



Request for Approval

America's Job Center of CaliforniaSM

Operator

Local Workforce Development Board

NOVA Workforce Board

Local Workforce Development Area

NOVA Workforce Development Area

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

The *Workforce Innovation and Opportunity Act* (WIOA) allows Local Workforce Development Boards (Local Board) to be an America's Job Center of California (AJCC) Operator, with the agreement of the Chief Elected Official (CEO) and the Governor. In order to be considered, the Local Board or administrative entity must have successfully participated in a competitive process, or provide substantial documentation that they meet one of the exceptions for sole source procurement.

This application will serve as the Local Board's or administrative entity's request for Governor's approval to be an AJCC Operator within a Local Workforce Development Area (Local Area) under WIOA. The application and required supporting documentation must be submitted to the California Workforce Development Board (CWDB) by March 1, 2021, through one of the following methods:

Email: CWDBPolicyUnit@cwdb.ca.gov
Subject line: AJCC Operator Application

If the CWDB determines the request is incomplete, it will either be returned or held until the necessary documentation is submitted. Please contact your Regional Advisor for technical assistance or questions related to completing and submitting this request.

NOVA Workforce Board

Name of Local Board

505 West Olive Avenue, Suite 550

Mailing Address

Sunnyvale, CA

94086

City, State

Zip

Kris Stadelman

Contact Person

(408) 730-7233

Contact Person's Phone Number

March 1, 2021

Date of Submission

Request for Approval America's Job Center of California Operator

Type of Procurement

1. What type of procurement was used by the Local Board or administrative entity?
 Competitive Sole Source

2. If Sole Source, did the Local Board or administrative entity offer an open, competitive procurement prior to Sole Source?
 Yes No

3. If Sole Source, identify the reason(s) for using this procurement method:
 The AJCC Operator services are only available from a single source.
 A public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.
 After solicitation of a number of sources, competition was determined inadequate.

Documentation Requirements for Competitive Procurement

Please provide responses to the following items on a separate document. **Not applicable.**

1. A description of the AJCC Operator.
 - a. Will the Local Board or administrative entity be the only AJCC Operator or act as a member of a consortium? If part of a consortium, include a list of the other consortium members.
 - b. Is there more than one comprehensive AJCC in the Local Area? If so, will the Local Board or administrative entity act as the operator for all of them? If not, list which ones the Local Board will act as operator for and who will be the operator for the others.

2. Documentation of local internal controls, conflict of interest, and firewalls policies adhered to during the AJCC Operator procurement process.

3. Documentation of the procurement process, including but not limited to, preparation of the request for proposal, public notices, receipt of bids/letter of intent, public bid/proposal meetings, evaluation, comparison, protest letters, and award notice/contract. In addition, provide a timeline that includes the date and staff name, organization, and title involved in each step of the selection process.

4. Copy of the Local Board's or administrative entity's bid/proposal.

5. A written description of the following operational topics.
 - a. Specify the role(s) of the Local Board or administrative entity as the AJCC Operator(s) (i.e., coordinating service providers, primary provider of services, and coordinating

activities throughout the AJCC system). If the Local Board or administrative entity is part of a consortium, provide each assigned role and the related responsibilities for each entity in the consortium.

- b. How does this structure demonstrate the Local Board's or administrative entity's ability to successfully operate the AJCC system while also providing leadership and accountability for the entire Local Area and AJCC system?
- c. How will this structure deliver the highest performance outcomes for the Local Area?

Documentation Requirements for Sole Source Procurement

Please provide responses to the following items on a separate document. **Please refer to Attachment A.**

1. A justification for whichever exemption mentioned above the Local Board or administrative entity feels they fall under in order to use Sole Source.
2. A description of the AJCC Operator.
 - a. Will the Local Board or administrative entity be the sole AJCC Operator or act as a member of a consortium? If part of a consortium, include a list of the other consortium members.
 - b. Is there more than one comprehensive AJCC in the Local Area? If so, will the Local Board or administrative entity act as the operator for all of them? If not, list which ones the Local Board or administrative entity will act as operator and who will be the operator for the others.
3. An analysis of market conditions and other factors that lead to the determination for utilizing Sole Source.
4. Copies of internal controls, conflict of interest, and firewall policies.
5. Provide a written description of the following operational topics:
 - a. Specify the role(s) of the Local Board or administrative entity as the AJCC Operator(s) (i.e., coordinating service providers, primary provider of services, and coordinating activities throughout the AJCC system). If the Local Board or administrative entity is part of a consortium, provide each assigned role and the related responsibilities for each entity in the consortium.
 - b. How does this structure demonstrate the Local Board's or administrative entity's ability to successfully operate the AJCC system while also providing leadership for the entire Local Area and AJCC system?
 - c. How will this structure deliver accountability and the highest performance outcomes for the Local Area?

