Memorandum of Understanding
for
Local Area 13
Workforce Development System

The Southwest Ohio Region Workforce Investment Board, which is the local area workforce development board (Board), Todd Portune, President of the Hamilton County Commissioners and Mayor John Cranley, Mayor of the City of Cincinnati, which are the Local Area Chief Elected Officials (CEOs), Hamilton County Job and Family Services, which is the fiscal agent for purposes of this MOU, and the local required and additional partners (identified below and referred to collectively as “partners”) enter into this Memorandum of Understanding (MOU).

All parties agree that the purpose of this MOU is to document the roles, responsibilities, and funding commitments the parties have negotiated and mutually agreed upon for the operation and funding of the local area workforce development system and the OhioMeansJobs center(s) in Local Area 13 (Area).

Required Partners – Per WIOA Section 121(b)(1)(B)

WIOA Title I Adult and Dislocated Worker (Section 131)
Hamilton County Job & Family Services as OMJ Center Operator

WIOA Title I Youth (Section 126)
Hamilton County Job & Family Services and Administrative Entity for SWORWIB with Youth Contractors

WIOA Title III Wagner-Peyser Act (29 USC 49)
Ohio Department of Job & Family Services

Jobs for Veterans Act (38 USC 41)
Disabled Veterans’ Outreach Program (DVOP) and Local Veterans’ Employment Representatives (LVER)
Ohio Department of Job & Family Services

Trade Act Title II, Chapter 2
Trade Adjustment Assistance (TAA) (19 USC 2317) and North American Free Trade Agreement (NAFTA) (19 USC 2271)
Ohio Department of Job & Family Services

Unemployment Insurance (UI) (5 USC 85)
Ohio Department of Job & Family Services

WIOA Title II Adult Education and Literacy (Section 206)
Cincinnati Public Schools
Great Oaks Career Campuses

Rehabilitation Act, Title I (29 USC 720 et seq)
Vocational Rehabilitation
Opportunities for Ohioans with Disabilities

Carl D. Perkins Vocational and Applied Technology Education Act (20 USC 2301)
Postsecondary Vocational Education
Cincinnati State Technical and Community College
Great Oaks Career Campuses
Older Americans Act Title V (42 USC 3056)
Senior Community Service Employment Program (SCSEP)
Mature Services

Community Services Block Grant Employment & Training Programs (42 USC 9901 et seq)
Cincinnati Hamilton County Community Action Agency

Department of Housing and Urban Development (HUD) – Employment and Training Programs
Cincinnati Metropolitan Housing Authority

Second Chance Act Programs (42 USC 17532)
Hamilton County Office of Re-entry

WIOA Title I Job Corps (Section 141)
Cincinnati Job Corps and DESI

WIOA Title I YouthBuild (Section 171)
Cincinnati Hamilton County Community Action Agency
Easterseals

Additional Partners – WIOA Section 121(b)(2)
CCMEP
Arbor E&T, LLC d/b/a ResCare Workforce Services
Talbert House

Dohn Community High School
Volunteers of America of Greater Ohio
Employment Services for Veterans and Families

Ohio Department of Medicaid

Public Library of Cincinnati and Hamilton County

TANF
Hamilton County Job & Family Services
Arbor E&T, LLC d/b/a ResCare Workforce Services
Talbert House

Definitions

A. **Additional Partner:** An entity that carries out a workforce development program not identified as required under WIOA that is approved by the Board and the CEOs to be included as a partner in the local area workforce development system. WIOA Section 121(b)(2) outlines the entities that may serve as additional partners.

B. **Affiliate Center:** A site that makes available one or more of the required or optional programs, services, and activities to job seekers and employers in the local area.

C. **Career Services:** Services that must be provided through the local workforce development system to adults or dislocated workers as authorized under each partner’s program. Services are listed in Article IV of this MOU and defined in Attachment A.

D. **Chief Elected Officials:** When used in reference to a local area, is the chief elected executive officers of the units of general local government in a local area.
E. **Common Costs:** Per WIOA Section 121(i), is the costs shared by partner programs that may include costs for basic career services, such as initial intake, assessment of needs, basic skills assessment, identification of appropriate services, referrals by one partner to another partner's program, and other similar services that may be chargeable to more than one program. Common costs and methodologies for cost sharing are included in the cost-sharing portion of this MOU.

F. **Comprehensive Center:** A physical site where services and activities under all required programs are made available to local job seekers and employers.

G. **Cost Allocation:** Measurement of actual costs in relation to the benefit received in order to determine each partner's fair share of local workforce development system operating costs.

H. **Fiscal Agent:** An entity appointed by local area chief elected officials and partners to be responsible for the administration and disbursement of WIOA and other funds allocated for workforce development programs activities in the local area.

I. **Governor’s Executive Workforce Board:** The state workforce development board appointed by the Governor pursuant to WIOA Section 101.

J. **Individuals with Barriers to Employment:** Defined in WIOA Section 3(24) as member of one or more of the following populations:

1. Displaced homemakers.
2. Low-income individuals.
4. Individuals with disabilities (including youth).
5. Older individuals.
7. Homeless individuals.
8. Youth that are in, or have aged out of, the foster care system.
9. Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers.
10. Eligible migrant and seasonal farmworkers.
11. Individuals within two years of exhausting lifetime eligibility under Title IV of the Social Security Act.
12. Single parents—including single pregnant women.
13. Long-term unemployed individuals.
K. **Infrastructure Costs:** Per WIOA Section 121(h)(4), it is the costs necessary for the general operation of OhioMeansJobs (aka “One-Stop”) centers to be shared by a local area and partners. Infrastructure costs include facility rental costs, utilities and maintenance, equipment (including assessment-related products and assistive technology for individuals with disabilities), and technology to facilitate access to the center—including planning and outreach activities.

L. **Local Area:** A geographic area of a state designated by the Governor in accordance with WIOA Section 106 that serves as a jurisdiction for the administration of workforce development activities delivered through a local workforce development system.

M. **Local WIOA Plan:** The local area workforce development plan developed by the local workforce development board in cooperation with the chief elected officials pursuant to WIOA Section 108 that describes the local workforce development system, the programs and services delivered through the system, an analysis of the local area workforce, workforce needs, and the strategies to align service delivery among core programs in a manner consistent with the State Plan to achieve performance goals. This plan is embedded within the Southwest Ohio Regional WIOA Strategic Plan comprising Areas #12 and #13, as required by the Ohio Department of Job and Family Services.

N. **Local Workforce Development Board (Board):** The board appointed by a local area’s chief elected officials to be certified by the Governor or designee per WIOA Section 107. The Board is responsible for administration and oversight of the local area workforce development system in agreement with the chief elected officials and in collaboration with required and additional partners.

O. **Local Workforce Development System:** The system established in accordance with WIOA Section 121 through which career services, access to training services, employment and training activities, and partner programs and activities as well as related support and specialized services are made available to workers and employers in a local area.

P. **Ohio Governor’s Office of Workforce Transformation (OWT):** Created by the Ohio Governor under Executive Order 2012-02K to coordinate and align workforce policies, programs and resources across state government to improve effectiveness, efficiency, and accountability.

Q. **OhioMeansJobs:** The common identifier or brand for the Ohio workforce development system. ORC Section 6301.08 requires all local areas to use this common identifier. Per WIOA Section 121(e)(4), the OhioMeansJobs logo and brand must be used in conjunction with the Department of Labor’s logo with the tagline “a proud partner of the American Job Center network”.

R. **OhioMeansJobs Center:** Referred to in WIOA as “One-Stop” centers, it is the term used collectively under the Ohio workforce system brand, “OhioMeansJobs” for the comprehensive, affiliate, and specialized centers that operate in a local area and make WIOA programs, services, and activities available to job seekers and employers.

S. **OhioMeansJobs Center Operator:** One or more entities selected in accordance with WIOA Section 121(d) to operate an OMJ center and to perform OMJ service delivery activities in accordance with all applicable federal, state, and local rules and policies and the terms of this MOU.

T. **Proportionate Share:** The portion of local workforce development system operating costs to be contributed by each partner in proportion to the benefits the partner’s program receives from participation in the local workforce development system.
Regional Planning/Regional Plan: Collaboration among the local workforce development boards and chief elected officials of a planning region as described in WIOA Section 106(a)(2) to develop a plan that describes cooperative service delivery strategies, industry sector initiatives, collection and analysis of labor market data, pooling of administrative funds, coordination with economic development agencies, and the execution of an agreement for regional performance accountability. At the negotiation of this agreement, the SWORWIB on behalf of Local Area #13 has submitted to ODEJS the four-county regional plan and is awaiting the public comment period to complete to add the Butler/Clermont/Warren Local Plan to be appended to the four-county regional plan along with the signatures of all Area #12 parties.

Required Partner: An entity that carries out one or more of the programs or activities identified under WIOA Section 121(b)(1) required to make the services and activities under the partner’s program available through the local workforce development system.

Resource Sharing: The cash and/or resources each partner will contribute to fund its proportionate share of costs for operation of the local workforce development system.

Shared Services: For purposes of this MOU, it is a shared function or activity that benefits more than one partner program and partners contribute staff time rather than cash or other resources to fund their proportionate share of these types of costs.

Specialized Center: A site in the local area that provides services to address specific needs, including those of dislocated workers, youth, or key industry sectors, or clusters and includes a process to make referrals to the comprehensive OhioMeansJobs Centers and affiliate centers.

State Workforce Development Board: The Governor’s Executive Workforce Board established by the Ohio Governor pursuant to ORC 6301.04 and WIOA Section 101 to advise the Governor on the development, implementation, and continuous improvement of Ohio’s workforce development system. The method is described in Article VI of this MOU.

State WIOA Plan: The workforce plan developed with WIOA, and approved by the DOL that outlines the programs, services, strategies and performance goals for the statewide workforce development system.

Training Services: Persons deemed unable to obtain or retain employment through career services are eligible to receive training services, which include, but are not limited to: occupational skills training, on-the-job training, programs that combine workplace training with related instructions, private-sector training programs, skills upgrades, entrepreneurial training, job-readiness training, adult education and literacy activities in combination with a training program, or customized training.

WIOA: The Workforce Innovation and Opportunity Act of 2014, enacted to amend the Workforce Investment Act of 1998 (WIA) and to align and continuously improve workforce, education, and economic development systems to effectively address the employment and skill needs of workers, jobseekers, and employers.
Article I: Local Workforce Development System Description

A. **Overview & General Description:** The local workforce development system includes Hamilton County, 1 Comprehensive OhioMeansJobs center(s) and a partnership with the Public Library of Cincinnati and Hamilton County to provide workforce readiness series sessions in City and County public libraries throughout the year.

