

70. Approve Memorandum of Understanding with the Santa Cruz County Workforce Development Board Workforce Innovation and Opportunity Act local partners for the operations of the America's Job Center of California delivery system, and take related actions ()



County of Santa Cruz Board of Supervisors

Agenda Item Submittal

From: Human Services Department

Subject: Approve Workforce Innovation and Opportunity Act Partner Memorandum of Understanding

Meeting Date: June 24, 2025

Formal Title: Approve Memorandum of Understanding with the Santa Cruz County Workforce Development Board Workforce Innovation and Opportunity Act local partners for the operations of the America's Job Center of California delivery system, and take related actions

Recommended Actions

1. Approve Memorandum of Understanding (MOU) with the Santa Cruz County Workforce Development Board Workforce Innovation and Opportunity Act local partners for the operations of the America's Job Center of California delivery system;
2. Authorize the Santa Cruz County Board of Supervisors Chair to execute the MOU; and
3. Authorize the Director of Human Services to execute the MOU.

Executive Summary

The Workforce Development Board (WDB) is required under the Workforce Innovation and Opportunity Act (WIOA) to execute an agreement between the local WDB and America's Job Center of California (AJCC) local partners. The Board of Supervisors (Board) is being asked to approve the renewal of the Memorandum of Understanding (MOU) with no substantive changes from previous years. The Human Services Department (HSD) Director will act on behalf of the County in all matters pertaining to this agreement for submission to the California Employment Development Department (EDD).

Discussion

Enacted in 2015, the WIOA requires an MOU be developed and executed between the local WDB and the AJCC partners concerning the operations of the AJCC delivery system. This agreement established a cooperative working relationship between partners and defined their respective roles and responsibilities in achieving policy objectives. The agreement also served to establish the framework for providing services to employers, employees, job seekers and others needing workforce services.

WIOA requires MOUs be reviewed and updated every three years. The Board first approved the MOU on June 28, 2016 (DOC-2016-599) with renewals approved on September 10, 2019 (DOC-2019-713) and August 23, 2022 (DOC-2022-724).

Using a quarterly One-Stop Operator meeting, WDB staff reviews the MOU for partner changes on an annual basis and for the WIOA mandated renewal every three years. This established forum provides the local partners the opportunity to build effective partnerships, make appropriate referrals and cross-train staff on partner services.

Washoe Tribal Temporary Assistance to Needy Families (TANF) program is listed as

refusing to sign citing California Department of Social Services All-County letter 16-51 for their exemption to the WIOA MOU. The guidance in the letter indicates Tribal TANF programs are not mandatory partners with AJCCs. Per EDD guidance, the Washoe Tribal TANF program is listed in the MOU for the purposes of demonstrating their local presence in the affiliate AJCC site in Capitola.

On May 28, 2025, the WDB approved the MOU and authorized its chair to execute the agreement with a term through 2028. A fully executed agreement is due to EDD no later than June 30, 2025.

Financial Impact

The California EDD provides an annual WIOA allocation to the Santa Cruz County WDB. In accordance with the WIOA, local areas are mandated to demonstrate how the workforce system is sustained through the use of infrastructure resource sharing agreements. Approval of the Santa Cruz County Workforce Development Board local partner MOU does not result in an additional General Fund contribution.

Strategic Initiatives

Operational Plan - Dynamic Economy

Submitted By:

Randy Morris, Director of Human Services

Recommended By:

Carlos J. Palacios, County Executive Officer

Artificial Intelligence Acknowledgment:

Artificial Intelligence (AI) did not significantly contribute to the development of this agenda item.

Memorandum of Understanding
for
Workforce Santa Cruz County
Between the
Workforce Development Board, the Workforce Partners,
and the
County Board of Supervisors

Preamble/Purpose of MOU

The Workforce Innovation and Opportunity Act (WIOA) requires that a Memorandum of Understanding (MOU) be developed and executed between the Local Board and the America’s Job Center of CaliforniaSM (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.

This MOU is entered into in a spirit of cooperation for the purpose of collaborative operation and management of Workforce Santa Cruz County (WFSCC), the local “One-Stop” Career Center system by the signatory agencies, hereafter referred to as “Partners”. This MOU supersedes the 2022 MOU under the Workforce Innovation and Opportunity Act (WIOA) and establishes the operating costs, including sharing and allocation of infrastructure costs of the one-stop delivery system. All relevant parties to this MOU agree to share in the operating costs of the Comprehensive and/or Affiliate AJCC sites based on the partner co-location status either in cash or though in-kind services.

AJCC Sites	
Comprehensive AJCC Site	Affiliate AJCC Site
Watsonville Career Center 500 Westridge Drive Watsonville, CA 95076 Phone: 831-763-8700	Capitola Career Center 2045 - 40 th Avenue, Suite B Capitola, CA 95010 Phone: 831-464-6286
	Specialized AJCC Site Watsonville Youth Center 229 Green Valley Road Freedom, CA 95019 Phone: 831-466-5672

The specialized AJCC is an access point for service provision to WIOA Youth and contains no other cost sharing partners.

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 AJCCs that provide the full range of services available in the community for all customers seeking the following:

- Looking to find a job.

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

Local/Regional Vision Statement, Mission Statement, and Goals

Vision: Workforce Santa Cruz County is a fully integrated workforce development system that maximizes human and business capital by promoting a well-trained workforce for Santa Cruz County employers, insuring individual economic security and community vitality. Led by a dynamic Board that is empowered to effect change, WFSCC is committed to customer satisfaction and standards of performance in meeting the needs of job seekers, incumbent workers and local business alike.

Mission: Santa Cruz County Workforce Development supports the Community by cultivating economic vitality and assisting Jobseekers by creating programs that train, educate, and support the workforce to develop key and timely skills. We assist Business to secure talent they need to thrive now, and into the future.

Goals:

1. Jobseekers have the competitive skills to earn a sustainable wage with opportunities for career pathways;
2. Santa Cruz County businesses have the talent needed to thrive now and into the future;
3. Santa Cruz County Workforce Development supports community partners to positively impact the region's economic vitality.

Process and Development

The local Workforce Development Board (WDB) administrative entity is responsible for entering into the MOUs with the one-stop partners and the ongoing efforts to keep the MOU current and up to date. This tool serves as the basis for the one-stop system.

One-Stop Operator Meetings (OSO) are held periodically as necessary but at least quarterly for the purpose of convening the local WIOA mandated one-stop partners to discuss the ongoing coordination and collaboration of workforce services and the required cost sharing. The MOU development process was and is conducted through this means. Any and all renegotiation will occur through this meeting. This mechanism ensures a transparency and consensus of all one-stop partner matters.

Access

The term "access" refers to providing services, that are accessible at the specific AJCC site, to all AJCC customers, including those with disabilities, through one of the following methods:

- Co-location- program staff are physically present at the specific AJCC site.
- Cross Information sharing- staff physically present at the specific AJCC site are properly trained to provide information about all programs, services, and activities that may be available to the customer through other partners.
- Direct access through real-time technology- Access through two-way communication and interaction between customers and AJCC partners that result in services being provided.