6. Evidence that the request for approval of the Local Board or administrative entity to be an AJCC Operator through Sole Source was made available to the public for at least 30 days. Submit copies of comments received.
7. Views expressed by the local WIOA mandatory AJCC partner programs. Submit copies of any letters of support, disagreement, or other views received.
8. Attach documentation (signed and dated letter) that the members of the Local Board and other relevant parties (e.g., Board of Supervisors) reviewed the information provided in the application and approved its contents in a public meeting.

Signature Page

By signing below, the local CEO and Local Board chair request approval from the Governor to be designated as an AJCC Operator. Each party certifies that this application submission was reviewed and demonstrates that the Local Board met all the requirements to be designated as the AJCC Operator of the Local Area under WIOA law and regulations.

NOVA has been approved to submit the enclosed application to be America's Job Center of California (AJCC) Operator by the NOVA Workforce Board at its January 27, 2021 meeting and by the Sunnyvale City Council, as the local Chief Elected Official for the NOVA consortium, at its February 23, 2021 meeting.

Local Workforce Development Board Chair

Signature

Jennifer Morrill

Name

NOVA Workforce Board Co-Chairperson

Title

Date

Local Workforce Development Board Chair

Signature

Andy Switky

Name

NOVA Workforce Board Co-Chairperson

Title

Date

Local Chief Elected Official

Signature

Honorable Larry Klein

Name

Mayor, City of Sunnyvale

Title

Date

Attachment A

Documentation Requirements for Sole Source Procurement

- 1. A justification for whichever exemption mentioned above the Local Board or administrative entity feels they fall under in order to use Sole Source.**

NOVA, the administrative entity, is requesting approval for sole source procurement to continue to provide AJCC Operator activities because NOVA is the only single source that can provide this function. Except for one year, NOVA has been providing AJCC Operator and related activities for decades. There is no one else who could competently provide these services for the NOVA workforce development system that possesses a thorough knowledge of WIOA and the local service-delivery system and effective relationships with the AJCC partner community, which is absolutely essential for serving as the AJCC Operator.

- 2. A description of the AJCC Operator.**
 - a. Will the Local Board or administrative entity be the sole AJCC Operator or act as a member of a consortium? If part of a consortium, include a list of the other consortium members.**

NOVA, the administrative entity, will be the sole AJCC Operator for the NOVA workforce development area.

- b. Is there more than one comprehensive AJCC in the Local Area? If so, will the Local Board or administrative entity act as the operator for all of them? If not, list which ones the Local Board or administrative entity will act as operator and who will be the operator for the others.**

There is only one comprehensive AJCC in the NOVA workforce development area and that AJCC is the NOVA Job Center in Sunnyvale operated by NOVA. NOVA procures career services in San Mateo County to a service provider that operates an affiliate site and to a youth provider that operates a specialized site.

- 3. An analysis of market conditions and other factors that lead to the determination for utilizing Sole Source.**

There are several factors that lead to the determination of utilizing sole source procurement for the AJCC Operator: insufficient qualified sources; Sunnyvale City Council (CEO) service-delivery policies; and that NOVA is the superior and only choice to serve as the AJCC Operator, based on its history of exemplary performance.

Insufficient Qualified Sources: In the high cost environment of Silicon Valley, with low unemployment and poverty resulting in low WIOA formula funding allocations for the NOVA workforce development area, the pool of potential organizations interested in bidding on the small amount of funding that is available for the AJCC Operator service (approximately \$15,000) would be relatively small and insufficient for a competitive

procurement. In addition, organizations often have difficulty understanding the Workforce Innovation and Opportunity Act (WIOA) mandates that govern the local workforce development system and its partner agencies, which often discourages potential bidders from applying to operate WIOA-funded services and would require a steep learning curve to effectively perform identified responsibilities. For example, during a previous competitive procurement for the AJCC Operator, the process had to be repeated twice: the first solicitation received no bids and failed; and the second round received just three bids, with one bidder selected who could no longer provide the service after one year and the other two bidders were no longer available. NOVA contracts out its career services in San Mateo County and during a previous procurement, the process had to be repeated twice: the first solicitation received just three bids and only one was acceptable for a small part of the service system; and the second solicitation received just two bids and only one was determined acceptable. There are insufficient qualified sources to provide AJCC Operator activities and, as such, NOVA is applying to continue to serve as the AJCC Operator through sole source procurement.