<table>
<thead>
<tr>
<th>Center Code</th>
<th>OhioMeansJobs Center Name</th>
<th>Address</th>
<th>Counties Served</th>
<th>Hours of Operation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cincinnati-Hamilton County</td>
<td>1916 Central Parkway, Cincinnati OH 45214</td>
<td>Hamilton</td>
<td>8:00 am-5:00 pm</td>
</tr>
</tbody>
</table>

B. **Administrative Structure**

1. State Workforce Development Agency: The Ohio Department of Job & Family Services (ODJFS), Office of Workforce Development (OWD), 4020 East 5th Avenue, Columbus, Ohio 43219. OWD Grants Administration, in collaboration with the Ohio Governor’s Office of Workforce Transformation, has responsibility for the administration and oversight of Ohio’s workforce development system at the state and local levels.

2. **Chief Elected Officials (CEOs):** Todd Portune, President of the Board of Hamilton County Commissioners, 138 East Court Street, Room 603, Cincinnati, OH 45202. The Chief Lead Elected Official for this urban City and urban county combined local workforce area is Mayor John Cranley, Mayor of City of Cincinnati, 801 Plum St., Suite 150, Cincinnati, OH 45202. In accordance with the Local Governance Agreement (LGA), Exhibit I and the Intergovernmental Services Agreement (IGSA), Exhibit II, which are attached hereto and incorporated by reference the CLEO is authorized to make appointments to the SWORWIB, including three (3) SWORWIB members nominated by the County CLEO for the purpose of fiscal oversight in particular and County interests more generally. While the CEO/Board of County Commissioners oversees the Fiscal Agency role and serves as the recipients of WIOA Adult, Dislocated Worker, CCMEP and Youth funds per WIOA Section 107(c)(12). Both elected bodies maintain oversight of the SWORWIB. The SWORWIB is responsible for maintaining its 501c3 tax status, state nonprofit status, maintenance of by-laws for Board structure, submission of required WIOA process documents. The WIB authorizes and executes contracts, recommended by the SWORWIB for approval by the CLEO and CEO, and the SWORWIB itself.

3. **Local Workforce Development Board (Board):** Southwest Ohio Region Workforce Investment Board, 100 Scarlet Drive, Great Oaks IRC Room 102, Cincinnati, OH 45241. The Board is responsible for oversight and operation of the local workforce development system, which includes (with the agreement of the CEOs), the development of the local plan and the selection of OhioMeansJobs center operators and youth providers.

4. **Fiscal Agent:** Hamilton County Job and Family Services (HCJFS), 222 E. Central Parkway, Cincinnati, OH 45202. For purposes of this MOU, the Fiscal Agent is the party responsible for tracking shared local workforce development system costs, collection of partners’ financial data and documentation needed for reconciliation, completion of reconciliations, adjusting budgets.
to actual costs, invoicing and collecting payments from partners, and distributing adjusted budgets to partners in accordance with this MOU.

5. Comprehensive OhioMeansJobs Center Operator: Under contract with the SWORWIB, Hamilton County Job 2nd Family Services (HCJFS), 1916 Central Parkway Cincinnati, OH, 45214, Area 13 is the OMJ Center operator and manages one OhioMeansJobs Center in Area 13 and is responsible for administering the WIOA Adult and Dislocated Worker programs as well as managing the day to day operations of the one-stop system; and partnering with other entities for unique workforce service delivery as demonstrated by the Public Library partnership for library-based workforce readiness preparation series.

Article II: Agreement Period

A. This MOU will be in effect from July 1, 2017, until June 30, 2019, unless an extension is granted per Section B of this Article.

B. This MOU will be renewed at the end of the MOU period identified in Section A, above. The parties agree to review the information in this MOU, note any necessary changes, and enter into good faith negotiations for the renewal MOU that will be effective July 1, 2019.

Article III: Partner Responsibilities

A. WIOA identifies the following minimum responsibilities for required partners in each local area workforce development system. For consistency, each partner, including each additional partner, will assume the responsibilities identified below, unless otherwise specified in this Article.

1. Provide access to partner programs and activities through the local workforce development system.

2. Use a portion of funds made available for partner program and activities to provide career services through the local workforce development system and to maintain the local workforce development system, including costs for infrastructure, in accordance with Article VI of this MOU.

3. Continue as a party to this MOU and enter into renewal MOUs as long as participating as a partner in the local workforce development system.

4. Participate in the operation of the local workforce development system consistent with the terms of this MOU, the federal laws that authorize partners program or activities, and all applicable state and local laws.

B. In addition to the minimum responsibilities required under WIOA as identified in Section A of this Article, the partners will:

1. Collaborate with the Board to establish a local priority of service policy and will ensure priority of service to veterans and covered spouses for any qualified job training program pursuant to the Jobs for Veterans Act as prescribed in 38 USC 4215.

2. Ensure the programmatic accessibility of facilities, programs, services, technology, and materials to individuals with disabilities per WIOA Section 188.
3. Follow procedures identified in the State, Local, and Regional Plans for compliance with WIOA Section 188 provisions regarding nondiscrimination.

4. Notify the Board and OWD of any changes to the rules governing partner's program that impact the partner's performance and/or proportionate share under this MOU. The Board will communicate the changes to the CEOs, Fiscal Agent, OhioMeansJobs center operators, and other partners and will initiate the process to amend this MOU if necessary.

5. Ensure compliance with OhioMeansJobs center policies and procedures by staff members who work at those locations. Should a conflict exist between the OhioMeansJobs personnel policies and a partner's personnel policies; the partner's policies will prevail.

6. Cooperate with efforts to implement the use of an integrated, technology-based intake and case management information system as required under WIOA.

7. Participate and cooperate in data collection and reporting and other activities to track and evaluate performance of the local workforce development system using state and local performance accountability measures.

8. Cooperate with regional planning and implementation of regional service delivery strategies.

**Article IV: Coordination of Programs, Services, & Activities**

All parties agree to work in cooperation to prevent duplication and to streamline and coordinate services delivered through the local workforce development system as described in this Article. The services are defined in the Career Services document, included as Attachment A to this MOU. Workflow diagram(s) are included as Attachment B to this MOU.

**A. Coordination of Services –**

1. Services will be coordinated via telephone and/or form following the appropriate established procedure per service/partner. Partner contact information is available at the front desk of the OhioMeansJobs Center.

**B. Shared Service Delivery –** The parties agree that services will be shared among the partners as described below. The parties further agree that any staff assigned to provide a service will possess the skills and qualifications needed to sufficiently perform the functions involved in the delivery of the service.

**C. Accessibility –** The partners will implement the strategies described below to ensure that access to services provided through the local workforce development system effectively meets the needs of workers, youth, and individuals with barriers to employment—including individuals with disabilities:

1. On entrance to the OhioMeansJobs Center visitors will be greeted by the front-desk reception staff who will identify the visitor’s initial need/s. The visitor will be routed or referred to the appropriate partner. Front-desk staff are trained and will follow the established policy and procedure guide/s kept at the front desk. A list of on-site as well as off-site partners, their services and contact information will be kept at the front desk for seamless routing and referring.
D. Absences – Each partner will ensure that staff functions are covered in the event of leave by informing the OhioMeansJobs management of the absence and/or change in schedule/s in advance of absence when possible and by arranging coverage for duties affecting Center operations.

Article V: Methods of Referral

The parties agree that referral of individuals between the OhioMeansJobs center operator(s) and the partners for the services and activities described in Article IV will be made as follows:

A. Job seekers identified by any partner as requiring services from any other may be referred by phone, form, or in person. Referrals from the One-stop operator to any partner shall be documented in writing, tracked and reported on monthly. That report shall be included in the monthly report to the Workforce Investment Board. Subsequent to any referral, follow up shall be the primary obligation of the job seeker.

B. A Common Registration Form will be used by OhioMeansJobs Partners to refer individuals to and from the OhioMeansJobs Center. The Common Registration Form is accessible to all on the OhioMeansJobs Website on the “Partners” page under the “About” tab. Link to the OhioMeansJobs Common Referral Form: http://www.cmj-cinham.org/about/partners/

Article VI: Cost Sharing

Each partner agrees to pay its allocable share of infrastructure and other shared costs in proportion to use and the benefit received as negotiated and described herein. Total costs are detailed and calculated in the in the Budget, which is Attachment C to this MOU and hereby incorporated. Infrastructure Costs are detailed and calculated in the Infrastructure Funding Agreement (IFA), which is Attachment D embedded in the Attachment D Chart below and labeled under A.1.

A. Identification of Shared Costs – The parties agree that the costs listed below are beneficial to more than one partner program and therefore must be shared by the partners in proportion to the benefit received or use by each partner program.

1. Infrastructure – Shared non-personnel costs necessary for the general operation of the OhioMeansJobs Centers are outlined in Attachment D below.

<table>
<thead>
<tr>
<th>Cost</th>
<th>Description/Function</th>
<th>Benefit to Partners</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent</td>
<td>Cost of physical spaces used for partner services, resource rooms, conference/meeting rooms, common areas &amp; training labs - includes snow removal, refuse pickup, landscaping services, security equipment &amp; personnel, pest control and recycling access.</td>
<td>Physical spaces used for partner services, resource rooms, conference/meeting rooms, common areas &amp; training labs - includes snow removal, refuse pickup &amp; landscaping services</td>
</tr>
<tr>
<td>Utilities</td>
<td>Cost of gas, electric &amp; water</td>
<td>Gas, electric &amp; water</td>
</tr>
<tr>
<td>Maintenance</td>
<td>Cost of minor building repairs, maintenance of equipment (air conditioning/heating, etc.)</td>
<td>Minor building repairs, maintenance of equipment (air conditioning/heating, etc.) Cleaning crew &amp; supplies</td>
</tr>
<tr>
<td>Equipment</td>
<td>Cost of copiers, printers, fax, phones, assistive technology</td>
<td>Use of copiers, printers, fax, phones, assistive technology</td>
</tr>
<tr>
<td>Supplies</td>
<td>Cost of copier paper, toner, ink, office supplies</td>
<td>Use of copier paper, toner, ink, office supplies</td>
</tr>
</tbody>
</table>
2. **Additional Costs** – Shared costs beneficial to more than one partner program that relate to the operation of the local workforce development system, including costs for the provision of career services that are not funded with staffing resources per Article IV, and other common costs that are not considered “infrastructure” costs as defined in WIOA Section 121(h).

<table>
<thead>
<tr>
<th>Cost</th>
<th>Description/Function</th>
<th>Benefit to Partners</th>
</tr>
</thead>
<tbody>
<tr>
<td>OhioMeansJobs Center Operator/Management/Personnel</td>
<td>Cost of OhioMeansJobs Center director, receptionist</td>
<td>OhioMeansJobs Center director, receptionist, and other staff that serve all partner programs.</td>
</tr>
<tr>
<td>Accountant</td>
<td>Cost of OhioMeansJobs Center accountant</td>
<td>OhioMeansJobs Center accountant</td>
</tr>
</tbody>
</table>

B. **Cost Allocation** – The parties agree that Cost Allocation Summary table below accurately identifies the cost allocation bases and methods to calculate partners’ proportionate shares of costs determined through negotiations.