Parties to the MOU

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

WIOA Clause	Required Programs	Partner Agency	Program Services	Access
(i) programs authorized under this title;	WIOA Title I Adult, Dislocated Worker, and Youth	Workforce Development Board	<ul style="list-style-type: none"> • Information and referral system; UI application/access point • Public access to resource room: computer stations; Labor Exchange (job seekers & employers) using the State CalJOBSSM system • Job Seeker self-services • Job Fairs and Hiring Events • Labor Market Information • Employer Services, including rapid response and lay-off aversion services • Supportive Services needed to succeed for eligible participants (Adult, DW & Youth) • Follow-up services for program participants (Adult, DW & Youth) • Training funds, including on-the-job training; transitional jobs for eligible participants (Adult, DW & Youth) • WIOA Program eligibility determination for Adult and Dislocated Worker <ul style="list-style-type: none"> ○ WIOA basic and individualized career services ○ Supportive Services needed to succeed for eligible participants ○ Job Search assistance for participants, job boards, job leads • WIOA Program eligibility determination for Youth program <ul style="list-style-type: none"> ○ Career Pathway opportunities ○ Job Preparedness Opportunities, including internships ○ Work Experience Opportunities ○ Entrepreneurial Skills and Pre-Apprenticeship Exploration ○ Leadership Opportunities ○ Adult Mentoring ○ Guidance and Counseling ○ Post-Secondary Education; Alternative Secondary School Services 	<ul style="list-style-type: none"> • <u>Co-location Comprehensive Career Center</u> • Cross information • Direct access • <u>Co-location: Affiliate Career Center</u>
	Youth Build	N/A		
	Job Corps	San Jose Conservation Corps	<ul style="list-style-type: none"> • High School Diploma/High School Equivalency • Career Technical Education 	<ul style="list-style-type: none"> • Cross information • Direct Access

			<p>Certification</p> <ul style="list-style-type: none"> • Basic Living Allowance, Driver's Education, Work-Based Learning, Pay allotment for dependent children, dormitories, meal service, and graduation payments • For 12-months post-graduation, Graduates can receive: job placement/retention services, interview success coaching, and resume building assistance for 12 months post-graduation; assistance with higher education needs such as applications to advance training or colleges, certification and/or licensure attainment; other transitional support services as needed such as housing, relocation, transportation, and childcare 	
	<p>Native American Programs (Section 166)</p>	<p>Southern California American Indian Resource Center, (SCAIR, Inc.)</p>	<p>Career Training</p> <ul style="list-style-type: none"> • Individualized Training Plans • Career Assessments • Job Placement Assistance • Job Readiness Training • Career Counseling • Computer and Typing Skills • Microsoft Certification Training • QuickBooks and Dentrix Certification Training • Resume and Cover Letter Development • Mock Interviewing • Career Development and Exploration • Career Workshops <p>Educational Training</p> <ul style="list-style-type: none"> • GED and High School Diploma Tutorial • College Class Tutorial • Educational Assessments • Adult Basic Education • Assistance with College and Trade School Enrollment • Assistance with Financial Aid Process • Online Class Assistance <p>Counseling Services</p> <ul style="list-style-type: none"> • Individual Counseling • Pre-Marital and Couples' Counseling • Family Counseling 	<ul style="list-style-type: none"> • Direct access

	<p>Migrant Seasonal Farmworkers (MSFW) (Section 167)</p>	<p>Center for Employment Training</p>	<ul style="list-style-type: none"> • Information and referral system; UI application/access point • WIOA/MSFW Program eligibility determination • Skill and Career Assessments • CalJOBSSM assistance; WIOA basic and individualized career services; Individualized Employment Plan and Counseling • Skills Training and Short-term training programs; CPR, OSHA 10, Forklift, and HIPPA Certifications • In-house supportive services, e.g. stipends; Vocational English as a Second Language (VESL) courses; financial aid/ Pell Grants; instructional programs for High School Equivalency (GED) • Human Development Sessions: e.g. financial literacy; life skills workshops • Testing site: <i>Ability to Benefit</i> • Job Placement assistance services for participants • Follow-up assistance -post training 	<ul style="list-style-type: none"> • Cross information • Direct access
<p>(ii) programs authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.);</p>	<p>WIOA Title III Wagner-Peyser</p>	<p>Employment Development Department</p>	<ul style="list-style-type: none"> • Initial assessment of skill levels • Provision of referrals to and coordination of activities; • Provision of workforce and labor market employment statistics information • Provision of information relating to the availability of supportive services or assistance • On-site using staff who are properly trained in UI claims, filing, and/or the acceptance of information necessary to file a claim • Public access to computer stations; Labor Exchange (job seekers & employers) using the State CalJOBSSM system • State Disability Insurance Program application/access point • Employer Services • Job Fairs and Hiring Events • Youth Employment Opportunity Program (YEOP) access; Case management for eligible youth participants • Job Club: Profile of Santa Cruz, Chapter of Experience Unlimited (EDD) • Instructional programs for High School Equivalency 	<ul style="list-style-type: none"> • Cross information • Direct access • <u>Co-location: Affiliate Career Center</u>

			<p><u>EDD Provides:</u></p> <ul style="list-style-type: none"> • Outreach to Dislocated Workers • Intake • Orientation • Initial assessment • Referral to Partners • Provide Job Search Information • Labor Exchange • LMI • UI/DI Information, website and filing assistance • Business Services • Phones dial phones to UI and Tax Branch • VSN Assessment • Job Search Workshops <p><u>Reemployment Services & Eligibility Assessment Workshops (RESEA)</u></p> <ul style="list-style-type: none"> • Conduct workshop • Report issues/attendance to UI • Refer to AJCC (partner) services • Refer and provide supportive services information • Assist CalJOBSSM registration, resume & UI forms • WSBCO provide standardize presentation material/training • Résumé preparation & critique • Career & skills assessment • CalJOBSSM Help Desk Activities (Truckee-EI Centro) • Well-structured complaint process • Worker's Rights & H2A <p><u>Fidelity Bonding</u></p> <ul style="list-style-type: none"> • Educate clients & employers • Provide individual assistance to process bonding • Assist with bonding paperwork • Assist to process bonding • Assist with bonding paperwork <p><u>H-2A Temporary Agriculture Program</u></p> <ul style="list-style-type: none"> • Recruitments and Job Referrals • Screen for potential applicants <p><u>LMI</u></p> <ul style="list-style-type: none"> • Labor Market Information for regional economies, local areas, and California • Self- service website: accessible to all customers with our LMI products & data • Occupational Guides/Profiles • Wage data • Skills info & skills transference • In-demand occupations • Education and licensing requirements 	
--	--	--	--	--

			<ul style="list-style-type: none"> • Crosswalk occupation and education program offerings • Commute pattern data • Evaluating in-demand industries/occupations • Using LMI in your policy/decision making • How to use LMI • How to navigate through our LMI info website • LMI training for WIOA partners • Training through various mediums <p><u>Employer Services</u></p> <ul style="list-style-type: none"> • Employer Advisory Council (EAC) coordination & activities • CalJOBSSM Registration • Enter job order in CalJOBSSM • Enter/Assist job posting in CalJOBSSM • CalJOBSSM navigation & assistance • Help-Desk Employer assistance (Truckee/EI Centro) • Targeted Recruitments • Hiring Incentives • Job Development • Job Fairs • Employer Seminars • Employer Outreach (Federal Contractors) • Education on Services • CalJOBSSM assistance, training, education • Resume Retrieval & Screening • Coordination with LMI assistance • Educate on Employer training panel <p><u>Rapid Response (RR)</u></p> <p>Participation:</p> <ul style="list-style-type: none"> • Member of the RR team for planning (UI resources determined by event) <p>Provide info on EDD programs & services:</p> <ul style="list-style-type: none"> • Work Share Program • Partial Program • TAA/TRA <p>AJCC services</p> <ul style="list-style-type: none"> • UI services • CTB • Veterans • Youth <p><u>Work Opportunity Tax Credits</u></p> <ul style="list-style-type: none"> • Educate practitioner staff and employers • Pre-Certification job seekers <p><u>Worker Adjustment Retraining Notification (WARN) Act</u></p> <ul style="list-style-type: none"> • Review WARN notice for potential TAA Petitions
--	--	--	--

			<ul style="list-style-type: none"> • Coordinate with local rapid response teams. • Determine if rapid response event is necessary <p><u>Workshops</u></p> <p><u>Youth Employment Opportunity Program</u></p> <ul style="list-style-type: none"> • Financial Aid information • Outreach • Orientations • CalJOBSSM registration • Workshops • Educational Counseling • Job Placement Assistance • Case Management • Workshops • Co-enrollment • Referral to training institutions <p><u>CalJOBSSM*</u></p> <ul style="list-style-type: none"> • Employer/client education & assistance: • Registration • Resume • Case Management • Job listings • Job search • Job referrals • Ad-hoc reports • Customer Relationship Management (CRM) • Virtual Recruiter set up • Facilitate labor exchange CalJOBSSM Reports • CalJOBSSM Ad-hoc Reports • Marketing • Help desks • Labor exchange <p><u>MSFW</u></p> <ul style="list-style-type: none"> • Outreach and education (AJCC & agricultural fields) • Workshops to clients/ employers • Education on how to use the UI EDD debit card • Job Search Workshops • Résumé preparation • Individual Assessment • Career Counseling • Job Coaching • Co-enrollment • Referral to training institutions 	
<p>(iii) adult education and literacy activities authorized under title II;</p>	<p>WIOA Title II Adult Education and Literacy</p>	<p>Watsonville/Aptos/Santa Cruz Adult Education (WASCAE)</p> <p>California Adult Education Program</p>	<ul style="list-style-type: none"> • Instructional programs for High School Diploma; High School Equivalency – GED and HiSET • Instructional programs for Adult Basic Education (ABE) 	<ul style="list-style-type: none"> • Direct access

