

WIOA MEMORANDUM OF UNDERSTANDING
BETWEEN
THE WORKFORCE INVESTMENT BOARD OF SAN FRANCISCO
AND
THE SAN FRANCISCO AMERICAN JOB CENTER OF CALIFORNIA ONE STOP SYSTEM
PARTNERS

I. Purpose of the MOU

This MOU was developed in fulfillment of the Workforce Innovation and Opportunity Act's (WIOA) requirement that Local Boards develop MOUs with their American Job Center of California (AJCC) required partners. The 2025-2028 San Francisco WIOA MOU is a record of the local partners' commitment to working together to create a unified service delivery system that best meets the needs of our shared customers.

II. Parties to the MOU

WIOA Required Partner	Local Partner AJCC System Partner
Title I Adult	San Francisco Office of Economic and Workforce Development San Francisco Workforce Development Board
Title I Dislocated Worker	
Title I Youth	
Title II Adult Education/Literacy	City College of San Francisco
	Refugee & Immigrant Transitions
	Five Keys Charter School
	Self-Help for the Elderly
Perkins Career/Technical Education	City College of San Francisco
Title III Wagner-Peyser/Employment Service	EDD – Workforce Services Branch (WSB)
Veterans	
Trade Adjustment Assistance Act	

Unemployment Insurance	EDD – Unemployment Insurance Branch (UIB)
Vocational Rehabilitation	DOR District Office
Senior Community Service Employment Program	Felton Institute
	Self-Help for the Elderly
Job Corps	Job Corps, Treasure Island
Native American (WIOA Section 166)	Native American Health Center, Inc.
YouthBuild	Success Centers, Inc.
Community Action Partnership (CAP)	YMCA of Greater San Francisco
TANF/CalWORKs, SNAP/CalFresh	San Francisco Human Services Agency

III. The San Francisco Workforce System

San Francisco’s local Workforce Investment Board (the WISF) envisions a workforce development system that is the bridge between employers and job seekers and that follows a dual-customer approach, ensuring that workforce development programs and services are tailored to the needs of job seekers and provide a skilled and ready workforce for local businesses. In order to ensure that job seekers and local businesses are well served, and to meet performance accountability goals based on WIOA performance indicators, the WISF and its WIOA partners and other stakeholders are committed to working together to serve San Francisco’s employers and job seekers.

The San Francisco workforce development system is designed to be accessible to diverse job seekers and employers through a network of AJCCs and other partner services hubs. Each partner plays an important role within San Francisco’s workforce system, customizing services and facilitating access to residents of target neighborhoods, job seekers with barriers to employment, and those seeking to enter or advance in a specific industry sector.

AJCCs, Access Points, and Partner Service Hubs

San Francisco has one comprehensive AJCCs, two Affiliate and two Specialized AJCCs:

Type of AJCC	Operator / Name	Address
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Comprehensive	Goodwill Industries of San Francisco, San Mateo and Marin Counties / Comprehensive Job Center	750 Post St, San Francisco
Affiliate	Employment Development Department Workforce Services Branch (EDD WSB) / Career Link - One Stop Career Center	801 Turk St, San Francisco
Affiliate	Self-Help for the Elderly / Chinatown Job Center	601 Jackson St, San Francisco
Specialized	Swords to Plowshares / Specialized Job Center for Veterans	1060 Howard Street, San Francisco
Specialized	Toolworks / Specialized Job Center for People with Disabilities	22 Battery St, Suite 300, San Francisco

In addition to the five AJCCs in San Francisco, clients are served by the broad coalition of WIOA and other workforce and training partners through additional hubs such as:

- The San Francisco Office of Economic and Workforce Development’s network of fifteen Neighborhood and Specialized Job Centers
- City College of San Francisco’s ten locations throughout the city as well as its new Virtual Campus
- The San Francisco Human Services Agency’s Workforce Development Center at 3120 Mission Street, and its Employment Information Center at 170 Otis Street.
- The Department of Rehabilitation’s offices at 455 Golden Gate Avenue, Suite 7727

In order to leverage the many workforce, education, and training service providers and partners operating in San Francisco, the WIOA partners team strives to build a system where there is no “wrong door.” The partners have been working since the signing of original WIOA MOU (and before) to develop methods and processes for seamless, coordinated referrals and follow up.

AJCC partners commit to continuing working with the team to build systems, processes, and communication networks that support the partners shared goal of “successful” customer referrals. A successful referral is one in which the customer is eligible and prepared, and receives services which are most appropriate to their goals, abilities and needs, based on the results of assessment(s).

