



## Innovative Workforce Solutions

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### **Santa Cruz County Workforce Development Board Agenda**

Wednesday, May 11, 2022 / 12:00 pm – 1:00 pm  
Quality Hotel Americana, Mayan Room  
639 N. Grand Avenue, Nogales, AZ

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Call to the Public
- E. Adoption of Meeting Minutes – March 9, 2022
- F. Budget Report – Introduction Patricia Azcue
- G. Action Items
  - a. AZ@WORK Santa Cruz County Infrastructure Funding Agreement
- H. Partner Reports
  - a. Title I – Workforce Development
  - b. Title II – Adult Education & Literacy
  - c. Title III – Wagner-Peyser Act / Employment Services
  - d. Title IV – Vocational Rehabilitation Services
  - e. Director's Updates
- I. One Stop Operator – Report
- J. Board Reports
- K. Next Meeting – Wednesday, July 14, 2022
- L. Adjournment

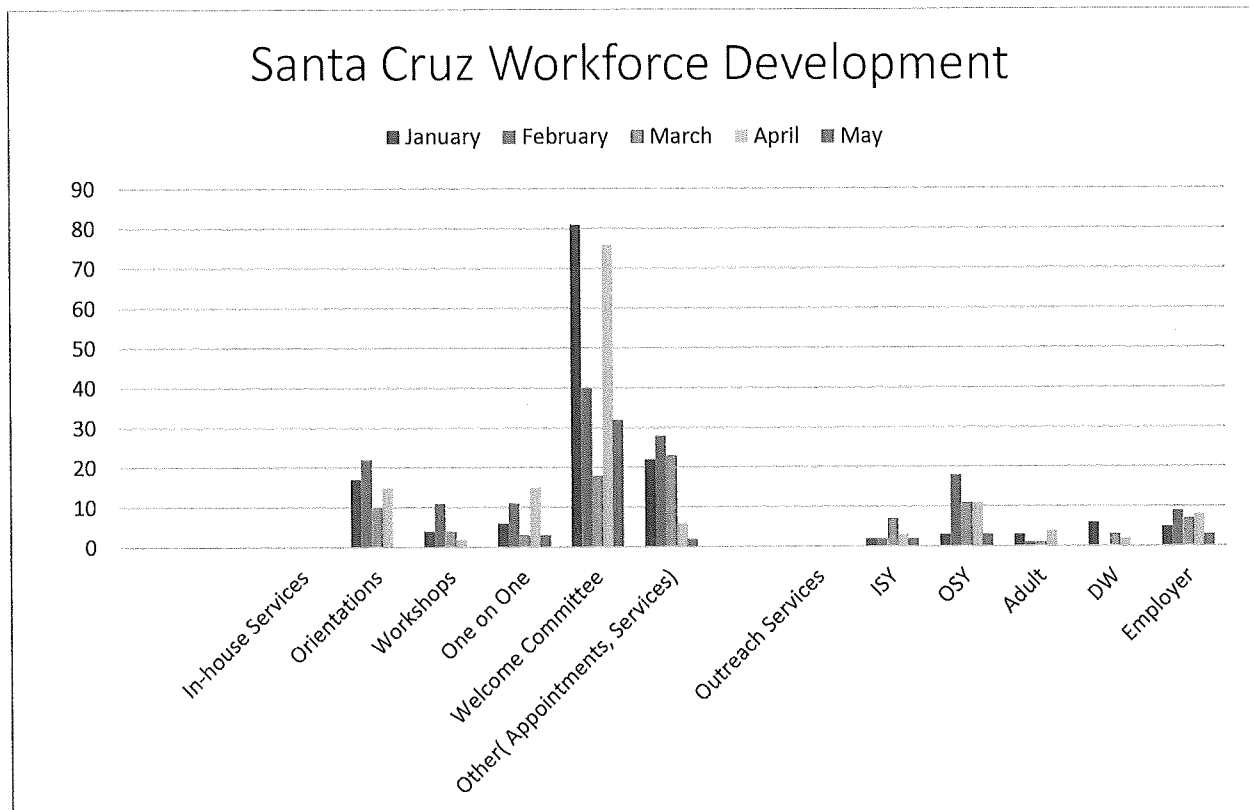
# BOARD REPORT 3/5/2022 thru 5/6/2022

## Title I Workforce Development

### Outreach:

TAG -AB Insurance Agency  
Martinez Group  
Restaurant 32  
Mariposa Liquidation  
Nogales High School  
RR Parent Resource Night  
O'Reilly Auto Parts  
Circle K  
Nogales Public Library  
Holiday inn express  
Borderlink Transport  
Horne Ford  
Child Abuse walkathon  
Fiesta de las Flores

GF Produce  
KFC  
Nogales Market  
PVHS  
Patagonia Youth Center  
Crossroad Mission  
Community Foodbank  
Pima Community College  
Nogales High School  
Rio Rico High School  
Hope Inc.  
Community Health Associates  
Patagonia Union High School  
Intermountain Health Center  
Desert Shadows Middle School



## **Title II – Adult Education**

Santa Cruz County Continuing Education (SCCCE) launched its spring cohort on March 21, 2022, where we were able to serve 38 new incoming students.

SCCCE Program Manager attended program training with Sommerton Adult Education on March 17<sup>th</sup>, 2022. This program training was a valuable event, where we were trained regarding data intake procedures, testing session processes, and student retention strategies. The SCCCE Program Manager also attended the 2022 Coalition of Adult Basic Education in Seattle, Washington. This served as a valuable opportunity to connect with other programs and review technology integration strategies, as well as strategies to increase student enrollment.

SCCCE Program Manager completed the LEAD, NACO High-Performance Leadership, and STAR year-long training.

With this valuable training, SCCCE was able to restructure its New Student Orientations, intake, and registration procedures; in an effort to increase overall program enrollment.

We have increased our marketing efforts and currently have promotional ads at the Oasis movie theater, as well as incorporated front desk staff at the 1904 historic courthouse. We look forward to seeing our program soon expand with our newly implemented changes.

## **Title III – DERS**

**Below you will find a synopsis of our accomplishments: (March-April 2022), which will show a comparison from the previous year.**

-Nogales has been able to provide 31 referrals compared to 33 last year, and the staff has successfully placed 25 clients in meaningful employment compared to 15 last year.

-Nogales has had 29 job openings in AJC/ System. Will not allow comparison.

-Staff in Nogales have served approximately 265 clients compared to 134 from last year, which registered 85 in AJC compared to 165 from last year.

We are continuing within an office setting with multiple services, such as job search assistance, referrals to other partners for additional training, faxing, answering unemployment questions, and assisting with the ID ME process which has totaled 813 specific services provided combined.

TANF is now offering services at the Nogales One-Stop location.

## **Title IV – DES Vocational Rehabilitation**

**State of Arizona/ DERS**

**Title IV – Vocational Rehabilitation Services**

**District 6 – Nogales office, Santa Cruz County**

**VR Supervisor – M. Elizabeth Kinder, MA**

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Current data of Successful Closures (post 90 days of employment)

Search criteria: July 01, 2021 - May 01, 2022

VRS has had **12** Successful Closures to date

\*\*\*\*\*Comparison to last year's data of Successful Closures

Search criteria: July 01, 2020 - May 01, 2021

VRS had **10** Successful Closures

### **Referral data:**

Recent outreach by our team has generated approximately 18 new youth referrals that will turn into Transition School to Work students/ clients in the next school year.

In 2021, there was a slight improvement over 2020 in referrals, but not by very much. 2018 and 2019 were better years for us.

Note: The above numbers are generated from filtering our internal data management system. VR Administration has not provided updated Placement and Closure report data for this FY.

