

Workforce Innovation and Opportunity Act
San Benito County Workforce Development Board
Infrastructure Funding Agreement and Other System Costs Budget

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Process and Development

Local Workforce Development Area (Local Area): San Benito County

Date Submitted: June 30, 2025

1. The period of time this agreement is effective: : **07/01/25 – 6/30/28. This MOU is of no force or effect until signed by authorized representatives of the participating agencies, and until approved by the Chief Local Elected Official. The MOU, once signed, becomes a part of the local WIOA Plan.**
2. Identification of all AJCC partners, Chief Elected Officials (CEO), and Local Boards participating in the infrastructure and other system costs funding agreements.

CEO/s: Kollin Kosmiki, Chair, San Benito County Board of Supervisors

Local Board/s: Chuck Frowein, Chair, San Benito County Workforce Development Board

AJCC Partners Participating in the Infrastructure Funding Agreement (IFA):

- a. Employment Development Department (EDD)
- b. Department of Rehabilitation (DOR)
- c. Workforce Innovation & Opportunity Act (WIOA)
- d. Peninsula Family Services
- e. Central Coast Center for Independent Living
- f. Community Action Agency

AJCC Partners Participating in the Shared Other System Costs Agreement:

3. Steps the Local Board, CEO, and AJCC partners took to reach consensus and/or an assurance that the Local Area followed guidance for the state infrastructure funding mechanism.

All on-site partners were asked to provide their shared costs for the operations of the America's Job Center of CA. These costs, were then included on the MOU budgets and reviewed and agreed by all partners. The MOU was then reviewed and approved by the WDB.

4. A description of the process to be used among partners to resolve issues during the MOU duration period when consensus cannot be reached. **N/A**

5. A description of the periodic modification and review process that will be used to ensure all AJCC partners continue to contribute their fair and equitable share of infrastructure and other system costs, including the identification of who will fulfill this responsibility. This must include a reconciliation schedule. (Who, What, When, How)

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•	Who will fulfill this responsibility:	Enrique Arreola, Deputy Director
•	What:	Mr. Arreola will have on-going interaction with each partner to ensure that they continue to pay their fair share.
•	When:	It is be expected that each on-site partner pay their share on a monthly basis
•	How:	Each partner will submit their monthly share directly to the fiscal unit.

Assurance from all non-collocated partners that they agree to pay their proportionate share of infrastructure costs as soon as sufficient data are available to make such a determination.

Signatures of authorized representative(s) of the Local Board, the CEO, and all AJCC partners.

Sharing Infrastructure Costs

Budget, Cost Allocation Methodology, Initial Proportionate Share

<u>MOU Content Requirements:</u> A budget outlining the infrastructure costs for each AJCC in the Local Area with a detailed description of what specific costs are included in each line item. When establishing the infrastructure cost budget, Local Boards have two options: Option 1: Develop a separate budget for each AJCC. Option 2: Develop a consolidated system-wide budget for its network of AJCCs. Option 3: A mixture of separate and consolidated budgets. If the Local Board chooses to negotiate infrastructure costs based on their network of AJCCs, rather than center by center, then the budgets for all the AJCCs can be consolidated into one system budget. However, this consolidation may not distort the distribution of costs as they must be attributable to each partner equally and in accordance with the agreed upon cost allocation methodology). Consolidations might allow the “financing” of infrastructure cost between partners more easily. It is not required that each partner contribute to each comprehensive AJCC, as long as their consolidated share of contributions equals their responsibility to pay as determined by the agreed upon cost sharing methodology. If using Option 3, multiple budgets will need to be included with clear identification of which AJCCs belong to which budget.
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The Local Board and AJCC partners have chosen this option for developing the infrastructure cost budget:

☐	Option 1: A separate budget for each AJCC.
☒	Option 2: A consolidated system-wide budget for the network of AJCCs
☐	Option 3: A mixture of separate and consolidated budgets for the Local Area’s AJCCs.

