

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE WORKFORCE DEVELOPMENT BOARD OF CONTRA COSTA COUNTY  
AND ONE STOP/AJCC PARTNERS**

**Purpose of MOU**

The Workforce Innovation and Opportunity Act (WIOA) requires that a MOU be developed and executed between the Local Board and the America’s Job Center of California<sup>SM</sup> (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.

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:

- 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 AJCC that provides 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**

The Workforce Development Board of Contra Costa County (WDB), in partnership with the Contra Costa County Board of Supervisors, has articulated a compelling **Vision** for economic vitality in our county and region:

“Contra Costa County’s Workforce Development Board supports a network that creates and promotes dynamic education systems, high-performing businesses, and a prosperous local economy with an abundance of high-quality jobs and skilled workers to fill them.”

The publicly funded workforce system is quality-focused, employer-driven, customer-centered, and tailored to meet the needs of the regional economy. It is designed to increase access to, and opportunities for, the employment, education, training and support services that individuals need to succeed in the labor market, particularly those with barriers to employment. It aligns workforce development, education, and economic development programs with regional economic development strategies to meet the needs of local and regional employers and provide a high-quality workforce. This is accomplished by providing all customers access to high-quality AJCC that connects them to the full range of services available in their communities.

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Each AJCC partner agrees to adhere to the provisions of WIOA and to the greatest extent possible the following guiding vision and principles for California’s One-Stop delivery system that services will be:

- (1) Integrated and affording universal access to the system overall (offering as many employment, training, and education services as possible for individuals seeking jobs or enhancement of skills)
- (2) Comprehensive (offering a large array of useful information with wide and easy access to needed services);
- (3) Customer-focused (providing the means for customers to judge the quality of the services and make informed choices, and recognizing that customers might be job seekers, businesses or partners)
- (4) Performance-based (based on a set of shared outcomes to be achieved and methods for measurement)

**Parties to the MOU**

All parties to this MOU are required partners in the One-Stop Delivery System under WIOA and include local/regional representatives of the following programs:

<b><i>Workforce Innovation and Opportunity Act (WIOA) America’s Job Center of California<sup>SM</sup> (AJCC) Required Partners</i></b>	
<b>One-Stop Required Partner</b>	<b>Local Partner Organizations/Programs</b>
Title 1 Adult	Workforce Development Board of Contra Costa County
Title 1 Dislocated Worker	
Title 1 Youth	
Adult Education/Literacy	Acalanes Adult Education Martinez Unified School District – Adult Education/Literacy Mt. Diablo Unified School District – K12 and Adult Education West Contra Costa Unified School District – Adult Education Liberty Union High School District – Liberty Adult Education Pittsburg Adult Education Center Contra Costa Office of Education – Contra Cost Adult School (schools in jails)
Career/Technical Education	Contra Costa Community College District
Wagner-Peyser	Employment Development Department (EDD)
Veterans	
Trade Adjustment Assistance Act	

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Unemployment Insurance	
Vocational Rehabilitation	California Department of Rehabilitation Greater East Bay District
Senior Community Service Employment Program (SCSEP)	Self-Help for the Elderly
Job Corps	Job Corps
Native American (Section 166)	Northern California Indian Development Council, Inc. Scotts Valley Tribal TANF
Migrant/Seasonal (Section 167)	California Human Development
YouthBuild	There are no YouthBuild programs in operation in this region.
Community Action	Contra Costa County, Employment and Human Services Department (EHSD) — Community Services Bureau
Housing & Urban Development	Contra Costa County Housing Authority Contra Costa County, Health, Housing and Homeless Services (H3), Health Services Department
Second Chance Act/ AB 109 Community Programs	Contra Costa County Probation Department/ Office of Reentry and Justice
TANF/CalWORKS	Contra Costa County Employment and Human Services Department (EHSD)

**One-Stop System Services**

Contra Costa County is a very diverse county covering 716 square miles with a population of 1.148 million (2020 Census). The comprehensive AJCC, which incorporates programs, services and activities of all required partners, is located in Concord. A network has been established to include a variety of partners (public, private, and non-profit) to support the mission, vision of the WDB, and are committed to working together to achieve the goal of moving as many individuals, families and businesses as possible toward economic self-sufficiency. Because of unique characteristics of their individual economies, the WDB has delineated the county into three sub-regions: West, Central, and East. In the cycle of its meetings, the network devotes time to each of the respective sub-regions.