	Department of Education (CDE)	(CAEP)	<ul style="list-style-type: none"> • Instructional programs for Spanish GED • Testing site for CASAS; GED; HiSET; WorkKeys • Short-term Career and Technical Educational Programs • English as a Second Language (ESL) courses, Integrated English Literacy and Civics Education (IELCE) • Health Career Programs • Office Skills Courses • Drivers Training and Education • Citizenship (Path to) Courses • Cosmetology • Pre-Apprenticeship in the Building Trades 	
(iv) programs authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.) (other than section 112 or part C of title I of such Act (29 U.S.C. 732, 741);	WIOA Title IV Vocational Rehabilitation	Department of Rehabilitation	<ul style="list-style-type: none"> • Information and referral system • Assistance to those with a documented disability (barrier to finding or keeping a job): guidance counseling, career exploration, assessment, job search workshops, job placement assistance, job coaching • Pre-employment Transition Services for In-school Youth • Supportive Services for eligible participants, e.g transportation, clothing & equipment; variety of medical services, childcare, • Assistive technology (assessment and equipment) • Training funds, including on-the-job training • Benefit counseling for those with Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI) • Disability awareness training for employers 	<ul style="list-style-type: none"> • Direct access
(v) activities authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.);	Title V Older Americans Act Senior Community Service Employment Program	N/A		
(vi) career and technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education	Carl Perkins Career Technical Education	Cabrillo College	<ul style="list-style-type: none"> • Information and referral system for on and off-campus services • Educational planning; career planning • Career skills prep, coaching and emotional support • Study lab, lounge, computer and printer access • Tutoring services • Financial aid information 	<ul style="list-style-type: none"> • Direct access

<p>Act of 2006 (20 U.S.C. 2301 et seq.);</p>			<p>dissemination and application assistance</p> <ul style="list-style-type: none"> • Ancillary services: bookstore voucher assistance • On-campus Job & Internship Fairs and Hiring Events, food and basic need pantry 	
<p>(vii) activities authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.);</p>	<p>Trade Adjustment Assistance Act</p>	<p>Employment Development Department</p>	<ul style="list-style-type: none"> • Training or re-training allowance • Employment Services, including job search and relocation allowances • Write Petitions • Rapid Response Presentations, Lay Off aversion (eg.workshare) • Orientations • Respond to TAA FAQs • Out-of-area job search and relocation assistance • Individual Assessments • Provide education assistance and funding • Job Placement • Facilitate UI processing • Co-enrollment • Provide supportive services • Labor market research • Write training contract • Invoicing • Out-of-area job search and relocation assistance • ETPL Navigation & Guidance • Provide supportive services, Job Placement, Follow up, OJT, apprenticeship, job development, job search • Case management throughout training period 	<ul style="list-style-type: none"> • Cross information • Direct access • <u>Co-location: Affiliate Career Center</u>
<p>(viii) activities authorized under chapter 41 of title 38, United States Code;</p>	<p>Veterans</p>	<p>Employment Development Department</p>	<ul style="list-style-type: none"> • Information and referral system • Public access to computer stations; Labor Exchange (job seekers & employers) using the State CalJOBSSM system • Case management for eligible participants • Job Fairs and Hiring Events • Veteran Career Specialists for NON-JVSG eligible veterans • <u>Jobs for Veterans State Grant</u> <ul style="list-style-type: none"> • Outreach to Veterans/ Eligible spouses & transitional service members • Screen for Priority of Service • Determine eligibility via VSN Assessment • Referral to Partners/supportive services 	<ul style="list-style-type: none"> • Cross information • Direct access • <u>Co-location: Affiliate Career Center</u>

			<ul style="list-style-type: none"> • Honor a Hero, Hire a Veteran • Veteran Hiring Incentives • Referral to services • Career Counseling/prevocational • Individual and group counseling • IEP • Objective Assessment • Job Placement • Job Fairs & Workshops • Case Managed • Refer to training • Co-enroll • Veteran Hiring Incentives 	
(ix) employment and training activities carried out under the Community Services Block Grant Act (42 U.S.C. 9901 et seq.);	<p>Community Action Partnership (CAP)</p> <p>California Department of Community Services and Development</p>	Community Action Board of Santa Cruz County, Inc.	<ul style="list-style-type: none"> • Emergency rental assistance for those facing eviction • Rental assistance program-Low-income families with children 0-17, disabled individuals and/or 60 year/older. • Emergency payment for services to support continuation of employment and educational goals for participants participating in Calworks Program. • Alcance Youth and Adult Employment Programs: Luna y Sol Familia Center <ul style="list-style-type: none"> ○ Basic Needs-wraparound services ○ Education ○ Economic opportunities ○ Community Engagement ○ Wellness ○ Mentoring services • Youth Homeless Response Team (YHRT) unaccompanied, unhoused youth ages 15-24. • Transitional Age Youth Housing. Navigation- supports former foster care youth ages 18-25. • Day Worker Center-Day labor for those looking for untraditional jobs • SmartHIRE Program: subsidized. employment opportunities for CalWORKs eligible participants, placements are within employers registered in the program. • Immigration and legal advice/support • Job search and retention assistance 	<ul style="list-style-type: none"> • Cross information • Direct access
(x) employment and training activities carried out by the Department of Housing and Urban Development;	Housing & Urban Development Housing Plus	Housing Authority of the County of Santa Cruz	<ul style="list-style-type: none"> • Family Self-Sufficiency Program for those in the Housing Choice Voucher 	<ul style="list-style-type: none"> • Direct access

<p>(xi) programs authorized under State unemployment compensation laws (in accordance with applicable Federal law);</p>	<p>Unemployment Insurance</p>	<p>Employment Development Department</p>	<p><u>Program Eligibility</u> The EDD provides UI claim information online to customers on UI OnlineSM and by mailing the following documents that can be utilized when determining eligibility for the local Title I programs.</p> <ul style="list-style-type: none"> • Notice of Unemployment Insurance Award (DE 429Z) • Notice of Unemployment Insurance Claim Filed (DE 1101CLMT) <p>If the customer is unable to provide sufficient information, the Data Consent Authorization Form (DCAF) is available for AJCC staff to complete and fax/mail to the EDD. The form is signed by the claimant authorizing the partner to have access to confidential UI claim information (such as, basic claim info and wages reported in previous quarters) for one year. The EDD UI Program responds within three business days upon receipt.</p> <p><u>UI Claim Filing Assistance and Information</u> The WIOA outlines the 10th Basic Career Service as providing meaningful assistance in filing a UI claim in the one-stop delivery system.</p> <ul style="list-style-type: none"> • The UI program is committed to providing AJCC staff with training on resources available on the EDD website for filing a UI claim, accessing UI Online, viewing tutorials, and FAQs. <p>The AJCC staff should be guiding customers through the online methods for filing a UI claim available on the EDD website. If the individual is considered irate/disruptive or all other means to provide meaningful assistance have been exhausted, the AJCC staff can direct the customer to the UI Direct line.</p> <ul style="list-style-type: none"> • The UI program is committed to making the UI Direct line available in the offices to provide the real-time technology for providing meaningful access after all in-person attempts by cross-trained AJCC staff have been exhausted. <p><u>California Training Benefits (CTB)</u> Participate in consistent and meaningful collaboration and communication pathways within the California Training Benefits (CTB) programs, including a streamlined and expedited response time to determination requests sent to UI for CTB eligibility received from the local</p>	<ul style="list-style-type: none"> • Cross information • Direct access
---	-------------------------------	--	--	--