AJCC(s) and Co-located Partners

- Include all AJCCs Identified in the MOU - Include if the AJCC is a comprehensive, affiliate, or specialized center. - Co-located Partner definition: All AJCC partners who have a physical presence within the center, either full time or part time.
<u>AJCC #1</u> Name/Address of the AJCC: America's Job Center of California 1111 San Felipe Road, Suite #107 Hollister, CA 95023 Type of AJCC: Partners Co-located at This AJCC: a. Employment Development Department (EDD) b. Department of Rehabilitation (DOR) c. Workforce Innovation & Opportunity Act (WIOA) d. Felton Institute e. Community Action Agency f. Central Coast Center for Independent Living (CCCIL)

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AJCC Infrastructure Budget <u> </u> x Each AJCC (San Benito County Workforce Board-America's Job Center of CA) Network of AJCCs			
Cost Category/Line Item	Line Item Cost Detail	Cost	
Rent			
Rental of Facilities-AJCC	\$9,633.85 M X 12 Months	\$115,606.23	
	Rental Costs Subtotal:	\$115,606.23 (Annual)	
Utilities and Maintenance			
Electric/Gas/Water	\$5,528.08 M X 12 Months	\$66,337	
Sewer Connections	None		
High-Speed Internet	None		
Telephones (Landlines)	\$711.58 M X 12 Months	\$8,536	
Facility Maintenance Contract	None		
	Utilities and Maintenance Subtotal:	\$74,873	
Equipment			
Assessment-related products			
Assistive technology for individuals with disabilities (Access and Accommodation)			
Copiers Lease/Fax Machine	\$962.08 M X 12 M	\$11,545	
Computers	Cost to replace computers	\$10,000	
Other tangible equipment used to serve all center customers (not specific to an individual program partner)			

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Specify Other Tangible Equipment	Equipment Costs Subtotal:	\$21,545
Technology to Facilitate Access to the AJCC		
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 AJCC services and/or provides direct service access to AJCC services	Maintenance of the Website	\$1,000
Website Address: www.sbcjobs.org (Does not include data systems or case management systems specific to individual program partners.)		
Technology to Facilitate Access Costs Subtotal:		\$1,000

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Common Identifier Costs (Local Option, If Agreed To By All Co-located Partners)		
Creating New AJCC Signage		
Updating Templates and Materials		\$2,000
Updating Electronic Resources		
Common Identifier Subtotal:		\$2,000

SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS		
Cost Category		Total Cost
Subtotal: Rental Costs		\$115,606.23
Subtotal: Utilities and Maintenance Costs		\$74,873
Subtotal: Equipment Costs		\$21,545
Subtotal: Technology to Facilitate Access Costs		\$1,000
Subtotal: Common Identifier Costs		\$2,000
TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:		\$215,014.23

SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS		
Cost Category		Total Cost
Subtotal: Rental Costs		\$115,606.23
WIOA		\$52,587.23
EDD		\$50,498.40
Community Action Agency		\$5,855.80
Department of Rehab		\$810.80
Felton Institute		\$2,927
Central Coast Center for Independent Living		\$2,927

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Subtotal: Utilities & Maintenance		\$74873
WIOA		\$71,080.46
EDD		
Community Action Agency		
Department of Rehab		\$3,792.46
Felton Institute		
Central Coast Center for Independent Living		
Subtotal: Equipment Costs		\$21,545
WIOA		\$20,453.68
EDD		
Community Action Agency		\$1,091.32
Department of Rehab		
Felton Institute		
Central Coast Center for Independent Living		
Subtotal: Technology to Facilitate Access Costs		\$1,000
WIOA		\$949.35
EDD		
Community Action Agency		\$50.65
Department of Rehab		
Felton Institute		
Central Coast Center for Independent Living		
Subtotal: Common Identifier Costs		\$2,000
WIOA		\$1,898.69
EDD		
Community Action Agency		\$101.31
Department of Rehab		
Felton Institute		
Central Coast Center for Independent Living		
TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:		\$215,014.23

Cost Allocation Methodology to Share Agreed Upon Infrastructure Costs The Local Board and collocated partners must agree to a cost allocation methodology to identify the proportionate share of infrastructure costs each partner will be expected to contribute. Any cost allocation methodology selected must adhere to the following: - Be consistent with federal laws authorizing each partner's program - Comply with federal cost principles in the Uniform Guidance. - Include only costs that are allowable, reasonable, necessary, and allocable to each program partner. - Be based on an agreed upon measure that mathematically determines the proportionate use and benefit received by each partner.	Infrastructure Cost Allocation Methodology <u>Identify the chosen and agreed upon cost allocation methodology:</u> The proportion of a partner program's occupancy percentage of the AJCC (square footage) (This might differentiate between dedicated space to partners and common space, where more than one cost center is established so the distribution reflects a fair and equitable distribution of cost.) The proportion of partner program's staff among all staff at the AJCC Other---Please Describe the Methodology and the Rationale for Its Selection (This could reflect the traffic patterns and usage of the center by distinct and common customers and mathematically distribute cost in a fair and equitable means.)
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Initial Proportionate Share of Infrastructure Costs Allocated to Each Co-located Partner				
The initial proportionate share of infrastructure costs allocated to each partner based on the agreed upon cost allocation 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. AJCC partners (or their respective state entity) may provide cash, non-cash, and third-party in-kind 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. If third-party in-kind contributions are made that support the AJCC(s) as a whole (such as space), that contribution will not count toward a specific partner's proportionate share of the IFA. Rather, the value of the contribution will be applied to the overall infrastructure budget prior to determining proportionate amounts and thereby reduce the contribution required for all partners.				
Third-Party In-Kind Infrastructure Contributions to Support the AJCC As Whole				
Cost Categories	Total Cost	Contributor/s	Value	Balance to Allocate
Rent	NONE			
Utilities/Maintenance				
Equipment				
Access Technology				
Common Identifier				
Total Infrastructure Balance to Be Allocated to Co-located Partners:				