Sunnyvale City Council (CEO) Policy: NOVA is a department of the City of Sunnyvale and is staffed by City employees. The Sunnyvale City Council Policy Manual 7.3.6 establishes guidelines for considering alternative methods of service delivery according to superior service value and defines superior service value as better service at lower cost; better service at equal cost; or equal service at lower cost. In order to factor in the intangible benefit of providing services by City staff (the vested interest of employees working directly for the City, the speedier response to City concerns, direct control of employees, etc.), as well as an added cost of delivering services by contract (contract administration), the cost or service differential for an outsider bidder should exceed 10% in order to meet the test of superior value. Given NOVA's superior services provided at a significantly lower cost than comparable entities (114% lower than the average cost per enrolled adult customer for the state), the prudent decision is for NOVA to continue to directly serve as the AJCC Operator for the NOVA workforce development system.

Performance: NOVA has over thirty-five years of demonstrated experience and expertise meeting and exceeding its WIOA performance measures in delivering the highest quality and most beneficial mix of adult and dislocated worker career services at the NOVA Job Center in Sunnyvale to Silicon Valley's residents and employers. It has routinely received high scores in all of its customer satisfaction surveys in the services it provides to its customers and in its approach and customer service it employs to deliver these services. It also works closely with and encourages active participation of all sectors in the community in the provision of such services. Serving as the current AJCC Operator for the past several years, NOVA has been able to leverage its vast knowledge and expertise and successfully worked with the AJCC partner agencies in identifying an effective referral process for making warm handoffs of customers to other programs and services; launched an extensive and continuous improvement training program to train partners on each other's programs and eligibility requirements, as well as online job search tools that staff could train other staff on within their agency through a train-the-trainer approach; problem-

solved issues of shared concern; and designed a new website customized for AJCC partners that contains a vast array of workforce development resources. NOVA has also built effective working relationships among partners through regular meetings and networking opportunities and facilitated communication between them by serving as an important portal for information sharing and conflict-resolution. During the COVID-19 pandemic, NOVA quickly reached out to the AJCC partners, identified the services that would be delivered virtually and established a remote referral process. Additional goals have been developed with the AJCC partners for the coming year that will further enhance the functionality of the workforce development system. NOVA is knowledgeable of and complies with WIOA and other local, state and federal policies and regulations. It is accountable to its customers, partners, NOVA Workforce Board, City of Sunnyvale, and its funders. Funding is prudently expended and NOVA has never had any disallowed costs in its over thirty-five year history. NOVA is the only organization who can effectively and efficiently deliver AJCC Operator activities for the NOVA workforce development area.

4. Copies of internal controls, conflict of interest, and firewall policies.

The Sunnyvale City Council serves as the Chief Elected Official (CEO) for the NOVA consortium, with the City of Sunnyvale serving as the administrative and fiscal agent for NOVA. The City's fiscal structure is highly regarded throughout the state and nation and has won awards for its innovative and forward-looking approach to municipal finances. The Government Finance Officers Association administers the Certificate of Achievement of Excellence in Financial Reporting, which awards local governments who go beyond the minimum requirements of generally accepted accounting principles. The City of Sunnyvale has been a long-time participant in the certificate program and has received the award for thirty-four consecutive years. The City has also received the Distinguished Budget Presentation Award for thirty-one consecutive years. The NOVA Workforce Board, designated by the California Workforce Development Board as a high performing board, serves as the governing board for NOVA. In partnership with the City of Sunnyvale, the Board performs effective monitoring and evaluation of NOVA's services as defined under WIOA and through an agreement between the City of Sunnyvale and NOVA Workforce Board. This administrative structure ensures internal controls and standards, enforcement of conflict of interest codes and policies, and necessary firewalls to uphold the highest integrity in the administration of NOVA's services. NOVA is one of very few organizations that have in place this high degree of exemplary oversight, with extensive internal checks and balances.

In order to ratify these internal controls, conflict of interest compliance and firewalls, written agreements have been established between the Sunnyvale City Council, acting as the Chief Elected Official (CEO), and the NOVA Workforce Board and between the eight jurisdictions that comprise the NOVA Job Training Consortium through a Joint Powers Agreement (JPA). These agreements together with the City of Sunnyvale Conflict of Interest Code and financial disclosure requirements, NOVA Workforce Board Conflict of Interest

Code and financial disclosure requirements, NOVA Board Bylaws and Standard of Conduct constitute the essential checks and balances and firewalls.

The JPA is an agreement between the eight jurisdictions that comprise the NOVA consortium and include the cities of Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara and Sunnyvale and the County of San Mateo. The JPA designates the City of Sunnyvale with the authority to administer NOVA Workforce Development Services (serving in the capacity of CEO), on behalf of the eight jurisdictions, with responsibilities that include: subgrant recipient; develop procedures for governance, planning, operation, assessment and fiscal management of the one-stop service-delivery system; and evaluate program performance based on measurable outcomes and customer satisfaction and determine resulting needs and reallocation of resources. NOVA is a department of the City of Sunnyvale, under the direction of the City Manager. The City of Sunnyvale has an established Conflict of Interest Code and requires annual financial disclosure statements (Form 700) from key staff to be filed with the County.