			<p>areas.</p> <p><u>Trade Adjustment Assistance (TAA)/ Trade Readjustment Allowance (TRA)</u> (UIB) Contribute to consistent and meaningful collaboration and communication pathways within the Trade Adjustment Assistance (TAA) program, specific to the Trade Readjustment Allowance (TRA).</p> <p>(WSB) Commit to writing Petitions, Case Management, Raid Response Presentations, Lay Off aversion (eg. workshare)</p> <p><u>Reemployment Services and Eligibility Assessment (RESEA), Personalized Job Search Assistance (PJSA), and Initial Assistance Workshop (IAW) Workshops</u> Committed to profiling and scheduling job seekers to IAW, PJSA, and RESEA workshops.</p> <p>Committed to collaborating with the local areas to establish one reemployment workshop that includes all core components for IAW, PJSA, and RESEA while retaining individual tracking and reporting for each respective workshop. Committed to collaborating on feedback loops for reporting UI eligibility issues that may arise during interaction with the customer during the reemployment workshops.</p> <p><u>Work Share</u> Committed to providing lay off aversion information to Employers.</p> <p><u>MSFW</u> Committed to continued collaboration to provide specialized UI claim filing services in specific locations for migrant and seasonal farmworkers.</p> <p>Outreach, intake (including identification through the state's Worker Profiling and Reemployment Services system of unemployment insurance (UI) claimants likely to exhaust benefits), and orientation to information and other services available through the one-stop delivery system On-site using staff who are properly trained in UI claims, filing, and/or the acceptance of information necessary to file a claim</p> <p><u>California Training Benefits (CTB)</u></p> <ul style="list-style-type: none"> • Educate public and customers on CTB • WSBCO provide practioner training • CTB Streamline processing • Assist customers to contact UI and resolving issues 	
--	--	--	--	--

			<p><u>Rapid Response (RR)</u></p> <ul style="list-style-type: none"> Participate in the planning of a Rapid Response event. Participate as a member of the Rapid Response team <p>Provide info on EDD programs & services:</p> <ul style="list-style-type: none"> Work Share Program Partial Program TAA/TRA <p>AJCC services</p> <ul style="list-style-type: none"> UI services CTB Veterans Youth 	
(xii) programs authorized under section 212 of the Second Chance Act of 2007 (42 U.S.C. 17532); and	Second Chance	N/A		
(xiii) programs authorized under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), subject to subparagraph (C).	Temporary Assistance for Needy Families/CalWORKs	County of Santa Cruz, Human Services Department, Employment & Benefit Services Division	<p>TANF eligible participants may receive the following services:</p> <ul style="list-style-type: none"> Initial comprehensive assessment Temporary financial assistance for food, shelter, utilities, vocational training, and expenses other than medical Career planning and counseling Individualized employment plan development Job search and job placement assistance Access to vocational training and education programs Supportive services Referrals for additional services, such as counseling, parenting courses, substance use, legal services, and health services for parents with children aged 0-5 Full-time child care for children up to age 12 Transportation costs 	<ul style="list-style-type: none"> Co-location Comprehensive Career Center Cross information Direct access
		Washoe Tribal TANF	<u>AS EDD TENANT</u>	<ul style="list-style-type: none"> <u>Co-location: Affiliate Career Center</u>

N/A: There is no local or regional grant recipient.

One-Stop System Services

WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. WIOA provides for a workforce system that is universally accessible, customer centered and training that is job-driven. Services are delivered through the comprehensive and affiliate career centers.

One-Stop System Shared Customers			
• Underemployed	• Unemployed	• Dislocated Worker	• Information Seekers
• Job seekers	• Youth	• Displaced homemakers	• Veterans
• Seasonal workers	• Farm workers	• Migrant workers	• Spouses of Veterans
<ul style="list-style-type: none"> • Individuals looking for career advancement, training or re-training • Students: returning; adult education; post-secondary 			
Individuals with hurdles to employment			
• Disabled	• Ex-offenders	• Low-income individuals	• TANF recipients
• Basic Skills Deficient	• Older Workers	• Limited English language	• Homeless
<ul style="list-style-type: none"> • Employers • Businesses Planning to hire, train or lay-off			

Career Services Provided in any order; no sequence requirement	Training Services May be provided after an interview, evaluation or assessment, and career planning, determines that the individual:
<p>1. Basic Career Services</p> <p>Initial assessment of skill levels Provision of referrals to and coordination of activities; Provision of workforce and labor market employment statistics information Provision of information relating to the availability of supportive services or assistance On-site using staff who are properly trained in UI claims, filing, and/or the acceptance of information necessary to file a claim Provide:</p> <ul style="list-style-type: none"> • Outreach to Dislocated Workers • Intake • Orientation • Initial assessment • Referral to Partners • Provide Job Search Information • Labor Exchange • Labor Market Information • UI/DI Information, website and filing assistance • Business Services • Phones - Dial phones to UI and Tax Branch • Veteran Service Navigator (VSN) Assessment • Job Search Workshops • Résumé preparation & critique • Career & skills assessment • Typing Certificates • CalJOBSSM Help Desk Activities • Deaf and Hard of Hearing • Well-structured complaint process • Discrimination Complaints & H2A 	<ul style="list-style-type: none"> • Is unlikely or unable to obtain or retain employment, that leads to economic self sufficiency or wages comparable to or higher than wages from previous employment through career services alone; • Is in need of training services to obtain or retain employment that leads to economic self sufficiency or wages comparable to or higher than wages from previous employment, through career services alone; and • Has the skills and qualifications to successfully participate in the selected program of training services.

<p>2. Individualized Career Services Short-term pre-vocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare individuals for unsubsidized employment or training, in some instances pre-apprenticeship programs may be considered as short-term pre-vocational services</p> <ul style="list-style-type: none"> • Job Search Workshops • Résumé preparation • Individual Assessment • Career Counseling • Job Coaching • Honor a Hero, Hire a Veteran • Veteran Hiring Incentives • Veteran Standdowns • WOTC 	
<p>3. Follow-up services Follow-up services must be provided as appropriate for participants who are placed in unsubsidized employment, for up to 12 months after the first day of employment. Counseling about the work place is an appropriate type of follow-up service. Follow-up services do not extend the date of exit in performance reporting.</p>	<p>Must be provided through an Individual Training Account (ITA), or On-the-Job Training Contract</p> <p>Training Services must be linked to in-demand employment opportunities in the local area or planning region or in a geographic area in which the adult or dislocated worker is willing to commute or relocate.</p> <p>Maximizes customer choice.</p> <p>Informed by the performance of relevant training providers</p> <p>Coordinated, to the extent possible with other sources of assistance (WIOA sec. 134(c)(3))</p>

Services Provided to Employers
<ul style="list-style-type: none"> • Business outreach to focus on meeting the needs of local businesses and job seekers • Job developing to match businesses with job seekers • Specialized recruitments or job fairs • Rapid Response Services • Layoff Aversion Services

Co-located in Comprehensive Career Center	
WIOA Title I Adult, Dislocated Worker, and Youth	Workforce Development Board
Temporary Assistance for Needy Families/CalWORKs	County of Santa Cruz, Human Services Department, Employment & Benefit Services Division

Comprehensive AJCC co-located partner leased area for the purposes of sharing infrastructure costs is listed in detail on Attachment 2.

Co-located in Affiliate Career Center	
WIOA Title I Adult, Dislocated Worker	Workforce Development Board, By Contracted Service Provider
WIOA Title III Wagner-Peyser Trade Adjustment Assistance Act Veterans-Jobs for Veterans State Grant (JVSG)	Employment Development Department
Temporary Assistance for Needy Families/CalWORKS	Washoe Tribal TANF, as EDD Tenant

EDD is the Master Leaseholder at the Affiliate AJCC ,40th Avenue location in Capitola, there are no Partners co-located there that contribute to infrastructure cost-sharing.