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Initial Allocation of Proportionate Share of Infrastructure Costs for Co-located Partners						
Co-located Partner/s	Shared Infrastructure Costs	Application of Methodology	Allocated Initial Share	Amount: Cash	Amount: In-Kind	
Partner 1: WIOA	\$11,900.35 Month	Square ft. usage	\$11,900.35 Month	100%		
Partner 2: EDD	\$4,208.20 Month	Square ft. usage	\$4,208.20 Month	100%		
Partner 3: Community Action Agency/CSWD	\$907.63 Month	Square ft. usage	\$907.63 Month	100%		
Partner 4: CCIL	\$243.99 Month	Square ft. usage	\$243.99 Month		100%	
Partner 5: DOR	\$67.57 Month	Square ft. usage & usage time	\$67.57 Month		100%	
Partner 6: Felton Institute	\$243.99 Month	Square ft. usage	\$243.99 Month		100%	

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Signature Page: Co-located Partners Sharing AJCC Infrastructure Costs

The CEO, the Local Board Chairperson, and all co-located AJCC partners included in the sharing of infrastructure costs must sign.
By signing below, all parties agree to the terms prescribed in the IFA.

CEO

Kollin Kosmicki, Chair, Board of Supervisors

Printed Name and Title

Signature and Date

Employment Development Department, Workforce Services Branch

Maria Lucero, Region Deputy Division

Printed Name and Title

Maria Lucero

6/12/25

Signature and Date

Workforce Development Board

Richard Bianchi Board Co-Chair

Printed Name and Title

Richard Bianchi 6/12/25

Signature and Date

Workforce Innovation & Opportunity Act, AJCC

Enrique Arreola, WDB Director

Printed Name and Title

Enrique Arreola

6/9/2025

Signature and Date

Department of Rehabilitation

Denise Dorsey MA, Regional Director

Printed Name and Title

Denise Dorsey MA 6/9/2025

Signature and Date

Felton Institute

Amy Yu, Director of Senior Services Division

Printed Name and Title

Amy Yu

6/12/2025

Signature and Date

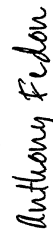
(Co-located AJCC Partner Entity)-
Central Coast Center for Independent Living (CCCILL)

Judy Cabrera, Executive Director

Printed Name and Title
Signed by:  6/9/2025
Signature and Date
02A6B3208310A68...

Community Action Agency (CAA)

Anthony Fedon, Program Manager

Printed Name and Title
Signed by:  6/9/2025
Signature and Date
1948802FF474AF...

Health & Human Services Agency (HHSA)

Tracey Belton, Director

Printed Name and Title
Signed by:  6/9/2025
Signature and Date
6AE45E7EDF0F4E...

Signature Page: Partners Sharing Infrastructure Costs When Proportionate Share Data Are Available

MOU Content Requirement:

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 AJCCs will also be required to contribute their proportionate share towards infrastructure costs. Consequently, the MOU must include an assurance from all non-co-located partners that they agree to pay their proportionate share of infrastructure costs as soon as sufficient data are available.

By signing below, 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.

Non-Co-located AJCC

Gavilan College, Adult Ed

Marilyn Morikang, Vice-President of Administrative Services

Printed Name and Title

DocuSigned by:



FFF031F410B54A...

Signature and Date

6/12/2025

Southern California American Indian Resource Center

Wanda Michaelis, Executive Director

Printed Name and Title

DocuSigned by:



A593B463E44F4C5

Signature and Date

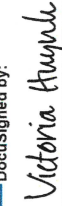
6/9/2025

Employment Development Department-Unemployment Insurance Branch

Victoria Huynh, Employment Development Administrator, State of California

Printed Name and Title

DocuSigned by:



A2079304324F456

Signature and Date

6/9/2025

Irish Tapia, SBC Deputy County Counsel

Printed Name and Title



Signature and Date

6/12/2025

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Sharing Other One-Stop System Costs

MOU Content Requirement:

A budget outlining other system costs relating to the operation of the local One-Stop delivery system and a description of what specific costs are included in each line item. The budget must include “applicable career services” as well as any other shared costs agreed upon by the AJCC partners and Local Board.