The WB/CEO Agreement delineates the roles and responsibilities between the Sunnyvale City Council as the CEO and the NOVA Workforce Board as stipulated by WIOA. It is the joint authority and responsibility of the City and the NOVA Board to ensure effective programs and to stimulate active, beneficial participation of all sectors in the community. The City's responsibilities pertinent to internal controls/firewalls include serving as grant recipient and administrative entity, Chief Elected Official, appointing NOVA Board members, providing the appropriate level of staff support to the Board, and carrying out all administrative functions necessary to ensure sound management of programs and program funds. The NOVA Board's responsibilities pertinent to internal controls/firewalls include: selecting a one-stop operator(s) with the agreement of the Sunnyvale City Council, annually reviewing the operations and, when warranted, terminating for cause the eligibility of such operator(s); evaluating proposals submitted to the NOVA Board for funding and selecting service providers, with the agreement of the City, consistent with its adopted criteria; and annually evaluating program effectiveness of programs funded by the Workforce Development Area, based on negotiated performance measures, and the performance of the Workforce Development Area itself.

The NOVA Workforce Board Bylaws operationalizes the duties of the board including the development of standards, measurement of effectiveness, oversight of revenues, expenditures and success, and conduct at meetings. In addition, the Board has an established Standard of Conduct and Conflict of Interest Code that prohibits any member from voting on any issue that could be perceived as creating any conflict of interest and requires annual financial disclosure statements (Form 700) to be filed with the County.

To review the entire documents, please visit the following links:

NOVA Consortium Joint Powers Agreement: <https://novaworks.org/documents/2023q1/SignedJPAAllJurisdictions2.pdf>

City of Sunnyvale Conflict of Interest Code: <https://sunnyvale.ca.gov/civicax/filebank/blobdload.aspx?BlobID=23182>

NOVA Board/City of Sunnyvale WB/CEO Agreement: <https://novaworks.org/documents/2023q1/WB-CLEOAgreement.pdf>

NOVA Board Bylaws: <https://novaworks.org/documents/2023q1/BoardBylaws.pdf>

NOVA Board Conflict of Interest Code: <https://novaworks.org/documents/2023q1/NOVACOI.pdf>

NOVA Board Standard of Conduct: <https://novaworks.org/documents/2023q1/WBstandardofconduct.pdf>

5. Provide a written description of the following operational topics:

- a. Specify the role(s) of the Local Board or administrative entity as the AJCC Operator(s) (i.e., coordinating service providers, primary provider of services, and coordinating activities throughout the AJCC system). If the Local Board or administrative entity is part of a consortium, provide each assigned role and the related responsibilities for each entity in the consortium.**

NOVA, as the AJCC Operator, will serve as the facilitator and coordinator of the NOVA workforce development area's AJCC partner-shared services, as follows:

- Coordinate the service delivery activities of the AJCC required partners and service providers by:
 - Convening and facilitating quarterly partner meetings to ensure effective delivery of services to shared customers including but not limited to all of the following:
 - Facilitate the establishment of shared goals (e.g. cross referral system, training needs, etc.)
 - Prepare meeting agendas
 - Develop a write-up following each meeting summarizing discussions, agreements, and next steps.
 - Building relationships and serving as a communication hub for information sharing about services, resources and tools across partners to promote cohesiveness and continuity in the workforce system

- b. How does this structure demonstrate the Local Board's or administrative entity's ability to successfully operate the AJCC system while also providing leadership for the entire Local Area and AJCC system?**

NOVA, the administrative entity, has been providing career services for the AJCC comprehensive job center for over thirty-five years with demonstrated success and performance excellence. NOVA has also served in the capacity of the AJCC Operator over the past few years. Even before WIOA, it has worked collaboratively with partners in the community for many years and appreciates the value of these partnerships and their benefit to job seekers and employers. The NOVA Workforce Board is the governing body for the NOVA workforce development area, with the roles and responsibilities stipulated under WIOA. With NOVA serving as the AJCC Operator, the NOVA Workforce Board has been freed up to provide leadership to the entire NOVA workforce development area and AJCC system, devote its expertise and vision to strategic planning, collaborate with the neighboring workforce boards that comprise the Bay-Peninsula region, build critical partnerships to support the implementation of

the strategic plans at the local and regional levels, and hold NOVA and its partners accountable for performance.

c. How will this structure deliver accountability and the highest performance outcomes for the Local Area?