Responsibility of AJCC Partners

Parties to the MOU (AJCC partners) agree to participate in joint planning, plan development, and modification of activities to accomplish the following:

- Continuous partnership building.
 - 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 the appropriate service(s) applicable to the partner program available to customers through the one-stop delivery system.
 - Participate in the operation of the one-stop system, consistent with the terms of the 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.

Methods for Referring Customers

Parties to the MOU have a shared commitment to mutually implement processes for the referral of customers to services not provided on-site. Parties agree to use the Universal Referral Form (URF) as developed by the One-Stop Operator workgroup, unless another suitable referral process is identified and mutually agreed upon to do the following:

- Ensure that intake and referral processes are customer-centered
- Ensure that general information regarding AJCC programs, services, activities and resources are made available to all customers, as appropriate.

Access for Individuals with Barriers to Employment

AJCC partners will ensure access for individuals with barriers to employment. Individuals who may face barriers to employment include:

- Basic skills deficient;
- Disabled;
- Homeless;
- Low-income or public assistance recipients;
- Older workers;
- Ex-Offenders;
- Veterans and
- Limited English-speaking ability.

It is the policy of the Workforce Development Board to implement a *Priority of Service* for designated populations of WIOA customers/applicants. Priority shall be given in the following rank order:

1. Veterans and eligible spouses, who are also recipients of public assistance or low-income individuals, or individuals who are basic skills deficient;
2. Recipients of public assistance and other low-income individuals, or individuals who are basic skills deficient;
3. Veterans, who are not recipients of public assistance or low income; or individuals who are not basic skills deficient;
4. Residents of Santa Cruz County;
5. Residents of Monterey and San Benito Counties.

Shared Technology and System Security

WIOA emphasizes technology as a critical tool for making all aspects of information exchange possible, including partner program referrals, 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, Welfare and Institutions Code, California Education Code, Rehabilitation Act, and any other appropriate statutes or requirements.
- The principles of common reporting and shared information through electronic mechanisms, including shared technology.
- Commit to share information to the greatest extent allowable under their governing legislation and confidentiality requirements.
- 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

The AJCC Partner agrees to comply with the provisions of WIOA as well as the applicable sections of the Welfare and Institutions Code, the California Education Code, the Rehabilitation Act, and any other appropriate statute or requirement to assure 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.
- No person will publish, disclose use, or permit, cause to be published, disclosed or used, any confidential information pertaining to AJCC applicants, participants, or customers overall unless a specific release is voluntarily signed by the participant or customer.
 - The AJCC partner agrees to abide by the current confidentiality provisions of the respective statutes to which AJCC operators and other AJCC partners must adhere, and shall share information necessary for the administration of the program as allowed under law and regulation. The 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, to the extent allowed by applicable statutory provisions.
 - Client information shall be shared with a signed *Release of Information* and solely for the purpose of enrollment, referral or provision of services. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.

Non-Discrimination and Equal Opportunity

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

The AJCC partner will assure 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.

Grievances and Complaints Procedure

The AJCC partner agrees 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. The partner further agrees to communicate openly and directly to resolve any problems or disputes related to the provision of services in a cooperative manner and at the lowest level of intervention possible.

American's with Disabilities Act and Amendments Compliance

The AJCC partner agrees 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 and its amendments, in order to provide equal access to all customers with disabilities. Additionally, 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 three years, commencing on the date of execution by all parties. The MOU will be reviewed not less than once every three years to identify any substantial changes that have occurred and to ensure appropriate funding and delivery of services.

Modifications/Revisions

This MOU constitutes the entire agreement between the parties and no oral understanding not incorporated herein shall be applicable to any of the parties hereto. This MOU may be modified, altered, or revised, as necessary, by mutual consent of the parties, by the issuance of a written amendment, signed and dated by the parties.

Funding Reconciliation

A periodic review will occur as part of an annual modification process to ensure all one-stop partners continue to contribute their fair and equitable share of infrastructure and other system costs. The local WDB administrative entity will take the lead responsibility for convening the local mandated partners for the purposes of the annual review process with County Fiscal conducting the cost allocation review.

The infrastructure funding agreements (IFAs for the comprehensive and affiliate AJCCs) will be reviewed annually. AJCC partner contributions will be reconciled on an annual basis to ensure that the proportionate share of each partner program is contributing remains consistent with the cost methodology, is up to date and in compliance with this agreement. The County of Santa Cruz, Human Services Department fiscal unit will take the lead on the reconciliation of the comprehensive AJCC costs. The Employment Development Department Deputy Division Chief of the Workforce Services Branch will take the lead on the reconciliation of the affiliate AJCC costs. The reconciliation process will occur prior to June 30th and results will be shared with partners at the One-Stop Operator meeting.

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 becomes necessary for one or more parties to cease being a part of this MOU, said entity shall notify the other parties, in writing, 30 days in advance of that intention.

Funding of Services and Operating Costs

Colocated Partners Sharing Infrastructure Costs

Colocated partner definition: All AJCC partners who have a physical presence within the center, either full-time or part-time. Comprehensive AJCC: Attachment 1 and 2.

Sharing Infrastructure Costs- Methodology

The co-located partners agree to the cost allocation methodology to identify the proportionate share of infrastructure costs each partner will be expected to contribute as follows:

- The proportion of a partner program's occupancy percentage of the AJCC (square footage). (Comprehensive AJCC: Attachment 3)

Non-colocated Partner Assurance

All other non-colocated partners agree to share the AJCC infrastructure costs when benefit data are available. When data are available to determine the AJCC benefit to non-colocated partners, the infrastructure cost sharing agreement will be renegotiated to include their proportionate share of contributions.

When the state implements a 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.

Sharing Other One-Stop System Costs

The Other System Costs Budget (Attachment 5) includes a line item for applicable career services as identified and applied to each partner program. Accordingly, this budget includes each of the partner's costs for the service delivery of each applicable career service.

Other One-Stop System Costs: Summary of Applicable Career Services Attachment 4

Applicable Career Services are services authorized to be provided under each partner's program.

Costs/Budget for the Delivery of Applicable Career Services Attachment 5

This budget includes 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.

Administrative and Operations Management Sections

License for Use

During the term of this MOU, all partners to this MOU shall have a license to use all of the space of the AJCCs for the sole purpose of conducting acceptable AJCC services as outlined herein.

Supervision/Day to Day Operations

The day-to-day supervision of staff assigned to the AJCCs will be the responsibility of the site supervisor(s). The original employer of staff assigned to the AJCCs 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 AJCCs 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. Disciplinary actions may result in removal of co-located staff from the AJCCs and each party will take appropriate action.

Each party 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 responsive and save all other parties harmless from all matters relating to payment of each party's employee(s), including compliance with social security withholding, workers' compensation, and all other regulations governing such matters.

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.

Cost Allocation Dispute

If a dispute develops over the cost allocation between partners and consensus cannot be reached during the duration of the MOU in efforts to resolve issues, partners will bring their concern to the OSO for discussion. If the dispute is unable to be resolved at that level, the dispute will be raised to the respective partner directors for discussion and resolution, ultimately seeking regional advisor advice if necessary. All partners should make every effort to settle disputes by consulting and negotiating with each other in the most prompt, rational and equitable manner possible.

Press Releases and Communications

All parties shall be included when communicating with the press, television, radio or any other form of

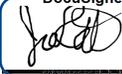
media regarding its duties or performance under this MOU. Participation of each party in press/media presentations will be determined by each party's public relations policies. Unless otherwise directed by the other parties, in all communications, each party shall make specific reference to all other parties.

The parties agree to utilize the AJCC logo developed by the State of California and the Local Board on buildings identified for AJCC usage. This also includes letterhead, envelopes, business cards, any written correspondence and fax transmittals.

Mutual Hold Harmless/Indemnification/Liability

In accordance with provisions of Section 895.4 of the California Government Code, each party hereby agrees to indemnify and save harmless each and the other from any and all claims, suits in law or in equity, of any nature whatsoever, paying for any damages or otherwise arising from any alleged negligent act or omission of any of their respective employees or agents which may occur during the performance of 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 attorney's fees arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. It is understood and agreed that all indemnity provided herein shall survive the termination of this MOU.

