

## **Solano AJCC Partner Agency MOU**

### **Attachment A “System Costs Funding”**

#### **A. Parties to the MOU Participating in Providing Funding for Infrastructure and Other System Costs:**

In conformance with the WIOA, in order to establish a high quality AJCC delivery system and enhance collaboration amongst partner programs, the Workforce Development Board of Solano County (WDB) uses the AJCC Partner Agency MOU with all AJCC required partners present in their Local Workforce Development Area (Local Area). This Attachment A subpart addresses how to sustain the unified system using resource sharing and joint infrastructure cost funding.

#### **I. Other System Costs – Participating AJCC Partners**

- California Human Development, Migrant Seasonal Farmworkers
- California Indian Manpower Consortium, Native American Programs
- CAP Solano, Community Services Block Grant
- Adult Education and Literacy, Title II Adult Education
  - Benicia Unified School District, Title II Adult Education
  - Fairfield-Suisun Unified School District, Title II Adult Education
  - Muzetta Thrower Adult Education Center (Vacaville), Title II Adult Education
  - Vallejo Adult School, Title II Adult Education
- Solano Community College, Community Colleges / Carl Perkins Career Technical Education
- Solano County Health and Social Services, Temporary Assistance for Needy Families / CalWORKs
- State of California, Department of Rehabilitation, Title IV Vocational Rehabilitation
- State of California Employment Development Department (EDD) Unemployment Insurance Branch, Unemployment Insurance
- State of California Employment Development Department (EDD) Workforce Services Branch
  - Title III Wagner-Peyser
  - Veterans
  - Trade Adjustment Assistance
- Workforce Development Board of Solano County, Title I Adult, Dislocated Worker, and Youth

**II. Infrastructure Costs – Participating AJCC Partners**

- Workforce Development Board of Solano County, Title I Adult, Dislocated Worker and Youth
- State of California Employment Development Department (EDD), Title III Wagner-Peyser, Veterans, Trade Adjustment Assistance
- State of California, Department of Rehabilitation, Title IV Vocational Rehabilitation

**III. Consensus and / or Assurance**

All parties have negotiated in good-faith to reach consensus for cost sharing.

**B. Sharing Funding Responsibility:**

**I. Career Services Costs Budget**

Please refer to AJCC Partner Agency MOU Attachments C & D, which describe the applicable career services provided by each AJCC Partner. *This Career Service budget contains annual funding amounts.*

KEY: AGENCIES-PARTNERS

BUSD T-II AEL	Benicia Unified School District, Title II Adult Education
CHD MSF:	California Human Development, Migrant Seasonal Farmworkers programs
CIMC Native Am:	California Indian Manpower Consortium, Native American programs
CAPSolano CSBG:	CAP Solano, Community Services Block Grant
FSUSD T-II AEL:	Fairfield-Suisun Unified School District, Title II Adult Education
VUSD:	Muzetta Thrower Adult Education Center, Title II Adult Education
VCUSD T-II AEL:	Vallejo Adult School, Title II Adult Education
H&SS TANF:	Solano County Health and Social Services, Temporary Assistance for Needy
SCC Tech Ed:	Solano Community College, Community Colleges / Carl Perkins Career Technical
DOR T-IV VR:	State of California, Department of Rehabilitation, Title IV Vocational Rehabilitation
EDD T-III W-P:	State of California Employment Development Department, Title III Wagner-Peyser,
EDD Vets:	State of California Employment Development Department, Veterans
EDD TAA:	State of California Employment Development Department, Trade Adjustment Assistance
EDD UI:	State of California Employment Development Department, Unemployment Insurance
WDB T-I Adult:	Workforce Development Board of Solano County, Title I Adult
WDB T-I DW:	Workforce Development Board of Solano County, Title I Dislocated Worker
WDB T-I Youth:	Workforce Development Board of Solano County, Title I Youth