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### **Updates:**

VR has finalized a formal date to return to work in the VR office across the State using a hybrid model. VR staff will be returning on July 5<sup>th</sup>, 2022. In July, all Nogales VR staff will be active in and out of the office working in the community (field) and the office as needed meeting with clients, while also maintaining a home office. Note: Nogales VR office staff have been working in a modified work schedule already, to meet programmatic needs and to maintain a collaborative presence with our ARIZONA@WORK partners

VR team is working closely and collaboratively within the community, with the local schools, Behavioral Health agencies, Department of Developmental Disabilities, and with ARIZONA@WORK. We are actively looking for additional outreach opportunities to increase referrals.

### **Outreach Events:**

Wednesday, March 30 – C-CREO Rio Rico HS Parent Resource Night

Saturday, April 2 - Autism Awareness Day

Wednesday, April 6 - Child Abuse Walk-a-thon

Thursday, May 5 - Desert Shadow MS Career Fair

Thursday, May 5 - Rio Rico HS (Coach Lopez) VR Presentation

### **VR Presentations:**

Wednesday, March 16 - CHA VR Presentation Zoom

Friday, March 18 - TSW presentation at Wade Carpenter

Thursday, April 28 - Pinal Hispanic Council VR Presentation

**Collaboration meetings:**

Tuesday, April 19 - Youth Committee Meeting

**Cross referrals with ARIZONA@WORK (Titles):**

Referrals received: 4

**Job Readiness Training:**

Wednesday, April 27 - Launched our first internal JRT (4 workshops) with Nogales client led by our Nogales offices Rehabilitation Technician

**One-Stop Operator Report – Jim Mize**

We continued to hold our monthly partner meetings. Attendance is getting better each month but we are still looking for more Community Partners to attend and share their information.

John Fanning Superintendent of the Rio Rico High School system reported that new construction at the high school was well underway and in the final stages of completion. There is a lot of construction going on at the school, including lights, pool, median construction and etc. They had 105 students attend their weekend basketball camp. The charge was only 1\$. They will continue this program throughout the summer. On May 3rd, Rio Rico will have a job fair for students. Elizabeth Kinder Voc Rehab asked if outside agencies could attend. The answer was an empathic "yes". John reported they will be hosting a Job Fair on May the 3<sup>rd</sup>. He has contacted over 50 employers and community partners. The number of students at Rio Rico H.S. continues to grow. Rio Rico is holding a "Navigating the recruiting process" for athletes at the high school. John said that the Softball team is going to State competitions.

I contacted Art Basurto, SER Automotive program manager, about the job fairs and the career fairs being held in the Nogales, Rio Rico area. He will follow up with John Fanning and the CTE Director.

Elizabeth Kinder, Voc. Rehab. reported 10 closures this year. This is double all of last year and there are still 3 months left in the reporting year! Voc. Rehab. is focusing on outreach to other organizations as well as businesses to solicit opportunities for their clients. The "good news" is they are having 3 outreach events next month.

In April Elizabeth reported that VR numbers were better in 2021 than in 2020. She did not have any 2022 numbers as of this call.

Victor Cardenas- DES- Victor will report on his activities. DES is looking for hires in the food processing sector.

Vanessa Cota- Recently hired as Regional Director for PPEP, NFWJP (National farm Workers Job Program reported PPEP is still working with the laid-off employees in pecan processing layoff. She will be visiting the various sites that she oversees in the near future. They are currently housed at the Santa Cruz One-Stop facility. Additionally, Vanessa said that they are experiencing lower numbers of clients than in years past. She is working to gain more of a presence in the Nogales area. Vanessa is also working with clients who are interested in business microloans. PPEP had a table at the Nogales Marathon which was held in late April.

Susan Standen, Regional coordinator for the Trade Adjustment Act reported that after 8 months the DOL denied the Pecan growers' layoff as being TAA qualified. TAA argued that the tariffs played a huge role in the plant closure, but the DOL denied the request. Susan reported that Honeywell had delayed its "step" layoff until June. Additionally, she reported there are no new WARN issues for the State.

Nora Herrera - Adult Education Manager for the Santa Cruz One-Stop reported that they will have a cohort of 130 clients for the Summer program beginning in May. Nora is still having problems with employers not working with students' educational programs and employer work schedules. I told her that

this same issue was discussed at the Cochise LWDB meeting last week. Additionally, Nora stated that they are upgrading the Courthouse facility for the students.

Brian Nelson, Pima College in Nogales will be holding a Career Fair on June 10<sup>th</sup> from 9-12 a.m. It is technically oriented, IT, Cyber, EMT, etc. He will have full-time faculty, employers, and ex-students that are now working in these fields, speak.

Miriam Cruz, DES regional manager reported they too have seen a decline in the number of clients presenting for services. Almost 90% of visitors are just signing up for Unemployment. They are not interested in training or job search. The computer and ESL classes are also down in numbers.

Irasema Olivera - Program Manager for the Nogales One-Stop reported they are doing a lot of outreach in the community for the Adult and Dislocated Worker program. She reported that they have two hiring events in March and that additionally, Strata from North Dakota will be on-site recruiting. This same Company is also recruiting out of the Pima County One-Stop She reported that the LWDB has created a Youth Committee. She is currently looking for committee members. Irasema stated that Tomas, Business Services program is doing outreach to businesses to find more job opportunities.

Irasema reported they too are experiencing a slow last month and a half. Their unemployment rate is 5.3%. This is twice what it is in other Southeastern counties. Layoffs in the produce industry should increase their customer flow. They are gearing up for the possible influx of clients. As a side note, laid-off produce workers seem to be used to the cycle of work/ layoff.

Irasema reported that the NAWDB conference was well attended. Smaller numbers going to the One-Stops are off, around the country. She recommended that next year maybe some Board members could attend.

In June, the Nogales One-Stop Center will have a State audit that I will assist Irasema with.

Maritza Cervantes, WIOA Director reported they are busy with year-end closeout of budgets. She also announced her June 3<sup>rd</sup> retirement. She will be missed.

**SANTA CRUZ COUNTY  
WORKFORCE INNOVATION AND OPPORTUNITY ACT  
LOCAL WORKFORCE DEVELOPMENT BOARD MEETING  
VIA ZOOM MEETING**

**March 09, 2022 Minutes**

**Board Members Present Via Zoom**

Dina Rojas-Sanchez  
Dan Doyle  
Nora Herrera (Tele)  
Efrain Triguerras  
Christopher Young  
Victor Cardenas  
Tom McAlpin  
Maria E. Kinder (Tele)  
Karen King (Tele)  
Richard Brennan

**Board Members Absent**

Olivia Ainza-Kramer  
Victor Hetherington  
Louie Doyle  
Olivia Ainza-Kramer  
Norma Lucero

**Staff and Guests Present:**

Maritza Cervantes  
Mauricio Chavez  
Irasema Olvera  
Jim Mize  
Javier de La Ossa  
John Doyle

- A. **Call to Order** - The meeting was called to order at 12:09 P.M. by D. Sanchez
- B. **Pledge of Allegiance**
- C. **Roll Call** – Quorum was not present at the start of the meeting.
- D. **Call to the Public** – T. McAlpin introduced guest Mr. John Doyle
- E. **Adoption of the September 8<sup>th</sup>, 2021, and the November 10<sup>th</sup>, 2021 that could not be approved due to no quorum.**
- Confirming all Board Members had read and reviewed the September 8<sup>th</sup> Meeting minutes, C. Young made a motion to approve the minutes as presented with D. Doyle voiced a second too the motion. Confirming all Board members reviewed the November 10<sup>th</sup> meeting minutes, C. Young motioned to approve the minutes as presented and E. Triguerras seconded the motion. The board unanimously approved both the September 8<sup>th</sup> and November 10th minutes.
- F. **Budget Report – Mauricio Chavez - SCC Finance Department**

**Mauricio Chavez:** SCC LWDB Finance Director presented the Budget Report for this meeting. P. Aczue, unfortunately, could not make it for this meeting but M. Chavez stated she will come to the next meeting for the board to meet her. P. Aczue is a Senior Accountant for SCC and works with the WIOA Grant. M. Chavez provided a spreadsheet that was shared with all LWDB members. M. Chavez reviewed all the different funding available thru WIOA. (Adult, Dislocated Workers, & Youth

funding). D. Sanchez stated that the report was hard to understand and asked for clarification in expenditures and how far along we are, in retrospect, to what we typically are with the budget? M. Chavez stated from the financial perspective we are actually doing better in spending. It has been a challenge on the programmatic side because the program has a lot of eligibility requirements and we have to abide by them and it is not as simple as providing services to whomever walks through the door, not everyone is entitled to the funding. Both Title I staff together with Finance has to be very careful by doing their due diligence that the funding will be expended according to the eligibility requirements.