The NOVA workforce development system has had a longstanding and demonstrated history of meeting and exceeding all of its WIOA performance outcomes. With this structure and NOVA's expertise, NOVA will be able to focus on the day-to-day operations of the AJCC services, as well as coordinate the collaborative network of one-stop providers by serving as a model and supporting the highest performance standards and a more seamless service-delivery system among partners across the region. The NOVA Workforce Board will provide oversight of the entire workforce development system and be the catalyst for overcoming obstacles and raising the bar on quality services and performance excellence, continuously improving services to job seekers and employers across the workforce area and ensuring performance accountability. Please refer to the response to question #4 above that further describes the structure that optimizes accountability in the workforce system, with extensive checks and balances and firewalls.

6. Evidence that the request for approval of the Local Board or administrative entity to be an AJCC Operator through Sole Source was made available to the public for at least 30 days. Submit copies of comments received.

Notification of NOVA's intent to be the AJCC Operator was released to the public on December 3, 2020 through a variety of methods, which included posting on the NOVA website and through emails utilizing databases that represent a vast number of individuals and organizations, with comments/responses requested by January 4, 2021. Two official comments were received, as follows:

"As a proud partner of the AJCC network in Santa Clara County, Center for Employment Training supports NOVA's application to serve as the AJCC Operator for San Mateo and northern Santa Clara County. NOVA has been providing high quality services as the AJCC Operator to convene and facilitate partner meetings. They are committed to the region and have shown their willingness to improve collaborative efforts within the county and to assist those most in need." Center for Employment Training

"NOVA staff are well respected in the workforce development community. NOVA is a key referral resource for the SJSU Career Center to support SJSU alumni career transition and development. SJSU is in the process of building deeper collaboration with NOVA on alumni support services." San Jose State University

7. Views expressed by the local WIOA mandatory AJCC partner programs. Submit copies of any letters of support, disagreement, or other views received.

Please refer to Attachment A-1 for letters of support from AJCC partner programs.

- 8. Attach documentation (signed and dated letter) that the members of the Local Board and other relevant parties (e.g., Board of Supervisors) reviewed the information provided in the application and approved its contents in a public meeting.**

Please refer to Signature Page (page 6) signed and dated by the NOVA Workforce Board and the Sunnyvale City Council (CEO).

Attachment A-1

Letters of Support from AJCC Partner Programs

Support letters from AJCC partner programs have been attached.



December 21, 2020

To: California Workforce Development Board

This letter is being written on behalf of the local Employment Development Department Workforce Services Branch for the Counties of Santa Clara/San Mateo/San Benito. I am happy to affirm our support for our local area workforce development partner, NOVA, in their request to serve as the WIOA AJCC Operator for the NOVA workforce development area.

Through our ongoing collaboration efforts within the counties served by NOVA, our local Workforce Service office has insight into the background and the work that our NOVA partner provides, including the following notable points:

- For over thirty years, NOVA has demonstrated success and performance excellence in serving the employment needs of residents and employers in this community.
- For many years, NOVA has worked collaboratively with local partners representing a wide range of organizations to forge an effective network for meeting the diverse and complex needs of job seekers in this community. This has been accomplished through regular communications regarding customers, convening quarterly stakeholder meetings, and through new initiatives targeting growing industries.
- In 2015, the County of San Mateo joined the NOVA consortium resulting in NOVA coordinating with a broader network of partners that together effectively serves the region.
- NOVA has extensive knowledge of local labor market trends that has supported partners with identifying and planning for future employment needs.

We look forward to continuing our partnership with NOVA and we hope that their request to serve in the role of the AJCC Operator for the NOVA workforce development area will be considered.

Sincerely,

A handwritten signature in blue ink, appearing to read "Nelson Leonor".

Nelson Leonor
EDD Manager – Workforce Services
Santa Clara/San Mateo/San Benito County Cluster

DOR DEPARTMENT of
REHABILITATION
Employment, Independence & Equality



State of California
Health and Human Services Agency
San Jose District Office
100 Paseo de San Antonio, Rm.324
San Jose, CA 95113
408-277-9500

December 8, 2020

California Workforce Development Board
P.O. Box 826880
Sacramento, CA 94280-0001

To Whom It May Concern:

I was notified this week that NOVA is seeking approval from the State to continue to serve as the AJCC Operator for the NOVA workforce development area that will include convening and facilitating quarterly partner meetings to ensure effective delivery of services to shared customers.

- For over thirty years, NOVA has demonstrated success and performance excellence in serving the employment needs of residents and employers in this community.
- For many years, NOVA has worked collaboratively with local partners representing a wide range of organizations to forge an effective network for meeting the diverse and complex needs of job seekers in this community. This has been accomplished through regular communications regarding customers, convening quarterly stakeholder meetings, and through new initiatives targeting growing industries.
- The County of San Mateo joined the NOVA consortium in 2015 resulting in NOVA coordinating with a broader network of partners that together effectively serves the region.
- NOVA has extensive knowledge of local labor market trends that has supported partners with identifying and planning for future employment needs.
- I support NOVA as the AJCC Operator for the NOVA workforce development area.