**Consolidated budget total of career services delivered through the One-Stop system Grand Total = \$21,519,431.01**

<b>Consolidated Budget for the Delivery of Applicable Career Services</b>							
<b>Applicable Career Services</b>	<b>WDB T-I Adult</b>	<b>WDB T-I DW</b>	<b>WDB T-I Youth</b>	<b>FSUSD T-II AEL</b>	<b>VCUSD T-II AEL</b>	<b>EDD T-III WP</b>	<b>DOR T-IV VR</b>
<b>Basic Career Services:</b> T-I Eligibility/Initial Assess Outreach, Intake, Orient Labor Exchange/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$184,230.00	\$160,778.00	\$136,391.00	\$0	\$29,600.00	\$3,271,948.49	\$938,750.06
	<b>SCC Tech Ed</b>	<b>ACC T-V OAA</b>	<b>Job Corps</b>	<b>CIMC Native Am</b>	<b>CHD MSF</b>	<b>EDD Vets</b>	<b>EDD TAA</b>
	\$0	\$0	\$0	\$20,067.00	\$28,950.00	\$168,532.03	\$2,808.88
	<b>CAPSolano CSBG</b>	<b>H&amp;SS TANF</b>	<b>EDD UI</b>	<b>MUZETTA T-II AEL</b>	<b>BUSD T-II AEL</b>		
	\$0	\$7,258,295.00	\$36.00	\$5,000.00	\$2,500.00		
<b>Consolidated budget total of Basic Career Services delivered through the One-Stop system = \$12,222,886.46</b>							
<b>Applicable Career Services</b>	<b>WDB T-I Adult</b>	<b>WDB T-I DW</b>	<b>WDB T-I Youth</b>	<b>FSUSD T-II AEL</b>	<b>VCUSD T-II AEL</b>	<b>EDD T-III WP</b>	<b>DOR T-IV VR</b>
<b>Individual Career Services:</b> Comp Assessment/IEP Career Plan/Counsel Short-Term Pre-Vocational Internship/Work Experience Financial Literacy IET/ELA/WF Prep	\$405,041.00	\$439,784.00	\$292,445.00	\$439,506.00	\$0	\$577,402.68	\$3,755,000.24
	<b>SCC Tech Ed</b>	<b>ACC T-V OAA</b>	<b>Job Corps</b>	<b>CIMC Native Am</b>	<b>CHD MSF</b>	<b>EDD Vets</b>	<b>EDD TAA</b>
	\$480,213.00	\$0	\$0	\$11,606.00	\$80,000.00	\$29,740.95	\$495.68
	<b>CAPSolano CSBG</b>	<b>H&amp;SS TANF</b>	<b>EDD UI</b>	<b>MUZETTA T-II AEL</b>	<b>BUSD T-II AEL</b>		
	\$0	\$2,705,385.00	\$57,425.00	\$35,000.00	\$2,500.00		
<b>Consolidated budget total of Individual Career Services delivered through the One-Stop system = \$9,326,544.55</b>							

II. Sharing AJCC Infrastructure Costs:

The Workforce Development Board of Solano County and AJCC Partners have chosen the following option for developing the infrastructure cost budget:

Option 1: A separate budget for each comprehensive / affiliate AJCC.

Option 2: A consolidated system-wide budget for the network of comprehensive / affiliate AJCCs.

Comprehensive AJCC:

America's Job Center of California  
Solano County  
1440 Marin St.  
Vallejo, CA 94590

Partners Colocated at this AJCC:

- Workforce Development Board of Solano County
- State of California Employment Development Department
- State of California, Department of Rehabilitation

III. Cost Allocation Methodology

The Workforce Development Board of Solano County and collocated Partners to this MOU agree to a cost allocation methodology to identify the proportionate share of infrastructure costs each partner will be expected to contribute. This cost allocation methodology adheres to the following: is consistent with federal laws authorizing each partner's program; complies with federal cost principles in the Uniform Guidance; includes only costs that are allowable, reasonable, necessary, and allocable to each program Partner; and is based on an agreed upon measure that mathematically determines the proportionate use and benefit received by each Partner.

The infrastructure cost allocation methodology selected is the proportion of a Partner program's occupancy percentage in square footage and time utilized at the Solano Employment Connection Job Center in Vallejo, the AJCC comprehensive center.

**AJCC Partner Agency MOU**  
**Attachment B**  
**"AJCC Shared Infrastructure Cost Budget"**

**Proportionate Partners' Shares of Infrastructure Cost**

The proportionate share of infrastructure costs allocated to each partner is based on the agreed upon cost allocation methodology. The initial determination will be reconciled against actual incurred costs at the end of each agreement period, and each Partner's actual share of cost will be adjusted accordingly.

Each colocated Partner has agreed to contribute an amount equal to their share of the total AJCC infrastructure costs.

This cost budget is the estimated calculation of infrastructure cost from ~~7/1/25~~ through 6/30/26 This budget will be adjusted quarterly when actual infrastructure costs are known. Each Partner's actual share will then be recalculated, and each Partner informed of the change.