D. Sanchez expressed her contentment, as a Board member, having a better understanding of the budget side of the program with the explanation from M. Chavez. She went on to highlight the importance of understanding the program's budget and the programmatic requirements.

## **G. Action Items:**

### **1. Youth Committee: M. Cervantes**

- M. Cervantes reported: "Previously we had discussed getting our board stronger before getting our board into committees. After attending our Youth Conference in Chicago this past December, we learned that we only needed one board member on the committee together with the representation of other community members to create the committee. When we began to meet with the Superintendent's office when we began to share the 1904 Court House. It started with C. Young, M. Cervantes N. Herrera, and M. Donnelly and added I. Olvera our program manager, and K. Muñoz from the Superintendent's office, since then, we have also included B. Nelson from Pima Community College and recently reached out to J. Fanning, the Community Outreach Coordinator from Santa Cruz Valley Unified School District. We began discussing how the main purpose of the meetings was "Youth" and in talking to C. Young we agreed and want to make the recommendation for the board to consider this as the basis for the Youth Committee and invite other board members and community members as well. D. Sanchez entertained a motion for C. Young and N. Herrera to represent this board in the creation of the Youth Committee, which has been established to represent the LWDB. R. Brennan motioned to approve with D. Doyle seconding the motion. The board unanimously approved the motion for the creation of the Youth Committee.

## **H. Partner Reports**

### **a. Title I – Workforce Development- Irasema Olvera**

Irasema reported that in an effort to better serve the community and continue to meet requirements, Title I implemented a new reporting process. All staff members are on board with submitting monthly reports on services rendered so that we can easily aggregate and analyze the data. Due to this change, comparisons will be made from month to month until we have gathered enough data to compare to previous years.

The categories reported will be In-house services which consist of our orientations, workshops, One on One appointments, Welcome Committee services, and an "Other". The second category consists of the Outreach Services, which will reflect the outreach activities provided for specific programs and the last category consists of the Participant's Information or training status.

Maritza and Irasema have been very busy attending all required state meetings, as well as the Arizona Workforce Association (AWA) meetings. They have been attending meetings and collaborating at a local level as well in an attempt to gain more insights into needs and more ideas on how to better serve Santa Cruz County residents. The renewal of our local plan is due this year and will begin reviewing it soon. Board members will be notified once the process begins. In addition, Dina, Maritza and Irasema are preparing to attend the National Association of Workforce Boards (NAWB) Conference in Washington

D.C. and are excited to have Dina Sanchez attend representing the board. The goal is to gaining more knowledge from sessions and networking with workforce professionals, at a national level, to share best practices in developing a stronger program.

**b. Title II – Adult Education & Literacy- Nora Herrera**

Nora reported that the Santa Cruz County Continuing Education launched its winter cohort, on January 18. with 110 enrolled students in December, with an additional 38 students being processed for registration, Spring cohort launched on March 21<sup>st</sup>.

One of the challenges the program has faced with participation is students returning to work. Their rotating and constantly changing schedules, makes it difficult for them to continue attending classes.

A small graduation ceremony was held on December 17th for our three GED graduates. The ceremony was kept small and short to continue to enforce safety precautions. The students were given the opportunity to speak at the podium, where they were able to share their experiences and thank their families for their continued support.

Pima Community College has continued its strong support and partnership. They visited the classes and spoke to the students about available educational opportunities. Four students made appointments to meet with their advisors to plan their continuing education, after achieving high-school equivalency with our program. The sought-after opportunities were: IT, Logistics, CNA, and Dental Assistant. They are working with us to potentially scholarship a student who is looking to attain his High School Equivalency Credential (HSE) through the alternate college credit pathway.

Adult Ed has partnered with the UA 4H club to offer digital literacy to our evening English language learners in the last two weeks of March. They will be learning internet safety, email basics, internet job searches, along with many other great skills. We look forward to growing this partnership and offering their great services to the community.

Internally, the new classroom attendance policy and the procedures were approved by the Arizona Department of Education Program Compliance and Operations Team. This new procedure is estimated to cut down our data processing time by more than 50%. Thus, freeing us to continue our marketing and recruiting efforts for the program.

**c. Title III – Wagner-Peyser Act / Employment Service – Victor Cardenas**

Victor Cardenas reported the on the accomplishments listed below (Jan- Mar 20 in comparison to last year)

- Nogales has been able to provide 124 referrals /compared to 34 from last year, and the staff has successfully placed 54 clients in meaningful employment compared to 57 last year.
- Nogales has had 30 job openings in AJC/ System will not allow comparing
- Staff in Nogales have served approximately 327 clients compared to 261 from last year, which registered 93 in AJC compared to 97 from last year.
- We are continuing within an office setting with multiple services, such as job search assistance, referrals to clients to other partners for additional training, faxing, answering unemployment questions, and assisting with the ID ME process.
- We are revisiting our current business and potentially adjusting programs within our department.

**d. Title IV – Vocational Rehabilitation Services – Ma. Elizabeth Kinder  
District 6 VR Office Updates:**

FY 2021 – 2022 Note: Phoenix has not released the official Region II - Placement and Closure Report since October. However, I have checked our database and confirmed with management that the number of successful closures for the Santa Cruz County/ Nogales VR office is the following:

Data search: 7/1/21-6/30/22

Nogales

Closure Goal: 15.7

Achieved: 10

63%

- Vocational Rehabilitation Services continues to provide vocational services virtually during these COVID times. In Nogales, an RT and a VRC are making themselves available to work in the office on alternate days to be available for walk-in requests and program needs. There is no planned date yet as to when all VR staff will be returning to the offices in a hybrid work model.
- Our new Rehabilitation Technician (Sandra Morales) has been doing very well with her RT duties and supporting the two VR Counselors in Nogales.
- Outreach has been a focus this year so far to increase our referrals:
- The team is making special VR presentations to the BH agencies in the region to increase awareness and update new staff on VR services.
- The TSW VRC and RT have initiated a new outreach project with the parents and students at Pierson and Nogales High Schools to increase awareness and update new students on VR services.
- the result from one VR presentation was 7 new referrals of interested students.
- Job Retention Training (JRT workshops) continues as an internal effort to prepare clients to be job-ready. Our RT in Nogales is currently going through the training and will start delivering these workshops to VR clients from Nogales in the next month.
- VR is referring clients to ARIZONA@WORK and staffing the client's cases with ARIZONA@WORK staff. VR continues to receive referrals from the other Titles as well, particularly from Title I.

**e. Director's Report: Maritza reported:**

- SCC Job Center Recertification was accepted and approved by the WAC Executive Committee on February 8<sup>th</sup>.
- Department of Economic Security Quality Assurance and Integrity Administration is now conducting case desk audits for the Development Boards to determine compliance with WIOA Title A- Governance Requirements. The review consists of an auditor accessing documents that I upload on a quarterly basis into a Google Drive folder.
- In order to determine compliance with all applicable regulations and standards, the requested documentation includes, but is not limited to:
  1. Local Board Bylaws
  2. Signed Shared Governance Agreements
  3. Signed Consortium Agreements (as applicable)
  4. Memorandums of Understanding (MOUs)
  5. Infrastructure Agreements (IFAs)
  6. One-Stop and Service Provider Agreements

7. One-Stop Procurement (including contract)
8. Completed Job Center Certification Assessments
9. Local Plans, including any amendments
10. List of Standing Committee Members
11. Local Governance Organizational Chart(s)
12. Local Policies and Procedures, including, but not limited to:
  - a. Conflict of Interest
  - b. Training Services, and Requirements for Work-Based Training
  - c. LWDB Oversight
  - d. LWDB Management of Fund.