Sincerely,

Donna Hezel

Donna Hezel, Regional Director

CLC Partnership

December 14, 2020

Kris Stadelman, Director
NOVA Workforce Board
505 W. Olive Avenue Suite 550
Sunnyvale, CA 94086

RE: Support for NOVA Approval as the AJCC Operator
for the NOVA Workforce Development Area

Dear Ms. Stadelman;

I write this letter of support for NOVA on behalf of the Central Labor Council Partnership (CLCP) and its three partner organizations: the Fresno, Madera, Tulare, Kings Counties Central Labor Council, Regenerate California Innovation, Inc., and ProPath, Inc. We sincerely recommend and encourage approval of NOVA to serve as the AJCC Operator for the NOVA workforce development area for the following reasons:

- For over thirty years, NOVA has demonstrated success and performance excellence in serving the employment needs of residents and employers in this community.
- In 2015, the County of San Mateo joined the NOVA consortium resulting in NOVA coordinating with a broader network of partners that together effectively serves the region.
- NOVA has extensive knowledge of local labor market trends that has supported partners with identifying and planning for future employment needs.
- Over the last four years CLCP has been a WIOA One Stop Center partner with NOVA. We have been able to witness first hand how NOVA maintains excellent relationships with its MOU partners and its local Workforce Development Board.
- NOVA continues to take the lead in all aspects of WIOA One Stop Center operations and integrated partner collaboration. They assemble partner oriented stakeholder meeting on a regular basis. And their leadership and direction holds the trust and confidence of all Community and MOU partners involved.

Please contact me with any questions or for further information at dsavory@myunionworks.com or 559-269-0165.

Sincerely,



Dillon Savory
CLCP Partner-Director



Monday, January 4, 2021

Board of Directors:

Chair:

Anees Iqbal

Brian Beattie
Jesse Cool
Ellen Eder
Ten Eyre
Dan Finnigan
Richard Hanley
Bruce Harrison
Jerry Hurwitz
H. Jaclyn Ishimaru-Gachina
Clay Jones
J. Scott Kaspick
Laurel McAteer
Kristin Reinke
Sherri Sager
Becky Sunseri
Charlene Trinh
Tara VanDerveer
Isafah Vi
Rita C. Williams

Strategic Advisory Committee:

Chairman:

Paul Chamberlain
Former Managing Director
Morgan Stanley

Sukhinder Singh Cassidy
President of StubHub
Paul M. Cook, Co-Founder
Raychem Corporation
Dick Gould, Former Director of Tennis
Stanford University
Wade W. Loo, Retired Partner
KPMG
Ronnie Lott
NFL Hall of Fame
John Lovewell, President
The Lovewell Company
Hon. Becky Morgan, President
Morgan Family Foundation
Dean Morton, Former COO
Hewlett-Packard
Russell Pyne, Managing Director
Atrium Capital
John Sobrato, Chairman
Sobrato Companies

President & CEO:

Barrie R. Hathaway

To Whom It May Concern;

I am writing in support of NOVA's request, seeking approval from the State to serve as the AJCC Operator for the NOVA workforce development area that will include convening and facilitating quarterly partner meetings to ensure effective delivery of services to shared customers. This letter is to express JobTrain's full support of NOVA's request.

In the time we have worked with NOVA, we have experienced strong programmatic outcomes, a clear dedication to the success of their constituents and a deep level of entrepreneurship and creativity. In addition:

- For over thirty years, NOVA has demonstrated success and performance excellence in serving the employment needs of residents and employers in this community.
- For many years, NOVA has worked collaboratively with local partners representing a wide range of organizations to forge an effective network for meeting the diverse and complex needs of job seekers in this community. This has been accomplished through regular communications regarding customers, convening quarterly stakeholder meetings, and through new initiatives targeting growing industries.
- In 2015, the County of San Mateo joined the NOVA consortium resulting in NOVA coordinating with a broader network of partners that together effectively serves the region.
- NOVA has extensive knowledge of local labor market trends that has supported partners with identifying and planning for future employment needs.

I support NOVA as the AJCC Operator for the NOVA workforce development area.

Sincerely,

Barrie R. Hathaway
President and CEO
JobTrain, Inc.



FUHSD Adult School
One School Educating All

8 December 2020

To Whom It May Concern,

It is with pleasure that I write in support of the approval of NOVA Workforce of Silicon Valley as the AJCC Operator for the NOVA workforce development area. We are fortunate to be their partner in training people to be part of our community's workforce. NOVA has demonstrated success and has an excellent reputation for serving the employment needs of our residents and employers for over 30 years. Their extensive knowledge of the local labor market trends has been critical in identifying and planning future employment needs.