A Commitment to Shared Customers

Shared customers are defined as any individual co-enrolled in two or more WIOA-programs. Shared customers are further defined as any individual enrolled in a WIOA program that utilizes any of the San Francisco's five AJCCs.

The AJCC Partner commits to helping the WIOA partners team establish better information about shared customers and as described above and to participate in developing and maintaining strong service delivery and referral strategies for serving shared customers.

A Commitment to Individuals with Barriers to Employment

The AJCC partner commits to creating a physical space, service mechanisms, and organizational culture that support individuals with barriers to employment as defined in WIOA Sec. 3¹.

The AJCC partner commits to ensuring their policies, procedures, programs, and services are in compliance with the *Americans with Disabilities Act of 1990* and its amendments, in order to provide equal access to all customers with disabilities.

Additionally, The AJCC partner commits to offering priority for services to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient when providing individualized career services and training services with WIOA adult funds.

IV. One-Stop System, Services

A detailed accounting of the WIOA career services provided by each partner is included in Attachments 1a, 1b, and 1c: IFA and Other Shared System Costs

¹ WIOA defines individuals with barriers to employment as displaced homemaker; low-income individuals; Indians, Alaska Natives, and Native Hawaiians; individuals with disabilities, including youth who are individuals with disabilities; older individuals; ex-offenders; homeless individuals or homeless children and youths; youth who are in or have aged out of the foster care system; individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers; eligible migrant and seasonal farmworkers; individuals within 2 years of exhausting lifetime eligibility under part A of title IV of the Social Security Act; single parents (including single pregnant women); and long-term unemployed individuals.

V. Responsibility of AJCC Partners

The AJCC partner agree to:

- Work together, as appropriate, to implement WIOA program strategies through a value-added partnership in which program partners contribute on the basis of their programmatic expertise.
- Partner to achieve the policy objectives of the state plan.
- Participate in local and regional WIOA plan development.
- Ensure the individuals with barriers to employment have access to employment services, supportive services, training, and education programming that will help these individuals eventually get a good job.
- Ensure that customers have access to high-quality AJCCs that provide the full range of services for all customers.
- Provide access to AJCC clients to partner services.
- Work together to identify and implement best practices and model partnerships that deepen program coordination and alignment.
- Participate in activities to enhance cross-training, coordinated intake and referral, and co-enrollments.

VI. Methods for Referring Customers

The AJCC partner will work with the broader team of WIOA partners to refer customers to services and programs for which they are eligible and prepared, and which are most appropriate to their goals, abilities and needs, based on the results of assessment(s).

The AJCC partner commits to continuing to work on developing a reciprocal referral procedure that will do the following:

- Ensure intake and referral processes are customer-centered and provided by staff trained in customer service. When possible, a warm hand-off will be employed.
- Ensure that there is follow up with the referring agency and staff member after a customer referral has been made.
- Ensure that general information regarding AJCC programs, services, activities, and resources shall be made available to all customers as appropriate.

- Describe how customer referrals are made electronically, through traditional correspondence, verbally or through other means determined in cooperation with partners and AJCC operators.
- Provide a direct link or access to other AJCC partner staff that provides meaningful information or service, through the use cross trained staff or real-time technology (two-way communication and interaction across AJCC partners that results in services needed by the customer).

VII. Shared Technology and System Security

WIOA emphasizes technology as a critical tool for making all aspects of information exchange possible, including 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.

VIII. 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.
- Client information shall be shared 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.

IX. 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 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.

X. 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. Partners further agree 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.

XI. Americans 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. Additionally, partners agree to fully comply with the provisions of WIOA, Title VII of the civil Rights act of 1964, the Age Decimation Act of 1975, Title IX of the Education Amendments of 1972, 29 CRF Part 37 and all other regulations implementing the aforementioned laws.

XII. Effective Dates and Term of MOU

This MOU is effective July 1, 2025 and terminates on June 30, 2028 and will continue in effect until such time as it is revised, extended, or terminated as provided below. This MOU will be reviewed on an annual basis with the next review to be performed prior to July 1, 2026.

This MOU is not in force or effect until signed by authorized representatives of the Parties, and until approved by the Director of OEWD on behalf of WISF. This MOU constitutes the entire agreement between the Parties and no oral understanding not incorporated herein shall be binding on any of the parties hereto. This MOU may be modified, altered, or revised, as necessary, by mutual consent of the parties, by the issuance of a written amendment, signed and dated by the Parties.

XIII. Modifications and Revisions

The name of each AJCC One-Stop System partner entity, name of representative(s) and contact information are included in Attachment 2 for information purposes only. AJCC Program Partners and Services will be updated periodically as appropriate. Doing so will not constitute amending this MOU and will not require that the parties again sign this MOU.