<table>
<thead>
<tr>
<th>Cost Pool</th>
<th>Cost Items</th>
<th>Allocation Base/Method</th>
<th>Partner Funding Resource</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities</td>
<td>All expenses associated with the operations of the facility space and grounds, such as lease, utilities, maintenance, equipment/supplies, security, HVAC, lighting, flooring, restrooms, janitorial, accounting services to pay invoices, special assessments collected by the Hamilton County Treasurer</td>
<td>FTE/Total Cost</td>
<td></td>
</tr>
<tr>
<td>Additional/Miscellaneous</td>
<td>Communication/technology, accessibility, salary and benefit costs for OhioMeansJobs Center</td>
<td>All parties are assigned costs based on full-time equivalent staff positions assigned to work at or with OMJ Center. All mandated partners are included. Staff increments may be as small as ¼ of an FTE. In most cases these figures reflect the number of staff occupying space at OMJ Center. In some cases the number is a nominal reflection of the partner’s access to OMJ Center. All costs included in this MOU are chargeable equally to all partners in proportion to their staffing/space as described above. Any other costs that may serve subsets of partners or individual partners will be managed by those parties outside of this agreement.</td>
<td>FTE/Total Cost</td>
</tr>
</tbody>
</table>
C. Reconciliation

All parties agree that a quarterly reconciliation of budgeted to actual costs will be completed in accordance with the following process to ensure compliance with federal Uniform Guidance and Cost Principles.

1. Upon receipt of cost information and documentation of the actual costs for the quarter, the Fiscal Agent will compare budgeted costs to actuals and will apply the allocation methods described in Section B, above, to determine the actual costs allocable to each partner.

2. The Fiscal Agent will prepare an updated budget document showing cost adjustments and will prepare an invoice for each partner with the actual costs allocable to each partner for the quarter.

3. Fiscal Agent will submit the invoices to the partners and send a copy of the updated budget to all partners no later than 60 days after the end of each quarter. The partners understand that the timeliness of the Fiscal Agent's preparation and submission of invoices and adjusted budgets is contingent upon the timeliness of each partner in providing Fiscal Agent the necessary cost information. For partners that advance funds to the local area, Fiscal Agent need only send a copy of the updated budget.

4. Upon receipt of the invoice and adjusted budget, each partner will review both documents and will submit payment to the Fiscal Agent no later than 60 days following receipt. Payment of the invoice signifies agreement with the costs in the adjusted budget. For partners that advance funds to the local area, funds for quarterly payments may be drawn down upon approval via email of the reconciled budget.

5. Partners will communicate any disputes with costs in the invoice or the adjusted budget to the Fiscal Agent and Board in writing. The Fiscal Agent will review the disputed cost items and respond accordingly to the partner and Board within 60 days of receipt of notice of the disputed costs. When necessary, the Fiscal Agent will revise the invoice and the adjusted budget upon resolution of the dispute.

6. In the event of a situation where construction, emergency repairs, outages (water, power, telephone, internet), or other unexpected situation requires the relocation of partner staff for more than 10 working days from an OhioMeansJobs Center to another site, reconciliation will include calculations of any additional costs incurred and/or reduced costs as appropriate for the circumstances (e.g., increases due to leasing alternative space or increased insurance; reduced costs due to reduction in utilities or reduced income). Costs to partners will be adjusted in accordance with the allocation base negotiated in this MOU. Such calculations will be documented in a spreadsheet and shared with all of the partners.

D. State Infrastructure Funding Mechanism – All parties acknowledge that if consensus agreement on shared infrastructure costs cannot be reached by May 31 of the last year of the MOU period listed in Article II, Section A of this MOU, the State is required under WIOA Section 121(l)(2) to implement a
funding mechanism to calculate and collect each required partner’s proportionate share of infrastructure costs payable to the local area. When necessary, ODJFS, on behalf of the Ohio Governor, will implement the state infrastructure funding mechanism, which is described in Attachment E to this MOU and hereby incorporated. If implemented, the state-calculated infrastructure budget with the partners’ proportionate share of costs will be included in this MOU as Attachment E-1. The state infrastructure funding mechanism will be implemented for a period consistent with the MOU period in Article II, Section A, unless the parties reach a consensus agreement on infrastructure funding prior to the end of the MOU period.

E. **Budget** – The Budget spreadsheet included as Attachment C to this MOU details all shared services, shared costs, cost pools, and cost allocation methods. Cost allocation and reconciliation will be calculated and documented in the Budget. Quarterly adjustments to the Budget as a result of reconciliation will not require an amendment to this MOU.

**Article VII: Termination/Separation**

A. **MOU Termination:** This MOU will remain in effect until the end date specified in Article II, Section A, unless:

1. All parties mutually agree to terminate this MOU.
2. WIOA and the corresponding regulations are repealed.
3. Local area designations are changed.

B. **Partner Separation** – Any partner may terminate its participation as a party to this MOU upon 60 days written notice to the Board. In such an event:

1. Board will provide written notice to all remaining partners and to OWD Grants Administration.
2. The Board and Fiscal Agent will review the budget to determine where adjustments can be made that will prevent an increase in the remaining partners’ shared cost amounts.
3. The Board will amend this MOU per Article VIII and the Fiscal Agent will prepare a revised budget document.

C. **Effect of Termination**

1. Required Partners – Each required partner understands that participation as a party to this MOU is required under WIOA Section 121(b)(1)(A)(III) and any required partner that opts to terminate its participation as a party to this MOU:

   a. Is still obligated as a required partner to provide access to program activities and services through a direct linkage with a comprehensive OhioMeansJobs Center.
   b. Will be subject to, and will cause all other required local partners to be subject to, the state infrastructure funding mechanism.
c. Will be required to pay its proportionate share of infrastructure costs as determined under the state infrastructure funding mechanism.

d. Must be reported to OWD Grants Administration and to the state agency that administers the partner program, as applicable. For required partners that get program funds directly from the DOL, the DOL will be notified.

e. May be subject to sanctions by the state and/or federal agency that administer the partner program.

f. Must make best efforts to find another entity that will fulfill the required partner role and/or will make recommendations to the Board and Fiscal Agent on budget adjustments or other means to defray a cost increase to the remaining partners.

g. Will send written notice to OWD Grants Administration and to the state agency that administers the partner program, as applicable, prior to submitting written notice of the separation to the Board. Required partners that receive funds directly from the DOL must send written notice to the DOL Grant Officer assigned to the partner in addition to OWD Grants Administration.

2. Any non-required partner that terminates its role as a party to this MOU is no longer eligible to participate as a partner in the local workforce development system.

Article VIII: Amendment

A. This MOU and Budget may be amended upon mutual agreement of the parties as allowable under applicable federal, state and local laws. This MOU must be amended when one or more of the following occurs:

1. The addition or removal of a partner from this MOU.

2. A change of OhioMeansJobs center operator, the administrative structure, or the physical location of an OhioMeansJobs center.

3. A change that significantly alters negotiated terms to this MOU—including, but not limited to—changes in shared services, service delivery, referral methods, costs or cost sharing.

4. Any other change that will impact shared costs, which does not include updates to the budget as a result of quarterly reconciliation.

B. All parties agree that amendments involving changes with no impact on shared services, cost-sharing, or other negotiated terms need only be signed by authorized representatives of the Board, the CEOs, and the affected partner(s). All other amendments will require the signatures of all parties. All amendments will involve the following process:

1. The party seeking an amendment will submit a written request to the Board that includes:

   a. The requesting party’s name.

   b. The reason(s) for the amendment request.
c. Each Article and Section of this MOU that will require revision.

d. The desired date for the amendment to be effective.

e. The signature of the requesting party’s authorized representative.

2. If the request is approved, the Board will notify the remaining partners of the intent to amend and will allow 30 days from the date of the notice (unless another timeframe is specified in the notice) for the remaining partners to review the requested changes and to submit a response to the Board. No response by a partner will be considered approval of the requested changes.

3. Any partner with questions and/or concerns regarding the requested changes must be submitted to the Board in writing within the specified timeframe.

4. The Board will provide a written response to the partner within 15 days of receipt of the partner’s questions. The Board will have the discretion to share questions/concerns with other partners and/or to schedule a meeting to achieve consensus on a final amendment draft.

5. The final, approved amendment draft will be signed by authorized representatives of the affected partners then submitted to the Board for the final signature unless it is an amendment that requires the signatures of all parties, in which case, Board must secure all local signatures and submit to ODJFS for final signature.

6. The Board will distribute copies of the fully executed amendment to all parties and to OWD.

C. This writing is the entire agreement among the parties with respect to each party’s role and responsibilities in the local workforce development system. All parties agree that any amendments to applicable laws or regulations cited herein will result in the correlative modification of this MOU without a formal, written amendment.

D. All parties agree to communicate details of any amendments to their respective staff members whose responsibilities may be impacted by the changes and further agree to ensure that their staff members are referencing or utilizing the most current version of the MOU in the performance of their responsibilities.

E. Amendments that will require the signatures of all parties must be executed no later than 90 days prior to the end of the MOU period. Amendments that require only the signatures of the Board, the chief elected officials, and the affected partner(s) must be executed no later than 45 days from the end of the current State Fiscal Year to allow time for Purchase Order modifications.

**Article IX: Confidentiality**

All parties acknowledge that program participant information and certain other types of information are considered confidential under federal and state law. All parties further acknowledge that service delivery and other activities conducted by the parties’ staff members under this MOU will generate and involve the use of confidential information for more than one partner program. Therefore, all parties agree to implement the strategies described below to minimize the risks of unauthorized disclosure:

A. All parties will ensure that their respective staff members who will deliver services and carry out activities through the local workforce development system and in the OhioMeansJobs Centers are
properly informed and have completed training on the use, protection, disclosure, and disposal of confidential data as well as the criminal penalties for unauthorized use or disclosure under federal and state confidentiality laws.

B. Further, all parties will develop procedures to implement the following safeguards, which are common requirements across federal and state confidentiality laws, and will ensure that their respective staff members are effectively trained on such procedures and follow them.

1. Identifying the staff members who will be authorized to access confidential data in the performance of their work under this MOU.

2. Authorizing access to such staff members in a written statement to be signed by the staff member that identifies and describes the confidential data, the authorized representative of the partner program that owns the data, the system that contains the data, the allowable uses of the data, the procedures for safeguarding the data, and the requirements, restrictions, and penalties under the applicable federal and state confidentiality laws.

3. Storing confidential data in an area that is physically safe from access via computer, remote terminal or any other means during duty hours, non-duty hours, or when not in use.

4. Segregating each partner program's confidential data from other data.

5. Applying federal encryption standards to any data that is kept in a portable format or emailed.

6. Restricting access of confidential data to only authorized employees and officials of the parties to this MOU who must access the data in the performance activities under this MOU.

7. Processing confidential data and records created from the information under the immediate supervision and control of authorized personnel to ensure that the data will be processed and utilized in a manner that will protect the confidentiality of the information.