This cost sharing budget will be estimated for each of the subsequent periods; 2026-27 and 2027-28, and adjusted quarterly when actual costs are known at the end of each of those periods. Each Partner's actual share will then be calculated.

**AJCC Infrastructure Cost Budget**

Line-Item	AJCC Cost			Method to Allocate to AJC			Current Payor - Agency		
	Estimated 7/1/2025	Adjusted x/xx/25	Total 6/30/2025	Sq. Ft	# Units	Exclusive	EDD	WDB	DOR
Utilities	\$90,349.80	\$0	\$90,349.80	x			\$90,349.86	0	0
Janitorial	129,598.50	0	129,598.50	x			129,598.56	0	0
Security	2,865.00	0	2,865.00	x			2,865.00	0	0
HVAC Maintenance	23,616.00	0	23,616.00	x			23,616.00	0	0
Landscaping	5,400.00	0	5,400.00	x			5,400.00	0	0
Pest Control	864.00	0	864.00	x			864.00	0	0
Elevator Maintenance	3,600.00	0	3,600.00	x			3,600.00	0	0
Power Sweeping	5,760.00	0	5,760.00	x			5,760.00	0	0
Security Guard	102,044.20	0	102,044.20	x			102,044.28	0	0
Capital Outlay Project	46,020.00	0	46,020.00	x			46,020.00	0	0
Annual Fire Extinguisher Service	120.00		120.00				120.00	0	0
Copy Machine Lease	2,073.00	0	2,073.00	x			0	2,073.00	0
Communications & Network	8,200.00	0	8,200.00	x	x		0	8,200.00	0
Supplies & Maintenance	600.00	0	600.00		x		0	600.00	0
Access and Accommodation	9,205.60	0	9,205.60				0	0	9,205.68
Total Cost Budget	\$430,316.30	\$0	\$430,316.30				\$410,237.70	\$10,873.00	\$9,205.68

**Proportionate Partners' Shares of Infrastructure Costs (continued)**

	PARTNERS		
	EDD	WDB	DOR
Method to Allocate Total AJCC Infrastructure Costs to Colocated Partners			
-AJCC Space Occupancy by Colocated Partner	95.33%	2.53%	2.14%
Shared Costs by Colocated Partners			
-Total AJCC Infrastructure Cost Budget	410,237.70	10,873.00	9,205.68
	PARTNERS		
	EDD	WDB	DOR
Infrastructure Cost Payments by Agency			
Total AJCC Infrastructure Cost Budget	\$410,237.70	\$10,873.00	\$9,205.68
Amount Due for Shared Infrastructure Costs by Agency	\$0	\$0	\$0
Compare to Estimate at 07/01/24:			
-Additional Amount Due for Shared Costs by Agency	\$0	\$0	\$0

Payment for operating costs through EDD are made via established lease agreements with individual partners. In the event of dispute regarding operating costs, EDD lease agreements, policies and procedures supercede this document.

July 2025 - June 2028

**Basic Career Services:**

Employment & training services provided to  
 any person seeking assistance who is 16 yrs  
 & over and has the Right to Work in the US

Partner Program	Partner Agency	OUTREACH:		ORIENTATION:		INTAKE:			On-line Eligibility/ Registration Services
		AJCC Website Content & Links	Partner Staff Cross-Training	1-Stop System & AJCC Orientations	Partner Services/ Directory/ Orientations	CalJOBS Access	Program-Specific Eligibility @ AJCC		
WIOA Title I Adult / Dislocated Worker	WDB	y	y	y	y	y	Title 1	-----	
WIOA Title I Youth	WDB	y	y	y	y	y	Title 1	-----	
WIOA Title II Adult Education and Literacy	BUSD	y	y	y	y	y	Title II	y	
WIOA Title II Adult Education and Literacy	FSUSD	y	y	y	y	y	Title II	y	
WIOA Title II Adult Education and Literacy	VCUSD	y	y	y	y	y	Title II	y	
WIOA Title II Adult Education and Literacy	VUSD	y	y	y	y	y	-----	y	
WIOA Title III Wagner-Peyser	EDD-Job Service	y	y	y	y	y	Title III	y	
WIOA Title IV Vocational Rehabilitation	DOT	y	y	y	y	y	Title IV	y	
Title V Older Americans Act	ACC	y	y	y	y	y	Title V	-----	
Job Corps	Job Corps	y	y	y	y	y	y	-----	
Native American Programs (Section 166)	CIMC	y	y	y	y	y	-----	-----	
Migrant Seasonal Farmworkers (Section 167)	CHD	y	y	y	y	y	-----	-----	
Veterans Workforce Services Branch (WSB)	EDD	y	y	y	y	y	y	-----	
Trade Adjustment Assistance Act (WSB)	EDD	y	y	y	y	y	y	-----	
Community Services Block Grant	CAPSolano	y	y	y	y	y	-----	-----	
Unemployment Insurance (UIB)	EDD	y	y	n/a	y	y	-----	y	
TANF/CalWORKS	Solano H&SS	y	y	y	y	y	-----	y	
Career Technical Education	Solano College	y	y	y	y	y	-----	y	