XIV. 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 this MOU, said entity shall notify the other parties, in writing, 30 days in advance of that intention.

XV. Infrastructure Funding Agreement & Other Shared System Costs

Attachments 1a, 1b, and 1c IFA and Other Shared System Costs

XVI. 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

Supervision of staff assigned to the AJCCs will remain with the original employer, but day-to-day coordination of staff physically assigned to the AJCCs will be handled by the site operator(s) in coordination with the original employer's WIOA co-location management liaison. 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 jointly 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 operator(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 will be handled by the primary employer, in coordination with the AJCC site operator as appropriate, and may result in removal of co-located staff from the AJCCs.

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.

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 for shared outreach and initiatives. Partners are not required to incorporate the AJCC logo into their own collateral materials.

Hold Harmless/Indemnification/Liability

In accordance with provisions of Section 895.4 of the California Government Code, each party hereby agrees to indemnify, defend and hold harmless all other parties identified in this MOU from and against any and all claims, demands, damages and costs 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. 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 attorneys 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.

XVII. Signatures

A handwritten signature in blue ink, appearing to read "Sarah Dennis Phillips", followed by the date "6/4/25". The signature and date are written over a horizontal line.

Sarah Dennis Phillips, Director of OEWD, CEO's authorized representative

San Francisco Office of Economic and Workforce Development (OEWD)

WIOA Title I: Adult, Dislocated Worker, and Youth

XVII. Signatures

Jeanine Cotter 6/4/25

Jeanine Cotter, WISF Chair

San Francisco Workforce Development Board (WISF)

WIOA Title I: Adult, Dislocated Worker, and Youth

XVII. Signatures

David Yee, Vice Chancellor of Academic and Institutional Affairs

City College of San Francisco

Title II Adult Education/Literacy

Perkins Career/Technical Education

Signature: 
David Yee (May 19, 2025 19:57 GMT)

Email: dyee@ccsf.edu

XVII. Signatures



Laura Vaudreuil, Executive Director
Refugee & Immigrant Transitions
Title II Adult Education/Literacy

XVII. Signatures

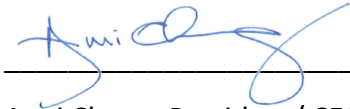
A handwritten signature in blue ink, appearing to read 'S. Good', positioned above a horizontal line.

Steve Good, President & CEO

Five Keys Schools and Programs

Title II Adult Education/Literacy

XVII. Signatures



Anni Chung, President/ CEO

Self-Help for the Elderly

Title II Adult Education/Literacy

Senior Community Service Employment Program

XVII. Signatures

Maria Lucero

Maria Lucero, Region 1, Deputy Division Chief

EDD Workforce Services Branch

Title III Wagner-Peyser/Employment Service

Veterans

Trade Adjustment Act

XVII. Signatures

A handwritten signature in blue ink, reading "Joyce Lee", is positioned above a horizontal line.

Joyce Lee, Employment Development Administrator

San Francisco UI Center

Unemployment Insurance

XVII. Signatures

Denise Dorsey

Denise Dorsey, Regional Director

DOR District Office

Vocational Rehabilitation

XVII. Signatures

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke extending to the right.

Amy Yu, Program Director

Felton Institute

Senior Community Service Employment Program

XVII. Signatures

Geneva Morgan

Geneva Morgan, Treasure Island Center Director

Job Corps, Treasure Island

Job Corps

XVII. Signatures

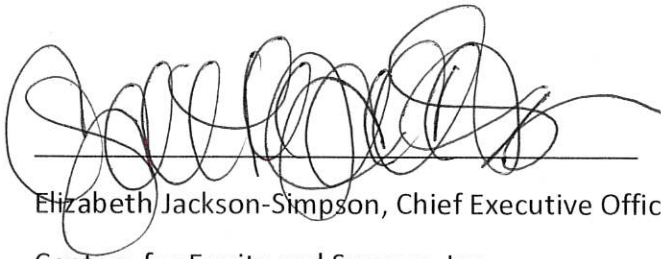
Natalie Aguilera

Natalie Aguilera, CEO

Native American Health Center, Inc.

Native American (WIOA Section 166)

XVII. Signatures

A handwritten signature in black ink, consisting of a series of loops and flourishes, written over a horizontal line.

Elizabeth Jackson-Simpson, Chief Executive Officer
Centers for Equity and Success, Inc.

YouthBuild

XVII. Signatures

A handwritten signature in black ink, consisting of stylized, overlapping letters, positioned above a horizontal line.