Required Programs	Partner Agency	Signatories: Name/Title
WIOA Title I Adult, Dislocated Worker, and Youth	Workforce Development Board	DocuSigned by: <i>Rob Morse</i> 5/28/2025 Rob Morse Workforce Development Board Chair
Job Corps	San Jose Conservation Corps	Signed by: <i>Davina Wong</i> 5/12/2025 Davina Wong Director
Native American Programs (Section 166)	Southern California American Indian Resource Center, Inc.	DocuSigned by: <i>Wanda Michaelis</i> 5/12/2025 Wanda Michaelis Executive Director
Migrant Seasonal Farmworkers (Section 167)	Center for Employment Training	Signed by: <i>Ruben Solorio</i> 5/16/2025 Deacon Ruben Solorio President/Chief Executive Officer
WIOA Title III Wagner-Peyser Trade Adjustment Assistance Act Veterans	Employment Development Department	DocuSigned by: <i>Cesar Valladares</i> 5/15/2025 Cesar Valladares Deputy Division Chief Workforce Services Branch
Unemployment Compensation	Employment Development Department	DocuSigned by: <i>Victoria Huynh</i> 5/19/2025 Victoria Huynh Employment Development Administrator Unemployment Insurance Branch
WIOA Title II Adult Education and Literacy	Watsonville/Aptos/Santa Cruz Adult Education (WASCAE) California Adult Education Program (CAEP)	Signed by: Jenny Im Chief Business Officer <i>Dr. Nancy Bilicich</i> 5/20/2025 Dr. Nancy Bilicich Director, PVUSD Adult Education
WIOA Title IV Vocational Rehabilitation	Department of Rehabilitation	Signed by: <i>Denise Dorsey</i> 5/19/2025 Denise Dorsey Regional Director
Carl Perkins Career Technical Education	Cabrillo College	Signed by: <i>Alex Strudley</i> 5/19/2025 Alex Strudley Director of Purchasing, Contracts & Risk Management

<p>Community Services Block Grant</p>	<p>Community Action Board of Santa Cruz County, Inc.</p>	<p>DocuSigned by: <i>Maria Elena De la Garza</i> 5/15/2025 <small>544617DA76FF4E8...</small> Maria Elena de la Garza Executive Director</p> <p>Signed by: <i>Helen Ewan Storey</i> 5/15/2025 <small>3E7AE40DDA6B91F...</small> Helen Ewan Storey Assistant Director</p>
<p>Housing & Urban Development Family Self Sufficiency Program</p>	<p>Housing Authority of the County of Santa Cruz</p>	<p>DocuSigned by:  5/15/2025 <small>0802CCFEFF69479...</small> Jennifer Panetta Executive Director</p>
<p>Temporary Assistance for Needy Families/CalWORKS</p>	<p>County of Santa Cruz, Human Services Department, Employment & Benefit Services Division</p>	<p>_____</p> <p>Randy Morris Executive Director</p>
<p>Temporary Assistance for Needy Families/CalWORKS</p>	<p>Washoe Tribal TANF</p>	<p>_____</p> <p>Refused</p>
<p>Santa Cruz County</p>	<p>Board of Supervisors</p>	<p>_____</p> <p>Felipe Hernandez Chair</p>

<p>Signed by: Approved as to Form: <i>Arthur G. Wille</i> 5/8/2025 <small>F06160222C304D0...</small> County Counsel Date</p>	<p>Signed by: Approved as to Insurance: <i>Gina Borasi</i> 5/12/2025 <small>E4FAD05DA50B4D0...</small> Risk Manager Date</p>
---	---

Approved by HSD Assistant Director ^{DS} *KKP* 5/26/2025

Attachments

1. Comprehensive AJCC Infrastructure Cost Sharing Budget
2. Comprehensive AJCC Infrastructure Costs- Space Usage
3. Comprehensive AJCC Co-located Partners Cost Sharing Methodology
4. Other One Stop System Costs: Summary of Applicable Career Services
5. Costs/Budget for Delivery of Applicable Career Services

Attachment 1

AJCC INFRASTRUCTURE COST SHARING BUDGET

Cost Category	Line Item Cost Detail	Frequency	Cost	Monthly Partners Apportined Cost
Building Space				
Use of Facilities Owned By County	County Cost Plan Charges for 500 Westridge	Monthly	7,640.15	
	Adj Non-Partner Program's Share	Monthly	(6,554.93)	
	WDB and Partners	Monthly		\$ 1,085.23
Utilities & Maintenance				
Electric, Gas, & Water Maintenance Custodial Admin	GSD Quarterly Invoice	Monthly	22,565.02	
	GSD Quarterly Invoice	Monthly	61,743.71	
	GSD Quarterly Invoice	Monthly	39,471.32	
	GSD Quarterly Invoice	Monthly	3,880.50	
	Adj Non-Partner Program's Share		(109,527.32)	
	WDB and Partners			18,133.23
Security				
	National Security W4253	Monthly	11,249.74	
	Adj Non-Partner Program's Share		(9,651.80)	
	WDB and Partners			1,597.94
High Speed Internet & Telephone				
	ISD Charges	Monthly		8,476.82
	WDB and Partners			\$ 8,476.82
Equipment				
Copiers	B0500R137A KONICA MINOLTA Copier/Printer	Monthly		302.13
	B0500R231 KONICA MINOLTA Copier/Printer	Monthly		315.25
	B0500R235Z HP LaserJet Enterprise (M602X)	Monthly		193.00
Printers	B0500R241 Local Printer	Monthly		193.00
	B0500R174A Local Printer	Monthly		193.00
	B0500R239 Local Printer	Monthly		193.00
	B0500R105D Local Printer	Monthly		193.00
	B0500R190B Local Printer	Monthly		193.00
	B0500R190A Local Printer	Monthly		193.00
	WDB and Partners			1,968.38
			Total Monthly Cost	\$ 31,261.60

Total Sq Footage **11,884**

Work Space Sq/Ft	
WDB/TANF	Other Programs
11,884	71,780
14%	86%

Mo Cost/Sq Ft **\$ 2.63**

Annual Cost/Sq Ft **\$ 31.56**

**Attachment 2
Comprehensive AJCC
SPACE USAGE DETAIL**

	Dedicated Sq Ft	% of Dedicated Sq Ft	% Share of Partner Common Area	Share of Partner Common Area Sq Ft	Dedicated Areas within HSD at 500WR	% Share of HSD Common Areas	Share of HSD Common Areas Sq Ft	% of HSD Total Sq Ft	Total Sq Ft
Summary of Space Usage									
WDB	452.00	0.54%	22.08%	1,649.24	2,101.24	3.14%	522.85	3.14%	2,624.08
TANF	1,595.00	1.91%	77.92%	5,819.76	7,414.76	11.07%	1,845.00	11.07%	9,259.77
Partner Common Areas	7,469.00	8.93%	0.00%	-7,469.00	0.00	0.00%	0.00	0.00%	0.00
HSD	57,478.00	68.70%		0.00	57,478.00	85.80%	14,302.15	85.80%	71,780.15
HSD Common Area	16,670.00	19.92%		0.00			-16,670.00	0.00%	0.00
HSD Square Footage	83,664.00	100.00%	100.00%	0.00	66,994.00	100.00%	0.00	100.00%	83,664.00
Other Departments	11,750.00								11,750.00
Total SQUARE FOOTAGE	95,414.00								95,414.00

Partner Common Areas	Actual Area (Sq Ft)
Gaviota Meeting Room 170	274.00
Career Center Classroom 153	886.00
Mariposa Room 187	322.00
Mother's Room 119	292.00
Computer Lab 136	1,136.00
Career Center Resource Room 137	814.00
Interview Room 120-121 (2)	289.00
Interview Room 122-125 (3)	360.00
Interview Room 127	172.00
Interview Room 129	132.00
Restrooms Room 113, 114	632.00
Colibri Meetin Room 101	122.00
HSD Service Center Room 140	2,038.00
TOTAL PARTNER COMMON AREA SQUARE FOOTAGE	7,469.00

