

Memorandum of Understanding Phase II
Between the Workforce Development Board of Contra Costa County and One-Stop AJCC Partners

Background:

In order to establish a high quality One-Stop delivery system and enhance collaboration among partner programs, the Workforce Innovation and Opportunity Act (WIOA) requires the Workforce Development Board of Contra Costa County (WDBCCC) to develop MOUs with all America's Job Center of California (AJCC) required partners present in their Local Workforce Development Area (Local Area). The state chose to separate the MOU development process into two distinct phases. MOU Phase I addressed service coordination and collaboration to best meet the needs of our shared customers. MOU Phase II will address how to sustain the unified system described in Phase I through the use of resource sharing and joint infrastructure funding.

AJCC partners participating in the MOU Phase II agreement to share infrastructure costs are physically co-located partners with dedicated space in the Concord AJCC (Comprehensive One-Stop Center):

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

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

Shared AJCC infrastructure costs, estimated cost amounts, the methodology for the sharing of costs, and each AJCC Partner's proportionate share of costs are identified in the AJCC Cost Sharing Calculation Budget.

AJCC partners participating in Other Systems Costs:

- WIOA Title I Adult, Dislocated Worker and Youth
- WIOA Title II Adult Education and Literacy
- WIOA Title III Wagner-Peyser Act
- WIOA Title IV Vocational Rehabilitation
- Carl Perkins Career Technical Education
- Temporary Assistance for Needy Families/CalWORKS
- Title V Older Americans Act
- Job Corps
- Native American Program
- WIOA Section 167 Migrant Seasonal Farmworkers

Duration: January 1, 2018 – June 30, 2019 so that MOU Phase II is in alignment with MOU Phase I termination dates.

Consensus

Consensus was reached through a series of AJCC partner meetings and individual meetings with partners. Negotiations were conducted in good faith and in accordance with guidance issued by the state.

Dispute Resolution

Parties shall continue with responsibilities under this MOU during any dispute. In the event of any dispute, grievance, or disagreement related to this MOU Phase II, all parties agree to communicate openly and directly to resolve disputes and reach consensus.

Modification 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 parties.

All parties agree to review this Phase II MOU annually to ensure it contains updated information re: infrastructure costs and remains consistent with the cost sharing methodology. Parties agree to renegotiate if necessary to ensure all parties continue to contribute their fair and equitable share.

Termination

The parties to this MOU understand that implementation of the AJCC system is dependent on the good faith effort of every AJCC partner to work together to improve services to the community. In the event it becomes necessary for one or more AJCC partners to cease participation in this MOU Phase II, said entity shall notify the other AJCC partners in writing, 30 days in advance of that intention.

MOU Phase II Cost Allocation Plan for AJCC Infrastructure

Comprehensive AJCC in the WDBCCC Local Workforce Development Area:

Concord AJCC
4071 Port Chicago Highway
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 a 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 partner's program
- Complies with federal cost principles contained in Uniform Guidance
- Includes only costs that are allowable, reasonable, necessary, and allocable to each partner program
- Is based on a measure that mathematically determines the proportionate use and benefit received by each collocated partner.

Reconciliation

EHSD will bill 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. If the actual costs are more than the estimated cost, then EHSD will invoice the 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, partners will be notified at least 90 days before the start of the new lease.

Concord AJCC Infrastructure Cost Sharing Budget

January 2018

Version 2

(based on blueprint, excludes Experience Unlimited in EDD
exclusive space)

	TOTAL EXPENSES		CURRENT EXPENSES BY PARTNER	
	TOTAL BUILDING		EHSD - Title 1 (Adult, Dislocated, Youth), SCSEP and CalWORKs	EDD
Exclusive Square Footage by Partner	6,655		3,301	3,354
Percentage of Exclusive Square Footage by Partner	100%		49.60%	50.40%
Common Area Square Footage by Partner	8,245		4,090	4,155
Total Square Footage by Partner	14,900	-	7,391	7,509
Percentage of Total Square Footage by Partner	100%		49.60%	50.40%
INFRASTRUCTURE COSTS		\$/ Sq. Ft.		
RENTAL OF FACILITIES				
RENT based on total usable square footage	\$ 25,780.00	\$ 1.73	\$ 12,786.88	\$ 12,993.12
UTILITIES AND MAINTENANCE				
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)	\$ 344.92	\$ 0.02	\$ 171.08	\$ 173.84
HIGH-SPEED INTERNET	\$ 1,024.83	\$ 0.07	\$ 508.31	\$ 516.51
DSL Line (Experience Unlimited customer use)	\$ 140.19	\$ 0.01	\$ 69.53	\$ 70.66
VOIP phone (Experience Unlimited main line, w/voicemail)	\$ 20.53	\$ 0.00	\$ 10.18	\$ 10.35
TELEPHONES (Landlines)	\$ 169.55	\$ 0.01	\$ 84.10	\$ 85.45
2 UI Phones (main lobby, includes non-publish for 1)	\$ 13.49	\$ 0.00	\$ 6.69	\$ 6.80
FACILITIES MAINTENANCE CONTRACT (included in rental lease)	\$ -	\$ -	\$ -	\$ -
EQUIPMENT				
ASSESSMENT-RELATED PRODUCTS	\$ -	\$ -	\$ -	\$ -
ASSISTIVE TECHNOLOGY	\$ -	\$ -	\$ -	\$ -
COPIER (lease)	\$ 508.77	\$ 0.03	\$ 252.35	\$ 256.42
COMPUTERS	\$ -	\$ -	\$ -	\$ -
TECHNOLOGY TO FACILITATE ACCESS				
WEBSITE		\$ -	\$ -	\$ -
TOTAL PARTNER SHARE:	\$ 28,002.28	\$ 1.88	\$ 13,889.13	\$ 14,113.15

Shared Infrastructure Costs Detail

Rental of facilities for 4071 Port Chicago Highway, Concord

- Exclusive Use square footage: 6,655 square feet
- Common Area Square footage: 8,245 square feet
- Total square footage: 14,900 (including hallways, utility rooms, interior walls, etc.)

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.
- *Rental costs are \$25,780 for the month of January 2018. Monthly rent increases to \$29,060 effective February 2018.*

Utilities and maintenance above and beyond items included in the rental cost - may include items such as fire sprinkler permits 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 13 landline telephones located in the common area
- Voicemail boxes are for two landline telephones located at the reception desk.

Equipment

- Copiers - 1 leased copier monthly lease agreement
- 2 Network printers

Signature Page: Co-located AJCC Partners Sharing AJCC Infrastructure Costs (Concord, CA)

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

Contra Costa EHSD: Workforce Development Board of Contra Costa

KATHY GALLAGHER

Printed Name & Title

Kathy Gallagher

Signature

9-12-17

Date

EHSD: CalWORKS

KATHY GALLAGHER

Printed Name & Title

Kathy Gallagher

Signature

9-12-17

Date

EHSD: Senior Community Service Employment Program

KATHY GALLAGHER

Printed Name & Title

Kathy Gallagher

Signature

9-12-17

Date

Employment Development Department: Workforce Services

Richard Derauche, Deputy Division Chief

Printed Name & Title

Richard Derauche

Signature

9/12/17

Date

Signature Page:

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

Contra Costa County Board of Supervisors - Chair

Printed Name & Title

Signature

Date

Workforce Development Board of Contra Costa- Chair

Jason Cox Chair

Printed Name & Title


Signature

10-11-17

Date

Workforce Development Board of Contra Costa- Director

Donna Van Wert

Printed Name & Title



Signature

10-11-17

Date