8. Prohibiting disclosure of any confidential data to a third party without prior written permission from the authorized representative of the partner program responsible for the data.

9. Limiting collection and use of any information, systems, or records that contain personal identifying data to purposes that support programs and activities under this MOU, and, when possible, de-identifying data and presenting it in aggregate form for purposes such as evaluation or reconciliation.

C. The Board will allow partner representatives to make onsite inspections to ensure compliance with federal and state data-protection laws, regulations, and standards.

D. In the event of any suspected or actual breach or violation of confidentiality laws or regulations for a particular program, the Board or its designee must have a process that describes what steps the individual who discovered the breach/violation must take and a process to notify the appropriate partner representative of the breach/violation.

E. Federal and State laws and regulations regarding the use and disclosure of confidential information under WIOA and the partner programs include:
1. 29 USC 2935(a)(4) WIOA Reports, Recordkeeping, Investigation.

2. The Privacy Act (5 USC 552a).

3. The Family Educational and Privacy Rights Act (20 USC 1232g), also referenced in WIOA Section 136(f)(3).

4. 42 USC 602(a)(1)(A)(iv) and 42 USC 608(a)(9)(B) regarding information on TANF recipients.

5. 7 USC 2020(e)(8) and 7 CFR 272.1(c) regarding information on recipients of Supplemental Nutrition Assistance Program (SNAP) benefits.

6. 34 CFR 361.38 Protection, use and release of personal information of Vocational Rehabilitation Services participants.

7. ORC 149.431 Records of governmental or nonprofit organizations receiving governmental funds.


9. ORC 4141.21 and 4141.22 regarding use and disclosure of Unemployment Compensation records.

10. ORC 3304.21 regarding use of information relative to participants of programs administered by Opportunities for Ohioans with Disabilities.

11. ORC 1347.12 regarding disclosure of security breach of computerized personal information data.


13. OAC 5101:1-1-03 regarding disclosure of information on recipients of: disability financial assistance; Ohio Works First; or Prevention, Retention, and Contingency programs under ORC Chapters 5115, 5107 and 5108, respectively.

14. OAC 4141-43-01 and 4141-43-02 regarding disclosure of Unemployment Compensation information.

15. OAC 3304-2-63 regarding use of information relative to applicants or participants of programs administered by Opportunities for Ohioans with Disabilities.


F. The Board or its designee will maintain a current list of staff members who are authorized to access personal confidential information for each partner program under this MOU and will identify the types of data and data systems that the authorized staff members are permitted to access.

Article X: Dispute Resolution

A. For purposes of this MOU and for other issues relevant to participation in the local workforce development system, each party expressly agrees to participate in good faith negotiations to reach a consensus on the
terms and conditions in this MOU. However, should a dispute arise among any or all of the parties, all parties agree to take the steps listed below and make a good-faith effort to resolve the dispute.

1. A written document detailing the impasse will be submitted to the OhioMeansJobs Center operator. The OhioMeansJobs Center operator will attempt to resolve the issue. The Southwest Ohio Region Workforce Investment Board and the partner(s) should document the negotiations and efforts that have taken place to resolve this issue.

2. If the impasse is not resolved, the Executive Committee of the Southwest Ohio Region Workforce Investment Board will appoint a special committee to review and attempt resolution of the impasse.

3. In the event an agreement cannot be reached, the Southwest Ohio Region Workforce Investment Board President/CEO will meet with the Administrative Entity, the partner(s) and the OhioMeansJobs Center operator to resolve the issue and will make a recommendation within thirty (30) working days of receiving the dispute. The whole process should be completed within ninety (90) days.

4. Impasses involving state level partners will have the participation of their respective executive director/administrator, or their designees, in all resolution activities, and not be held to any specific time standard as the local organizations are.

5. Disputes related to payment of agreed upon MOU contributions shall be addressed in collaboration with Ohio Department of Job and Family Services.

6. In the event that all reasonable attempts to resolve the impasse at the local level are unsuccessful, the Local Workforce Development Board will report the impasse to OWD, which will intervene with the parties to resolve the disputed issue(s).

B. The Board and/or partners may ask ODJFS and the other state agencies responsible for oversight of partner programs to participate in the dispute resolution process.

C. Should all reasonable attempts to resolve the dispute at the local level be unsuccessful, the Board will report the dispute to OWD, which will intervene with the parties to resolve the disputes.

D. If the parties cannot reach a consensus agreement on infrastructure costs by May 31 of the current state fiscal year, OWD is required to initiate the state infrastructure funding mechanism detailed in Attachment D to this MOU to ensure that infrastructure costs are paid.

E. For all other disputed terms and costs, if OWD intervention does not help resolve the dispute, OWD is required to notify the DOL and the federal agencies responsible for oversight of the partner programs that Board and partners have failed to execute an MOU.

**Article XI: Safety and Security**

A. All parties acknowledge that the staff members who will deliver services or conduct activities in OhioMeansJobs Centers must be provided with a safe and healthy working environment that is compliant with the Occupational Safety and Health Administration (OSHA) standards and the Ohio Public Employment Risk Reduction Program (PERRP), as applicable.

B. All parties will ensure that the staff members are effectively trained on policies and procedures relevant to workplace safety and workplace conduct.

C. Each party with staff assigned to work in the local OhioMeansJobs Centers will identify a contact person at each party’s administrative office who will be notified of any safety concerns or personnel issues. All partners must notify the OMJ Center operator in the event of a change of contact. However, this is an administrative task where no adjustment to the MOU is required.
Article XII: Limitation of Liability

To the extent permitted by law, each party agrees to be responsible for any liability that directly relates to any and all of its own acts or omissions or the acts or omissions of its employees. In no event will any party be liable for any indirect or consequential damages caused by actions or omissions of another party or by the employees of another party.

Article XIII: General Provisions

All parties agree to follow all federal, state and local laws and regulations as applicable under this MOU, including those listed below, which are generally applicable to WIOA, most federally-funded partner programs, and to parties that provide programs and services on behalf of the State of Ohio.

A. Jobs for Veterans Act - As stated in Article III B 1, each party agrees to provide priority of service to veterans and covered spouses for any qualified job training program pursuant to 38 USC 2813.

B. Americans with Disabilities - Each party, its officers, employees, members, and subcontractors hereby affirm current and ongoing compliance with all statutes and regulations pertaining to The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

C. Pro-Children Act - If any activities under this MOU call for services to minors, each party agrees to comply with the Pro-Children Act of 1994 (45 CFR 98.13) that requires smoking to be banned in any portion of any indoor facility owned, leased, or contracted by an entity that will routinely or regularly use the facility for the provision of health care services, day care, library services, or education to children under the age of 18.

D. Drug-Free Workplace. Each party, its officers, employees, members, subrecipient(s) and/or any independent contractors (including all field staff) associated with this MOU agree to comply with 29 CFR 94 and all other applicable state and federal laws regarding a drug-free workplace and to make a good faith effort to maintain a drug-free workplace. Each party will make a good faith effort to ensure that none of each party's officers, employees, members, and subrecipient(s) will purchase, transfer, use, or possess illegal drugs or alcohol or abuse prescription drugs in any way while working or while on public property.

E. Fair Labor Standards and Employment Practices

1. Each party hereby affirms compliance with all applicable federal and state laws, rules, and regulations governing fair labor and employment practices.

2. Pursuant to WIOA Section 188, in carrying out this MOU, each party affirms that it will not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, military status, disability, age, genetic information, or sexual orientation, in making any of the following employment decisions: hiring, layoff, termination, transfer, promotion, demotion, rate of pay, or eligibility for in-service training programs.

3. Each party agrees to post notices affirming compliance with all applicable federal and state non-discrimination laws in conspicuous places accessible to all employees and applicants for employment.
4. Each party agrees to collect and maintain data necessary to show compliance with the foregoing nondiscrimination provisions of WIOA Section 188.

F. Civil Rights Assurance. All parties hereby agree that they will comply with Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq.) and the Age Discrimination Act of 1975 (42 USC 6101 et seq.).

G. Work Programs. Each party agrees not to discriminate against individuals who have or are participating in any work program administered by any County Department of Job and Family Services under ORC Chapters 5101 or 5107.

H. Ethics Laws. Each party certifies that by executing this MOU, it has reviewed, knows and understands the State of Ohio’s ethics and conflict of interest laws, which includes the Governor’s Executive Order 2011-03K pertaining to ethics. Each party further agrees that it will not engage in any action(s) inconsistent with Ohio ethics laws or the aforementioned Executive Order.

I. Conflict of Interest – All parties agree to comply with the following, as applicable:

a. All parties agree that they, their officers, employees, and members have not nor will they acquire any interest, whether personal, business, direct or indirect, that is incompatible, in conflict with, or would compromise the discharge and fulfillment of functions and responsibilities under this MOU. If any party, its officers, employees, or members acquire any incompatible, conflicting, or compromising interest, the party will immediately disclose the interest in writing to the ODJFS Chief Legal Counsel at 30 East Broad Street, 31st Floor, Columbus, Ohio 43215. The parties further agree that the person with the conflicting interest will not participate in any activities hereunder until ODJFS, in collaboration with other state partners and, if necessary, the Ohio Attorney General’s office, determines that participation would not be contrary to public interest.

b. Each party will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

J. Qualifications to Conduct Business – Each party affirms that it and any and all subrecipients and subcontractors that will perform under this MOU have all of the approvals, licenses, or other qualifications needed to conduct business in Ohio and all are current. If at any time during the MOU period any party or its subrecipients or subcontractors for any reason, become disqualified from conducting business in the Ohio, the affected party will notify Board in writing and will take measures to ensure that the disqualified party immediately ceases performance of activities hereunder.

Article XIV: Partial Invalidity

This MOU will be governed, construed, and enforced in accordance with all applicable federal, state, and local laws. Should any portion of this MOU be found unallowable by operation of statute or by administrative or judicial decision, it is the intention of the parties that the remaining portions of this MOU will not be affected as long as performance remains feasible with the absence of the unallowable provision(s).

