

**Workforce Innovation and Opportunity Act
SAMPLE Phase II Memorandum of Understanding**

This Sample Phase II Memorandum of Understanding (MOU) is intended to be a technical assistance tool rather than a required template. It should be used in whatever way best fits the needs of the Local Workforce Development Board (Local Board) and America's Job Center of CaliforniaSM (AJCC) partners.

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Required Phase II MOU Component: Process and Development

Local Workforce Development Area (Local Area): _____

Date Submitted: _____ (Due no later than 9/1/17.)

Attachment: Signed Phase I MOU

1. The period of time this agreement is effective:
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:

Local Board/s:

AJCC Partners Participating in the Infrastructure Funding Agreement (IFA):

AJCC Partners Participating in the Shared Other System Costs Agreement:

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.
4. A description of the process to be used among partners to resolve issues during the MOU duration period when consensus cannot be reached.

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.

(Who, What, When, How)

Assurance from all non-colocated partners that they agree to pay their proportionate share of infrastructure costs as soon as sufficient data are available to make such a determination.

Signatures of authorized representative(s) of the Local Board, the CEO, and all AJCC partners who signed the Phase I MOU.

Required Phase II MOU Component: Sharing Infrastructure Costs

Budget, Cost Allocation Methodology, Initial Proportionate Share

Phase II MOU Content Requirements:

A budget outlining the infrastructure costs for each comprehensive AJCC in the Local Area with a detailed description of what specific costs are included in each line item.

When establishing the infrastructure cost budget, Local Boards have two options:

Option 1: Develop a separate budget for each comprehensive AJCC.

Option 2: Develop a consolidated system-wide budget for its network of comprehensive AJCCs

If the Local Board chooses to negotiate infrastructure costs based on their network of comprehensive AJCCs, rather than center by center, then the budgets for all the comprehensive AJCCs can be consolidated into one system budget. However, this consolidation may not distort the distribution of costs as they must be attributable to each partner equally and in accordance with the agreed upon cost allocation methodology). Consolidations might allow the “financing” of infrastructure cost between partners more easily. It is not required that each partner contribute to each comprehensive AJCC, as long as their consolidated share of contributions equals their responsibility to pay as determined by the agreed upon cost sharing methodology.

The Local Board and AJCC partners have chosen this option for developing the infrastructure cost budget:

_____ Option 1: A separate budget for each comprehensive AJCC.

_____ Option 2: A consolidated system-wide budget for the network of comprehensive AJCCs

Comprehensive AJCC(s) and Colocated Partners

- Include all comprehensive AJCCs Identified in the Phase I MOU
- Colocated Partner definition: All AJCC partners who have a physical presence within the center, either full time or part time.

Comprehensive AJCC #1

Name/Address of the Comprehensive AJCC:

Partners Colocated at This AJCC:

Comprehensive AJCC #3

Name/Address of the Comprehensive AJCC:

Partners Colocated at This AJCC:

Comprehensive AJCC #2

Name/Address of the Comprehensive AJCC:

Partners Colocated at This AJCC:

Comprehensive AJCC #4

Name/Address of the Comprehensive AJCC:

Partners Colocated at This AJCC:

AJCC Infrastructure Budget ___ Each Comprehensive AJCC (Name of AJCC _____) ___ Network of Comprehensive AJCCs		
Cost Category/Line Item	Line Item Cost Detail	Cost
Rent		
Rental of Facilities		
Rental Costs Subtotal:		
Utilities and Maintenance		
Electric		
Gas		
Water		
Sewer Connections		
High-Speed Internet		
Telephones (Landlines)		
Facility Maintenance Contract		
Utilities and Maintenance Costs Subtotal:		
Equipment		
Assessment-related products		
Assistive technology for individuals with disabilities (Access and Accommodation)		
Copiers		
Fax Machines		
Computers		

<p>Other tangible equipment used to serve all center customers (not specific to an individual program partner)</p> <p>Specify Other Tangible Equipment</p>		
Equipment Costs Subtotal:		
Technology to Facilitate Access to the AJCC		
<p>Technology used for the center’s planning and outreach activities</p> <p>Specify the Technology</p>		
<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 AJCC services and/or provides direct service access to AJCC services</p> <p>Website Address:</p> <hr/> <p>(Does not include data systems or case management systems specific to individual program partners.)</p>		
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:		

SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS	
Cost Category	Total Cost
Subtotal: Rental Costs	
Subtotal: Utilities and Maintenance Costs	
Subtotal: Equipment Costs	
Subtotal: Technology to Facilitate Access Costs	
Subtotal: Common Identifier Costs	
TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:	

Cost Allocation Methodology to Share Agreed Upon Infrastructure Costs

The Local Board and colocated partners must agree to a cost allocation methodology to identify the proportionate share of infrastructure costs each partner will be expected to contribute. Any cost allocation methodology selected must adhere to the following:

- Be consistent with federal laws authorizing each partner's program
- Comply with federal cost principles in the Uniform Guidance.
- Include only costs that are allowable, reasonable, necessary, and allocable to each program partner.
- Be based on an agreed upon measure that mathematically determines the proportionate use and benefit received by each partner.

Infrastructure Cost Allocation Methodology

Identify the chosen and agreed upon cost allocation methodology:

The proportion of a partner program's occupancy percentage of the AJCC (square footage)
(This might differentiate between dedicated space to partners and common space, where more than one cost center is established so the distribution reflects a fair and equitable distribution of cost.)

The proportion of partner program's staff among all staff at the AJCC

Other---Please Describe the Methodology and the Rationale for Its Selection

(This could reflect the traffic patterns and usage of the center by distinct and common customers and mathematically distribute cost in a fair and equitable means.)

Initial Proportionate Share of Infrastructure Costs Allocated to Each Colocated Partner

The initial proportionate share of infrastructure costs allocated to each partner based on the agreed upon cost allocation methodology, each partner’s estimated total contribution amount, and whether it will be provided through cash, non-cash (in-kind), and/or third-party in-kind contributions. This initial determination must be periodically reconciled against actual costs incurred and adjusted accordingly.

AJCC partners (or their respective state entity) may provide cash, non-cash, and third-party in-kind contributions to cover their proportionate share of infrastructure costs. If non-cash or in-kind contributions are used, they cannot include non-infrastructure costs (such as personnel), and they must be valued consistent with Uniform Guidance Section 200.306 to ensure they are fairly evaluated and meet the partner’s proportionate share.

If third-party in-kind contributions are made that support the AJCC(s) as a whole (such as space), that contribution will not count toward a specific partner’s proportionate share of the IFA. Rather, the value of the contribution will be applied to the overall infrastructure budget prior to determining proportionate amounts and thereby reduce the contribution required for all partners.

Third-Party In-Kind Infrastructure Contributions to Support the AJCC As Whole

Cost Categories	Total Cost	Contributor/s	Value	Balance to Allocate
Rent				
Utilities/Maintenance				
Equipment				
Access Technology				
Common Identifier				
Total Infrastructure Balance to Be Allocated to Colocated Partners:				

Initial Allocation of Proportionate Share of Infrastructure Costs for Colocated Partners					
Colocated Partner/s	Shared Infrastructure Costs	Application of Methodology	Allocated Initial Share	Amount: Cash	Amount: In-Kind
Partner 1:					
Partner 2:					
Partner 3:					
Partner 4:					

Signature Page: Colocated Partners Sharing AJCC Infrastructure Costs

The CEO, the Local Board Chairperson, and all colocated AJCC partners included in the sharing of infrastructure costs must sign.

By signing below, all parties agree to the terms prescribed in the IFA.

(CEO)

(Colocated AJCC Partner Entity)

Printed Name and Title

Printed Name and Title

Signature and Date

Signature and Date

(Local Board Chairperson)

(Colocated AJCC Partner Entity)

Printed Name and Title

Printed Name and Title

Signature and Date

Signature and Date

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

Phase II MOU Content Requirement:

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 Phase II 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.

(Non-Colocated AJCC Partner Entity)

(Non-Colocated AJCC Partner Entity)

Printed Name and Title

Printed Name and Title

Signature and Date

Signature and Date

(Non-Colocated AJCC Partner Entity)

(Non-Colocated AJCC Partner Entity)

Printed Name and Title

Printed Name and Title

Signature and Date

Signature and Date

Required Phase II MOU Component: Sharing Other One-Stop System Costs

Phase II MOU Content Requirement:

A budget outlining other system costs relating to the operation of the local One-Stop delivery system and a description of what specific costs are included in each line item. The budget must include “applicable career services” as well as any other shared costs agreed upon by the AJCC partners and Local Board.