Wesely Rich, Chief Operating Officer

YMCA of Greater San Francisco

Urban Services YMCA - Community Action Partnership (CAP)

XVII. Signatures

A handwritten signature in blue ink, appearing to read "Trent L. Rhorer", is positioned above a horizontal line.

Trent Rhorer, Executive Director

San Francisco Human Services Agency

TANF/CalWORKs, SNAP/CalFresh

Attachment 1: San Francisco IFA

Process and Development

Local Workforce Development Area (Local Area): San Francisco

Date Submitted: June 2025

1. The period of time this agreement is effective: July 1, 2025 – June 30, 2028
2. Identification of all AJCC partners, Chief Elected Officials (CEO), and Local Boards participating in the infrastructure and other system costs funding agreements.
 - CEO/s: Sarah Dennis Phillips, Director of OEWD on behalf of the CEO
 - Local Board/s: WISF
 - AJCC Partners Participating in the Infrastructure Funding Agreement (IFA):
 - San Francisco has five Certified AJCC's:
 - One comprehensive, two affiliates, and two specialized
 - The comprehensive, specialized and one affiliate are operated by WIOA Title IB Contractors who do not any co-located partners.
 - The affiliate AJCC operated by EDD WSB, has weekly co-location for Title IB services from Goodwill Industries of San Francisco, San Mateo and Marin Counties.
 - AJCC Partners Participating in the Shared Other System Costs Agreement:

WIOA Required Partner	Local Partner AJCC System Partner
Title I Adult	San Francisco Office of Economic and Workforce Development San Francisco Workforce Development Board
Title I Dislocated Worker	
Title I Youth	
Title II Adult Education/Literacy	City College of San Francisco
	Refugee & Immigrant Transitions
	Five Keys Charter School
	Self-Help for the Elderly
Perkins Career/Technical Education	City College of San Francisco
Title III Wagner-Peyser/Employment Service	EDD – WSB
Veterans	
Trade Adjustment Assistance Act	
Unemployment Insurance	EDD – UIB

Vocational Rehabilitation	DOR District Office
Senior Community Service Employment Program	Felton Institute
	Self-Help for the Elderly
Job Corps	Job Corps, Treasure Island
Native American (WIOA Section 166)	Native American Health Center, Inc.
YouthBuild	Success Centers, Inc.
Community Action Partnership (CAP)	YMCA of Greater San Francisco
TANF/CalWORKs, SNAP/CalFresh	San Francisco Human Services Agency

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

The San Francisco Office of Economic and Workforce Development, on behalf of the WISF, worked with the local EDD WSB office and the Comprehensive AJCC contractor, Goodwill San Francisco Bay, to assess the best options for Goodwill to co-locate part time at EDD. Due to outstanding precedent for co-located organizations at the 801 Turk St. office, Goodwill co-locates weekly in a space that is available to system partners rent free.

The other four AJCCs do not have co-located partners. As with previous iterations of the San Francisco WIOA MOU, for AJCCs that do not have co-location, we provide Infrastructure budgets.

Attached are:

- The Public Use Permit that officially allows Goodwill San Francisco Bay to co-locate at 801 Turk St.
 - Infrastructure budgets for the four San Francisco AJCCs that do not have co-location.
4. A description of the process to be used among partners to resolve issues during the MOU duration period when consensus cannot be reached.
n/a
 5. A description of the periodic modification and review process that will be used to ensure all AJCC partners continue to contribute their fair and equitable share of infrastructure and other system costs, including the identification of who will fulfill this responsibility. This must include a reconciliation schedule. (Who, What, When, How)

The San Francisco WIOA Partners meet quarterly to discuss shared action items and raise issues pertinent to the MOU.

AJCC Infrastructure Costs

San Francisco AJCCs

Type of AJCC	Operator / Name	Address	Colocated Partners
Comprehensive	Goodwill Industries of San Francisco, San Mateo and Marin Counties / Comprehensive Job Center	750 Post St, San Francisco	None
Affiliate	Employment Development Department Workforce Services Branch (EDD WSB) / Career Link - One Stop Career Center	801 Turk St, San Francisco	Goodwill/WIOA Title IB
Affiliate	Self-Help for the Elderly / Chinatown Job Center	601 Jackson St, San Francisco	None
Specialized	Swords to Plowshares / Specialized Job Center for Veterans	1060 Howard Street, San Francisco	None
Specialized	Toolworks / Specialized Job Center for People with Disabilities	22 Battery St, Suite 300, San Francisco	None

