



**City of Santa Ana**  
**20 Civic Center Plaza, Santa Ana, CA 92701**  
**Staff Report**  
**July 19, 2022**

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**TOPIC:** Memorandum of Understanding with Required WIOA Partners

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**AGENDA TITLE:**

Renew Memorandum of Understanding with required Workforce Innovation and Opportunity Act (WIOA) Partners (*Contingent upon approval of Housing Authority Item #2.*)

**RECOMMENDED ACTION**

1. Authorize the City Manager to execute the Memorandum of Understanding with the Santa Ana WORK Center, Santa Ana College, Employment Development Department, Department of Rehabilitation, SER Jobs for Progress, United American Indian Involvement, Inc., Long Beach Job Corps, and Community Action Partnership of Orange County, which outlines the sharing of resources and expenses associated with the operations of a comprehensive one-stop center for a one-year term expiring June 30, 2023, subject to non-substantive changes approved by the City Manager and City Attorney.
2. Approve the first amendment to Memorandum of Understanding for Santa Ana Workforce Development Board and the County of Orange Social Services Agency for a one-year term expiring June 30, 2023 and authorize the Board Chair or Vice-Chair to sign.
3. Authorize the City Manager to execute non-substantive amendments, such as adjustment of shared operational expenses, during the term of the Memorandum of Understanding.

**DISCUSSION**

At the May 25, 2022 special meeting of the Workforce Development Board by a vote of 13:0 (Gail Araujo, David Elliott and Robert Ruiz absent), the Board recommended the above action for council approval.

In order to establish a high quality America's Job Centers of California (AJCC) delivery

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system and enhance collaboration among partner programs, Workforce Innovation and Opportunity Act (WIOA) requires Local Workforce Boards to develop Memorandum of Understanding (MOUs) with a list of AJCC required partners within the Local Workforce Area. These MOUs will serve as a functional tool as well as a plan for how the Local Board and AJCC partners will work together to create a unified service delivery system that best meets the needs of their shared customers. WIOA does not require all partners to be physically co-located at the AJCC, but those that do co-locate are required to share in the operational costs. Currently, the City, Employment Development Department, Department of Rehabilitation, SER Jobs for Progress, County of Orange Social Services Agency, and Santa Ana Housing Authority are co-located at the Santa Ana WORK Center and share the operation costs that is calculated based on square footage of occupancy by each agency and is outlined in Attachment 3 of the MOU agreement.

The current partner MOUs will expire at the end of this fiscal year. Typically, the term would be for three years but because the master AJCC office lease expires next year, the city attorney advised a one-year term. When the new lease details are finalized, the MOU exhibits will be updated to reflect the shared costs of the one stop system and then return to City Council approval (Exhibit 1 and 2).

The programs and services the WDB is required to have an MOU with are as follows:

<b>Program</b>	<b>Organization</b>
WIOA Title I – Adult, Dislocated Worker and Youth	City of Santa Ana WORK Center
WIOA Title II – Adult Education and Literacy	Santa Ana College/Rancho Santiago Community College District
WIOA Wagner-Peyser, Veterans, Trade Adjustment Assistance Act	California Employment Development Department
WIOA Title IV Vocational Rehabilitation	California Department of Rehabilitation
Carl Perkins Career Technical Education	Santa Ana College/Rancho Santiago Community College District
Title V Older Americans Act	SER – Jobs for Progress
Job Corps	Long Beach Job Corps
Native American Programs – Section 166	United American Indian Involvement, Inc.
Community Services Block Grant	Community Action Partnership of OC
Housing and Urban Development	City of Santa Ana Housing Authority

Unemployment Compensation (UI)	California Employment Development Department
Temporary Assistance for Needy Families/CalWORKS	Orange County Social Services Agency

### **ENVIRONMENTAL IMPACT**

There is no environmental impact associated with this action.

### **FISCAL IMPACT**

The City Council approved the master lease agreement for the office space at 801 W. Civic Center Drive on October 3, 2017. The WORK Center share of the AJCC monthly operation costs are budgeted and funds are available in the WIOA and Orange County Grant accounts (nos. 12318xxx-various and 12418xxx-various).

Funds in the amount of \$8,054 for the Housing Authority's share of the monthly operational cost are available in the following Housing Authority Voucher Admin accounts.

<b>Account No.</b>	<b>Account Description</b>	<b>Amount</b>
14018760-62010	Communications	\$539
14018760-62300	Contract Services	\$1,028
14018760-62500	Rent Payments	\$6,487
	<b>TOTAL</b>	<b>\$8,054</b>

The table below reflects the estimated amounts to be received from the State of California Employment Development Department, County of Orange Social Services Agency, SER Jobs for Progress, Inc., State of California Department of Rehabilitation, and the Santa Ana Housing Authority for the duration of the MOU. The partner organizations will be invoiced for their share of the AJCC monthly operations and the funds will be deposited upon receipt into the following accounts:

<b>Account No.</b>	<b>Account Description</b>	<b>PY 2022-23</b>	<b>Total</b>
02501001-25000	Balance Sheet: Deferred Revenues- Advances	\$6,172	\$6,172
02518002-57000	CDA Special Revenue: Expense Reimbursement	\$1,870	\$1,870
12318002-57960	WIOA Revenues: Rental of Property	\$341,808	\$341,808
12318002-57000	WIOA Revenues: Expenses Reimbursement	\$368	\$368

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12318748-61000	WDB Admin: Salaries Regular	\$4,356	\$4,356
12318751-various	One Stop Program: Various	41,212	41,212
	<b>TOTAL</b>	\$395,786	\$395,786

**EXHIBIT(S)**

1. Memorandum of Understanding
2. Memorandum of Understanding – County of Orange Social Services Agency

Submitted By: Steven Mendoza, Assistant City Manager

Approved By: Kristine Ridge, City Manager