While only colocated partners share infrastructure costs, all One-Stop partners must share in other system costs, including applicable career services. All partners that signed the Phase I MOU must also sign the Phase II MOU for the sharing of other system costs.

The One-Stop System Partners Included in the Sharing of Other One-Stop Delivery System Costs

___ Title I Adult, Dislocated Worker,
and Youth

___ Title V Older Americans Act

___ Trade Adjustment Assistance Act

___ Title II Adult Education and
Literacy

___ Job Corps

___ Community Services Block Grant

___ Native American Programs

___ Housing and Urban Development

___ Title III Wagner-Peyser

___ Migrant Seasonal Farmworkers

___ Unemployment Compensation

___ Title IV Vocational Rehabilitation

___ Veterans

___ Second Chance

___ Carl Perkins Career Technical
Education

___ YouthBuild

___ Other:

___ TANF/CalWORKS

Required Consolidated System Budget for “Applicable Career Services”

The agreed upon budget for other system costs must align with the Phase I MOU agreement that outlined shared customers and services. If it does not, then the Phase I MOU must be amended to justify the budgeted system costs and align with Phase II. Therefore, Local Boards and AJCC partners should start by reviewing their signed Phase I MOUs in order to determine what each partner previously agreed to.

The other system costs budget must be a consolidated budget that includes a line item for applicable career services. The signed Phase I MOU required identification of the career services that were applicable to each partner program. Accordingly, this budget must include each of the partner’s costs for the service delivery of each applicable career service and a consolidated system budget for career services applicable to more than one partner. If new costs are accepted in Phase II then they must include language amending the Phase I descriptions as Phase I and Phase II must align for this budget.

Applicable Career Services are services authorized to be provide under each partner’s program.

Summary of Career Services Applicable to Each One-Stop Delivery System Partner (Phase I MOU)

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	T-V OAA	Job Corps	Native Am	MSF	YouthBuild	TAA

T-I Program Eligibility							
Outreach, Intake, Orient							
Initial Assessment							
Labor Exchange/Job Search							
Referrals to Partners							
LMI							
Performance/Cost Info							
Support Service Info							
UI Info/Assistance							
Financial Aid Info							
Basic Career Services	Comm Act	Housing	UI	Native Am	Other Part	Other Part	Other Part
T-I Program Eligibility							
Outreach, Intake, Orient							
Initial Assessment							
Labor Exchange/Job Search							
Referrals to Partners							
LMI							
Performance/Cost Info							
Support Service Info							
UI Info/Assistance							
Financial Aid Info							
Individual Career Services	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV VR	TANF

Comp Assessment	✓	✓					
IEP	✓	✓					
Career Plan/Counsel	✓	✓					
Short-Term Prevoc.	✓	✓					
Internships/Work Experience	✓	✓					
Out-of-Area Job Search	✓	✓					
Financial Literacy	✓	✓					
IET/ELA	✓	✓		✓			
Workforce Preparation	✓	✓		✓			
Individual Career Services	Tech Ed	T-V OAA	Job Corps	Native Am	MSF	YouthBuild	TAA
Comp Assessment							
IEP							
Career Plan/Counsel							
Short-Term Prevoc.							
Internships/Work Experience							
Out-of-Area Job Search							
Financial Literacy							
IET/ELA							
Workforce Preparation							

Individual Career Services	Comm Act	Housing	UI	Native Am	Other Part	Other Part	Other Part
Comp Assessment							
IEP							
Career Plan/Counsel							
Short-Term Prevoc							
Internships/Work Experience							
Out-of-Area Job Search							
Financial Literacy							
IET/ELA							
Workforce Preparation							

Required Consolidated Budget for the Delivery of Applicable Career Services

The other system costs budget must be a consolidated budget for applicable career services. This budget must include each of the partner’s costs for the service delivery of each applicable career service and a consolidated system budget for career services applicable to more than one partner. Unlike the IFA, other system costs should include all costs, including personnel, related to the administration and delivery of those services.