While only co-located partners share infrastructure costs, all partners must share in other system costs, including applicable career services.

- | | | |
|---|--|---|
| ☒ Title I Adult, Dislocated Worker, and Youth | ☒ Title V Older Americans Act | ☒ Trade Adjustment Assistance Act |
| ☒ Title II Adult Education and Literacy | ☒ Job Corps | ☒ Community Services Block Grant |
| ☒ Title III Wagner-Peyser | ☐ Native American Programs | ☒ Housing and Urban Development |
| ☒ Title IV Vocational Rehabilitation | ☒ Migrant Seasonal Farmworkers | ☒ Unemployment Compensation |
| ☐ Carl Perkins Career Technical Education | ☒ Veterans | ☐ Second Chance |
| ☒ TANF/CalWORKS | ☐ YouthBuild | ☐ Other: |

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Required Consolidated System Budget for "Applicable Career Services"							
The agreed upon budget for other system costs must align with the outlined shared customers and services.							
The other system costs budget must be a consolidated budget that includes a line item for applicable career services. The MOU requires identification of the applicable career services for each partner program. Accordingly, 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.							
Applicable Career Services are services authorized to be provide under each partner's program.							
Summary of Career Services Applicable to Each One-Stop Delivery System Partner							
Basic Career Services	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV VR	TANF
T-I Program Eligibility	☒	☒	☒	☐	☐	☐	☐
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	☒	☒	☐	☐	☐	☐	☐

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Basic Career Services	Tech Ed	T-V OAA	Job Corps	Native Am	MSF	YouthBuild	TAA
T-I Program Eligibility	☐	☐	☐	☐	☐	☐	☐
Outreach, Intake, Orient	☐	☐	☐	☐	☐	☐	☐
Initial Assessment	☐	☐	☐	☐	☐	☐	☐
Labor Exchange/Job Search	☐	☐	☐	☐	☐	☐	☐
Referrals to Partners	☐	☐	☐	☐	☐	☐	☐
LMI	☐	☐	☐	☐	☐	☐	☐
Performance/Cost Info	☐	☐	☐	☐	☐	☐	☐
Support Service Info	☐	☐	☐	☐	☐	☐	☐
UI Info/Assistance	☐	☐	☐	☐	☐	☐	☐
Financial Aid Info	☐	☐	☐	☐	☐	☐	☐
Basic Career Services	Comm Act	Housing	UI	Native Am	CCCIL	Felton Inst.	DOR
T-I Program Eligibility	☐	☐	☐	☐	☒	☒	☒
Outreach, Intake, Orient	☐	☐	☐	☐	☒	☒	☒
Initial Assessment	☐	☐	☐	☐	☒	☒	☒
Labor Exchange/Job Search	☐	☐	☐	☐	☒	☒	☒
Referrals to Partners	☐	☐	☐	☐	☒	☒	☒
LMI	☐	☐	☐	☐	☒	☒	☒
Performance/Cost Info	☐	☐	☐	☐	☐	☐	☐
Support Service Info	☐	☐	☐	☐	☒	☒	☐
UI Info/Assistance	☐	☐	☐	☐	☐	☐	☐
Financial Aid Info	☐	☐	☐	☐	☐	☐	☐

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Individual Career Services	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV VR	TANF
Comp Assessment	☒	☒	☐	☐	☐	☐	☐
IEP	☒	☒	☐	☐	☐	☐	☐
Career Plan/Counsel	☒	☒	☐	☐	☐	☐	☐
Short-Term Prevoc.	☒	☒	☐	☐	☐	☐	☐
Internships/Work Experience	☒	☒	☐	☐	☐	☐	☐
Out-of-Area Job Search	☒	☒	☐	☐	☐	☐	☐
Financial Literacy	☒	☒	☐	☐	☐	☐	☐
IET/ELA	☒	☒	☐	☒	☐	☐	☐
Workforce Preparation	☒	☒	☐	☒	☐	☐	☐
Individual Career Services	Tech Ed	T-V OAA	Job Corps	Native Am	MSF	YouthBuild	TAA
Comp Assessment	☐	☐	☐	☐	☐	☐	☐
IEP	☐	☐	☐	☐	☐	☐	☐
Career Plan/Counsel	☐	☐	☐	☐	☐	☐	☐
Short-Term Prevoc.	☐	☐	☐	☐	☐	☐	☐
Internships/Work Experience	☐	☐	☐	☐	☐	☐	☐
Out-of-Area Job Search	☐	☐	☐	☐	☐	☐	☐
Financial Literacy	☐	☐	☐	☐	☐	☐	☐
IET/ELA	☐	☐	☐	☐	☐	☐	☐
Workforce Preparation	☐	☐	☐	☐	☐	☐	☐