Infrastructure Costs

Comprehensive AJCC Infrastructure Budget		
Comprehensive Access Point		
Cost Category/Line Item	Line Item Cost Detail	Cost
Rent		
Rental of Facilities	Mortgage/Interest – CJC portion only	\$391,094
Rental Costs Subtotal:		\$391,094
Utilities and Maintenance		
Electric	CJC portion only	\$50,870
Gas	N/A	0
Water & Sewer	CJC portion only	\$2,270
Sewer Connections	See above	0
High-Speed Internet	CJC portion only	\$15,562
Telephones (Landlines)	Teams/Phone reimbursement	\$4,500
Facility Maintenance Contract	CJC portion only	\$39,130
Utilities and Maintenance Costs Subtotal:		\$112,332
Equipment		
Assessment-related products	NA	
Assistive technology for individuals with disabilities (Access and Accommodation)	NA	
Copiers		\$6,000
Fax Machines		0
Computers	8 client workstations/\$1,000 ea. (standard computer,	\$10,000

	monitor, network cable, powers strip)	
Other tangible equipment used to serve all center customers (not specific to an individual program partner)	Training room TVs	\$2,400
Equipment Costs Subtotal:		\$18,400
Technology to Facilitate Access to the AJCC		
Technology used for the center's planning and outreach activities	Salesforce platform – CJC portion only (full amount: \$24,000)	\$8,000
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services Website Address:		\$1,400
Technology to Facilitate Access Costs Subtotal:		\$9,400
Common Identifier Costs (Local Option, If Agreed To By All Colocated Partners)		
Creating New AJCC Signage	N/A	0
Updating Templates and Materials	N/A	0
Updating Electronic Resources	N/A	0
Common Identifier Subtotal:		0

Affiliate AJCC Infrastructure Budget Chinatown Job Center / Self-Help for the Elderly		
Cost Category/Line Item	Line Item Cost Detail	Cost
Rent		
Rental of Facilities	Including facilities maintenance and upkeep	\$9,819
Rental Costs Subtotal:		\$9,819
Utilities and Maintenance		
Electric	Combined cost	\$183
Gas		
Water		
Sewer Connections		
High-Speed Internet	Including fax	\$2,272
Telephones (Landlines)		
Facility Maintenance Contract		
Utilities and Maintenance Costs Subtotal:		\$2,455
Equipment		
Assessment-related products		
Assistive technology for individuals with disabilities (Access and Accommodation)		
Copiers	As equipment lease and maintenance	\$566
Fax Machines		
Computers		

Other tangible equipment used to serve all center customers (not specific to an individual program partner)		
Equipment Costs Subtotal:		\$566
Technology to Facilitate Access to the AJCC		
Technology used for the center's planning and outreach activities		\$1,130
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services Website Address:		
Technology to Facilitate Access Costs Subtotal:		\$1,130
Common Identifier Costs (Local Option, If Agreed To By All Colocated Partners)		
Creating New AJCC Signage		
Updating Templates and Materials		
Updating Electronic Resources		
Common Identifier Subtotal:		

Specialized AJCC for Veterans Infrastructure Budget		
Swords to Plowshares		
Cost Category/Line Item	Line Item Cost Detail	Cost
Rent		
Rental of Facilities	Occupancy Costs	\$8,308
Rental Costs Subtotal:		\$8,308
Utilities and Maintenance		
Electric	Occupancy Costs	\$672
Gas	Occupancy Costs	\$33
Water	Occupancy Costs	\$42
Sewer Connections	Occupancy Costs	\$38
High-Speed Internet	Occupancy Costs	\$79
Telephones (Landlines)	Occupancy Costs	\$550
Facility Maintenance Contract	Occupancy Costs	\$1,082
Utilities and Maintenance Costs Subtotal:		\$2,334
Equipment		
Assessment-related products		N/A
Assistive technology for individuals with disabilities (Access and Accommodation)		N/A
Copiers	Printing & Duplication Costs	\$72
Fax Machines		N/A
Computers	Computer Costs (For newly hired employees only)	\$500
Other tangible equipment used to serve all center customers	Employee Telephone Costs	\$300

(not specific to an individual program partner)		
Equipment Costs Subtotal:		\$872
Technology to Facilitate Access to the AJCC		
Technology used for the center's planning and outreach activities		N/A
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services Website Address:		N/A
Technology to Facilitate Access Costs Subtotal:		
Common Identifier Costs (Local Option, If Agreed To By All Colocated Partners)		
Creating New AJCC Signage		
Updating Templates and Materials		
Updating Electronic Resources		
Common Identifier Subtotal:		