The WDB and AJCC provide WIOA basic services to all customers including: businesses, workers, under-employed individuals, and unemployed individuals. Individuals who meet WIOA eligibility requirements and priority of service will receive WIOA individualized services.

**Responsibilities of AJCC Partners**

AJCC partners agree to carry out the following shared responsibilities in order to strengthen the capacity and effectiveness of the Contra Costa County AJCC in achieving its service goals for job

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seekers, employers and employees:

- Participate in joint planning, plan development, and modification of activities to accomplish the following:
  - Continuous partnership building with each other and all agencies in the county engaged in education, training and employment services.
  - Continuous planning in response to state and federal requirements.
  - Responsiveness to local and economic conditions, including employer needs.
  - Adherence to common data collection and reporting needs.
- Make services provided by partner programs available to eligible customers through the One-Stop delivery system.
- Participate in the operation of the AJCC system, consistent with the terms of this MOU and requirements of authorized laws.
- Participate in capacity building and staff development activities in order to ensure that all partners and staff are adequately cross-trained.

**Funding of Services and Operating Costs**

AJCC partners who are physically co-located at the Concord AJCC more than 20 hours per week agree to share in the operating costs of the AJCC system, either in cash or through in-kind services. As of July 2022, EDD is the only co-located partner.

AJCC partners will ensure that the shared costs are supported by accurate data, are consistently applied over time, and the methodology used in determining the shared costs are reflected in the Infrastructure Funding Agreement contained herein that will be negotiated in good faith.

**Methods for Referring Customers**

AJCC partners commit to mutually implement processes for the referral of customers to services not provided on-site. All parties to this MOU agree that they will:

- Ensure that intake and referral processes are customer-centered and provided by staff trained in customer service.
- Ensure that general information regarding AJCC programs, services, activities and resources shall be made available to all customers as appropriate.

Information on the customer referral process and direct links for access to AJCC partner staff will be included in the attached MOU addendum.

**Access for Individuals with Barriers to Employment**

The WDB has established a local priority of service policy that will be implemented at the AJCC to ensure access for individuals with barriers to employment. "Barriers to employment" is defined as characteristics (physical condition or personal situation) that may hinder an individual's hiring, promotion or participation in the labor force.

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In accordance with WIOA guidelines and definitions, individuals (adults and youth) with barriers to employment include those who are members of one or more of the following populations:

- (A) Displaced homemakers.
- (B) Low-income individuals.
- (C) Indians, Alaska Natives, and Native Hawaiians, as such terms are defined in section 166.
- (D) Individuals with disabilities, including youth who are individuals with disabilities.
- (E) Older individuals.
- (F) Ex-offenders.
- (G) Homeless individuals (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. § 14043e– 2(6))), or homeless children and youths (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. § 11434a(2))).
- (H) Youth who are in or have aged out of the foster care system.
- (I) Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers.
- (J) Eligible migrant and seasonal farmworkers, as defined in section 167(i) of WIOA regulations.
- (K) Individuals within 2 years of exhausting lifetime eligibility under part A of title IV of the Social Security Act (42 U.S.C. § 601 et seq.).
- (L) Single parents (including single pregnant women).
- (M) Long-term unemployed individuals.
- (N) Such other groups as the Governor involved determines to have barriers to employment.

Services provided for individuals with barriers to employment may include direct referral to a partner agency that has expertise working with that specific population. Professional development and training will be provided to staff to ensure not only sensitivity but cross-training competencies in this area.

Information on how each AJCC partner will provide access to individuals with barriers to employment is included in the attached MOU addendum for each local partner.