In the past documentation was only submit for Board recertification or job center recertification which was approximately every two years. This new process is uploaded quarterly. The first scheduled review was in January, which resulted in “no findings”. The next upload is scheduled for the end of this month.

- A meeting is scheduled for March 16<sup>th</sup> to discuss PY20 performance data the state included some adjustments to local area performance measures; therefore, detailed information is not available. More information will be shared as it becomes available. Title I staff was recognized for exceeding negotiated performance goals in PY20.
- M. Cervantes emphasized the need to fill the business member vacancies on the board. The board currently consists of 14 members total. In order to meet the requirements of greater than 50% Business representatives and not less than 20% Workforce representation, the board needs to fill seven business positions.
- One letter of recommendation has been received and hopefully waiting on a second one for business. SC Provisional Board was advised of replacing Stella on the board (required to have secondary education represented)

#### **I. One Stop Operator** – Jim Mize

Jim reported:

- Irasema and himself are continuing to work on Community Partner participation in our monthly meetings.
- There are 21 Partners on the distribution list for the Community Partner meeting. The list has expanded since the beginning of the year to include Kari Hogan, Deputy CEO of PPEP (the farmworker program), Laura Sabori, Ayuda, Older Worker program, Elaine Rodriguez and Ed Dummitt from Job Corps, Susan Standen, TAA (Trade Adjustment Act) coordinator, and Art Basurto from SER, John Martin HOPE program manager.
- Voc. Rehab has assigned a tech to work in the office Monday and Wednesday, and Monica will be working in the office Tuesday and Thursday. Miriam Cruz, from DES, will be in the office on Fridays.
- Kari Hogan Acting CEO of PPEP and Equus (TANF) is looking to place staff in the Nogales One-Stop office.
- Veteran rep. will be in the office 2nd Tuesday of the month.
- Nora Herrera reported that she has a student interested in the Automotive Apprenticeship program that Art Basurto from SER introduced to Nogales automotive dealers in the 4th quarter of 2021. Art has reached out to Nora so he can contact the student.
- Susan Standen reported that there were no WARN notices issued in the Southern Arizona area.

#### **J. Board Reports-**

- **T. McAlpin:** Planning to attend a Tucson Veterans Serving Veterans stand-out and resource fair. Hopefully, he will be able to meet with organizers and get information that he will be able to bring down to the county. T. McAlpin attended a meeting with South32 where he heard that a possibility of about 600 positions will be offered. These will be specialized positions but are currently in the works of developing a training program for these workers. Tom would also like to invite to our next meeting a representative from the Big Brothers

Big Sister organization to come and do a presentation so we could develop something among ourselves and incorporate the organization as a member of the WIOA in Nogales.

- **D. Doyle:** After months and years of Veterans yelling and trying to get the VA, they finally have a turnaround and Veterans are now being helped.

**K. Next Meeting – Wednesday, May 11, 2022,  
at the Quality Hotel Americana “Olmec Room” or via Zoom at 12:00 noon**

**L. Adjournment**

- D. Doyle motioned to adjourn the meeting, seconded by R. Brennan and unanimously approved. The meeting adjourned at 1:16 p.m.

**Infrastructure Funding Agreement (IFA):**

**Local Workforce Development Area: ARIZONA@WORK-Santa Cruz County Job Center**

Date Submitted 12/1/2020

1. The period of time this agreement is effective is July 1, 2020 to June 30, 2023
2. Identification of all ARIZONA@WORK Job Center partners, Chief Executive Official(s), and the Local Workforce Development Board (LWDB) participating in the IFA (See Attachment A)

3. Steps the LWDB, Chief Elected Official (CEO), and ARIZONA@WORK Job Center partners took to reach consensus and/or an assurance that the Local Workforce Development Area followed guidance for the state infrastructure funding mechanism  
  
Co-located partners participated in meetings and jointly made the decision to utilize the square foot methodology for infrastructure shared costs. A Memorandum of Understanding between Santa Cruz County Local Workforce Development Board (LWDB), Arizona Department of Economic Security (ADES), Arizona Department of Education (ADE), Division of Employment and Rehabilitation Services (DERS), and Santa Cruz County Workforce Development was executed. The term of the agreement began on July 1, 2020 and shall end on June 30, 2022. This IFA is attached to the Memorandum of Understanding.

4. The process ARIZONA@WORK Job Center partners will use to resolve issues related to infrastructure funding during the MOU duration period when consensus cannot be reached

Disputes relating to any of the parties to this MOU must be presented in writing to the LWDB. The LWDB, in consultation with the parties in conflict, if appropriate, will determine the resolution and recommend an amendment to MOU, if required. The LWDB and ARIZONA@WORK Santa Cruz County Job Center partners will seek guidance from the State of Arizona to resolve issues related to infrastructure funding during the MOU duration period when a consensus cannot be reached.

*ARIZONA@WORK Santa Cruz County Infrastructure Funding Agreement*

5. **A description of the periodic modification and review process to ensure equitable benefit among ARIZONA@WORK Job Center partners**

All partner contributions, regardless of the source, will be reconciled and adjusted accordingly on an annual basis to ensure costs are fairly evaluated and that each partner program is contributing no more than its proportionate share based on the relative benefits received in accordance with the *Uniformed Guidance at 2 CFR part 200*. Reconciliation will be reviewed by IFA signatories, and any necessary amendments shall be in writing and approved by partners and LWDB.

**IFA Attachments**

- A. **ARIZONA@WORK Job Center Partners, Chief Executive Official(s), and the LWDB Participating in the IFA**
- B. **ARIZONA@WORK Operating Budget: Infrastructure Costs**
- C. **Signatures of Co-located ARIZONA@WORK Job Center Partners Agreeing to Share Infrastructure Costs**
- D. **Signatures of Non-Co-located ARIZONA@WORK Job Center Partners Agreeing to Negotiate the Sharing of Infrastructure Costs When Sufficient Data is Available to Determine Relative Benefit and Proportionate Share**
- E. **ARIZONA@WORK Operating Budget: Additional Costs (Applicable Career Services)**
- F. **OPTIONAL:**  
  
**ARIZONA@WORK Operating Budget: Additional Costs (Shared Operating Costs and Shared Services) and Signature of ARIZONA@WORK Job Center Partners Agreeing to Share Identified Operating Costs/Shared Services**  
**One-Stop Operator Agreement**

ARIZONA@WORK Santa Cruz County Infrastructure Funding Agreement

**Attachment A:**

**Identification of all ARIZONA@WORK Job Center Partners, Chief Elected Official(s), and the Local Workforce Development Board (LWDB) participating in the IFA**

**Local Workforce Development Board: Santa Cruz County Workforce Development Board**

*Name, Title, Address, Telephone, Email*

Daniel Doyle, Co-Chairman  
610 N. Morley Avenue  
Nogales, AZ 85621  
(520) 375-7670  
[Doyleexterminatingcoinc@gmail.com](mailto:Doyleexterminatingcoinc@gmail.com)

**Chief Elected Official(s):**  
Bruce Bracker, Chairman  
Santa Cruz County Board of Supervisors  
2150 N. Congress Drive  
Nogales, AZ 85621  
(520) 375-7812  
[bbracker@santacruzcountyaz.gov](mailto:bbracker@santacruzcountyaz.gov)  
Manuel Ruiz, Santa Cruz County Board of Supervisors  
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Rudy Molera  
Santa Cruz County Board of Supervisors  
2150 N. Congress Drive  
Nogales, AZ 85621  
(520) 375-7812