Specialized AJCC for People with Disabilities Infrastructure Budget		
Toolworks		
Cost Category/Line Item	Line Item Cost Detail	Cost
Rent		
Rental of Facilities	Yearly rent	41988
Rental Costs Subtotal:		\$41988
Utilities and Maintenance		
Utilities (water, PGE, garbage)	Utilities	840
High-Speed Internet	Fiber internet	537
Telephones (Landlines)	VOIP landlines	1346
Facility Maintenance Contract	CAM Charges	1747
Utilities and Maintenance Costs Subtotal:		\$4470
Equipment		
Assessment-related products		
Assistive technology for individuals with disabilities (Access and Accommodation)		
Copiers	Konica copier	1800
Fax Machines	Fax service	140
Computers	Computers, peripherals	5000
Other tangible equipment used to serve all center customers	Cell phones	2166

(not specific to an individual program partner)		
Equipment Costs Subtotal:		\$9106
Technology to Facilitate Access to the AJCC		
Technology used for the center's planning and outreach activities		
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services Website Address:		
Technology to Facilitate Access Costs Subtotal:		0
Common Identifier Costs (Local Option, If Agreed To By All Colocated Partners)		
Creating New AJCC Signage		
Updating Templates and Materials		
Updating Electronic Resources		
Common Identifier Subtotal:		0



PREMISE USE PERMIT (PUP)

PUP #: P0736-05

PUP Permittee Organization: Goodwill Enterprise
PUP Permittee Address: 750 Post Street
San Francisco, CA 94109
EDD Office Cost Center: 00504 05040 *KR*
EDD PUP Site Address: 801 Turk Street/745 Franklin Street
San Francisco
Number of Staff to Occupy PUP Site: 1
Space to be Occupied: 25
Begin Date: 02/01/2025
Expiration Date: 01/31/2027

SPECIAL TERMS AND CONDITIONS

The State of California, Employment Development Department (EDD), hereby agrees to allow the permittee to occupy rent-free the premises identified above as "PUP Site," in accordance with the terms above. The term of this agreement shall not exceed two (2) years. The EDD is under no obligation to provide space on a continuing basis, and this agreement may be terminated by either party by providing thirty (30) days written notice. Upon termination of this permit, the permittee will peacefully surrender to the State the subject premises in as good order and condition as when received, with the exception of reasonable use and wear; damage by earthquake, public calamity, the elements, acts of God; or circumstances over which the permittee has no control. This permit is not transferable.

It is mutually understood that this document does not authorize any payments between these parties, and that any cost sharing or reimbursement between EDD and the permittee organization must be documented in a separate written agreement and signed by each party hereto. The permittee is responsible for arrangement and payment of alterations, voice and data installation/removal and repairs, required for the sole use and benefit of permittee, and shall not obligate the State for payment of said items. Any changes/improvements to this facility may be made only after review and written approval by the EDD, Business Operations Planning and Support Division. Furthermore, no oral understanding or agreement not documented and agreed to in writing, shall be binding on either party.

The State of California assumes no responsibility or accountability for actions taken by the permittee or their agents, nor is the State responsible for the loss of permittee's equipment, personal belongings, property, or injury to person or property of employees or clients of the permittee. Pursuant to Section 895.4 of the California Government Code, each party hereto agrees to indemnify and hold harmless from liability for damage to persons or property arising out of or resulting from acts or omissions of the indemnifying parties.

Permittee Organization – Authorized Signature and Title

Mona Stone - EVP, CAO and CLO

DocuSigned by:

Date: 3/4/2025

EDD Cost Center Manager – Authorized Signature and Title

Jorge A. Tapia - San Francisco EPM III

Date: 02/14/25

EDD Field Office Division Chief – Authorized Signature and Title

Shelly Tarver

Shelly Tarver

Date: 3-10-2025

EDD CO Workforce Services Division Chief – Authorized Signature and Title

Lindsay Kram-Gonzalez

on behalf of WS Division Chief Kimberlee Meyer

Date: 03/17/2025

Business Operations Planning and Support Division (BOSPD) – Authorized Signature and Title

Antony Schuler

BOSPD Chief

Date: 4/1/2025

E73F0613EC4145B

For additional information regarding the PUP policy, please contact the Workforce Services Branch at WSBPremises@edd.ca.gov.