Each AJCC partner ensures that policies, procedures, programs, and services are 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 client 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, the California Welfare and Institutions Code, the California Education Code, the Rehabilitation Act, and other applicable statutes, regulations and requirements.
- Adhere to principles of common reporting and shared information through electronic mechanisms, including shared technology with sufficient security.
- Commit to share information to the greatest extent allowable under their governing legislation and confidentiality requirements.

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

**Confidentiality**

Each AJCC Partner to this MOU agrees to comply with the provisions of WIOA as well as the applicable sections of the California Welfare and Institutions Code, the California Education Code, the Rehabilitation Act, and any other applicable statutes and requirements to ensure the following:

- 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 unless expressly permitted by law.
- 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 or their legal representative.
- Compliance with the confidentiality provisions of the respective statutes to which AJCC partners must adhere, while sharing information necessary for the administration of the program as allowed under law and regulation. Each AJCC partner, therefore, agrees to share client 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.
- Client information shall be shared solely for the purpose of enrollment, referral or provision of services or as otherwise required by law. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties to the extent as permitted by law.

**Commitment to Equity, Inclusion and Diversity**

The AJCC partner shall ensure the provision of workforce and education services that recognize historically unserved or underserved communities, including African-American, Latinx, Indigenous peoples, and other persons of color, immigrants, refugees, people with disabilities, LGBTQ+ (lesbian, gay, bisexual, transgender, and queer), and others who experience systemic barriers in the labor force. The AJCC partner shall not unlawfully discriminate, harass or allow harassment against any employee, applicant for employment or AJCC applicant due to sex, gender, race, color, ancestry, religion, national origin, military or veteran status, physical disability, mental disability, medical condition(s), genetic information, age, sexual orientation, gender identity or expression, or marital status. Each AJCC partner agrees to comply with the provisions of the Fair Employment and Housing Act (Cal. Gov. Code § 12990) and related regulations.

The AJCC partner will ensure compliance with the Americans with Disabilities Act of 1990 and its amendments, which prohibits discrimination on the basis of disability, as well as other applicable regulations and guidelines issued pursuant to the Americans with Disabilities Act.

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**Grievances and Complaints Procedure**

AJCC 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. 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. AJCC partners further agree to communicate openly and directly with each other and the WDB 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**

All AJCC partner MOU signatories agree 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 of 1990* and its amendments. Additionally, AJCC 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 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 the three-year period July 1, 2022–June 30, 2025. All parties agree to review and update the MOU every three years and the contained Infrastructure Funding Agreement (IFA) annually. This will ensure that the document contains up-to-date information regarding funding, delivery of services, and the signatory officials of the WDB, CEO, and/or AJCC partners. In the event that the terms of this MOU conflict with other applicable contracts with AJCC partners, the terms of the individual contracts take priority.

**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. This MOU may be modified, altered, or revised, as necessary, by mutual consent of the parties, through the issuance of a written amendment, executed by the AJCC partners.

**Additional AJCC Partner Agencies**

This MOU contemplates that, from time to time, additional AJCC partners may be identified. If and when this happens, each new AJCC partner must sign an MOU with WDB on the same terms as this MOU. Approval of additional AJCC partners is at WDB's discretion. Signatures of other partner agencies will not be required on any MOU between a new AJCC partner and the WDB.

**Termination**

The parties 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 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

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becomes necessary for one or more parties to cease being a part of this MOU, said entity shall notify the other parties, in writing (email acceptable), thirty (30) days in advance of that intention. Communication must be sent to the Executive Director of the Workforce Development Board, with all partners copied. The agreement may also be terminated immediately by full mutual agreement.

**Administrative and Operations Management**

*Supervision/Day to Day Operations*

The day-to-day coordination of staff assigned to the AJCC will be the responsibility of the site supervisor(s), while the original employer of staff assigned to the AJCC will continue to set the priorities of 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 original employer.