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Individual Career Services	Comm Act	Housing	UI	Native Am	CCCIL	Felton Inst.	DOR
Comp Assessment	☐	☐	☐	☐	☒	☒	☒
IEP	☐	☐	☐	☐	☐	☐	☐
Career Plan/Counsel	☐	☐	☐	☐	☒	☒	☒
Short-Term Prevoc	☐	☐	☐	☐	☐	☐	☐
Internships/Work Experience	☐	☐	☐	☐	☒	☒	☒
Out-of-Area Job Search	☐	☐	☐	☐	☐	☐	☐
Financial Literacy	☐	☐	☐	☐	☐	☐	☐
IET/ELA	☐	☐	☐	☐	☐	☐	☐
Workforce Preparation	☐	☐	☐	☐	☒	☒	☒

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Required Consolidated Budget for the Delivery of Applicable Career Services							
The other system costs budget must be a consolidated budget for 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, DW, Youth		Community Action	EDD	CCIL	DOR	Felton Institute Older Amer Act
Basic Career Services: T-I Eligibility/Initial Assess Outreach, Intake, Orient Labor Exchange/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$366,000		\$0	\$12,651		\$5,000	\$75,000

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Applicable Career Services	T-I Adult, DW, Youth		Community Action	EDD	CCCIL	DOR	Felton Institute Older Amer Act
Individual Career Services: Comp Assessment/IEP Career Plan/Counsel Short-Term Pre-vocational Internship/Work Experience Financial Literacy IET/ELA/WF Prep	\$549,000		\$0	\$1,039,520.81	\$94,082		
Other Migrant Seasonal Farm Worker, H-2A Temp Agriculture Program, LMID, Supportive Services, Housing Assistance, Eligibility for CSBG, mentoring, Readjustment Training, Counseling-guidance, vocational rehab			\$700,000				
TOTALS	\$915,000		\$700,000	1,052,174.81	\$94,082	\$5,000	\$75,000
Consolidated budget total of career services delivered through the One-Stop system: \$ 2,841,256.81							

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Partner Agreement to Share Other One-Stop System Costs	The other system costs budget may include any other shared services that are authorized for and commonly provided through the AJCC partner programs to any individual, such as initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services to meet such needs, referrals to other One-Stop partners, and business services. Shared operating costs may also include shared costs related to the Local Board's functions. As with infrastructure costs, other system costs must be allocable according to the proportion of benefit received by each of the AJCC partner programs, consistent with the partner's authorizing federal statute and Uniform Guidance. The MOU must also include an agreed upon budget for these other costs along with the agreed upon cost sharing methodology. These costs may be shared through cash, non-cash, or third-party in-kind contributions All AJCC partners must agree to the other system costs budget. There is no state funding mechanism for other system costs that will be triggered due to lack of agreement at the local level for these costs.
Options for Local Agreement for Partners to Share Other System Costs	- Initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services to meet such needs, and referrals to other AJCC partners. This may include costs such as technology and tools that increase integrated service delivery through the sharing of information and service delivery processes. - Business services. This may include costs related to a local or regional system business services team that has one or more partners on the team or has delegated a specific partner to provide business services on behalf of the system. - AJCC partner staff cross training. This may include any staff cross training on partner programs and eligibility. - One-Stop operator. This may include the system role of the One-Stop operator (e.g., coordinating service providers across the One-Stop delivery system) when the role is not specific to the operation of the AJCC and/or specific partner programs, so long as the role was defined by the Local Board in the procurement process and agreed to by all AJCC partners in the MOU. - Shared personnel costs for AJCC colocated partners. This may include center receptionists and/or center managers.
	Optional partner agreement to share other One-Stop system costs: initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services to meet such needs, and referrals to other AJCC partners.