Article XV: Counterpart

This agreement may be executed in one, or more than one counterpart and each executed counterpart will be considered an original, provided that the counterpart is delivered by facsimile, mail courier or electronic mail, all of which together will constitute one and the same agreement.
Cincinnati Job Corps
Job Corps - WIOA Title I (Section 141)

Printed Name & Title

Signature Date

Cincinnati Public Schools
WIOA Title II Adult Education and Literacy (Section 206)

Printed Name & Title

Signature Date

Cincinnati Volunteers of America
Additional Partners - WIOA Section 121(b)(2)
Grant Funded for Offenders

Printed Name & Title

Signature Date

Easterseals
Youthbuild - WIOA Title I (Section 171)

Printed Name & Title

Signature Date

Great Oaks Career Campuses
Carl D. Perkins Vocational and Applied Technology Education Act (20 USC 2301) AND
WIOA Title II Adult Education and Literacy (Section 206)

Harry Snyder, President/CEO
Printed Name & Title

Signature Date

Hamilton County Job & Family Services
Adult and Dislocated Worker - WIOA Title I (Section 151)

Printed Name & Title

Signature Date

Hamilton County Office of Reentry
Second Chance Act Programs (42 USC 17532)

Printed Name & Title

Signature Date

Hamilton County Job & Family Services
TANF

Printed Name & Title

Signature Date

SWORWIB & OMJ CENTER TEAM

Signature Page 1
Based on dates signed
Opportunities for Ohioans with Disabilities Rehabilitation Act, Title I (29 USC 720 et seq) Vocational Rehabilitation

Printed Name & Title

Signature Date

Public Library of Cincinnati and Hamilton County
- Other Partner

Printed Name & Title

Signature Date

Talbert House TANF/CCMEP/WIOA Youth

Printed Name & Title

Signature Date

Volunteers of America of Greater Ohio Additional Partners – WIOA Section 121(b)(2) Grant Funded for Offenders

Printed Name & Title

Signature Date

SKM-SWORWIB & OMJ CENTER TEAM – Signature Page 2
Cincinnati Metropolitan Housing Authority
Department of Housing and Urban Development (HUD)
- Employment and Training Programs

Printed Name & Title

Signature Date

Cincinnati Public Schools
WIOA Title II Adult Education and Literacy (Section 206)

Printed Name & Title

Signature Date

Cincinnati State Technical and Community College
Carl D. Perkins Vocational and Applied Technology
Education Act (20 USC 2301)
Postsecondary Vocational Education

Printed Name & Title

Signature Date

Dohn Community High School - Other Partner

Signature Date

Easterseals
YouthBuild - WIOA Title I (Section 171)

Printed Name & Title

Signature Date

Great Oaks Career Campuses
Carl D. Perkins Vocational and Applied Technology
Education Act (20 USC 2301) AND
WIOA Title II Adult Education and Literacy (Section 206)

Printed Name & Title

Signature Date

Hamilton County Job & Family Services
Adult and Dislocated Worker - WIOA Title I (Section 131)

Printed Name & Title

Signature Date

Hamilton County Job & Family Services
TANF

Printed Name & Title

Signature Date

SKM-SWORWIB & OMJ CENTER TEAM -
Cincinnati Metropolitan Housing Authority  
Department of Housing and Urban Development (HUD)  
Employment and Training Programs

**Greggory Johnson**  
Printed Name & Title

Signature  
Date

Cincinnati Public Schools  
WIOA Title II Adult Education and Literacy (Section 206)

Printed Name & Title

Signature  
Date

Cincinnati State Technical and Community College  
Carl D. Perkins Vocational and Applied Technology  
Education Act (20 USC 2301)  
Postsecondary Vocational Education

Printed Name & Title

Signature  
Date

Dohn Community High School - Other Partner

Printed Name & Title

Signature  
Date

Easterseals  
YouthBuild - WIOA Title I (Section 171)

Printed Name & Title

Signature  
Date

Great Oaks Career Campuses  
Carl D. Perkins Vocational and Applied Technology  
Education Act (20 USC 2301)  
AND  
WIOA Title II Adult Education and Literacy (Section 206)

Printed Name & Title

Signature  
Date

Hamilton County Job & Family Services  
Adult and Dislocated Worker - WIOA Title I (Section 131)

Printed Name & Title

Signature  
Date

Hamilton County Job & Family Services  
TANF

Printed Name & Title

Signature  
Date

SKM-SWORWIB & OMJ CENTER TEAM –  
Signature Page 6
Memorandum of Understanding
for
Local Area #13
Workforce Development System

Signature Pages

By signing, each party affirms that this MOU accurately describes the negotiated roles, responsibilities, and costs.

Southwest Ohio Region Workforce Investment Board
Serving Ohio WIOA Local Area#13/City of Cincinnati and Hamilton County

Sherry Kelley Marshall
President & CEO

Signature Date

******************************************************************************

Arbor E&T, LLC d/b/a ResCare Workforce Services
TANF/CCMEP/WIOA Youth

Printed Name & Title

Signature Date

******************************************************************************

Ohio Department of Job and Family Services
State Workforce Agency and Required Partner for
Wagner-Peyser, Trade Act, Disabled Veterans’ Outreach
Program, Local Veterans’ Employment Representative,
and Unemployment Insurance

Ryan Thompson, Workforce Administrator
Office of Workforce Development

Signature Date

******************************************************************************

Cincinnati Job Corps
Job Corps - WIOA Title I (Section 141)

Printed Name & Title

Signature Date

******************************************************************************

Cincinnati Job Corps – DESI
WIOA Title I (Section 141) – Marketing for Job Corps

Printed Name & Title

Signature Date

******************************************************************************
Memorandum of Understanding
for
Local Area #13
Workforce Development System

Signature Pages

By signing, each party affirms that this MOU accurately describes the negotiated roles, responsibilities, and costs.

Southwest Ohio Region Workforce Investment Board
Serving Ohio WIOA Local Area #13/City of Cincinnati and Hamilton County

Sherry Kelley Marshall
President & CEO

Signature __________________________ Date __________________________

Arbor E&T, LLC d/b/a ResCare Workforce Services
TANF/CCMEP/WIOA Youth

Printed Name & Title __________________________

Signature __________________________ Date __________________________

Cincinnati-Hamilton County Community Action Agency
Community Services Block Grant Employment & Training Programs (42 USC 9901 et seq) and YouthBuild

Printed Name & Title __________________________

Signature __________________________ Date __________________________

Ohio Department of Job and Family Services
State Workforce Agency and Required Partner for Wagner-Peyser, Trade Act, Disabled Veterans’ Outreach Program, Local Veterans’ Employment Representative, and Unemployment Insurance

Ryan Thompson, Workforce Administrator
Office of Workforce Development

Signature __________________________ Date 4/12/17 __________________________

Cincinnati Job Corps
Job Corps - WIOA Title I (Section 141)

Printed Name & Title __________________________

Signature __________________________ Date __________________________

Cincinnati Job Corps – DESI
WIOA Title 1 (Section 141) – Marketing for Job Corps

Printed Name & Title __________________________

Signature __________________________ Date __________________________

SKM-SWORWIB & OMJ CENTER TEAM –

Signature Page 8
Cincinnati Metropolitan Housing Authority
Department of Housing and Urban Development (HUD)
- Employment and Training Programs

Printed Name & Title

Signature Date

Cincinnati Public Schools
WIOA Title II Adult Education and Literacy (Section 206)

Printed Name & Title

Signature Date

Cincinnati State Technical and Community College
Carl D. Perkins Vocational and Applied Technology Education Act (20 USC 2301)
Postsecondary Vocational Education

Michael George, VP Finance

Signature Date

Dohn Community High School - Other Partner

Printed Name & Title

Signature Date

Easterseals
YouthBuild - WIOA Title I (Section 171)

Printed Name & Title

Signature Date

Great Oaks Career Campuses
Carl D. Perkins Vocational and Applied Technology Education Act (20 USC 2301) AND
WIOA Title II Adult Education and Literacy (Section 206)

Printed Name & Title

Signature Date

Hamilton County Job & Family Services
Adult and Dislocated Worker - WIOA Title I (Section 131)

Printed Name & Title

Signature Date

Hamilton County Job & Family Services
TANF

Printed Name & Title

Signature Date

SKM-SWORWIB & OMJ CENTER TEAM -

Signature Page 9
Cincinnati Metropolitan Housing Authority
Department of Housing and Urban Development (HUD)
- Employment and Training Programs

Printed Name & Title

Signature Date

Cincinnati Public Schools
WIOA Title II Adult Education and Literacy (Section 206)

Gabriel E. Lofton, Assistant Superintendent
Printed Name & Title

Signature Date

Cincinnati State Technical and Community College
Carl D. Perkins Vocational and Applied Technology Education Act (20 USC 2301)
Postsecondary Vocational Education

Printed Name & Title

Signature Date

Dohn Community High School - Other Partner

Printed Name & Title

Signature Date

Easterseals
YouthBuild - WIOA Title I (Section 171)

Printed Name & Title

Signature Date

Great Oaks Career Campuses
Carl D. Perkins Vocational and Applied Technology Education Act (20 USC 2301) AND
WIOA Title II Adult Education and Literacy (Section 206)

Printed Name & Title

Signature Date

Hamilton County Job & Family Services
Adult and Dislocated Worker - WIOA Title I (Section 131)

Printed Name & Title

Signature Date

Hamilton County Job & Family Services
TANF

Printed Name & Title

Signature Date

SKM-SWORWIB & OMJ CENTER TEAM —

Signature Page

29
Memorandum of Understanding
for
Local Area #13
Workforce Development System

Signature Pages

By signing, each party affirms that this MOU accurately describes the negotiated roles, responsibilities, and costs.

Southwest Ohio Region Workforce Investment Board
Serving Ohio WIOA Local Area #13/City of Cincinnati and Hamilton County

Sherry Kelley Marshall
President & CEO

Signature
Date

******************************************************************************

Arbor E&T, LLC d/b/a ResCare Workforce Services
TANF/CCMEP/WIOA Youth

Signature
Date

******************************************************************************

Cincinnati-Hamilton County Community Action Agency
Community Services Block Grant Employment & Training Programs (42 USC 9901 et seq) and YouthBuild

Signature
Date

Ohio Department of Job and Family Services
State Workforce Agency and Required Partner for
Wagner-Peyser, Trade Act, Disabled Veterans’ Outreach Program, Local Veterans’ Employment Representative, and Unemployment Insurance

Ryan Thompson, Workforce Administrator
Office of Workforce Development

Signature
Date

******************************************************************************

Cincinnati Job Corps
Job Corps - WIOA Title (Section 141) Contract is in procurement so if we are not continuing at 11/1/17

\x Dianne McConnell - Center Director
Printed Name & Title

\x Dianne McConnell 5/3/17
Signature
Date

******************************************************************************

Cincinnati Job Corps - DESI
WIOA Title 1 (Section 141) - Marketing for Job Corps

Printed Name & Title

Signature
Date

SKM-SWORWIB & OMJ CENTER TEAM –
Opportunities for Ohioans with Disabilities
Rehabilitation Act, Title I (29 USC 720 et seq)
Vocational Rehabilitation

Printed Name & Title

Signature Date

Public Library of Cincinnati and Hamilton County
  Other Partner

Printed Name & Title

Signature Date

Talbert House
TANF/CCMEP/WIOA Youth

Printed Name & Title

Signature Date

Volunteers of America of Greater Ohio
Additional Partners – WIOA Section 121(b)(3)
Employment Services for Veterans and Families

HARRY B. COOL, EVP FINANCE, CFO
Printed Name & Title

Signature Date

SKM-V2-SWORWIB & OMJ CENTER TEAM

Signature Page 12
Memorandum of Understanding
for
Local Area #13
Workforce Development System

Signature Pages

By signing, each party affirms that this MOU accurately describes the negotiated roles, responsibilities, and costs.