*ARIZONA@WORK Santa Cruz County Infrastructure Funding Agreement*

<u>rmolera@santacruzcountvaz.gov</u>		
<b>Required WIOA and ARIZONA@WORK Job Center Partner</b>	<b>ARIZONA@WORK Job Center Partner Serves Local Area?</b>	<b>Point of Contact Information Name, Title, Address, Telephone, Email</b>
Adult, Dislocated Worker (DW), and Youth Programs under Title I-B of WIOA	X	Irasema Olvera, Program Manager 610 N. Morley Avenue Nogales, AZ 85621 (520) 375-7670 <u>iolvera@santacruzcountvaz.gov</u>
Job Corps under Title I of WIOA		
YouthBuild under Title I of WIOA		
Indian and Native American Programs (INAP) under WIOA Title I		
Migrant and Seasonal Farmworker Programs (MSFW) under Title I of WIOA	X	Portable, Practical, Educational Preparation, Inc. Kari Hogan Chief Administrative Officer 520-770-2503 <u>asoto@ppep.org</u>
Adult Education and Family Literacy Act programs under Title II of WIOA	X	Sheryl Hart, Deputy Associate Superintendent/State Director of Adult Education 1535 W Jefferson Street, Bin 26 Phoenix, AZ 85007 (602) 258-2410 <u>Sheryl.Hart@azed.gov</u>
Wagner-Peyser under Title III of WIOA	X	Victor Cardenas

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		<p>Workforce Development Manager  Arizona Department of Economic Security  1789 West Jefferson , Mail Drop 5111  Phoenix, AZ 85007  (602) 542-0929  <u>CTrillo@azdes.gov</u></p>
State Unemployment Insurance (UI)	X	<p>Sandra Canez  Workforce Development Administrator  Arizona Department of Economic Security  1789 West Jefferson , Mail Drop 5111  Phoenix, AZ 85007  (602) 771-3724  <u>sandracanez@azdes.gov</u></p>
Trade Adjustment Assistance (TAA) under Title II of Trade Act	X	<p>Chevera Trillo  Workforce Development Administrator  Arizona Department of Economic Security  1789 West Jefferson , Mail Drop 5111  Phoenix, AZ 85007  (602) 542-0929  <u>CTrillo@azdes.gov</u></p>
Jobs for Veterans State Grants (Vets) under Title 38, U.S.C.	X	<p>Chevera Trillo  Workforce Development Administrator  Arizona Department of Economic Security  1789 West Jefferson , Mail Drop 5111  Phoenix, AZ 85007  (602) 542-0929  <u>CTrillo@azdes.gov</u></p>
Vocational Rehabilitation under Title IV of WIOA	X	<p>David Howard  Arizona Department of Economic Security,  Rehabilitation Services Program Manager</p>

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		400 W Congress St. Ste 420 Tucson, AZ 85701 (520) 255-5308 <u>Dhoward@azdes.gov</u>
Senior Community Service Employment Programs (SCSEP) under Title V of Older Americans Act—State of Arizona		
Senior Community Service Employment Programs (SCSEP)—National Grantees under Title V of Older Americans Act		
Career and Technical Education programs at the postsecondary level (CTE) under Perkins Career and Technical Education Act		
Housing and Urban Development—Employment and Training Programs		
Community Services Block Grants (CSBG)—Employment and Training Activities		
Re-entry Employment Opportunities (REO) under Second Chance Act		
<b><i>Additional ARIZONA@WORK Job Center Partners Approved by the LWDB and CEO(s)—If Any</i></b>		
<i>Temporary Assistance for Needy Families (TANF) employment &amp; training under part A of Title IV of Social Security Act*</i>		

*\* Workforce Arizona Council, 03-2016: "The Governor notified the Secretaries of the U.S. Departments of Labor and Health and Human Services in writing that TANF will not be a required partner in Arizona, or within some specific local areas in the State. Local TANF programs may still opt to be a one-stop partner, or to work in collaboration with the ARIZONA@WORK Job Center."*



ARIZONA@WORK Santa Cruz County Infrastructure Funding Agreement

Attachment B1: ARIZONA@WORK Job Center and Affiliate Site Locations

Local Workforce Development Area: ARIZONA@WORK Santa Cruz County	
ARIZONA@WORK Job Center Locations (Name, Address, Contact Name, Phone Number)	ARIZONA@WORK Affiliate Site Locations (Name, Address, Contact Name, Phone Number)
<b>ARIZONA@WORK Job Center Location #1:</b>  ARIZONA@WORK Santa Cruz County 610 N. Morley Avenue Nogales, AZ 85621 (520) 375-7670	<b>Affiliate Site Location #1: NONE</b>
<b>ARIZONA@WORK Job Center Location #2:</b>	<b>Affiliate Site Location #2:</b>
<b>ARIZONA@WORK Job Center Location #3:</b>	<b>Affiliate Site Location #3:</b>

ARIZONA@WORK Santa Cruz County Infrastructure Funding Agreement

**Attachment B2: ARIZONA@WORK Job Center Partners Co-located in Each ARIZONA@WORK Job Center Location**

Local Workforce Development Area: ARIZONA@WORK Santa Cruz County

*(Place an "X" if the ARIZONA@WORK Job Center Partner is Co-located in the Identified ARIZONA@WORK Job Center or Affiliate Site)*

ARIZONA@WORK Job Ctr Partner	ARIZONA@WORK Job Ctr #1	ARIZONA@WORK Job Ctr #2	ARIZONA@WORK Job Ctr#3	Affiliate Site #1	Affiliate Site #2	Affiliate Site #3
Adult/DW	X					
Youth	X					
Job Corps						
Native Amer						
MSFW	X					
Adult Ed	X					
Wagner-Peyser	X					
Trade						
Veterans						
SCSEP--State						
SCSEP-National						
Career/Tech Ed						
HUD E&T						
CSBG E&T						
Second Chance						
YouthBuild						
Vocational Rehab	X					

*ARIZONA@WORK Santa Cruz County Infrastructure Funding Agreement*

**Attachment B3: Annual Infrastructure Budget for Each ARIZONA@WORK Job Center and Affiliate Site**

**ARIZONA@WORK Job Center: ARIZONA@WORK Santa Cruz County, Nogales, AZ 85621**

<i>Cost Category/Line Item</i>	<i>Line Item Cost Detail</i>	<i>Cost</i>
<b>Rent</b>		
Rental of Facilities:		
Title I	2,398 gross sq ft @ \$12.00 per sq ft	\$ 28,776
Title II	561 gross sq ft @ \$12.00 per sq ft	\$ 6,732
Title III	918 gross sq ft @ \$12.00 per sq ft	\$ 11,016
Title IV	1,224 gross sq ft @ \$12.00 per sq ft	\$ 14,688
<b>Subtotal: Rental Costs – *Includes Common Area</b>		<b>\$ 61,212</b>
<b>Utilities and Maintenance</b>		
Electric / Gas	Annual expense for electric and gas	\$7,489
Water & Sewer/ Waste Disposal & Recycling	Annual Water & Sewer/ Waste Disposal & Recycling Services	\$4,010
Pest Control	Annual extermination services	\$540
High-Speed Internet	Annual internet service for facility	\$947
Telephones (Landlines)	Annual phone service	\$5,753
Information Technology Service and Maintenance	IT services and maintenance for facility	\$22,233
Facility Maintenance	General maintenance to maintain normal operations of the center	\$33,032
Security Contract	Annual security services for facility	\$408
Copier	Annual service and maintenance	\$ 8,777

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<p>Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on ARIZONA@WORK Job Center services and/or provides direct service access to the ARIZONA@WORK Job Center</p> <p>Website Address: <a href="http://www.santacruzonestop.org">www.santacruzonestop.org</a></p> <p>(Does not include data systems or case management systems specific to individual program partners.)</p>			Annual cost of website technical assistance and maintenance	\$ 500
<p><b>Title I: \$ 39,334</b>  <b>Title II: \$ 9,206</b>  <b>Title III: \$ 15,064</b>  <b>Title IV: \$ 20,085</b></p> <p><b>Subtotal: Utilities and Maintenance Costs</b></p>				<b>\$ 83,689</b>
<b>Equipment</b>				
Assessment-related products				\$0
Assistive technology for individuals with disabilities ("Access and Accommodation")	Equipment budgeted for future purchase			\$5,000
Fax Machines				\$0
Computers	Resource Room computers for future purchase			\$5,000
Other tangible equipment used to serve all center customers (not specific to an individual program partner)				