Other One-Stop System Costs: Required Consolidated System Budget for “Applicable Career Services”

WIOA Partner	WIOA Ad, DW, Youth	Adult Ed/ Literacy	CTE	EDD UIB	EDD WSB: W-P, Vets, TAA	Voc. Rehab	SCSEP	Job Corps	Nat. Amer 166	Youth Build	CAP	TANF
WIOA Basic Services												
T-I Eligibility	x						x	x			x	x
Outreach, Intake, Orientation	x				x		x	x				x
Initial Assessment	x	x					x	x				x
Labor Exch/ Job Search	x			x	x	x	x	x			x	x
Referrals	x	x			x		x	x			x	x
LMI	x				x		x	x				x
Performance/Cost Info	x						x					x
Support Service Info	x				x		x				x	x
Financial Aid Info	x						x				x	x
UI Info/Assistance	x			x	x		x					x
Comp Assessment	x	x					x	x			x	x
IEP	x				x	x	x	x		x	x	x
Career Counsel	x				x		x	x		x	x	x
Short-Term Prevoc.	x							x		x	x	x
Internships/WEX	x				x		x	x		x	x	x
Out-of-Area Job Search	x						x					x
Financial Literacy	x						x	x		x	x	x
IET/ELA	x	x					x	x				
Workforce Preparation	x	x			x		x	x		x	x	x
Consolidated Career Services Delivery Budget												
TOTAL FUNDS	\$1,813,500	\$225,000	\$-	\$77,663	\$3,225,350	\$6,368,808	\$445,812	\$3,000,000	\$-	\$247,103	\$35,000	\$30,000,000

Attachment 1b: San Francisco IFA – Agreement to Share Infrastructure Costs when Data is Available

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

The state is in the process of implementing the requisite 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. Consequently, the MOU must include an assurance from all non-colocated partners that they agree to pay their proportionate share of infrastructure costs as soon as sufficient data are available.

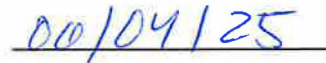
By signing below, all parties agree that when data are available to determine the AJCC benefit to non-colocated partners, the infrastructure cost sharing agreement will be renegotiated to include their proportionate share of contributions.



Sarah Dennis Phillips, Director of OEWD, CEO's
authorized representative

San Francisco Office of Economic and
Workforce Development (OEWD)

*WIOA Title I: Adult, Dislocated Worker, and
Youth*



Date

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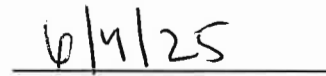
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Jeanine Cotter, WISF Chair

San Francisco Workforce Development Board
(WISF)

*WIOA Title I: Adult, Dislocated Worker, and
Youth*



Date

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David Yee, Vice Chancellor of Academic and
Institutional Affairs
City College of San Francisco
Title II Adult Education/Literacy
Perkins Career/Technical Education

Date

Signature: 
David Yee (May 15, 2025 16:12 PDT)

Email: dyee@ccsf.edu

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Laura Vaudreuil, Executive Director
Refugee & Immigrant Transitions
Title II Adult Education/Literacy

05 / 15 / 2025

Date

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Steve Good, President & CEO
Five Keys Schools and Programs
Title II Adult Education/Literacy

5/15/2025

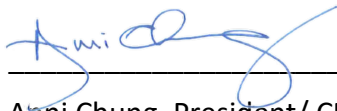
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Anni Chung, President/ CEO

Self-Help for the Elderly

Title II Adult Education/Literacy

*Senior Community Service Employment
Program*

05/16/2025

Date

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Maria Lucero

Maria Lucero, Region 1, Deputy Division Chief
EDD Workforce Services Branch
Title III Wagner-Peyser/Employment Service
Veterans
Trade Adjustment Act

6-23-25

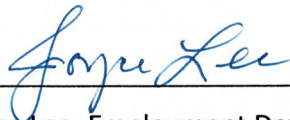
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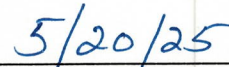
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Joyce Lee, Employment Development
Administrator

San Francisco UI Center

Unemployment Insurance



Date

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Denise Dorsey

Denise Dorsey, Regional Director

DOR District Office

Vocational Rehabilitation

6/5/2025


Date

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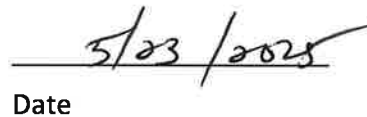
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Amy Yu, Program Director

Felton Institute

*Senior Community Service Employment
Program*



Date

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Geneva Morgan, Treasure Island Center
Director

Job Corps, Treasure Island

Job Corps

5-22-2025

Date

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Natalie Aguilera

Natalie Aguilera, CEO

Native American Health Center, Inc.