Southwest Ohio Region Workforce Investment Board
Serving Ohio WIOA Local Area #13/City of Cincinnati
and Hamilton County

Sherry Kelley Marshall
President & CEO

Signature ___________________________ Date ____________

Arbor E&T, LLC d/b/a ResCare Workforce Services
TANF/CCMEP/WIOA Youth

[Signature]
Printed Name & Title

Signature ___________________________ Date ____________

Cincinnati-Hamilton County Community Action Agency
Community Services Block Grant Employment & Training Programs (42 USC 9901 et seq) and YouthBuild

[Signature]
Printed Name & Title

Ohio Department of Job and Family Services
State Workforce Agency and Required Partner for
Wagner-Peyser, Trade Act, Disabled Veterans’ Outreach Program, Local Veterans’ Employment Representative,
and Unemployment Insurance

Ryan Thompson, Workforce Administrator
Office of Workforce Development

Signature ___________________________ Date ____________

Cincinnati Job Corps
Job Corps - WIOA Title I (Section 141)

[Signature]
Printed Name & Title

Signature ___________________________ Date ____________

Cincinnati Job Corps – DESI
WIOA Title 1 (Section 141) – Marketing for Job Corps

[Signature]
Printed Name & Title

[Handwritten Note]

SKM-SWRWIB & OMJ CENTER TEAM – ..
Hamilton County Job & Family Services
WIOA Title I (Section 126) Youth

Printed Name & Title

Signature Date

Hamilton County Office of Re-entry
Second Chance Act Programs (42 USC 17532)

Printed Name & Title

Signature Date

Mature Services
Older Americans Act Title V (42 USC 3056)
Senior Community Service Employment Program (SCSEP)

Printed Name & Title

Signature Date

Ohio Department of Job & Family Services
WIOA Title III Wagner-Peyser Act (29 USC 49)

Printed Name & Title

Signature Date

Ohio Department of Job & Family Services
Jobs for Veterans Act (38 USC 41)
Disabled Veterans' Outreach Program (DVOP)
and Local Veterans' Employment Representatives (LVER)

Printed Name & Title

Signature Date

Ohio Department of Job & Family Services
Trade Act Title II, Chapter 2
Trade Adjustment Assistance (TAA) (19 USC 2317)
and North American Free Trade Agreement (NAFTA) (19 USC 2271)

Printed Name & Title

Signature Date

Ohio Department of Job & Family Services
Unemployment Insurance (UI) (5 USC 85)

Printed Name & Title

Signature Date

Ohio Department of Medicaid

Barbara R. Sears, Director

Printed Name & Title

Signature Date

5/4/17
Memorandum of Understanding for
Local Area #13
Workforce Development System

Signature Pages

By signing, each party affirms that this MOU accurately describes the negotiated roles, responsibilities, and costs.

Southwest Ohio Region Workforce Investment Board
Serving Ohio WIOA Local Area #13/City of Cincinnati and Hamilton County

Sherry Kelley Marshall
President & CEO

_______________________________
Signature

_______________________________
Date

Arbor E&T, LLC d/b/a ResCare Workforce Services
TANF/CMEM/WIOA Youth

_______________________________
Printed Name & Title

Ohio Department of Job and Family Services
State Workforce Agency and Required Partner for
Wagner-Peyser, Trade Act, Disabled Veterans’ Outreach Program, Local Veterans’ Employment Representative, and Unemployment Insurance

Ryan Thompson, Workforce Administrator
Office of Workforce Development

_______________________________
Signature

_______________________________
Date

Cincinnati Job Corps
Job Corps - WIOA Title I (Section 141)

_______________________________
Printed Name & Title

Cincinnati Job Corps – DESI
WIOA Title I (Section 141) – Marketing for Job Corps

_______________________________
Signature

_______________________________
Date

[Signature]

Ralph Povke - Chairman
Printed Name & Title

5/9/14

SKM-V2-SWORWIB & OMJ CENTER TEAM

Signature Page 14
Opportunities for Ohioans with Disabilities Rehabilitation Act, Title I (29 USC 720 et seq) Vocational Rehabilitation

Printed Name & Title

Signature  Date

Public Library of Cincinnati and Hamilton County
- Other Partner

Kimberly A. Hendrix, Esq. Jane Romaine Combe
Printed Name & Title  Director

Signature  Date

Talbert House
TANF/CCMEP/WIOA Youth

Printed Name & Title

Signature  Date

Volunteers of America of Greater Ohio
Additional Partners – WIOA Section 121(b)(2) Grant Funded for Offenders

Printed Name & Title

Signature  Date

SKM-SWORWIB & OMJ CENTER TEAM --
Hamilton County Job & Family Services
WIOA Title I (Section 126) Youth

Printed Name & Title

Signature

Date

Hamilton County Office of Re-entry
Second Chance Act Programs (42 USC 17532)

Printed Name & Title

Signature

Date

Trina Jackson Director

Mature Services
Older Americans Act Title V (42 USC 3056)
Senior Community Service Employment Program (SCSEP)

Printed Name & Title

Signature

Date

Ohio Department of Job & Family Services
WIOA Title III Wagner-Peyser Act (29 USC 49)

Printed Name & Title

Signature

Date

Ohio Department of Job & Family Services
Jobs for Veterans Act (38 USC 41)
Disabled Veterans' Outreach Program (DVOP) and Local Veterans' Employment Representatives (LVER)

Printed Name & Title

Signature

Date

Ohio Department of Job & Family Services
Trade Act Title II, Chapter 2
Trade Adjustment Assistance (TAA) (19 USC 2317) and North American Free Trade Agreement (NAFTA) (19 USC 2271)

Printed Name & Title

Signature

Date

Ohio Department of Job & Family Services
Unemployment Insurance (UI) (5 USC 85)

Printed Name & Title

Signature

Date
Opportunities for Ohioans with Disabilities
Rehabilitation Act, Title I (29 USC 720 et seq)
Vocational Rehabilitation

Kevin L. Miller, Executive Director
Printed Name & Title

Signature
Date

Talbert House
TANF/CCMEP/WIOA Youth

Printed Name & Title

Signature
Date

Volunteers of America of Greater Ohio
Additional Partners – WIOA Section 121(b)(2)
Employment Services for Veterans and Families

Printed Name & Title

Signature
Date
Cincinnati Metropolitan Housing Authority
Department of Housing and Urban Development (HUD)
- Employment and Training Programs

Printed Name & Title

Signature Date

Cincinnati Public Schools
WIOA Title II Adult Education and Literacy (Section 206)

Printed Name & Title

Signature Date

Cincinnati State Technical and Community College
Carl D. Perkins Vocational and Applied Technology Education Act (20 USC 2301)
Postsecondary Vocational Education

Printed Name & Title

Signature Date

Dohn Community High School - Other Partner

Printed Name & Title

Signature Date

Easterseals
YouthBuild - WIOA Title I (Section 171)

Printed Name & Title

Signature Date

Great Oaks Career Campuses
Carl D. Perkins Vocational and Applied Technology Education Act (20 USC 2301) AND
WIOA Title II Adult Education and Literacy (Section 206)

Printed Name & Title

Signature Date

Hamilton County Job & Family Services
Adult and Dislocated Worker - WIOA Title I (Section 131)

MELITA WEIR, DIRECTOR
Printed Name & Title

Signature Date

Hamilton County Job & Family Services
TANF

MELITA WEIR, DIRECTOR
Printed Name & Title

Signature Date

Signature Page 18
Hamilton County Job & Family Services
WIOA Title I (Section 126) Youth

Signature Date

Hamilton County Office of Re-entry
Second Chance Act Programs (42 USC 17532)

Printed Name & Title

Signature Date

Mature Services
Older Americans Act Title V (42 USC 3056)
Senior Community Service Employment Program (SCSEP)

Printed Name & Title

Signature Date

Ohio Department of Job & Family Services
WIOA Title III Wagner-Peyser Act (29 USC 49)

Printed Name & Title

Signature Date

Ohio Department of Job & Family Services
Jobs for Veterans Act (38 USC 41)
Disabled Veterans' Outreach Program (DVOP)
and Local Veterans' Employment Representatives (LVER)

Printed Name & Title

Signature Date

Ohio Department of Job & Family Services
Trade Act Title II, Chapter 2
Trade Adjustment Assistance (TAA) (19 USC 2317)
and North American Free Trade Agreement (NAFTA) (19 USC 2271)

Printed Name & Title

Signature Date

Ohio Department of Job & Family Services
Unemployment Insurance (UI) (5 USC 85)

Printed Name & Title

Signature Date

Ohio Department of Medicaid

Printed Name & Title

Signature Date
Local Area 13 MOU
Signature Page
ODJFS Administration

The signature below affirms that the content of this MOU and attachments is compliant with the requirements set forth in WIOA Section 121(c) and the corresponding regulations in 20 CFR 678.

Bruce Madson, ODJFS Assistant Director

Date

Signature Page 20
Amendment One
Local Workforce Development Area Ohio #13
Memorandum of Understanding (MOU)

WHEREAS, all parties agreed that should any party find it necessary to modify their portion of the shared services or budget documents, such amendment may be completed in accordance with our procedure allowing that if the effect is not going to increase costs to all partners, then the amendment only needs to have the signatures of those for whom shared costs will increase along with the ODJFS, OMJ and SWORWIB. The SWORWIB, which negotiates the Partner MOU, will distribute the signed amendment to all parties.

WHEREAS, one partner, Mature Services has rebranded under the name Vantage Workforce Solutions. With this amendment, Area #13 recognizes the name change but elects not to alter every entry in the MOU until the renegotiation after 06/30/2019. The name change is reflected in the budget attachment.

WHEREAS, “easterseals YouthBuild” joined the MOU as suggested by the Department of Labor, the SWORWIB wishes to recognize in the budget documents the corrected partner rebranding on the attached exhibits, and not require their signature, as it was correct in the MOU narrative.

WHEREAS, ResCare exited the OhioMeansJobs Center on 12/31/2017 and therefore is no longer an MOU partner, this is hereby so noted in Amendment One.

WHEREAS and THEREFORE, Talbert House is the only MOU partner increasing their presence in the OhioMeansJobs Center/Cincinnati-Hamilton County effective 01/01/2018. The attached amended budget documents, with signatures provided authorizes the increase in their billing through the end date of the MOU term at 06/30/2019.