The office hours for the staff at the AJCC will be established by the site supervisor(s) and the primary employer. All staff will comply with the holiday schedule of their primary employer and will provide a copy of their holiday schedule to the operator and host agency at the beginning of each fiscal year. Partner organizations will proactively communicate with AJCC sites regarding additional non-work days (i.e., sick days, vacation days).

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

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

*Dispute Resolution*

In the event that any disputes arise, AJCC partners shall continue with responsibilities under this MOU during any dispute, unless otherwise terminated. AJCC partners agree to attempt 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.

*Press Releases and Communications*

Participation of each AJCC partner in press/media presentations will be determined by each AJCC partner's public relations policies.

AJCC partners agree to utilize the AJCC logo developed by the State of California and the WDB on facilities identified for AJCC usage, as well as AJCC partner websites.

**INDEMNIFICATION**



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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 negligent or wrongful 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 attorneys 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 attorneys fees arising out of or resulting from any negligent or wrongful 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.

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**Cost-Sharing (Infrastructure Funding Agreement)**

This portion of the MOU outlines resource sharing and joint cost funding. By their signatures, all mandated AJCC partners agree to the cost methodology used to calculate shared costs.

Only co-located partners are required to contribute to the infrastructure costs. “Co-located partners” are partners who are physically present in the Concord AJCC (Comprehensive One-Stop Center) at least 20 hours per week and who have space dedicated to their program(s).

1. Contra Costa Employment and Human Services Department
  - WIOA Title I Adult
  - WIOA Title I Dislocated Worker
  - WIOA Title I Youth
  - TANF/CalWORKS
2. Employment Development Department
  - WIOA Title III Wagner-Peyser
  - Veterans
  - Trade Adjustment Act
3. Self Help for the Elderly  
Older Americans Title V – Senior Community Service Employment Program

AJCC Partners co-located on an itinerant basis (fewer than 20 hours per week and without dedicated workspace) are not subject to infrastructure cost sharing unless and until such time as their usage of space becomes allocable.

Shared AJCC infrastructure costs, estimated cost amounts, methodology for the sharing of costs, and each AJCC Partner’s proportionate share of costs are identified in the AJCC Cost Sharing Calculation (pp. 12-13).

All AJCC partners agree to report the cost to provide applicable career services to the WDB.

**Duration, Consensus and Review Schedule**

The duration of this MOU and the included Infrastructure Funding Agreement (IFA) is July 1, 2022 through June 30, 2025. Consensus on methodology was reached through a series of AJCC partner meetings and individual meetings with AJCC partners. Negotiations were conducted in good faith and in accordance with guidance issued by the State. To ensure service and cost agreements in this MOU are current and that the MOU and IFA remain consistent with agreed-upon cost-sharing methodology, all parties agree to review and update the MOU every three years and the IFA annually. Parties agree to renegotiate the terms of the MOU and/or IFA if necessary to ensure all parties continue to contribute their fair and equitable share.

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**Cost Allocation Plan for AJCC Infrastructure**

**The Comprehensive AJCC** in the Contra Costa Local Workforce Development Area is located at:

Concord AJCC  
4071 Port Chicago Highway, #250  
Concord, CA 94520

**Infrastructure Cost Allocation Methodology**

The co-located AJCC Partners agree that the cost allocation methodology to be used to determine proportionate share of infrastructure costs for each co-located partner is the proportion of an AJCC partner program's exclusive use square footage of the AJCC. Common area square footage is allocated based on each AJCC Partner's exclusive use square footage.

The cost allocation methodology was selected because it adheres to the following:

- Consistent with federal laws authorizing each AJCC partner's program
- Complies with federal cost principles contained in Uniform Guidance
- Includes only costs that are allowable, reasonable, necessary, and allocable to each AJCC partner program
- Is based on a measure that mathematically determines the proportionate use and benefit received by each collocated AJCC partner.