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This may include costs such as technology and tools that increase integrated service delivery through the sharing of information and service delivery processes.		
One-Stop System Budget: Initial Intake, Assessment, Basic Skills Identification, Services, Referrals		
Line Item	Budget Detail	Cost
N/A		
Total Budget:		\$
Agreed Upon Cost Allocation Methodology to Share These Costs		

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Proportionate Share: Initial Intake, Assessment, Basic Skills Identification, Services, Referrals					
Partner	Compute Methodology	Partner Share	Share in Cash	Share in In-Kind	
T-I Adult		\$	\$	\$	
T-I Dislocated Worker					
T-I Youth					
T-II Adult Ed/Literacy					
T-III Wagner-Peyser					
Veterans					
Migrant Seasonal					
Trade Act					
Unemployment Comp					
Career Tech/Ed					
T-IV Voc Rehab					
TANF/CalWorks					
T-V OAA					
Job Corps					
Native American					
Youth Build					
Community Action					
Housing Authority					
Second Chance					
Total Budget:		\$	\$	\$	

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Optional Partner Agreement to Share Other One-Stop System Costs: Business Services		
This may include costs related to a local or regional system business services team that has one or more partners on the team, or has delegated a specific partner to provide business services on behalf of the system.		
One-Stop System Budget: Business Services		
Line Item	Budget Detail	Cost
N/A		
Total Budget:		\$
Agreed Upon Cost Allocation Methodology to Share These Costs:		

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Proportionate Share: Business Services					
Partner	Compute Methodology	Partner Share	Share in Cash	Share in In-Kind	
T-I Adult		\$	\$	\$	
T-I Dislocated Worker					
T-I Youth					
T-II Adult Ed/Literacy					
T-III Wagner-Peyser					
Veterans					
Migrant Seasonal					
Trade Act					
Unemployment Comp					
Career Tech/Ed					
T-IV Voc Rehab					
TANF/CalWorks					
T-V OAA					
Job Corps					
Native American					
Youth Build					
Community Action					
Housing Authority					
Second Chance					
Total Budget:			\$	\$	\$

ATTACHMENT B

Optional Partner Agreement to Share Other One-Stop System Costs: AJCC Partner Staff Cross Training		
This may include any staff cross training on partner programs and eligibility.		
One-Stop System Budget: AJCC Partner Staff Cross Training		
Line Item	Budget Detail	Cost
N/A		
Total Budget:		\$
Agreed Upon Cost Allocation Methodology to Share These Costs:		

ATTACHMENT B

Proportionate Share: AJCC Partner Staff Cross Training					
Partner	Compute Methodology	Partner Share	Share in Cash	Share in In-Kind	
T-I Adult		\$	\$	\$	
T-I Dislocated Worker					
T-I Youth					
T-II Adult Ed/Literacy					
T-III Wagner-Peyser					
Veterans					
Migrant Seasonal					
Trade Act					
Unemployment Comp					
Career Tech/Ed					
T-IV Voc Rehab					
TANF/CalWorks					
T-V OAA					
Job Corps					
Native American					
Youth Build					
Community Action					
Housing Authority					
Second Chance					
Total Budget:			\$	\$	\$

ATTACHMENT B

Optional Partner Agreement to Share Other One-Stop System Costs: One-Stop Operator		
This may include the system role of the One-Stop operator (e.g., coordinating service providers across the One-Stop delivery system) when the role is not specific to the operation of the AJCC and/or specific partner programs, so long as the role was defined by the Local Board in the procurement process and agreed to by all AJCC partners.		
Description of the One-Stop Operator's System Role Not Specific to Operation of AJCC/s		
One-Stop System Budget: One-Stop System Operator		
Line Item	Budget Detail	Cost
N/A		
Total Budget:		\$
Agreed Upon Cost Allocation Methodology to Share These Costs		

ATTACHMENT B

Proportionate Share: One-Stop Operator					
Partner	Compute Methodology	Partner Share	Share in Cash	Share in In-Kind	
T- I Adult		\$	\$	\$	
T-I Dislocated Worker					
T-I Youth					
T-II Adult Ed/Literacy					
T-III Wagner-Peyser					
Veterans					
Migrant Seasonal					
Trade Act					
Unemployment Comp					
Career Tech/Ed					
T-IV Voc Rehab					
TANF/CalWorks					
T-V OAA					
Job Corps					
Native American					
Youth Build					
Community Action					
Housing Authority					
Second Chance					
Total Budget:		\$	\$	\$	

ATTACHMENT B

Optional Partner Agreement to Share Other One-Stop System Costs: Shared Personnel Costs for AJCC Co-located Partners		
This may include center receptionists and/or center managers.		
One-Stop System Budget: AJCC Personnel		
AJCC Personnel	Budget Detail	Cost
N/A		
Total Budget:		\$
Agreed Upon Cost Allocation Methodology to Share These Costs		