*ARIZONA@WORK Santa Cruz County Infrastructure Funding Agreement*

<i>Specify Other Tangible Equipment</i>			\$0
<b>Subtotal: Equipment Costs</b>			<b>\$ 10,000</b>
<b>Technology to Facilitate Access to the ARIZONA@WORK Job Center</b>			
Technology used for the center's planning and outreach activities available to all partners.			
Presentation System	Presentation equipment for future purchase		\$ 5,000
<b>Subtotal: Technology to Facilitate Access Costs</b>			<b>\$ 5,000</b>
<b>Supplies to Support the General Operation of the ARIZONA@WORK Job Center (Local Option, If Agreed By All Co-located ARIZONA@WORK Job Center Partners)</b>			
Supplies, as defined in Uniform Guidance at 2 CFR 200.94, to support the general operation of the ARIZONA@WORK Job Center	Supplies used will be the responsibility of each program.		\$ 0
<i>Specify Supplies to Support General Operation and Not Specific to a Co-located Partner (e.g., Printing; Postage, Office Supplies)</i>			
<b>Subtotal: Supplies to Support the General Operation of the ARIZONA@WORK Job Center</b>			<b>\$ 0</b>
<b>Common Identifier Costs (Local Option, If Agreed By All Co-located ARIZONA@WORK Job Center Partners)</b>			
Creating New Signage			\$ 0
Updating Templates/Materials			\$ 0
<b>Subtotal: Common Identifier</b>			<b>\$ 0</b>
<b>SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY CO-LOCATED ARIZONA@WORK Job Center PARTNERS</b>			
<b>Cost Category</b>	<b>Total Cost</b>		<b>\$ 144,901</b>

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<b>Subtotal: Rental Costs</b>	<b>\$ 61,212</b>
<b>Subtotal: Utilities and Maintenance Costs</b>	<b>\$ 83,689</b>
<b>Subtotal: Equipment Costs – *budgeted for future purchase – not included in cost total</b>	<b>\$ 10,000</b>
<b>Subtotal: Technology to Facilitate Access Costs – *budgeted for future purchase – not included in cost total</b>	<b>\$ 5,000</b>
<b>Subtotal: Supplies to Support the General Operation of the ARIZONA@WORK Job Center</b>	<b>\$0</b>
<b>Subtotal: Common Identifier Costs</b>	<b>\$0</b>
<b>TOTAL INFRASTRUCTURE COSTS FOR THIS LOCATION</b>	<b>\$ 144,901</b>

*ARIZONA@WORK Santa Cruz County Infrastructure Funding Agreement*

**Attachment B4: Percentage of Co-located ARIZONA@WORK Job Center Partner's Occupancy in Each Center**

**ARIZONA@WORK Job Center Location: Santa Cruz County One Stop Career Center, Nogales, AZ 85621**

**Total Square Footage of the ARIZONA@WORK Job Center: 5,101 Square Feet**

**Total Square Footage of Dedicated/Assigned Space For All Co-located  
ARIZONA@WORK Partners: 1,520 Square Feet**

<i><b>Co-located ARIZONA@WORK Job Center Partners</b></i>	<i><b>Square Footage of the ARIZONA@WORK Job Center Partner's Dedicated/Assigned Space</b></i>	<i><b>ARIZONA@WORK Job Center Partner's Dedicated Space as a % of All Co-located ARIZONA@WORK Job Center Partners' Space</b></i>
WIOA Title I-B Adult/Dislocated Worker	718	47%
WIOA Title I-B Youth	Included above in Title I Adult/DW	Included above in Title I Adult/DW
Wagner-Peyser	274	18%
Trade	0	0
Veterans	0	0
MSFW	0	0
Adult Education	164	11%
Vocational Rehabilitation	364	24%
<b><i>Total Percentage of the Designated/Assigned Space of All Co-located ARIZONA@WORK Job Center Partners</i></b>		<b>100%</b>

**Attachment B5:**

**Initial Proportionate Share of Infrastructure Costs Allocated to Each Co-located ARIZONA@WORK Job Center Partner**

ARIZONA@WORK Job Center Location: Santa Cruz County One Stop Career Center, Nogales, AZ 85621

**Total Infrastructure Costs for This ARIZONA@WORK Job Center: \$ 144,901 (See Attachment B3)**

Co-located ARIZONA@WORK Job Center Partner	ARIZONA@WORK Job Center Partner's Dedicated Space as a % of All Co-located ARIZONA@WORK Job Center Partners' Space	Proportionate Share  <i>(% of ARIZONA@WORK Job Center Partner Space X Total Infrastructure Cost = ARIZONA@WORK Job Center Partner Share)</i>	\$ Share to Be Paid In Cash	\$ Share to Be Paid In Non-Cash
WIOA Title I-B Adult/Dislocated Worker	47%	\$ 28,770 + \$ 39,334	\$ 68,104	
WIOA Title I-B Youth	Included in WIOA Adult/DW			
Wagner-Peyser	18%	\$ 11,018 + \$ 15,064	\$ 26,082	
Trade	0	0	\$0	
Veterans	0	0	\$0	
MSFW	0	0	\$0	
Adult Education	1.1%	\$ 6,733 + \$ 9,206	\$ 15,939	
Vocational Rehabilitation	24%	\$ 14,691 + \$ 20,085	\$ 34,776	

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**Attachment C:**

**Signatures of Co-located ARIZONA@WORK Job Center Partners Agreeing to Share Infrastructure Costs**

By signing below, all parties agree to the terms prescribed in the Infrastructure Funding Agreement

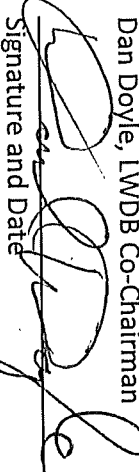
***Chief Elected Official***

Bruce Bracker, Chairman  
Santa Cruz County Board of Supervisors

  
\_\_\_\_\_  
10/20/2020  
Signature and Date

***LWDB Chairperson***

Dan Doyle, LWDB Co-Chairman

  
\_\_\_\_\_  
10/20/2020  
Signature and Date

***Wagner-Peyser under Title III of WIOA***

Chevera Trillo, Workforce Development Administrator

\_\_\_\_\_  
Signature and Date

***Arizona Department of Education, WIOA Title II Adult Education and Literacy Activities***

Sheryl Hart, Deputy Associate Superintendent/State Director  
of Adult Education

\_\_\_\_\_  
Signature and Date

Steven Paulson, Chief Procurement Officer

\_\_\_\_\_  
Signature and Date

***Rehabilitation Services Administration***

Kristen Mackey, Rehabilitation Services Administrator

\_\_\_\_\_  
Signature and Date

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<b>Total Infrastructure Costs to Be Shared by ARIZONA@WORK Job Center Partners in Cash/Non-Cash (Must Equal the Total Infrastructure Costs for This ARIZONA@WORK Job Center)</b>	<b>\$ 144,901</b>	
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Attachment C:

Signatures of Co-located ARIZONA@WORK Job Center Partners Agreeing to Share Infrastructure Costs

By signing below, all parties agree to the terms prescribed in the Infrastructure Funding Agreement  
**Chief Elected Official**  
Bruce Bracker, Chairman  
Santa Cruz County Board of Supervisors

\_\_\_\_\_  
Signature and Date

**LWDB Chairperson**  
Dan Doyle, LWDB Co-Chairman

\_\_\_\_\_  
Signature and Date

**Wagner-Peyser under Title III of WIOA**  
Chevera Trillo, Workforce Development Administrator

*Chevera Trillo* 1/6/2021  
Signature and Date

Signature and Date  
**Arizona Department of Education, WIOA Title II Adult Education and Literacy Activities**  
Sheryl Hart, Deputy Associate Superintendent/State Director of Adult Education