**Reconciliation and Billing**

EHSD will bill co-located AJCC partners quarterly for the difference between their contributions and actual costs incurred. If actual costs are less than the estimated cost, then EHSD will reimburse the AJCC partners for the difference. If the actual costs are more than the estimated cost, then EHSD will invoice the applicable AJCC partners the appropriate additional cost. EHSD will provide all parties with a year-end reconciliation of actual costs. If EHSD negotiates a new master lease for the property located at or in 4071 Port Chicago Highway, Concord, CA, applicable AJCC partners will be notified at least ninety (90) days in writing to their designated representatives before the start of the new lease.

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<b>AJCC COST SHARING CALCULATION-Monthly Estimate of Costs</b>				
Cap model dedicated partner space allocating common space - Concord AJCC				
July 1, 2022-June 30, 2025	<b>TOTAL EXPENSES</b>		<b>CURRENT EXPENSES BY PARTNER</b>	
(based on EDD's blueprint)	<b>TOTAL BUILDING</b>		<b>WIOA (Adult, Dislocated, Youth), SCSEP and CalWORKs</b>	<b>EDD</b>
Dedicated Square Footage	13,383		6,569	6,814
Percentage of Exclusive Square Footage by Partner	51%		49%	50.92%
Common Space Sq Footage	1,517		745	772
Total Space Sq Footage	14,900		7,314	7,586
Percentage Share	100%		49.08%	50.92%
<b>INFRASTRUCTURE COSTS</b>		<b>\$/ Sq. Ft.</b>		
<b>RENTAL OF FACILITIES</b>				
RENT based on total usable square footage	\$ 29,060.00	\$ 1.95	\$ 14,264.00	\$ 14,796.00
<b>UTILITIES AND MAINTENANCE</b>				
ELECTRIC (included in rental lease)	\$ -	\$ -	\$ -	\$ -
GAS (included in rental lease)	\$ -	\$ -	\$ -	\$ -
WATER (included in rental lease)	\$ -	\$ -	\$ -	\$ -
SEWER CONNECTIONS (included in rental lease)	\$ -	\$ -	\$ -	\$ -
Req Maintenance 2262 (Fire permit/ special cleaning)	\$ 1,097.37	\$ 0.7234	\$ 538.64	\$ 558.73
HIGH-SPEED INTERNET	\$ 261.96	\$ 0.1727	\$ 128.99	\$ 132.97
TELEPHONES (Landlines)	\$ -	\$ -	\$ -	\$ -
2 UI Phones (main lobby, includes non-publish for 1)	\$ -	\$ -	\$ -	\$ -
County Lease related costs	\$ 288.68	\$ 0.1903	\$ 141.70	\$ 146.98
<b>EQUIPMENT</b>				
ASSESSMENT-RELATED PRODUCTS	\$ -	\$ -	\$ -	\$ -
ASSISTIVE TECHNOLOGY	\$ -	\$ -	\$ -	\$ -
COPIER (lease)	\$ 34.64	\$ 0.0228	\$ 17.00	\$ 17.64
Quench Water	\$ 69.42	\$ 0.0458	\$ 34.07	\$ 35.35
<b>TECHNOLOGY TO FACILITATE ACCESS</b>				
WEBSITE		\$ -	\$ -	\$ -
<b>TOTAL PARTNER SHARE:</b>	<b>\$ 30,812.07</b>	<b>\$ 3.1050</b>	<b>\$ 15,124.41</b>	<b>\$ 15,687.66</b>

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**Concord AJCC Cost Sharing Calculation — Detail  
(Infrastructure Agreement)**

**Rental of facilities for 4071 Port Chicago Highway, Concord**

- Dedicated Space: 13,383 square feet
- Common Space: 1,517 square feet
- Total Space: 14,900 square feet (including hallways, utility rooms, interior walls, etc.)

**Rental costs are \$29,060 per month.**

**Rent includes**

- Space occupancy, utilities (gas, electric, water, sewer, and refuse collection) and janitorial services
- And the following maintenance and repairs:
  - roof and exterior of the building, including exterior doors and fixtures, glass and glazing, and locks and key systems;
  - damage caused by failure to maintain the exterior in good repair;
  - electrical, lighting, water and plumbing systems;
  - heating, ventilating, and air-conditioning systems;
  - parking lot, landscaping, sprinkler system, and exterior lighting system;
  - fire extinguishers;
  - the correction of any code violations;
  - building directory and exterior monument signage.