Historically, NOVA has collaborated with local partners to create and maintain an effective network with the goal of meeting the diverse and complex needs of job seekers. The team at NOVA has built the network through regular communications regarding customers, quarterly stakeholder meetings and initiatives targeting growing industries. By expanding the network to include San Mateo County, NOVA deepened our collective knowledgebase and broadened the array of resources available to meet the needs of the employers and future employees in our region.

I encourage the continued approval of NOVA Workforce of Silicon Valley to be the AJCC Operator for workforce development. I have confidence in their leadership and ability to effectively serve the needs of our region and community.

Sincerely,

A handwritten signature in cursive script that reads "Lori M. Richl".

Lori M. Richl
Principal, FUHSD Adult School

Sequoia District Adult School

3247 Middlefield Road
Menlo Park, CA 94025-1859

Lionel de Maine, Director

Allen Weiner
Alan Sarver
Carrie Du Bois
Chris Thomsen
Georgia Jack

(650) 306-8866
(650) 365-2420 Fax

Crystal Leach,
Interim Superintendent

December 8, 2020

Attn: California Workforce Development Board

This is to support NOVA's application to serve as the AJCC Operator for the NOVA workforce development area, which includes San Mateo County in which my school is located.

For over thirty years, NOVA has demonstrated success and performance excellence in serving the employment needs of residents and employers in this community. Indeed, I am a 2005 "graduate" of NOVA's renowned ProMatch program for dislocated hi-tech workers; I cannot recommend the program highly enough.

NOVA has a history of working collaboratively with local partners representing a wide range of organizations to forge an effective network for meeting the diverse and complex needs of job seekers in this community. They have achieved this goal of ensuring effective delivery of services to shared customers using regular communications to them, including sharing service offerings by partners, convening quarterly stakeholder meetings, and through new initiatives targeting growing industries. A member of the NOVA staff serves on ACCEL (San Mateo County's adult education consortium) steering committee, and on support services and CTE project teams.

NOVA has a strong reputation for its innovation and leadership. Over the years I have partnered with them on a number of projects to better support clients and have found them highly capable in their role. NOVA has extensive knowledge of local labor market trends that has supported partners with identifying and planning for future employment needs.

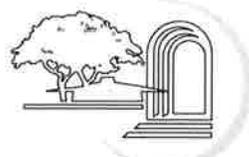
I recommend NOVA as the AJCC Operator for the NOVA workforce development area.

Sincerely,



Lionel de Maine

650-306-8866 x 77934



**FOOTHILL-DE ANZA
Community College District**

Judy C. Miner, Ed.D., Chancellor

December 10, 2020

California Workforce Development Board
Post Office Box 826880
Sacramento, CA 94280-0001

RE: Support of NOVAworks as AJCC Operator for the NOVA Workforce Development Area

To Whom It May Concern:

As Chancellor of Foothill-De Anza Community College District and a member of the NOVA Workforce Board, I am pleased to offer my support of NOVAworks as the AJCC Operator for the NOVA workforce development area. I believe that NOVAworks is uniquely qualified to continue to serve in this capacity for the reasons detailed below.

For over thirty years, NOVAworks has demonstrated success and performance excellence in serving the employment needs of residents and employers in this community. Through regular communications regarding customers, convening quarterly stakeholder meetings, and new initiatives targeting growing industries, NOVAworks has worked collaboratively with local partners representing a wide range of organizations to forge an effective network for meeting the diverse and complex needs of job seekers in this community.

From this experience, NOVAworks has gained extensive knowledge of local labor market trends that supports its broad network of partners in identifying and planning for future employment needs and effectively serving the region together.

Thank you for considering NOVAworks as AJCC Operator. If I can provide any additional information, please feel free to contact me by telephone at 650-949-6100 or email at minerjudy@fhda.edu.

Sincerely,

A handwritten signature in black ink, appearing to read "J.C. Miner".

Judy C. Miner, Ed.D.
Chancellor

January 4, 2021

California Workforce Development Board
800 Capitol Mall, Suite 1022
Sacramento, CA 95814

I am writing in support of NOVA as the AJCC Operator for the NOVA workforce development area. NOVA has extensive knowledge of local labor market trends that has supported partners with identifying and planning for future employment needs.

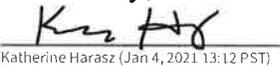
For many years, NOVA has worked collaboratively with local partners representing a wide range of organizations to forge an effective network for meeting the diverse and complex needs of job seekers in this community. This has been accomplished through regular communications regarding customers, convening quarterly stakeholder meetings, and through new initiatives targeting growing industries.