Dedicated Areas	Actual Area (Sq Ft)
WDB	
Office 174 - 1st floor	164.00
Office 239 - 2nd floor	120.00
Office 241 - 2nd floor	120.00
Cubicle 223R - 2nd floor	48.00
TOTAL WDB SQUARE FOOTAGE	452.00
TANF	
Office 102 (1/2) - 1st Floor	77.00
Office 190 - 1st Floor	196.00
Office 157A-157D (4)- 1st Floor	190.00
Office 157P-157R (4) - 1st Floor	148.00
Office 245-2nd Floor	120.00
Cubicles 222M, N, P (3)-2nd Floor	144.00
Cubicles 223A-D, I-L (8)-2nd Floor	384.00
Cubicles 223O-Q (3)-2nd Floor	144.00
Cubicles 223E-H (4)-2nd Floor	192.00
TOTAL TANF SQUARE FOOTAGE	1,595.00

Attachment 3
SUMMARY OF AJCC INFRASTRUCTURE COST SHARING METHODOLOGY

Partners	Dedicated Sq Ft	Common Area Sq Ft	Total Sq Ft	% Share	DEDICATED AND COMMON AREA SPACE RENTAL COST			OTHER INFRASTRUCTURE COSTS				Partner Annual Share
					Allocated Partner Share of Annual Common Area Rental Cost	Annual Dedicated Work Space Rental Cost	Annual Total Space Rental Cost	Utilities & Maintenance	Security	Telecomm	Equipments	
WDB	452	2,172	2,624	22%	\$ 2,380	\$ 495	\$ 2,876	\$ 48,048	\$ 4,234	\$ 22,461	\$ 5,216	\$ 82,835
TANF	1,595	7,665	9,260	78%	\$ 8,399	\$ 1,748	\$ 10,147	\$ 169,551	\$ 14,941	\$ 79,261	\$ 18,405	\$ 292,304
	2,047	9,837	11,884	100%	\$ 10,780	\$ 2,243	\$ 13,023	\$ 217,599	\$ 19,175	\$ 101,722	\$ 23,621	
TOTAL ANNUAL COSTS											\$ 375,139	

**Attachment 4
Resource Sharing: Other One-Stop System Costs**

Basic Career Services	WIOA Title I	Job Corps	SCAIR WIOA Sect 166	CET WIOA Sect 167	WIOA Title III WP	WIOA Title II WASCAE	DOR WIOA Title IV	Carl Perkins CTE Cabrillo	TAA EDD	Vets EDD	CAB	HUD	EDD UI	TANF
T-I Program Eligibility	✓		✓	✓		✓					✓			
Outreach, Intake, Orientation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓
Initial Assessment	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓			✓
Labor Exchange/ Job Search	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓			✓
Referrals to Partners	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
Labor Market Info	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓			
Performance/ Cost Info	✓		✓		✓	✓			✓	✓	✓			
Support Services Info	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓
UI Info/Assistance	✓		✓	✓	✓				✓	✓	✓		✓	
Financial Aid Info	✓		✓	✓			✓	✓						
Individual Career Services	WIOA Title I		SCAIR WIOA Sect 166	CET WIOA Sect 167	WIOA Title III WP	WIOA Title II WASCAE	DOR WIOA Title IV	Carl Perkins CTE Cabrillo	TAA EDD	Vets EDD	CAB	HUD	EDD UI	TANF
Comp Assessment	✓		✓	✓	✓	✓	✓		✓	✓				✓
Individual Employment Plan	✓		✓	✓	✓		✓		✓	✓	✓			✓
Career Plan/Counsel	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓
Short Term Prevoc	✓	✓					✓	✓			✓			✓
Internships/WEX	✓		✓				✓	✓						
Out of Area Job Search	✓	✓	✓		✓		✓		✓	✓	✓			
Financial Literacy	✓		✓	✓		✓		✓				✓		
IET/ELA	✓			✓		✓								
Workforce Preparation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓

Title I (T-I)
 Unemployment Insurance (UI)
 Work Experience (WEX)
 Integrated Education & Training (IET)
 English Language Acquisition (ELA)

Attachment 5

While only colocated partners share infrastructure costs, all One-Stop partners must share in other system costs, including applicable career services.

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	WIOA Title I	Job Corps	SCAIR WIOA Sect 166	CET WIOA Sect 167	WIOA Title III WP	WIOA Title II WASC AE	DOR WIOA Title IV	Carl Perkins CTE Cabrillo	TAA EDD	Vets EDD	CAB	HUD	EDD UI	TANF
Basic Career Services T-1 Program Eligibility Outreach, Intake, Orientation Initial Assessment Labor Exchange/ Job Search Referrals to Partners Labor Market Info Performance/ Cost Info Support Services Info UI Info/Assistance Financial Aid Info	\$1,133,403	\$0	\$25,000	\$175,000	\$568,537	\$46,420	\$894,675.40	\$200,000	\$15,178	\$143,907	\$84,000	\$10,000	\$18,955	\$9,801,136
Applicable Career Services	WIOA Title I	Job Corps	SCAIR WIOA Sect 166	CET WIOA Sect 167	WIOA Title III WP	WIOA Title II WASC AE	DOR WIOA Title IV	Carl Perkins CTE Cabrillo	TAA EDD	Vets EDD	CAB	HUD	EDD UI	TANF
Individual Career Services Comp Assessment Individual Employment Plan Career Plan/Counsel Short Term Prevoc Internships/WEX Out of Area Job Search Financial Literacy IET/ELA Workforce Preparation	\$672,013	\$0	\$8,173	\$175,000	\$100,330	\$330,000	\$3,578,701.62	\$50,000	\$2,678	\$25,395	\$36,000	\$17,600	\$0	\$1,470,170
Consolidated budget total of career services delivered through the One-Stop system										\$19,582,272				

Certificate Of Completion

Envelope Id: 3F4CE845-B876-411E-9D64-0229B5FD2901	Status: Completed
Subject: Complete with DocuSign: 2025 WIOA Santa Cruz County MOU.pdf	
Source Envelope: 5CEEA49C-9739-4478-9ED3-BFB760E0A0D2	
Document Pages: 30	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	HSD CCU
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	701 Ocean Street
	Santa Cruz, CA 95060
	hsdccu@santacruzcountyca.gov
	IP Address: 63.194.190.100

Record Tracking

Status: Original	Holder: HSD CCU	Location: DocuSign
5/28/2025 9:22:19 AM	hsdccu@santacruzcountyca.gov	
Security Appliance Status: Connected	Pool: FedRamp	
Storage Appliance Status: Connected	Pool: County of Santa Cruz	Location: Docusign

Signer Events

Rob Morse
robmorse1@outlook.com
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

10935F123F4F4E1...

Signature Adoption: Pre-selected Style
Using IP Address: 73.222.83.175
Signed using mobile

Timestamp

Sent: 5/28/2025 9:24:38 AM
Viewed: 5/28/2025 3:31:38 PM
Signed: 5/28/2025 3:31:57 PM

Electronic Record and Signature Disclosure:

Accepted: 5/28/2025 3:31:38 PM
ID: 6e424cd3-3286-41b2-8b6d-8205a1b8e9ae

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	5/28/2025 9:24:38 AM
Certified Delivered	Security Checked	5/28/2025 3:31:38 PM
Signing Complete	Security Checked	5/28/2025 3:31:57 PM
Completed	Security Checked	5/28/2025 3:31:57 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, County of Santa Cruz (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact County of Santa Cruz:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: nada.algharib@santacruzcounty.us

To advise County of Santa Cruz of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at nada.algharib@santacruzcounty.us and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from County of Santa Cruz

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to nada.algharib@santacruzcounty.us and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with County of Santa Cruz

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to nada.algharib@santacruzcounty.us and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify County of Santa Cruz as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by County of Santa Cruz during the course of your relationship with County of Santa Cruz.