**Utilities and maintenance above and beyond items included in the rental cost** - may include items such as fire sprinkler permits, drinking water system and/or special cleaning

**High-speed Internet & Wi-Fi for Common Areas**

- High speed internet for common area computers that are accessible to all clients
- Open Wi-Fi network is provided to all clients visiting the building
- Partners who have their own dedicated routers and data plan with an internet provider do not have to share the cost of high speed internet for their exclusive space
- The costs were developed by using the total internet costs that are charged to EHSD, minus each partner's exclusive usable square footage.

**Telephones**

- Landlines – There are 5 landline telephones located in the common area
- Voicemail boxes are for two landline telephones located at the reception desk.

**Equipment**

- Copiers - 2 leased copier monthly lease agreement
- 4 Network printers

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**Signature Page: Co-located AJCC Partners Sharing AJCC Infrastructure Costs (Concord, CA)**  
**By signing below, all parties below agree to the terms for the sharing of AJCC Infrastructure costs**

*Contra Costa County Employment and Human Services Dept. (EHSD):  
Workforce Development Board of Contra Costa County*

\_\_\_\_\_  
Signature, Marla Stuart Director, EHSD

\_\_\_\_\_  
Date

*County, EHSD: CalWORKs*

\_\_\_\_\_  
Signature, Marla Stuart Director, EHSD

\_\_\_\_\_  
Date

*County, EHSD: Community Services*

\_\_\_\_\_  
Signature, Marla Stuart Director, EHSD

\_\_\_\_\_  
Date

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**By signing below, all parties below agree to the terms for the sharing of AJCC Infrastructure costs**

*Employment Development Department: Workforce Services*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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**By signing below, all non-co-located AJCC partners agree to the terms for the sharing of AJCC Infrastructure costs when data for determining benefit is available.**

*Mt. Diablo Unified School District – Adult Education*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



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**By signing below, all non-co-located AJCC partners agree to the terms for the sharing of AJCC Infrastructure costs when data for determining benefit is available.**

*West Contra Costa Unified School District – Adult Education*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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AND ONE STOP/AJCC PARTNERS**

**By signing below, all non-co-located AJCC partners agree to the terms for the sharing of AJCC Infrastructure costs when data for determining benefit is available.**

*Liberty Union High School District – Adult Education*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE WORKFORCE DEVELOPMENT BOARD OF CONTRA COSTA COUNTY  
AND ONE STOP/AJCC PARTNERS**

**By signing below, all non-co-located AJCC partners agree to the terms for the sharing of AJCC Infrastructure costs when data for determining benefit is available.**

*Martinez Unified School District – Adult Education*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE WORKFORCE DEVELOPMENT BOARD OF CONTRA COSTA COUNTY  
AND ONE STOP/AJCC PARTNERS**

**By signing below, all non-co-located AJCC partners agree to the terms for the sharing of AJCC Infrastructure costs when data for determining benefit is available.**

*Acalanes School District/Del Valle Education Center*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE WORKFORCE DEVELOPMENT BOARD OF CONTRA COSTA COUNTY  
AND ONE STOP/AJCC PARTNERS**

**By signing below, all non-co-located AJCC partners agree to the terms for the sharing of AJCC Infrastructure costs when data for determining benefit is available.**

*Pittsburg Unified School District – Adult Education*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE WORKFORCE DEVELOPMENT BOARD OF CONTRA COSTA COUNTY  
AND ONE STOP/AJCC PARTNERS**

**By signing below, all non-co-located AJCC partners agree to the terms for the sharing of AJCC Infrastructure costs when data for determining benefit is available.**

*California Department of Vocational Rehabilitation*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE WORKFORCE DEVELOPMENT BOARD OF CONTRA COSTA COUNTY  
AND ONE STOP/AJCC PARTNERS**