*Sheryl Hart* 1/11/2021  
Signature and Date

Steven Paulson, Chief Procurement Officer  
Steven Paulson  
Digitally signed by Steven Paulson  
Date: 2021.01.13 08:52:15 -07'00'

\_\_\_\_\_  
Signature and Date

**Rehabilitation Services Administration**  
Kristen Mackey, Rehabilitation Services Administrator

*Kristen Mackey* 1/6/2021  
Signature and Date

ARIZONA@WORK Santa Cruz County Infrastructure Funding Agreement

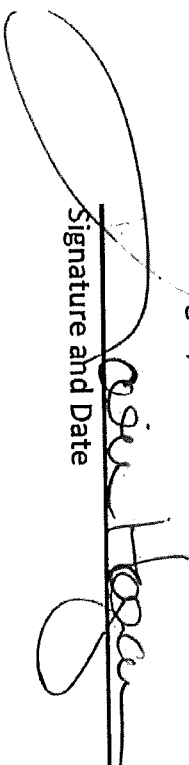
**Attachment D:**

**Signatures of Non-Co-located ARIZONA@WORK Job Center Partners Agreeing to Negotiate the Sharing of Infrastructure Costs as When Sufficient Data Are Available to Determine Relative Benefit and Proportionate Share**

By signing below, all parties agree that when data are available to determine the benefit of ARIZONA@WORK Job Centers to non-co-located ARIZONA@WORK Job Center partners, the infrastructure cost sharing agreement will be renegotiated to include their proportionate share of contributions.

*Portable, Practical, Educational Preparation, Inc*  
Kari Hogan, Chief Administrative Officer

Signature and Date

 1/22/2021

Attachment E1: Career Services Applicable to Each ARIZONA@WORK System Partner							
Basic Career Services	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV VR	TANF
T-I Program Eligibility	✓	✓	✓				
Outreach, Intake, Orient	✓	✓	✓	✓	✓	✓	
Initial Assessment	✓	✓	✓	✓	✓	✓	
Labor Exch./Job Search	✓	✓	✓		✓	✓	
Referrals to Partners	✓	✓	✓	✓	✓	✓	
LMI	✓	✓	✓		✓	✓	
Performance/Cost Info	✓	✓			✓		
Support Service Info	✓	✓			✓	✓	
UI Info/Assistance	✓	✓			✓		
Financial Aid Info	✓	✓		✓	✓	✓	
Basic Career Services	Tech Ed	SCSEP	Job Corps	Native Am	MSF	YouthBuild	TAA
T-I Program Eligibility							
Outreach, Intake, Orient							✓
Initial Assessment							✓
Labor Exch./Job Search							✓
Referrals to Partners							✓
LMI							✓
Performance/Cost Info							✓
Support Service Info							✓

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UI Info/Assistance									
Financial Aid Info									✓

<i>Basic Career Services</i>	Comm Act	Housing	UI	Native Am	Veterans	Other Part	Other Part
T-1 Program Eligibility							
Outreach, Intake, Orient							
Initial Assessment							
Labor Exch./Job Search							
Referrals to Partners							
LMI							
Performance/Cost Info							
Support Service Info							
UI Info/Assistance			✓				
Financial Aid Info							

<i>Individual Career Svcs</i>	T-1 Adult	T-1 DW	T-1 Youth	T-II AEL	T-III WP	T-IV VR	TANF
Comp Assessment	✓	✓				✓	
Employment Plan	✓	✓				✓	
Career Plan/Counsel	✓	✓				✓	
Short-Term Prevoc	✓	✓				✓	
Internships/Wlk Exper	✓	✓				✓	
Out-of-Area Job Search	✓	✓					

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Financial Literacy	✓	✓						
ELA/Integ Education	✓	✓		✓				
Workforce Preparation	✓	✓		✓				

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<i>Individual Career Svcs</i>	<b>Tech Ed</b>	<b>SCSEP</b>	<b>Job Corps</b>	<b>Native Am</b>	<b>MSF</b>	<b>YouthBuild</b>	<b>TAA</b>
Comp Assessment					✓		✓
Employment Plan							✓
Career Plan/Counsel							✓
Short-Term Prevoc							✓
Internships/Wk Exper							
Out-of-Area Job Search							✓
Financial Literacy							✓
ELA/Integ Education							✓
Workforce Preparation							✓
<i>Individual Career Svcs</i>	<b>Comm Act</b>	<b>Housing</b>	<b>UI</b>	<b>Native Am</b>	<b>Veterans</b>	<b>Other Part</b>	<b>Other Part</b>
Comp Assessment					✓		
IEP					✓		
Career Plan/Counsel					✓		
Short-Term Prevoc					✓		
Internships/Wk Exper					✓		
Out-of-Area Job Search					✓		
Financial Literacy							
ELA/Integ Education							
Workforce Preparation					✓		

**Attachment E2: Consolidated System Budget for the Delivery of Applicable Career Services**

The "Consolidated System Budget for the Delivery of Applicable Career Services" is the total actual or reasonably estimated amount of funds budgeted by the required ARIZONA@WORK Job Center partners for the delivery of the career services (that are applicable to their programs) and made available through the ARIZONA@WORK one-stop delivery system. This budget includes all costs, including personnel, related to the administration and delivery of these services.

<b>Applic Career Services</b>	<b>T-I Adult</b>	<b>T-I DW</b>	<b>T-I Youth</b>	<b>T-II AEL</b>	<b>T-III WP</b>	<b>T-IV VR</b>	<b>TANF</b>
<b>Basic Career Services:</b> T-I Elig/Initial Assess Outreach, Intake, Orient Labor Exch/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$ 29,088	\$ 24,367	\$ 50,126	\$ 1,000	\$ 74,544	\$ 53,991	\$
<b>Applic Career Services</b>	<b>Tech Ed</b>	<b>T-V OAA</b>	<b>Job Corps</b>	<b>Native Am</b>	<b>MSF</b>	<b>YouthBuild</b>	<b>TAA</b>
<b>Basic Career Services:</b> T-I Elig/Initial Assess Outreach, Intake, Orient Labor Exch/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$	\$	\$	\$	\$	\$	\$
<b>Applic Career Services</b>	<b>Comm Act</b>	<b>Housing</b>	<b>UI</b>	<b>Native Am</b>	<b>Veterans</b>	<b>Other Part</b>	<b>Other Part</b>
<b>Basic Career Services:</b> T-I Elig/Initial Assess Outreach, Intake, Orient Labor Exch/Job Search Referrals/LMI	\$	\$	\$	\$	\$ 128	\$	\$

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Support Service Info UI Info/Fin Aid Info							
<b>Applic Career Services</b>	<b>T-I Adult</b>	<b>T-I DW</b>	<b>T-I Youth</b>	<b>T-II AEL</b>	<b>T-III WP</b>	<b>T-IV VR</b>	<b>T-ANF</b>
Individual Career Svcs: Comp Assessment/IEP Career Plan/Counsel Short-Term Prevoc Internship/Wk Exper Financial Literacy IET/ELA/WF Prep	\$ 116,354	\$ 97,471	\$ 200,504	\$ 0	\$ 132,079	\$ 11,629	\$
<b>Applic Career Services</b>	<b>Tech Ed</b>	<b>T-V OAA</b>	<b>Job Corps</b>	<b>Native Am</b>	<b>MSF</b>	<b>YouthBuild</b>	<b>TAA</b>
Individual Career Svcs: Comp Assessment/IEP Career Plan/Counsel Short-Term Prevoc Internship/Wk Exper Financial Literacy IET/ELA/WF Prep	\$	\$	\$	\$	\$	\$	\$
<b>Applic Career Services</b>	<b>Comm Act</b>	<b>Housing</b>	<b>UI</b>	<b>Native Am</b>	<b>Veterans</b>	<b>Other Part</b>	<b>Other Part</b>
Individual Career Svcs: Comp Assessment/IEP Career Plan/Counsel Short-Term Prevoc Internship/Wk Exper Financial Literacy IET/ELA/WF Prep	\$	\$	\$	\$	\$ 518	\$	\$

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Attachment F1: Optional ARIZONA@WORK Job Center Partner Agreement to Share Other Costs and Services

Type of Cost to be Shared:

Receptionist Salary

Annual Job Fair

One-Stop Operator Agreement (OSO)

Description of the Cost to Be Shared and What it Includes:

Receptionist for ARIZONA@WORK Santa Cruz County

Annual Job Fair

Shared costs for the One-Stop Operator (OSO) based on agreed FTE methodology

ARIZONA@WORK Job Center Partners Agreeing to Share This Cost

The following ARIZONA@WORK Job Center partners have agreed to share these costs:

WIOA Title I, Title II, Title III, and Title IV

The ARIZONA@WORK Job Center partners that agreed to share these costs will benefit by:

All partners will benefit by hiring one full time receptionist to greet customers/participants visiting the SCC Job Center for all partner programs. The receptionist will direct visitors/participants to the appropriate partner.