Signature Page Follows
Remainder of Page Intentionally Left Blank
Amendment One
Local Workforce Development Area Ohio #13
Memorandum of Understanding (MOU)

Southwest Ohio Region
Workforce Investment Board (SWORWIB)

Sherry Kelley Marshall
President & CEO

OhioMeansJobs Center – Cincinnati/Hamilton County

Moira Weil
Director, HCJFS

Vantage Workforce Solutions (formerly Mature Services)

Paul Magnus
VP for Workforce Development

Ohio Department of Job and Family Services (ODJFS)
State Workforce Agency and Required Partner for Wagner-Peyser, Trade Act, Disabled Veterans' Outreach Program, Local Veterans' Employment Representative, and Unemployment Insurance

Ryan Thompson, Workforce Administrator
Office of Workforce Development

PREPARED BY SHERRY KELLEY MARSHALL 01/28/2018
Amendment One
Local Workforce Development Area Ohio #13
Memorandum of Understanding (MOU)

Southwest Ohio Region
Workforce Investment Board (SWORWIB)

Sherry Kelley Marshall
President & CEO

Signature Date

OhioMeansJobs Center – Cincinnati/Hamilton County

Moira Weir
Director, HCJFS

Signature Date

Vantage Workforce Solutions (formerly Mature Services)

Paul Magnus
VP for Workforce Development

Signature Date

Ohio Department of Job and Family Services (ODJFS)
State Workforce Agency and Required Partner for Wagner- Peyser, Trade
Act, Disabled Veterans’ Outreach Program, Local Veterans’ Employment
Representation, and Unemployment Insurance

Ryan Thompson, Workforce Administrator
Office of Workforce Development

Signature Date

Talbert House

Neil Tilow
CEO

Signature Date

PREPARED BY SHERRY KELLEY MARSHALL 01/28/2018
Amendment One
Local Workforce Development Area Ohio #13
Memorandum of Understanding (MOU)

Southwest Ohio Region
Workforce Investment Board (SWORWIB)

Sherry Kelley Marshall
President & CEO

[Signature]
1/28/2018

OhioMeansJobs Center - Cincinnati/Hamilton County

Moira Weir
Director, HCJFS

[Signature]

Vantage Workforce Solutions (formerly Mature Services)

Paul Magnus
VP for Workforce Development

[Signature]

Ohio Department of Job and Family Services (ODJFS)
State Workforce Agency and Required Partner for Wagner- Peyser, Trade Act, Disabled Veterans’ Outreach Program, Local Veterans’ Employment Representative, and Unemployment Insurance

Ryan Thompson, Workforce Administrator
Office of Workforce Development

[Signature]

Talbert House

Neil Tiilow
CEO

[Signature]
2/11/18

PREPARED BY SHERRY KELLEY MARSHALL 01/28/2018
Identification of Shared Costs: The following costs have been agreed upon by the local partners as shared cost items associated with the operation of the OhioMeansJobs Centers. A description of the cost item and benefit derived is illustrated as follows:
(Note: Line Item Cost Benefit language below is for illustrative purposes - local areas must define)

<table>
<thead>
<tr>
<th>Facility</th>
<th>Line Item</th>
<th>Site</th>
<th>Budgeted Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lease</td>
<td>Comprehensive</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Affiliate</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Affiliate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sub-total</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Utilities</td>
<td>Comprehensive</td>
<td>152,490</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Affiliate</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Affiliate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sub-total</td>
<td></td>
<td>152,490</td>
</tr>
<tr>
<td></td>
<td>Maintenance (Janitorial)</td>
<td>Comprehensive</td>
<td>85,297</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Affiliate</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Affiliate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sub-total</td>
<td></td>
<td>85,297</td>
</tr>
<tr>
<td></td>
<td>Maintenance (Repairs, etc.)</td>
<td>Comprehensive</td>
<td>172,500</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Affiliate</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Affiliate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sub-total</td>
<td></td>
<td>172,500</td>
</tr>
</tbody>
</table>

Total - Facilities Pool: 442,687

Summary of Cost Pools:

<table>
<thead>
<tr>
<th>Cost Pools</th>
<th>Line Item</th>
<th>Site</th>
<th>Budgeted Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities</td>
<td>Lease</td>
<td>Comprehensive</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Affiliate</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Affiliate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sub-total</td>
<td></td>
<td>442,687</td>
</tr>
<tr>
<td>Personnel</td>
<td>Lease</td>
<td>Comprehensive</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Affiliate</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Affiliate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sub-total</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Resource</td>
<td>Lease</td>
<td>Comprehensive</td>
<td></td>
</tr>
<tr>
<td>Room Pool</td>
<td></td>
<td>Affiliate</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Affiliate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sub-total</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Equipment</td>
<td>Lease</td>
<td>Comprehensive</td>
<td></td>
</tr>
<tr>
<td>and Supplies</td>
<td></td>
<td>Affiliate</td>
<td></td>
</tr>
<tr>
<td>Pool (Partner Use)</td>
<td></td>
<td>Affiliate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sub-total</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Outreach/</td>
<td>Lease</td>
<td>Comprehensive</td>
<td></td>
</tr>
<tr>
<td>Marketing</td>
<td></td>
<td>Affiliate</td>
<td></td>
</tr>
<tr>
<td>Pool</td>
<td></td>
<td>Affiliate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sub-total</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>Lease</td>
<td>Comprehensive</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Affiliate</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Affiliate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sub-total</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

Total - All Pools: 442,687
Attachment C: Allocation Methodology
Workforce Development Area #: 13

Budget Period Begin Date: Jan 2018  End Date: Dec 2018

II. Allocation Methodology: The Local Workforce Development System partners have agreed upon the following three methodologies for determining proportionate shares for the shared cost items.

A. Position Usage: Based on partners' Full-Time Equivalent (FTE) staff stationed at the OhioMeansJobs Center. Partners with Part-Time staff stationed at the OhioMeansJobs Center are calculated based on Full-Time Equivalency. Illustrated as follows:

<table>
<thead>
<tr>
<th>Pend</th>
<th>Arbor EET, LLC dba ResCare W1 Youth</th>
<th>CAA CSBG EAT Entity</th>
<th>Cincinnati State</th>
<th>CMHA HUD EAT Entity</th>
<th>CPS ABLE Entity Title II</th>
<th>Great Oaks Perkins Act Voc. Ed. Entity</th>
<th>HCJFS Adult Dislocated Worker Youth Title I</th>
<th>HCJFS TANF</th>
<th>Job Corps Exodyme</th>
<th>Job Corps Title I</th>
<th>Nature Services Non-Veteran Workforce Solutions/Other American Title V (SCSEP)</th>
<th>ODJFS JVS</th>
<th>ODJFS WIA/UC</th>
<th>Medicaid</th>
<th>COD Title</th>
<th>Talbert House CCMEP</th>
<th>Talbert House Community Link</th>
<th>VOA</th>
<th>entrance Youth Build</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td># of FTE Equivalent</td>
<td>0</td>
<td>0</td>
<td>0.25</td>
<td>0.25</td>
<td>1</td>
<td>0.25</td>
<td>2</td>
<td>13</td>
<td>7</td>
<td>0.5</td>
<td>0.5</td>
<td>0.25</td>
<td>4</td>
<td>13</td>
<td>6</td>
<td>1</td>
<td>0</td>
<td>15.5</td>
<td>2</td>
<td>0.25</td>
</tr>
<tr>
<td>% of overall FTE Equivalent</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.37%</td>
<td>0.37%</td>
<td>1.50%</td>
<td>0.37%</td>
<td>3.00%</td>
<td>19.46%</td>
<td>10.49%</td>
<td>0.75%</td>
<td>0.75%</td>
<td>0.37%</td>
<td>5.99%</td>
<td>19.46%</td>
<td>8.99%</td>
<td>1.50%</td>
<td>0.00%</td>
<td>23.22%</td>
<td>3.00%</td>
<td>0.37%</td>
</tr>
</tbody>
</table>

(Information in table is a sample for illustrative purposes.)

B. Occupancy: Based on actual square footage used by each partner with common space (hallways, classrooms, restrooms, Resource Center) prorated based on the percentage of actual space used. Illustrated as follows:

<table>
<thead>
<tr>
<th>Pend</th>
<th>Pend</th>
<th>CAA CSBG EAT Entity</th>
<th>Cincinnati State</th>
<th>CMHA HUD EAT Entity</th>
<th>CPS ABLE Entity Title II</th>
<th>Great Oaks Perkins Act Voc. Ed. Entity</th>
<th>HCJFS Adult Dislocated Worker Youth Title I</th>
<th>HCJFS TANF</th>
<th>Job Corps Exodyme</th>
<th>Job Corps Title I</th>
<th>Nature Services Non-Veteran Workforce Solutions/Other American Title V (SCSEP)</th>
<th>ODJFS JVS</th>
<th>ODJFS WIA/UC</th>
<th>Medicaid</th>
<th>COD Title</th>
<th>Talbert House CCMEP</th>
<th>Talbert House Community Link</th>
<th>VOA</th>
<th>entrance Youth Build</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td># of FTE Equivalent</td>
<td>0</td>
<td>0</td>
<td>0.25</td>
<td>0.25</td>
<td>1</td>
<td>0.25</td>
<td>2</td>
<td>13</td>
<td>7</td>
<td>0.5</td>
<td>0.5</td>
<td>0.25</td>
<td>4</td>
<td>13</td>
<td>6</td>
<td>1</td>
<td>0</td>
<td>15.5</td>
<td>2</td>
<td>0.25</td>
</tr>
<tr>
<td>% of overall FTE Equivalent</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.37%</td>
<td>0.37%</td>
<td>1.50%</td>
<td>0.37%</td>
<td>3.00%</td>
<td>19.48%</td>
<td>10.49%</td>
<td>0.75%</td>
<td>0.75%</td>
<td>0.37%</td>
<td>5.99%</td>
<td>19.48%</td>
<td>8.99%</td>
<td>1.50%</td>
<td>0.00%</td>
<td>23.22%</td>
<td>3.00%</td>
<td>0.37%</td>
</tr>
</tbody>
</table>

Cost Share: $0 | $0 | $1,659 | $1,659 | $6,634 | $1,659 | $13,299 | $86,248 | $46,441 | $3,317 | $3,317 | $1,659 | $26,538 | $86,248 | $39,807 | $6,634 | $0 | $102,835 | $13,299 | $1,659 | $442,852 |

Below is the obligations that partners agreed to for the 7/17 year when they all signed the original MOU for the current year:

| Arbor EET, LLC dba ResCare W1 Youth | CAA CSBG EAT Entity | Cincinnati State | CMHA HUD EAT Entity | CPS ABLE Entity Title II | Great Oaks Perkins Act Voc. Ed. Entity | HCJFS Adult Dislocated Worker Youth Title I | HCJFS TANF | Job Corps Exodyme | Job Corps Title I | Nature Services Non-Veteran Workforce Solutions/Other American Title V (SCSEP) | ODJFS JVS | ODJFS WIA/UC | Medicaid | COD Title | Talbert House CCMEP | Talbert House Community Link | VOA | entrance Youth Build | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ResCare removal pulls out $43,300 and six FTE's. | Prior changes included addition of one TANF FTE, and removal of a WIOA youth FTE. | Subsequent increases to youth build, and CCMEP do offset the loss of Rescare | CAA Youth Build may choose to add a .25 position for their youth build | Medicaid could choose to add as many as three staff | We hope to add Ohm to the MOU with three FTE's in May of 2018. |
## Resource/Cost Sharing Agreement Summary Allocation of Shared Costs