Native American (WIOA Section 166)

2025-06-06

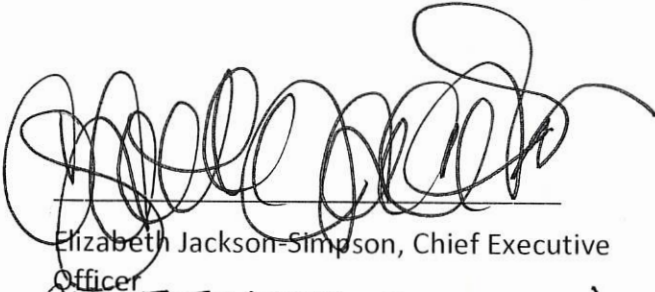
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Elizabeth Jackson-Simpson, Chief Executive
Officer

CENTER FOR EQUITY
Success Centers, Inc.

YouthBuild

21 MAY 2025

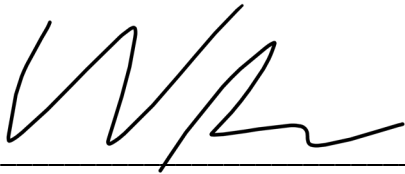
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Wesley Rich, Chief Operating Officer

YMCA of Greater San Francisco

*Urban Services YMCA - Community Action
Partnership (CAP)*

6-13-25

Date

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Trent Rhorer, Executive Director
San Francisco Human Services Agency
TANF/CalWORKs, SNAP/CalFresh

May 17, 2025

Date

Attachment 2: San Francisco WIOA MOU Partner Representatives

WIOA Required Partner	Local Partner AJCC System Partner	Representative(s)
Title I Adult	San Francisco Office of Economic and Workforce Development (OEWD) San Francisco Workforce Development Board (WISF)	Sarah Dennis Phillips, Executive Director of OEWD, CEO's authorized representative Jeanine Cotter, WISF Chair
Title I Dislocated Worker		
Title I Youth		
Title II Adult Education/Literacy	City College of San Francisco	David Yee, Vice Chancellor of Academic and Institutional Affairs
	Refugee & Immigrant Transitions	Laura Vaudreuil, Executive Director
	Five Keys Schools and Programs	Steve Good, President & CEO
	Self-Help for the Elderly	Anni Chung, President/ CEO
Perkins Career/Technical Education	City College of San Francisco	David Yee, Vice Chancellor of Academic and Institutional Affairs
Title III Wagner-Peyser/Employment Service	EDD – WSB	Maria Lucero, Region 1, Deputy Division Chief EDD
Veterans		
Trade Adjustment Assistance Act		
Unemployment Insurance	EDD – UIB	Joyce Lee, Employment Development Administrator, San Francisco UI Center
Vocational Rehabilitation	DOR District Office	Denise Dorsey, Regional Director
Senior Community Service Employment Program	Felton Institute	Amy Yu, Program Director
	Self-Help for the Elderly	Anni Chung, President/ CEO
Job Corps	Job Corps, Treasure Island	Geneva Morgan, Treasure Island Center Director

Native American (WIOA Section 166)	Native American Health Center, Inc.	Natalie Aguilera, Chief Executive Officer
YouthBuild	Success Centers, Inc.	Elizabeth Jackson-Simpson, Chief Executive Officer
Community Action Partnerships	YMCA of Greater San Francisco	Wesley Rich, Chief Operating Officer
TANF/CalWORKs, SNAP/CalFresh	San Francisco Human Services Agency	Trent Rhorer, Executive Director

OFFICE OF THE MAYOR
SAN FRANCISCO



DANIEL LURIE
MAYOR

February 7, 2025

Mr. Javier Romero
Deputy Director, Workforce Services Branch
Employment Development Department
P.O. Box 826880
Sacramento, CA 94280-0001

Dear Deputy Director Romero:

Effective July 1, 2007, the City and County of San Francisco took on the role of subgrantee of Workforce Investment Act ("WIA") funds, replacing the Private Industry Council. The Mayor of San Francisco, as the local workforce area's Chief Elected Official, designated the City's Office of Economic and Workforce Development ("OEWD") to act as WIA administrator and fiscal agent. In 2014, the Workforce Innovation and Opportunity Act ("WIOA") replaced WIA as the legislation guiding workforce development investment.

Under WIOA, OEWD continues to act as administrator and fiscal agent for WIOA funds in compliance with local, state, and federal guidance.

Pursuant to local law, the Department Head of OEWD may sign contracts and agreements on behalf of the City. Accordingly, I continue to designate the Department Head of OEWD as the authorized signatory for all contracts, agreements, and other documents in furtherance of WIOA Implementation.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Lurie", with a stylized flourish at the end.

Daniel Lurie
Mayor of San Francisco