July 2025 - June 2028

Partner Program	Partner Agency	ASSESSMENT & REFERRAL:			JOB SEARCH ASSISTANCE:	
		Initial Needs Assessment	Referral to Partner Services	Partner Point of Contact	Labor Market Info - CalJOBS +	Job Search / Skills Upgrade Help
WIOA Title I Adult / Dislocated Worker	WDB	y	y	y	y	y
WIOA Title I Youth	WDB	y	y	y	y	y
WIOA Title II Adult Education and Literacy	BUSD	y	y	y	y	y
WIOA Title II Adult Education and Literacy	FSUSD	y	y	y	y	y
WIOA Title II Adult Education and Literacy	VCUSD	y	y	y	y	y
WIOA Title II Adult Education and Literacy	VUSD	y	y	y	y	y
WIOA Title III Wagner-Peyser	EDD-Job Service	y	y	y	y	y
WIOA Title IV Vocational Rehabilitation	GOR	y	y	y	y	y
Title V Older Americans Act	ACC	y	y	y	y	y
Job Corps	Job Corps	y	y	y	y	y
Native American Programs (Section 166)	CIMC	y	y	y	y	y
Migrant Seasonal Farmworkers (Section 167)	CHD	y	y	y	y	y
Veterans Workforce Services Branch (WSB)	EDD	y	y	y	y	y
Trade Adjustment Assistance Act (WSB)	EDD	y	y	y	y	-----
Community Services Block Grant	CAPSolano	y	y	y	y	-----
Unemployment Insurance (UIB)	EDD	y	y	y	n/a	n/a
TANF/CalWORKS	Solano H&SS	y	y	y	y	y
Career Technical Education	Solano College	y	y	y	y	y

July 2025 - June 2028

**Business /Employer  
Services:**

Partner Program	Partner Agency	LABOR EXCHANGE:		INFORMATION:			BUSINESS SERVICES:	
		CalJOBS Job Bank Access - Job Seeker	CalJOBS Job Bank Access - Job Seeker	Performance & Cost	Unemployment Insurance	Financial Aid & Support Services	Employer Services @ AJCC / Other	CalJOBS Job Listings Access - Employer
WIOA Title I Adult / Dislocated Worker	WDB	y	y	-----	y	y	y	y
WIOA Title I Youth	WDB	y	y	-----	y	y	y	y
WIOA Title II Adult Education and Literacy	BUSD	y	-----	-----	y	-----	-----	y
WIOA Title II Adult Education and Literacy	FSUSD	y	-----	-----	y	-----	-----	y
WIOA Title II Adult Education and Literacy	VCUSD	y	-----	-----	y	-----	-----	y
WIOA Title II Adult Education and Literacy	VUSD	y	-----	-----	y	-----	-----	y
WIOA Title III Wagner-Peyser	EDD-Job Service	y	-----	y	y	y	y	y
WIOA Title IV Vocational Rehabilitation	GOR	y	-----	-----	y	y	y	y
Title V Older Americans Act	ACC	y	-----	-----	y	y	y	y
Job Corps	Job Corps	y	-----	-----	y	y	y	y
Native American Programs (Section 166)	CIMC	y	-----	-----	y	-----	-----	y
Migrant Seasonal Farmworkers (Section 167)	CHD	y	-----	-----	y	-----	-----	y
Veterans Workforce Services Branch (WSB)	EDD	y	-----	y	y	y	y	y
Trade Adjustment Assistance Act (WSB)	EDD	y	-----	-----	y	-----	-----	y
Community Services Block Grant	CAPSolano	y	-----	-----	y	-----	-----	y
Unemployment Insurance (UIB)	EDD	n/a	-----	y	n/a	n/a	n/a	n/a
TANF/CalWORKS	Solano H&SS	y	-----	-----	y	-----	-----	y
Career Technical Education	Solano College	y	-----	-----	y	-----	-----	y