Applicable Career Services	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV VR	TANF
Basic Career Services: T-I Eligibility/Initial Assess Outreach, Intake, Orient Labor Exchange/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$	\$	\$	\$	\$	\$	\$
Applicable Career Services	Tech Ed	T-V OAA	Job Corps	Native Am	MSF	YouthBuild	TAA
Basic Career Services: T-I Eligibility/Initial Assess Outreach, Intake, Orient Labor Exchange/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$	\$	\$	\$	\$	\$	\$
Applicable Career Services	Comm Act	Housing	UI	Native Am	Other Part	Other Part	Other Part
Basic Career Services: T-I Eligibility/Initial Assess Outreach, Intake, Orient Labor Exchange/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$	\$	\$	\$	\$	\$	\$

Applicable Career Services	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV VR	TANF
Individual Career Services: Comp Assessment/IEP Career Plan/Counsel Short-Term Pre-vocational Internship/Work Experience Financial Literacy IET/ELA/WF Prep	\$	\$	\$	\$	\$	\$	\$
Applicable Career Services	Tech Ed	T-V OAA	Job Corps	Native Am	MSF	YouthBuild	TAA
Individual Career Services: Comp Assessment/IEP Career Plan/Counsel Short-Term Pre-vocational Internship/Work Experience Financial Literacy IET/ELA/WF Prep	\$	\$	\$	\$	\$	\$	\$
Applicable Career Services	Comm Act	Housing	UI	Native Am	Other Part	Other Part	Other Part
Individual Career Services: Comp Assessment/IEP Career Plan/Counsel Short-Term Pre-vocational Internship/Work Experience Financial Literacy IET/ELA/WF Prep	\$	\$	\$	\$	\$	\$	\$
Consolidated budget total of career services delivered through the One-Stop system: \$							

Partner Agreement to Share Other One-Stop System Costs

The other system costs budget may include any other shared services that are authorized for and commonly provided through the AJCC partner programs to any individual, such as initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services to meet such needs, referrals to other One-Stop partners, and business services. Shared operating costs may also include shared costs related to the Local Board's functions.

As with infrastructure costs, other system costs must be allocable according to the proportion of benefit received by each of the AJCC partner programs, consistent with the partner's authorizing federal statute and Uniform Guidance. The Phase II MOU must also include an agreed upon budget for these other costs along with the agreed upon cost sharing methodology. These costs may be shared through cash, non-cash, or third-party in-kind contributions

All AJCC partners must agree to the other system costs budget. There is no state funding mechanism for other system costs that will be triggered due to lack of agreement at the local level for these costs.

Options for Local Agreement for Partners to Share Other System Costs

- **Initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services to meet such needs, and referrals to other AJCC partners.** This may include costs such as technology and tools that increase integrated service delivery through the sharing of information and service delivery processes.
- **Business services.** This may include costs related to a local or regional system business services team that has one or more partners on the team or has delegated a specific partner to provide business services on behalf of the system.
- **AJCC partner staff cross training.** This may include any staff cross training on partner programs and eligibility identified in Phase I.
- **One-Stop operator.** This may include the system role of the One-Stop operator (e.g., coordinating service providers across the One-Stop delivery system) when the role is not specific to the operation of the AJCC and/or specific partner programs, so long as the role was defined by the Local Board in the procurement process and agreed to by all AJCC partners in the MOU.
- **Shared personnel costs for AJCC colocated partners.** This may include center receptionists and/or center managers.

Optional partner agreement to share other One-Stop system costs: initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services to meet such needs, and referrals to other AJCC partners.

This may include costs such as technology and tools that increase integrated service delivery through the sharing of information and service delivery processes.