ATTACHMENT B

Proportionate Share: AJCC Personnel					
AJCC #1					
Colocated Partner	Compute Methodology	Partner Share	Share in Cash	Share in In-Kind	
Partner # 1:		\$	\$	\$	
Partner # 2:		\$	\$	\$	
Partner # 3:		\$	\$	\$	
Partner # 4:		\$	\$	\$	
Total Budget AJCC:		\$	\$	\$	
Proportionate Share: AJCC Personnel					
AJCC #2					
Colocated Partner	Compute Methodology	Partner Share	Share in Cash	Share in In-Kind	
Partner # 1:		\$	\$	\$	
Partner # 2:		\$	\$	\$	
Partner # 3:		\$	\$	\$	
Partner # 4:		\$	\$	\$	
Total Budget AJCC:		\$	\$	\$	

San Benito County America's Job Center of California
Methods for Referring Customers
Attachment C

Partner Referral Process:

The Partner organizations in the AJCC system in San Benito County agree to use the process outlined below when referring customers between partner and other community agencies in the local AJCC system.

AJCC partners agree to use, to the extent allowable and practical, the standard San Benito County Workforce Development Board Universal referral form. If organizational systems, regulations, or requirements mandate the use of another form for referrals, the partner agrees that the format used will have substantially the same information as the standard referral form. A copy or description of other referral forms used by any AJCC partner organizations will be provided for dissemination to all AJCC system partners.

Referrals between AJCC partners and other community organizations may be made by email, fax, standard mail, interoffice mail, or may be hand-carried by the individual being referred. The method used to deliver referral forms will be based on each organization's regulatory, confidentiality, and procedural requirements. All AJCC partners will specify the method or methods they will use when making referrals, so that all AJCC partners are familiar with the referral method(s) used by each partner organization.

AJCC partners will provide contact information for their designated contact person(s) for the receipt of referrals. Partners agree to send referrals to the appropriate contact person(s) at each partner organization, using the delivery method required or preferred by that partner. Partners will communicate with the designated contact person(s) to follow up on referral results or if other information is needed regarding the referral.

AJCC partners will, in accordance with the applicable regulations, laws, or other program requirements, track referrals sent and received, as well as the outcomes associated with those referrals. Referral information such as number referred or received, number accessing specific services, number of no shows, or number returned to referring agency, will be tracked by each partner to the extent allowable or practical, and such information will be shared upon request with other AJCC partners, as allowable and with the AJCC Operator.

Referrals

- The Universal AJCC Referral Form approved by all AJCC system partners will be used.
- If AJCC partners needs use a form other than the Universal AJCC Referral Form, copies of the referral form will contain the basic information as is included on the Universal AJCC Referral Form.

San Benito County America's Job Center of California
Methods for Referring Customers
Attachment C

- Each partner will determine the method they will use when making referrals so all partners are familiar with the referral method(s) used by each agency. Referrals may be made via email, fax, standard mail, interoffice mail or hand-carried by customer.
 - More than one method of referral delivery may be used.
 - Delivery method will be determined by each agency organization's regulatory, confidentiality and procedural requirements.
- All AJCC Partners will provide contact information for their designated staff who will be designated to receive the referrals.
- AJCC Partners will, in accordance with the applicable regulations, laws, or other program requirements, track referrals sent and received, as well as the outcomes associated with those referrals.
 - Referral information such as number referred or received, number accessing specific services, number of no shows, or number returned to referring agency, will be tracked by each partner to the extent allowable or practicable, and such information will be shared upon request with other AJCC partners, as allowable and with the AJCC operator.



Referral Date:	
/	/

Name:	_____
SSN(last 4 digits only):	_____
Phone:	_____
Email:	_____

Organization:	_____
Contact:	_____
Phone:	_____
Email:	_____
Fax:	_____

Service(s) Customer is currently receiving (check all that apply):		
☐ CalWORKS (TANF)	☐ WIOA	☐ Other (please describe): _____
☐ Community Services	☐ EDD	

Referral To:		
Agency Name:	Location:	Contact and Phone #
_____	_____	_____

Referral Reason:		
Signed Release of information on file: ☐ Yes ☐ No		
Receiving Agency Appointment:		
Appointment With:	Appointment Date and Time:	Contact and Phone #
_____	_____	_____

Outcome: *Completed by receiving agency	Please email or fax completed Outcome to the Referring Agency above.
_____	_____

This referral form is not to be used for services that require program specific information, the exchange of confidential information or follow up actions as specified in contract agreements between various Agency partners.