NOVA has demonstrated success and performance excellence in serving the employment needs of residents and employers in this community for over thirty years. In 2015, the County of San Mateo joined the NOVA consortium resulting in NOVA coordinating with a broader network of partners that together effectively serves the region and enhances people's ability to live and work in the Silicon Valley.

NOVA is an effective partner in providing the employment and training services needed to facilitate skill development and career mobility for the workforce and aligns with our unique business community in the Silicon Valley. Recently, NOVA received monetary support from the California Employment Development Department to provide these services to laid-off workers in the immediate area.

Thank you for your consideration of this recommendation.

Sincerely,



Katherine Harasz (Jan 4, 2021 13:12 PST)

Katherine Harasz
Executive Director

January 5, 2021

California Workforce Development Board
800 Capitol Mall, Suite 1022
Sacramento CA 95814

**SACRED
HEART**
COMMUNITY SERVICE



1381 SOUTH FIRST STREET
SAN JOSÉ . CA . 95110
408.278.2160 [PH]
408.885.9071 [FX]
www.sacredheartcs.org

To Whom this May Concern:

On behalf of Sacred Heart Community Service it is my pleasure to extend our support to NOVA to serve as the AJCC Operator the NOVA workforce development area. Sacred Heart Community Service is the Community Action Agency for Santa Clara County where we serve over 60,000 low-income individuals annually.

We firmly believe NOVA's nearly four decades of leadership and demonstrated performance excellence positions them to convene and facilitate quarterly partner meetings to ensure effective delivery of services to meet the needs of employers and residents in our region.

For many years, NOVA has worked collaboratively with local partners representing a wide range of organizations to forge an effective network for meeting the diverse and complex needs of job seekers in this community. This has been accomplished through regular communications regarding customers, convening quarterly stakeholder meetings, and through new initiatives targeting growing industries.

In 2015, the County of San Mateo joined the NOVA consortium resulting in NOVA coordinating with a broader network of partners that together effectively serves the region. NOVA's extensive knowledge of local labor market trends effectively supports partners with identifying and planning for future employment needs.

We hope the California Workforce Development Board will support NOVA's proposal to serve as the AJCC. If you have any questions please do not hesitate to contact me at 408-278-2175.

Very truly yours,

Poncho Guevara
Executive Director



December 8, 2020

Kris Stadelman, Director
NOVA
505 W. Olive Ave, Suite 550
Sunnyvale, CA 94086

Dear Kris:

On behalf of Peninsula Family Service, I am happy to provide a letter of support for your request to serve as the AJCC Operator for the NOVA workforce development area. We are pleased to currently partner with you and can attest to your capacity for this endeavor, including the following:

For over thirty years, NOVA has demonstrated success and performance excellence in serving the employment needs of residents and employers in this community.

For many years, NOVA has worked collaboratively with local partners representing a wide range of organizations to forge an effective network for meeting the diverse and complex needs of job seekers in this community. This has been accomplished through regular communications regarding customers, convening quarterly stakeholder meetings, and through new initiatives targeting growing industries.

In 2015, the County of San Mateo joined the NOVA consortium resulting in NOVA coordinating with a broader network of partners that together effectively serves the region.

NOVA has extensive knowledge of local labor market trends that has supported partners with identifying and planning for future employment needs.

For these reasons, we support NOVA as the AJCC Operator for the NOVA workforce development.

If you have any questions, please call me at 650-403-4300 ext. 4418.

Sincerely,



Heather Cleary
Chief Executive Officer

San Jose Job Corps Center



3485 East Hills Drive, San Jose, CA 95127-2970
408-254-5627

Operated for U.S. Department of Labor

Telephone:

FAX: 408-254-

To Whom It May Concern:

On behalf of [San Jose Job Corps], I am happy to provide this letter of support for NOVA's request to serve as the AJCC Operator for the NOVA workforce development area. We are pleased to partner with NOVA and can attest to NOVA's experience and expertise to serve in this capacity, including the following notable points:

- For over thirty-five years, NOVA has demonstrated success and performance excellence in serving the employment needs of residents and employers in this community.
- For many years, NOVA has worked collaboratively with local partners representing a wide range of organizations to forge an effective network for meeting the diverse and complex needs of job seekers in this community. This has been accomplished through regular communications regarding customers, convening quarterly stakeholder meetings, and through new initiatives targeting growing industries.
- NOVA has extensive knowledge of local labor market trends that has supported partners with identifying and planning for future employment needs.
- As the current AJCC Operator, NOVA has demonstrated effectiveness and efficiency convening and facilitating quarterly partner meetings to ensure effective delivery of services to shared customers and building relationships across partner agencies. I support NOVA as the AJCC Operator for the NOVA workforce development area.

If you have any questions, please contact me at [insert phone and/or email address].

Sincerely,

Leslie Gilroy

Leslie Gilroy
Center Director