One-Stop System Budget: Initial Intake, Assessment, Basic Skills Identification, Services, Referrals

Line Item	Budget Detail	Cost
Total Budget:	\$	

Agreed Upon Cost Allocation Methodology to Share These Costs

Proportionate Share: Initial Intake, Assessment, Basic Skills Identification, Services, Referrals				
Partner	Compute Methodology	Partner Share	Share in Cash	Share in In-Kind
T- I Adult		\$	\$	\$
T-I Dislocated Worker				
T-I Youth				
T-II Adult Ed/Literacy				
T-III Wagner-Peyser				
Veterans				
Migrant Seasonal				
Trade Act				
Unemployment Comp				
Career Tech/Ed				
T-IV Voc Rehab				
TANF/CalWorks				
T-V OAA				
Job Corps				
Native American				
Youth Build				
Community Action				
Housing Authority				
Second Chance				
Total Budget:		\$	\$	\$

Proportionate Share: Business Services				
Partner	Compute Methodology	Partner Share	Share in Cash	Share in In-Kind
T-I Adult		\$	\$	\$
T-I Dislocated Worker				
T-I Youth				
T-II Adult Ed/Literacy				
T-III Wagner-Peyser				
Veterans				
Migrant Seasonal				
Trade Act				
Unemployment Comp				
Career Tech/Ed				
T-IV Voc Rehab				
TANF/CalWorks				
T-V OAA				
Job Corps				
Native American				
Youth Build				
Community Action				
Housing Authority				
Second Chance				
Total Budget:		\$	\$	\$

Proportionate Share: AJCC Partner Staff Cross Training				
Partner	Compute Methodology	Partner Share	Share in Cash	Share in In-Kind
T- I Adult		\$	\$	\$
T-I Dislocated Worker				
T-I Youth				
T-II Adult Ed/Literacy				
T-III Wagner-Peyser				
Veterans				
Migrant Seasonal				
Trade Act				
Unemployment Comp				
Career Tech/Ed				
T-IV Voc Rehab				
TANF/CalWorks				
T-V OAA				
Job Corps				
Native American				
Youth Build				
Community Action				
Housing Authority				
Second Chance				
Total Budget:		\$	\$	\$

Optional Partner Agreement to Share Other One-Stop System Costs: One-Stop Operator

This may include the system role of the One-Stop operator (e.g., coordinating service providers across the One-Stop delivery system) when the role is not specific to the operation of the AJCC and/or specific partner programs, so long as the role was defined by the Local Board in the procurement process and agreed to by all AJCC partners in the Phase II MOU.

Description of the One-Stop Operator's System Role Not Specific to Operation of AJCC/s

--

One-Stop System Budget: One-Stop System Operator

Line Item	Budget Detail	Cost
Total Budget:		\$

Agreed Upon Cost Allocation Methodology to Share These Costs

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Proportionate Share: One-Stop Operator				
Partner	Compute Methodology	Partner Share	Share in Cash	Share in In-Kind
T- I Adult		\$	\$	\$
T-I Dislocated Worker				
T-I Youth				
T-II Adult Ed/Literacy				
T-III Wagner-Peyser				
Veterans				
Migrant Seasonal				
Trade Act				
Unemployment Comp				
Career Tech/Ed				
T-IV Voc Rehab				
TANF/CalWorks				
T-V OAA				
Job Corps				
Native American				
Youth Build				
Community Action				
Housing Authority				
Second Chance				
Total Budget:		\$	\$	\$

Proportionate Share: AJCC Personnel				
AJCC #1_____				
Colocated Partner	Compute Methodology	Partner Share	Share in Cash	Share in In-Kind
Partner # 1:		\$	\$	S
Partner # 2:		\$	\$	S
Partner # 3:		\$	\$	S
Partner # 4:		\$	\$	S
Total Budget AJCC:		\$	\$	\$
Proportionate Share: AJCC Personnel				
AJCC #2_____				
Colocated Partner	Compute Methodology	Partner Share	Share in Cash	Share in In-Kind
Partner # 1:		\$	\$	S
Partner # 2:		\$	\$	S
Partner # 3:		\$	\$	S
Partner # 4:		\$	\$	S
Total Budget AJCC:		\$	\$	\$

Signature Page: AJCC Partners Sharing Other One-Stop System Costs

All partners who signed the Phase I MOU must sign the Phase II MOU.

By signing below, all parties agree to the terms prescribed in the sharing of other One-Stop system costs.

(CEO)

Printed Name and Title

Signature and Date

(Local Board Chairperson)

Printed Name and Title

Signature and Date

(AJCC Partner Entity)

Printed Name and Title

Signature and Date

(AJCC Partner Entity)

Printed Name and Title

Signature and Date

(AJCC Partner Entity)

Printed Name and Title

Signature and Date

(AJCC Partner Entity)

Printed Name and Title

Signature and Date