- ☐ **California State Department of Rehabilitation (DOR)**
8060 Santa Teresa Blvd, Suite 200
Gilroy, CA 95020
(408) 848-1345
<https://www.dor.ca.gov/>
- ☐ **California Rural Legal Assistance**
21 Carr St.
Watsonville, CA 95076
(831) 724-2253
<https://www.crla.org/hollister-regional-office>
- ☐ **CalWORKS**
1111 San Felipe Rd, St 206
Hollister, CA 95023
(831) 636-4180
<http://hhsa.cosb.us/>
- ☐ **Community Solutions**
341 Tres Pinos Rd, Suite 202B
Hollister CA 95023
(831) 637-1094
<https://www.communitysolutions.org/>
- ☐ **Child Support Services**
1111 San Felipe Rd, Suite 104
Hollister, CA 95023
(666) 901-3212
<http://www.hhsa.cosb.us/>
- ☐ **Employment Development Department**
1111 San Felipe Rd, Suite 107
Hollister, CA 95023
(831) 638-3306
<https://www.edd.ca.gov/>
- ☐ **Gavilan Community College**
5055 Santa Teresa Blvd.
Gilroy, CA 95020
(408) 848-4800
<https://www.gavilan.edu/>
- ☐ **Go Kids, Inc**
1101 San Felipe Rd. # B
Hollister, CA 95023
(831) 637-9205
<https://www.gokids.org/>
- ☐ **Santa Cruz Immigration Project**
406 Main St. Suite 218
Watsonville, VA 95076
(831) 724-5667
www.cabinc.org

- ☐ **San Jose Job Corps**
3485 E. Hills Dr
San Jose CA 95127
(408) 254-5627
<http://www.sanjose.jobcorps.gov/>
- ☐ **HOPE Services**
650 San Benito St #120, Hollister, CA
95023
(831) 638-6852
<https://www.hopeservices.org/>
- ☐ **Peninsula Family Services**
1111 San Felipe Rd, Suite 107
Hollister CA, 95023
(831) 636-5196
<https://www.peninsulafamilyservice.org/>
- ☐ **San Benito Health Foundation**
351 Felice Dr.
Hollister, CA 95023
(831) 637-5306
<https://www.sanbenitohealth.org/>
- ☐ **San Benito County Health and Human Services Agency**
1111 San Felipe Rd, Suite 206
Hollister, CA 95023
(831) 636-4180
<http://www.hhsa.cosb.us/>
- ☐ **Community Food Bank of San Benito**
1133 San Felipe Rd
Hollister CA, 95023
(831) 637-0340
<https://www.communityfoodbankofsb.org/>
- ☐ **San Benito County Behavioral Health**
1131 Community Parkway
Hollister, CA 95023
(831) 636-4020
<http://www.hhsa.cosb.us/>
- ☐ **San Benito County Superior Court**
450 4th Street
Hollister, CA 95023
(831) 636-4057
<http://www.sanbenito.courts.ca.gov/>
- ☐ **Youth Alliance**
310 4th St. #101
Hollister, CA 95023
(831) 636-2853
www.youthall.org

- ☐ **San Benito County Veteran Services Office**
649 San Benito St #115
Hollister, CA 95023
(831) 637-4846
<http://www.hhsa.cosb.us/>
- ☐ **San Benito County Public Health Department**
351 Tres Pinos Rd Suite a-202, Hollister,
CA 95023
(831) 637-5367
<http://www.hhsa.cosb.us/publichealth/>
- ☐ **San Benito County Office of Education**
460 Fifth Street
Hollister, CA 95023
(831) 637-5393
<https://www.sbcoe.org/>
- ☐ **Central Coast Center Independent Living**
318 Cayuga St #208
Salinas CA 93901
(831) 757-2968
<http://www.cccil.org/>
- ☐ **Salvation Army**
910 Buena Vista Rd
Hollister, CA 95023
(831) 636-9832
https://www.hollister.salvationarmy.org/g/hollister_corps/
- ☐ **San Benito County District Attorney**
419 4th St
Hollister, CA 95023
(831) 636-4120
<http://www.sbsco.us/>
- ☐ **YMCA**
351 Tres Pinos Rd. Suite A-201
Hollister, CA 95023
(831) 637-8600
<http://www.centralcoastymca.org/>
- ☐ **San Benito County Probation Department**
400 Monterey St.
Hollister CA 95023
(831) 636-4070
<http://www.cosb.us/departments/probation-department/>