All partners will benefit from participation in the annual job fair by having a venue with approximately 100 exhibitors and 500

attendees to promote and inform our community of services available with each program.

As required under Title I of the WIOA (Public Law 113-128), all partners will benefit from a qualified provider for a One-Stop Comprehensive Operator to provide services detailed in the operator agreement.

Shared Cost Budget for (Identify the Type of Cost)		
Line Item	Budget Detail	Cost
Receptionist Salary	Salary/ERE's	\$ 35,356.00
Annual Job Fair	Operational Cost for Annual SCC Job Fair	\$ 8,000.00
One-Stop Operator (OSO)	Annual Agreement Cost	\$10,000.00
Total Budget for This Shared Cost		\$ 53,356.00
Agreed Upon Cost Allocation Methodology to Share This Cost		
Receptionist Salary - FTE's		
Annual Job Fair - 25% per each program		
One-Stop Operator Agreement - FTE's		

*ARIZONA@WORK Santa Cruz County Infrastructure Funding Agreement*

Proportionate Share for ARIZONA@WORK Job Center Partners Agreeing to Share These Costs <i>(Identify the Type of Cost)</i>				
<i>Partners Agreeing</i>	<i>Agreed Methodology</i>	<i>Initial Partner Share</i>	<i>Amount in Cash</i>	<i>Amount in Non-Cash</i>
Partner 1: Title I Receptionist Salary  Annual Job Fair  One-Stop Operator	FTE's – 47%  25%  FTE's – 47%	\$ 16,617.32  \$ 2,000  \$4,700	\$ 16,617.32  \$ 2,000  \$4,700	\$
Partner 2: Title II Receptionist Salary  Annual Job Fair  One-Stop Operator	FTE's – 10%  25%  FTE's – 10%	\$ 3,535.60  \$ 2,000  \$ 1,000	\$ 3,535.60  \$ 2,000  \$ 1,000	\$
Partner 3: Title III Receptionist Salary  Annual Job Fair  One-Stop Operator	FTE's – 20%  25%  FTE's – 20%	\$ 7,071.20  \$ 2,000  \$ 2,000	\$ 7,071.20  \$ 2,000  \$ 2,000	\$

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Partner 4: Title IV Receptionist Salary	FTE's – 23%	\$ 8,131.88	\$ 8,131.88	\$
Annual Job Fair	25%	\$ 2,000	\$ 2,000	
One-Stop Operator	FTE's – 23%	\$ 2,300	\$ 2,300	
<b>Total Budget for This Shared Cost</b>		<b>\$ 53,356</b>	<b>\$ 53,356</b>	<b>\$</b>

**Attachment F2: Signature of ARIZONA@WORK Job Center Partners Agreeing to Share Identified Operating Costs/Shared Services**


Signature Page for Partners Agreeing to Share Receptionist Salary, SCC Annual Job Fair and One-Stop Operator.

By signing below, these parties agree to the terms prescribed in the sharing of other costs.

By signing below, all parties agree to the terms prescribed in the Infrastructure Funding Agreement

***Chief Elected Official***

Bruce Bracker, Chairman  
Santa Cruz County Board of Supervisors

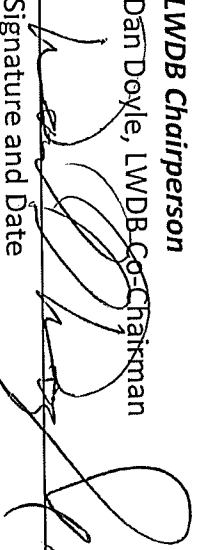
  
\_\_\_\_\_  
Signature and Date

***Arizona Department of Education, WIOA Title II Adult Education and Literacy Activities***  
Sheryl Hart, Deputy Associate Superintendent/State  
Director of Adult Education

\_\_\_\_\_  
Signature and Date

***LWDB Chairperson***

Dan Doyle, LWDB Co-Chairman

  
\_\_\_\_\_  
Signature and Date

Steven Paulson, Chief Procurement Officer

\_\_\_\_\_  
Signature and Date

***Wagner-Peyser under Title III of WIOA***

Chevera Trillo, Workforce Development Administrator

\_\_\_\_\_  
Signature and Date

***Rehabilitation Services Administration***  
Kristen Mackey, Rehabilitation Services Administrator

\_\_\_\_\_  
Signature and Date

**Attachment F2: Signature of ARIZONA@WORK Job Center Partners Agreeing to Share Identified Operating Costs/Shared Services**

Signature Page for Partners Agreeing to Share Receptionist Salary, SCC Annual Job Fair and One-Stop Operator.

By signing below, these parties agree to the terms prescribed in the sharing of other costs.

By signing below, all parties agree to the terms prescribed in the Infrastructure Funding Agreement

***Chief Elected Official***

Bruce Bracker, Chairman  
Santa Cruz County Board of Supervisors

\_\_\_\_\_  
Signature and Date

***LWDB Chairperson***

Dan Doyle, LWDB Co-Chairman

\_\_\_\_\_  
Signature and Date

***Wagner-Peyser under Title III of WIOA***

Chevera Trillo, Workforce Development Administrator

*Chevera Trillo* 01/27/22021

\_\_\_\_\_  
Signature and Date

***Arizona Department of Education, WIOA Title II Adult Education and Literacy Activities***  
Sheryl Hart, Deputy Associate Superintendent/State  
Director of Adult Education

\_\_\_\_\_  
Signature and Date

Steven Paulson, Chief Procurement Officer

\_\_\_\_\_  
Signature and Date

***Rehabilitation Services Administration***  
Kristen Mackey, Rehabilitation Services Administrator

*Kristen Mackey* 1/27/2021

\_\_\_\_\_  
Signature and Date

**Attachment F2: Signature of ARIZONA@WORK Job Center Partners Agreeing to Share Identified Operating Costs/Shared Services**

Signature Page for Partners Agreeing to Share Receptionist Salary, SCC Annual Job Fair and One-Stop Operator.

By signing below, these parties agree to the terms prescribed in the sharing of other costs.

By signing below, all parties agree to the terms prescribed in the Infrastructure Funding Agreement  
**Chief Elected Official**  
Bruce Bracker, Chairman  
Santa Cruz County Board of Supervisors

**Arizona Department of Education, WIOA Title II Adult Education and Literacy Activities**  
Sheryl Hart, Deputy Associate Superintendent/State Director of Adult Education

\_\_\_\_\_  
Signature and Date

Sheryl Hart 1/11/2021  
\_\_\_\_\_  
Signature and Date

**LWDB Chairperson**  
Dan Doyle, LWDB Co-Chairman

Steven Paulson, Chief Procurement Officer

Steven Paulson  
Digitally signed by Steven Paulson  
Date: 2021.01.13 08:52:46 -0700

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

**Wagner-Peyser under Title III of WIOA**  
Chevera Trillo, Workforce Development Administrator

**Rehabilitation Services Administration**  
Kristen Mackey, Rehabilitation Services Administrator

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date