Certificate Of Completion

Envelope Id: 5CEEA49C-9739-4478-9ED3-BFB760E0A0D2
Subject: Complete with Docusign: 2025 WIOA Santa Cruz County MOU.pdf
Source Envelope:
Document Pages: 30
Certificate Pages: 7
AutoNav: Enabled
Envelopeld Stamping: Enabled
Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Status: Completed
Envelope Originator:
HSD CCU
701 Ocean Street
Santa Cruz, CA 95060
hsdccu@santacruzcountyca.gov
IP Address: 134.16.1.185

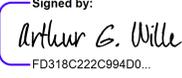
Record Tracking

Status: Original 5/8/2025 1:31:56 PM	Holder: HSD CCU hsdccu@santacruzcountyca.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: FedRamp	
Storage Appliance Status: Connected	Pool: County of Santa Cruz	Location: Docusign

Signer Events

Arthur G. Wille
arthur.wille@santacruzcountyca.gov
County of Santa Cruz
Assistant County Counsel
Security Level: Email, Account Authentication
(None)

Signature

Signed by:

FD318C222C994D0...
Signature Adoption: Pre-selected Style
Using IP Address: 75.194.160.49

Timestamp

Sent: 5/8/2025 2:06:01 PM
Viewed: 5/8/2025 2:51:15 PM
Signed: 5/8/2025 3:01:05 PM

Electronic Record and Signature Disclosure:

Accepted: 5/8/2025 2:51:15 PM
ID: 9d3ea8c7-5587-42c1-a662-75e7896dac87

Gina Borasi
Gina.Borasi@santacruzcountyca.gov
Risk Manager
County of Santa Cruz
Security Level: Email, Account Authentication
(None)

Signed by:

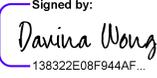
E4EADC5BA53B4DB...
Signature Adoption: Pre-selected Style
Using IP Address: 174.233.250.227

Sent: 5/8/2025 3:01:08 PM
Viewed: 5/8/2025 4:43:36 PM
Signed: 5/12/2025 4:50:34 PM

Electronic Record and Signature Disclosure:

Accepted: 12/18/2023 9:38:58 AM
ID: 5f1392e5-7eb7-47e8-b6a6-baa8d5c3b8c6

Davina Wong
wong.davina@jobcorps.org
Security Level: Email, Account Authentication
(None)

Signed by:

138322E08F944AF...
Signature Adoption: Pre-selected Style
Using IP Address: 198.0.223.233

Sent: 5/12/2025 4:50:37 PM
Viewed: 5/12/2025 4:51:34 PM
Signed: 5/12/2025 4:52:13 PM

Electronic Record and Signature Disclosure:

Accepted: 5/12/2025 4:51:34 PM
ID: 202d876a-7920-47af-bbc8-a4572f09bf89

Wanda Michaelis
wanda@scairinc.org
Executive Director
Security Level: Email, Account Authentication
(None)

DocuSigned by:

A593B463E44F4C5...
Signature Adoption: Pre-selected Style
Using IP Address: 98.176.166.220
Signed using mobile

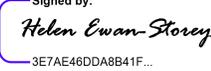
Sent: 5/12/2025 4:52:17 PM
Viewed: 5/12/2025 6:55:54 PM
Signed: 5/12/2025 6:56:34 PM

Electronic Record and Signature Disclosure:

Signer Events

Helen Ewan-Storey
 Helen@cabinc.org
 Assistant Director
 Security Level: Email, Account Authentication
 (None)

Signature

Signed by:

 3E7AE46DDA8B41F...
 Signature Adoption: Pre-selected Style
 Using IP Address: 35.131.88.122

Timestamp

Sent: 5/14/2025 4:05:22 PM
 Viewed: 5/15/2025 11:42:25 AM
 Signed: 5/15/2025 11:43:00 AM

Electronic Record and Signature Disclosure:
 Accepted: 5/15/2025 11:42:25 AM
 ID: 730aea71-c8a8-4677-abec-417f40f41203

Jennifer Panetta
 JennyP@hacosantacruz.org
 Executive Director
 Housing Authority of the County of Santa Cruz
 Security Level: Email, Account Authentication
 (None)

DocuSigned by:

 0802CCFEFF6A479...
 Signature Adoption: Drawn on Device
 Using IP Address: 209.37.103.155

Sent: 5/14/2025 4:05:23 PM
 Viewed: 5/15/2025 12:12:54 PM
 Signed: 5/15/2025 12:13:35 PM

Electronic Record and Signature Disclosure:
 Accepted: 5/24/2022 9:36:15 AM
 ID: 19e5a06f-2671-4b6f-b975-540964fa4fc1

Maria Elena De La Garza
 MariaElena@cabinc.org
 CEO
 Community Action Board of Santa Cruz County, Inc.
 Security Level: Email, Account Authentication
 (None)

DocuSigned by:

 544617DA76FF4E8...
 Signature Adoption: Pre-selected Style
 Using IP Address: 35.131.88.122

Sent: 5/14/2025 4:05:22 PM
 Viewed: 5/15/2025 11:41:14 AM
 Signed: 5/15/2025 11:42:01 AM

Electronic Record and Signature Disclosure:
 Accepted: 5/15/2025 11:41:14 AM
 ID: 6e45efc0-997a-422c-9571-3aa1e597240c

Victoria Huynh
 Victoria.Huynh@edd.ca.gov
 Security Level: Email, Account Authentication
 (None)

DocuSigned by:

 A20793043AFA456...
 Signature Adoption: Pre-selected Style
 Using IP Address: 151.143.88.245

Sent: 5/14/2025 4:05:20 PM
 Resent: 5/16/2025 8:19:02 AM
 Viewed: 5/19/2025 9:28:23 AM
 Signed: 5/19/2025 9:30:55 AM

Electronic Record and Signature Disclosure:
 Accepted: 5/19/2025 9:28:23 AM
 ID: 07481458-98b5-4788-8220-00d11483dd68

Kimberly K Petersen
 Kimberly.Petersen@santacruzcountyca.gov
 Deputy Director
 County of Santa Cruz
 Security Level: Email, Account Authentication
 (None)

DS

 Signature Adoption: Pre-selected Style
 Using IP Address: 107.193.186.245

Sent: 5/22/2025 8:47:17 AM
 Viewed: 5/22/2025 2:06:30 PM
 Signed: 5/26/2025 1:53:16 PM

Electronic Record and Signature Disclosure:
 Accepted: 3/30/2022 9:47:29 AM
 ID: 137d448a-bf72-45ef-bb96-00e206abe282

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp
----------------------------------	---------------	------------------

Carbon Copy Events	Status	Timestamp
---------------------------	---------------	------------------

Witness Events	Signature	Timestamp
-----------------------	------------------	------------------

Notary Events	Signature	Timestamp
----------------------	------------------	------------------

Envelope Summary Events	Status	Timestamps
--------------------------------	---------------	-------------------

Envelope Sent	Hashed/Encrypted	5/8/2025 2:06:01 PM
Envelope Updated	Security Checked	5/14/2025 4:05:19 PM
Envelope Updated	Security Checked	5/14/2025 4:05:19 PM
Envelope Updated	Security Checked	5/14/2025 4:05:19 PM
Envelope Updated	Security Checked	5/14/2025 4:05:19 PM
Envelope Updated	Security Checked	5/14/2025 4:05:19 PM
Envelope Updated	Security Checked	5/14/2025 4:05:19 PM
Envelope Updated	Security Checked	5/14/2025 4:05:19 PM
Envelope Updated	Security Checked	5/14/2025 4:05:19 PM
Envelope Updated	Security Checked	5/14/2025 4:05:19 PM
Envelope Updated	Security Checked	5/14/2025 4:05:19 PM
Envelope Updated	Security Checked	5/14/2025 4:05:19 PM
Envelope Updated	Security Checked	5/22/2025 8:47:17 AM
Certified Delivered	Security Checked	5/22/2025 2:06:30 PM
Signing Complete	Security Checked	5/26/2025 1:53:16 PM
Completed	Security Checked	5/26/2025 1:53:16 PM

Payment Events	Status	Timestamps
-----------------------	---------------	-------------------

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, County of Santa Cruz (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact County of Santa Cruz:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: nada.algharib@santacruzcounty.us

To advise County of Santa Cruz of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at nada.algharib@santacruzcounty.us and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from County of Santa Cruz

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to nada.algharib@santacruzcounty.us and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with County of Santa Cruz

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to nada.algharib@santacruzcounty.us and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify County of Santa Cruz as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by County of Santa Cruz during the course of your relationship with County of Santa Cruz.