

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

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

SIGNATURES:

*Ed Scofield, Chair of the Governing Board (NoRTEC)* .....

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

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

SIGNATURES:

*Amanda Sharp, Director – Tehama County Department of Social Services*.....

**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) MEMORANDUM OF  
UNDERSTANDING BETWEEN NORTHERN RURAL TRAINING AND EMPLOYMENT CONSORTIUM  
(NORTEC) AND AMERICA'S JOB CENTER OF CALIFORNIA PARTNER, THE TEHAMA COUNTY  
DEPARTMENT OF SOCIAL SERVICES  
PHASE II OF II**

**I. Purpose**

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

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

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

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

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

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

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

Meetings between the AJCC and the Tehama County Department of Social Services took place to discuss the Infrastructure Funding Agreements (IFA) and Other System Costs required to complete Phase II of the MOU. Throughout Phase II MOU development collaboration between partners took place. Most partners attended the California Workforce Association (CWA) Phase II Training Session October 25, 2016 and the WIOA Costs Sharing Webinar February 3, 2017.

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

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

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

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

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

#### **V. Parties to the MOU, participating in the Shared Other System Costs Agreement**

- The Tehama County Department of Social Services, Temporary Assistance for Needy Families (TANF)/CalWORKs Program

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

The non-located partners, including the Tehama County Department of Social Services, of the MOU met to discuss the required Other System costs needed to complete Phase II of the MOU. It was determined based on Workforce Services Directive 16-09 from the Employment Development Department EDD and the California Workforce Development Board that only located partners were required to contribute and provide infrastructure costs at this time. Tehama County Department of Social Services is not required to provide in infrastructure costs as part of this MOU.

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

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

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

**VIII. Modification and Review Process**

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

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

**IX. Assurances**

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

The level of support will be negotiated based on the data provided by the State, regulations and directives issued by the partner funding source, and locally agreed upon methodology for cost allocation and agreed upon definition of benefit. These costs must be reasonable, necessary, allowable, and allocable according to the Workforce Innovation and Opportunity Act and the partner funding source.

**X. List of NoRTEC Comprehensive AJCCs and Colocated partners**

Listed in Attachment C are the NoRTEC comprehensive AJCCs with Colocated partners. Tehama County Department of Social Services is not a colocated partner to the comprehensive AJCC partner, the Job Training Center of Tehama County (JTC).

**XI. Consolidated System for Applicable Career Services**

The signed Phase I MOU required identification of the career services that were applicable to Tehama County Department of Social Services program found in Phase I MOU attachments A. Applicable Career Services: Basic Career Services and Individual Careers Services are services authorized to be provided under each partners program. The summary of career services applicable to the Tehama County Department of Social Services from Phase I MOU can be found in Attachment A to this MOU.

The party to the MOU, included in the Sharing of Other One-Stop Delivery System Costs are:

- The Tehama County Department of Social Services, Temporary Assistance for Needy Families (TANF)/CalWORKs Program

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

While only colocated partners share infrastructure costs, all One-Stop partners must share in Other System Costs Applicable Career Services. All partners that signed the Phase I MOU must also sign the Phase II MOU for the sharing of Other System Costs. The Other System Costs budget is a consolidated budget for Applicable Career Services.

The budget found in Attachment B to this MOU includes Tehama County Department of Social Services costs for the service delivery of Applicable Career Services and a consolidated system budget for career services.

**XII. List of Attachments**

Attachment A – Summary of Career Services

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

Attachment C – NoRTEC Comprehensive AJCCs and Colocated partners

*(Signature pages follow)*

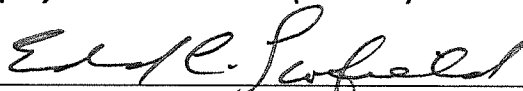
**SIGNATURES**

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

*Signature pages will be separate for each entity*

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

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



August 24, 2017

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Signature (Authorized Representative)

Dated

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NoRTEC

Ed Scofield, Governing Board Chair

Agency Name






Northern Rural Training and Employment Consortium (NoRTEC)

WIOA

2017 MOU Phase II Signature Page

**Temporary Assistance for Needy Families (TANF)/CalWORKs: Tehama County Department of Social Services**



Signature (Authorized Representative)

7-21-17

Dated

Amanda Sharp, Director

Print Name and Title

Tehama County Department of Social Services

Agency Name

## Attachment A

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

## Attachment B

<b>Other System Costs: Basic Career Services and Individual Career Services Budget</b>	
<b>Basic Career Services</b>	<b>TANF - Tehama</b>
Program Eligibility	<b>\$1,121,516.00</b>
Outreach, Intake, Orient	
Initial Assessment	
Labor Exch/Job Search	
Referrals to Partners	
LMI	
Performance/Cost Info	
Support Service Info	
UI Info/Assistance	
Financial Aid Info	

<b>Individual Career Services</b>	<b>TANF - Tehama</b>
Comp Assessment	<b>\$3,313,311.00</b>
IEP	
Career Plan/Counsel	
Short-Term Prevoc.	
Internships/Work Experience	
Out-of-Area Job Search	
Financial Literacy	
IET/ELA	
Workforce Preparation	
<b>Consolidated budget of Career Services delivered through the One-Stop system:</b>	<b>\$4,434,827.00</b>

## Attachment C

### List of NoRTEC Comprehensive AJCCs and Colocated partners

Listed below are the NoRTEC comprehensive AJCCs with Colocated partners.

#### Comprehensive AJCCs and Colocated Partners

##### Comprehensive AJCC #1

Chico Community Employment Center  
2445 Carmichael Drive  
Chico, CA 95928

Partners Colocated at This AJCC:

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

##### Comprehensive AJCC #2

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

Partners Colocated at This AJCC:

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

##### Comprehensive AJCC #3

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

Partners Colocated at This AJCC:

- WIOA Title I – Adult, DW & Youth: Siskiyou Training and Employment Program
- WIOA Title IV – Vocational Rehabilitation: California Department of Rehabilitation

##### Comprehensive AJCC #4

Business and Career Network  
1616 Chestnut Street  
Susanville, CA 96130

Partners Colocated at This AJCC:

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

##### Comprehensive AJCC #5

Business and Career Network

802 North East Street  
Alturas, CA 96101

Partners Colocated at This AJCC:

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

Comprehensive AJCC #6

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

Partners Colocated at This AJCC:

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

Comprehensive AJCC #7

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

Partners Colocated at This AJCC:

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

Comprehensive AJCC #8

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

Partners Colocated at This AJCC:

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

Comprehensive AJCC #9

Smart Business Resource Center  
1201 Placer Street  
Redding, CA 96001

Partners Colocated at This AJCC:

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

Comprehensive AJCC #10

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

Partners Colocated at This AJCC:

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

Comprehensive AJCC #11

Siskiyou Training and Employment Program (STEP)

190 Boles Street

Weed, CA 96094

Partners Colocated at This AJCC:

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

Comprehensive AJCC #12

Job Training Center of Tehama County (JTC)

718 Main Street

Red Bluff, CA 96080

Partners Colocated at This AJCC:

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

Comprehensive AJCC #13

Smart Business Resource Center

790 Main Street, Suite 618

Weaverville, CA 96093

Partners Colocated at This AJCC:

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