCSSA)
	\$617,400 (MCS)	\$926,100 (MCS)	\$75,000 (La Habra)	\$180,000 (New Opportunities Org.) \$60,000 (BPSOS) \$1,500 (NOCCCD) \$122,500 (HBUHSD) \$106,000 (Garden Grove USD) \$30,000 (Rancho Santiago Community College District)			

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 Consortium) \$30,000 (Rancho Santiago Community College District)	\$389,542.50 (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
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	\$1,550,000 (CAP-OC)	\$0 (OC Housing Authority)	\$0	\$0	See Footnote	Goodwill \$0	\$0
Consolidated budget total of career services delivered through the One-Stop system: \$ 25,541,066.95							

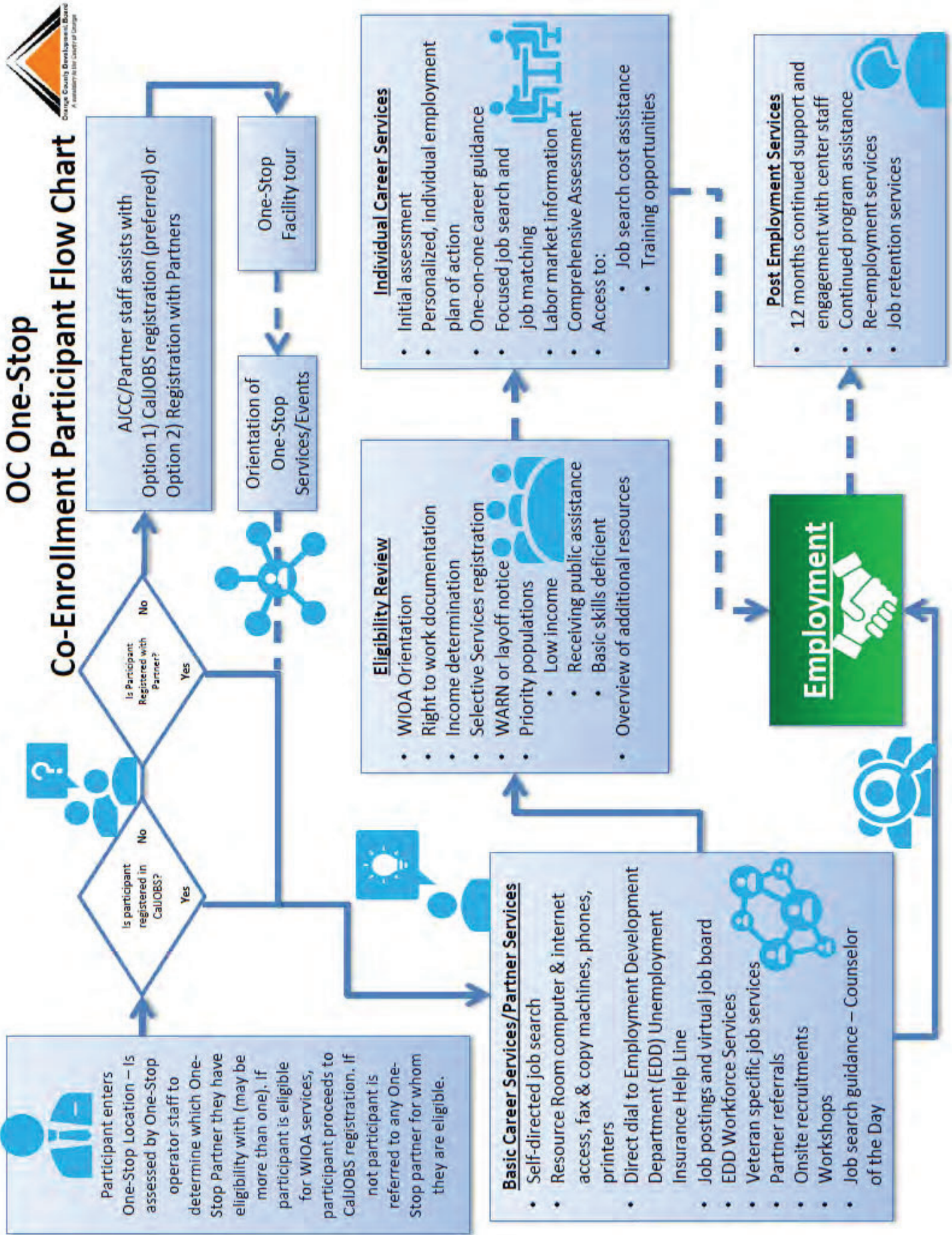
*TAA and Veterans costs included by EDD as part of Individualized Career Services

OC One-Stop Workflow Chart





OC One-Stop Co-Enrollment Participant Flow Chart



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 May 22, 2020

By: 
Bob Bunyan
Chair, Orange County Development Board

Dated _____, 2020

By: _____
Michelle Steel
Chair, County of Orange Board of Supervisors

Dated: _____, 2020

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

Dated: _____, 2020

By: _____
John Cleveland
County Counsel
County of Orange