**By signing below, all non-co-located AJCC partners agree to the terms for the sharing of AJCC Infrastructure costs when data for determining benefit is available.**

*Senior Community Service Employment Program, Self-Help for the Elderly*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE WORKFORCE DEVELOPMENT BOARD OF CONTRA COSTA COUNTY  
AND ONE STOP/AJCC PARTNERS**

**By signing below, all non-co-located AJCC partners agree to the terms for the sharing of AJCC Infrastructure costs when data for determining benefit is available.**

*Jobs Corps*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE WORKFORCE DEVELOPMENT BOARD OF CONTRA COSTA COUNTY  
AND ONE STOP/AJCC PARTNERS**

**By signing below, all non-co-located AJCC partners agree to the terms for the sharing of AJCC Infrastructure costs when data for determining benefit is available.**

*Contra Costa Community College District*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE WORKFORCE DEVELOPMENT BOARD OF CONTRA COSTA COUNTY  
AND ONE STOP/AJCC PARTNERS**

**By signing below, all non-co-located AJCC partners agree to the terms for the sharing of AJCC Infrastructure costs when data for determining benefit is available.**

*Employment Development Department: Unemployment Insurance (UI)*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE WORKFORCE DEVELOPMENT BOARD OF CONTRA COSTA COUNTY  
AND ONE STOP/AJCC PARTNERS**

**By signing below, all non-co-located AJCC partners agree to the terms for the sharing of AJCC Infrastructure costs when data for determining benefit is available.**

*California Human Development (administers MSFW program)*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE WORKFORCE DEVELOPMENT BOARD OF CONTRA COSTA COUNTY  
AND ONE STOP/AJCC PARTNERS**

**By signing below, all non-co-located AJCC partners agree to the terms for the sharing of AJCC Infrastructure costs when data for determining benefit is available.**

*Contra Costa Housing Authority*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE WORKFORCE DEVELOPMENT BOARD OF CONTRA COSTA COUNTY  
AND ONE STOP/AJCC PARTNERS**

**By signing below, all non-co-located AJCC partners agree to the terms for the sharing of AJCC Infrastructure costs when data for determining benefit is available.**

*Contra Costa County, Health Services Department,  
Health, Housing and Homeless Services (H3):*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE WORKFORCE DEVELOPMENT BOARD OF CONTRA COSTA COUNTY  
AND ONE STOP/AJCC PARTNERS**

**By signing below, all non-co-located AJCC partners agree to the terms for the sharing of AJCC Infrastructure costs when data for determining benefit is available.**

*Contra Costa Probation – Second Chance / Office of Reentry and Justice*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE WORKFORCE DEVELOPMENT BOARD OF CONTRA COSTA COUNTY  
AND ONE STOP/AJCC PARTNERS**

**By signing below, all non-co-located AJCC partners agree to the terms for the sharing of AJCC Infrastructure costs when data for determining benefit is available.**

*Scotts Valley Tribal TANF Program (administers Native American programs)*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE WORKFORCE DEVELOPMENT BOARD OF CONTRA COSTA COUNTY  
AND ONE STOP/AJCC PARTNERS**

**By signing below, all non-co-located AJCC partners agree to the terms for the sharing of AJCC Infrastructure costs when data for determining benefit is available.**

*Contra Costa County Office of Education*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE WORKFORCE DEVELOPMENT BOARD OF CONTRA COSTA COUNTY  
AND ONE STOP/AJCC PARTNERS**

**The CLEO (Chief Local Elected Official) and the Local Workforce Development Board approve this MOU.**

*Contra Costa County Board of Supervisors*

\_\_\_\_\_  
Signature, Karen Mitchoff, Board Chair

\_\_\_\_\_  
Date

*Workforce Development Board of Contra Costa County*

\_\_\_\_\_  
Signature, Yolanda Vega, Board Chair

\_\_\_\_\_  
Date

*Workforce Development Board of Contra Costa County*

\_\_\_\_\_  
Signature, Tamia Brown, Executive Director

\_\_\_\_\_  
Date