AJCC System Points of Access

**July 2025 - June 2028**

BEN = Benicia      SS = Suisun  
FF = Fairfield      VJO = Vallejo

Partner Program	Partner Agency	PHYSICAL LOCATIONS - Service sites:						
		VJO/BEN Comprehensive	VJO/BEN Other	FF/SS Affiliate	FF/SS Other	Vacaville Other	Rio Vista Other	Dixon Other
WIOA Title I Adult / Dislocated Worker	WDB	Co-located	y	Co-located	y	y	-----	-----
WIOA Title I Youth		Co-located	y	Co-located	y	y	-----	-----
WIOA Title II Adult Education and Literacy		-----	y	-----	-----	-----	-----	-----
WIOA Title II Adult Education and Literacy		-----	-----	Intermittent	y	-----	-----	-----
WIOA Title II Adult Education and Literacy		VCUSD	Intermittent	y	-----	-----	-----	-----
WIOA Title II Adult Education and Literacy		-----	-----	-----	-----	-----	-----	-----
WIOA Title III Wagner-Peyser		EDD-Job Service	Co-located	-----	-----	y	-----	-----
WIOA Title IV Vocational Rehabilitation		DOR	Co-located	y	Intermittent	y	y	y
Title V Older Americans Act		ACC	Intermittent	-----	Intermittent	-----	-----	-----
Job Corps		Job Corps	Intermittent	y	Intermittent	y	-----	-----
Native American Programs (Section 166)		CIMC	-----	y	-----	y	y	y
Migrant Seasonal Farmworkers(Section 167)		CHD	Intermittent	-----	Intermittent	-----	Intermittent	y
Veterans Workforce Services Branch (WSB)		EDD	Co-located	-----	-----	-----	-----	-----
Trade Adjustment Assistance Act (WSB)		EDD	Co-located	-----	-----	-----	-----	-----
Community Services Block Grant		CAPSolano JPA	-----	y	-----	y	y	y
Unemployment Insurance (UIB)		EDD	-----	-----	-----	-----	-----	-----
TANF/CalWORKS		Solano H&SS	-----	y	-----	y	y	y
Career Technical Education		Solano College	-----	y	-----	y	-----	-----

AJCC System Points of Access

**July 2025 - June 2028**

Partner Program	Partner Agency	ELECTRONIC CONNECTIONS:				CONNECTIONS:	
		Website Links	Computer Access Public	Online Services	Networked Referrals	Real time Connections	Real time Referrals
WIOA Title I Adult / Dislocated Worker	WDB	y	y	y	in-development	y	y
WIOA Title I Youth	WDB	y	y	y	in-development	y	y
WIOA Title II Adult Education and Literacy	BUSD	y	-----	y	in-development	y	y
WIOA Title II Adult Education and Literacy	FSUSD	y	-----	y	in-development	y	y
WIOA Title II Adult Education and Literacy	VCUSD	y	-----	y	in-development	y	y
WIOA Title II Adult Education and Literacy	VUSD	y	-----	y	in-development	y	y
WIOA Title III Wagner-Peyser	EDD-Job Service	y	y	y	in-development	y	y
WIOA Title IV Vocational Rehabilitation	DOT	y	-----	y	in-development	y	y
Title V Older Americans Act	ACC	y	-----	y	in-development	y	y
Job Corps	Job Corps	y	-----	y	in-development	y	y
Native American Programs (Section 166)	CIMC	Y	-----	y	in-development	y	y
Migrant Seasonal Farmworkers(Section 167)	CHD	y	-----	y	in-development	y	y
Veterans Workforce Services Branch (WSB)	EDD	y	y	y	in-development	y	y
Trade Adjustment Assistance Act (WSB)	EDD	y	y	y	in-development	y	y
Community Services Block Grant	CAPSolano JPA	y	-----	-----	in-development	y	y
Unemployment Insurance (UIB)	EDD	y	-----	y	-----	y	y
TANF/CalWORKS	Solano H&SS	y	-----	y	in-development	y	y
Career Technical Education	Solano College	y	-----	y	in-development	y	y