<table>
<thead>
<tr>
<th>Shared Cost Item</th>
<th>Total</th>
<th>CAA Youth</th>
<th>ESA, LLC, &amp;A, ResCare</th>
<th>CPS SCDBG</th>
<th>HHS, HUD-</th>
<th>Other Non-Profit</th>
<th>Police, Fire,</th>
<th>HCPCS W/VA</th>
<th>Healthcare Quality</th>
<th>COJFS W/ VA</th>
<th>VA</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Pool</td>
<td>442,492</td>
<td>1,609</td>
<td>1,609</td>
<td>6,004</td>
<td>1,609</td>
<td>13,269</td>
<td>86,345</td>
<td>48,441</td>
<td>3,217</td>
<td>3,917</td>
<td>1,599</td>
<td>25,919</td>
</tr>
<tr>
<td>Subtotal</td>
<td>442,492</td>
<td>1,609</td>
<td>1,609</td>
<td>6,004</td>
<td>1,609</td>
<td>13,269</td>
<td>86,345</td>
<td>48,441</td>
<td>3,217</td>
<td>3,917</td>
<td>1,599</td>
<td>25,919</td>
</tr>
</tbody>
</table>

---

## Facility Pool

<table>
<thead>
<tr>
<th>Category</th>
<th>Total</th>
<th>CAA Youth</th>
<th>ESA, LLC, &amp;A, ResCare</th>
<th>CPS SCDBG</th>
<th>HHS, HUD-</th>
<th>Other Non-Profit</th>
<th>Police, Fire,</th>
<th>HCPCS W/VA</th>
<th>Healthcare Quality</th>
<th>COJFS W/ VA</th>
<th>VA</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities Pool</td>
<td>442,492</td>
<td>1,609</td>
<td>1,609</td>
<td>6,004</td>
<td>1,609</td>
<td>13,269</td>
<td>86,345</td>
<td>48,441</td>
<td>3,217</td>
<td>3,917</td>
<td>1,599</td>
<td>25,919</td>
</tr>
<tr>
<td>Subtotal</td>
<td>442,492</td>
<td>1,609</td>
<td>1,609</td>
<td>6,004</td>
<td>1,609</td>
<td>13,269</td>
<td>86,345</td>
<td>48,441</td>
<td>3,217</td>
<td>3,917</td>
<td>1,599</td>
<td>25,919</td>
</tr>
</tbody>
</table>

---

## Resource/Cost Sharing Agreement Summary

The table above outlines the allocation of shared costs for various categories, including:

- **Facility Pool**
- **Subtotal**

### Facility Pool

- **Facilities Pool**
- **Subtotal**

---

### Resource/Cost Sharing Agreement Summary

- **Total**
- **Subtotal**

---

Note: The values and categories may vary based on the specific details and data provided in the document.
ADDENDUM ONE
TO THE MOU AGREEMENT ENDING 6/30/2019
ADDITIONAL NARRATIVES ABOUT PRIMARY AND SECONDARY ACTIVITIES

Unemployment Meaningful Assistance
All OhioMeansJobs Center Staff are mandated to provide “Meaningful Assistance” to the UI customer. That term is defined below.

OMJ staff shall
• Assist unemployed customers in resource
• Provide computer to file initial claim or weekly
• Self service is the key for providing proper tools & resources

Self-service tools include:
“Tools and Resources” at Unemployment.Ohio.Gov
“UI Instruction Video” at State.Ohio.US
“Online Filing Instructions” at Unemployment.Ohio.Gov
Links to and access to OhioMeansJobs.com
“Workers Guide to UC” at ODJFS.State.Ohio
Access to file initial or weekly claims on Unemployment.Ohio.Gov
“What to expect” information for new customers at Unemployment.Ohio.Gov
Four step Pin reset instructions at Unemployment.Ohio.Gov
“FAQ” links at Unemployment.Ohio.Gov
Contact numbers based on SS# range at JFS.Ohio.Gov

Meaningful assistance
It is.....
• Being friendly, courteous and helpful to all unemployed
• Providing computer and phone access
• Providing tools and resources listed above
It is not.....
• Completing their claim for them
• Answering questions about their claim or issue
http://jfs.ohio.gov/owd/WorkforceProf/Docs/MeaningfulAssistancetoUIClaimants.stm

Dohn
In May of 2018 OMJ will become a home for the Dohn 22+ adult high school diploma program in the classroom on our first floor as well as an adjacent cubicle. Dohn will staff this activity with three full time staff. This partner and service will be added to the 1916 MOU effective May of 2018.

Job Postings
OhioMeansJobs.com is Ohio’s labor exchange system aiding employers in finding qualified talent and helping job seekers in Ohio locate employment throughout the state. The labor exchange system is defined as job search, placement assistance, career counseling, and resume posting activities for job seekers and appropriate recruitment, job posting, resume searching, and other business services for
employers seeking assistance with their talent acquisition needs. The system also supports job seekers with job matching capability as well as information including, but not limited to, career choices, job fairs, and training opportunities.

Under section 6301.03 of the Revised Code, OhioMeansJobs.com must be utilized for labor exchange activities. The Ohio Department of Job and Family Services (ODJFS) and local workforce development areas (local areas) provide labor exchange activities and services for job seekers and employers. Staff from ODJFS and local programs and partners under contract or agreement with ODJFS that receive federal or state funding from ODJFS are required to solely utilize OhioMeansJobs.com for labor exchange activities for the state of Ohio.

Labor exchange activities for the purposes of this policy are job search, placement assistance, career counseling, resume posting, job posting, and resume searching. Any placement activity must continue to be recorded in Ohio’s Workforce Case Management System (OWCMS).

This policy impacts staff who deliver Workforce Innovation and Opportunity Act (WIOA) services, Wagner-Peyser Employment Services, Veteran Services, and other partner programs in the American Job Centers (which in Ohio are called OhioMeansJobs centers). This policy may also impact the county departments of job and family services, county children services agencies, and county child support enforcement agencies.

Cincinnati Public Library
Cincinnati Public Library, SWORWIB, Cincinnati-Hamilton County OMJ center
“All three organizations have collaborated in the past to support shared customers in their needs for job-seeker workshops. We will continue in that effort and explore other opportunities to work together for the benefit of our customers. We will also observe peer efforts in communities around Ohio as this OMJ/Library collaboration becomes more common and allows us to borrow the best efforts that we observe. Additionally, with the encouragement by the Department of Labor, we hope to learn of successes in neighboring states and throughout the country that can inspire us for best practices in tandem.

The purpose of the agreement is to recognize and record our partnership and commit to continue to deliver mutually beneficial approaches that serve all three organization’s missions, improve services for our similar and sometimes joint customers and explore new approaches.”

In 2018, core workshop offerings at the library will be expanded to include six sigma training in collaboration with Breakthrough Technologies. The libraries will also add a protocol to allow OMJ participants to drop off documents and versifications for scanning to OMJ at any Hamilton County library.

Rapid Response
The objective of Ohio’s RR delivery system is to strengthen accountability, partnership, communication, professional development, and timely access to needed services for employers and impacted workers.

The Ohio Department of Job and Family Services (ODJFS), Office of Workforce Development (OWD) is the agency responsible for the administration of WIOA and RR programs. The OWD RR Unit will oversee
Ohio's RR program to ensure compliance with federal and state requirements. Detailed operation
descriptions and procedural guidelines are found in the Ohio Rapid Response Operations Guidance.

Each workforce development area is required to have a local Rapid Response Team, to include State and
Local partners when responding to an employer closure or layoff closure. With Recent changes in Rapid
Response program requirements, the ODJFS Workforce Specialist has taken on a stronger leading role.
The ODJFS Workforce Specialist is tasked with making the initial contact to serve as the main
communicator with the employer throughout the Rapid Response Activities, disseminate information
regarding the layoff or employer closing to the Rapid Response Team and coordinate the delivery of
Rapid Response services with the local Rapid Response Coordinator.

Youth Build:
Cincinnati-Hamilton County OMJ Center and Easterseals Youth Build

All parties agree that the purpose of this agreement is to document the roles and responsibilities the
parties have negotiated and mutually agreed upon for the purpose of coordinating services to best serve
shared customers and the fuller community.

MOU Partners –
WIOA Title I Adult and Dislocated Worker (Section 131)
Hamilton County Job & Family Services
WIOA Title I Youthbuild (Section 171)
Cincinnati Hamilton County Community Action Agency
Easterseals

Agreement Period from October 1, 2017, until September 30, 2019, unless an extension is granted

Each of these commitments are subject to available funds.
Youth Build participants ages 16-24 shall be provided access to the bulk of services below. WIOA adult
ITA/OJT services shall be limited to those ages 18 and over.

A. Support Youth Build participant creation and maintenance of OMJ back-packs
B. OMJ shall provide staff assisted tours of facilities
C. OMJ staff shall provide workshops for Youth Build participants at agreed upon times and locations
D. OMJ shall provide access to all hiring events and collaborate with Youth Build to coordinate on
shared hiring events and employer outreach
E. OMJ and Youth Build business services staff shall coordinate outreach efforts
F. ITA and OJT services may be available to Youth Build participants
G. Youth Build and OMJ shall collaborate to enroll appropriate participants into CCEP
H. Youth Build and OMJ shall assure that staff and partners are fully aware of the collaboration and
positioned to take advantage of it through referrals or similar activities
Amendment Two
Local Workforce Development Area Ohio #13
Memorandum of Understanding (MOU)

WHEREAS, all parties agreed that should any party find it necessary to modify their portion of the shared services or budget documents, such amendment may be completed in accordance with our procedure allowing that if the effect is not going to increase costs to all partners, then the amendment only needs to have the signatures of those for whom shared costs will increase along with the OMJ and SWORWIB. The SWORWIB, which negotiates the Partner MOU, will distribute the signed amendment to all parties.

WHEREAS, we have another partner being added to the shared costs as of May 1, 2018, Dohn Community School – 22+ Program, is now reflected in the attached updated shared budget.

WHEREAS and THEREFORE, the attached amended budget documents, with signatures provided, authorizes the addition of Dohn School to the shared budget.

Signature Page Follows
Remainder of Page Intentionally Left Blank
Amendment Two
Local Workforce Development Area Ohio #13
Memorandum of Understanding (MOU)

Southwest Ohio Region Workforce Investment Board (SWORWIB)

Sherry Kelley Marshall
President & CEO

4/4/2018

OhioMeansJobs Center

Moira Weir, Representing the OMJ Center
Director, HCJFS

Date

Dohn Community School – 22+ Program

Ramone Davenport
Superintendent

(See other signature page)

Signature

Date
Amendment Two
Local Workforce Development Area Ohio #13
Memorandum of Understanding (MOU)

Southwest Ohio Region Workforce Investment Board (SWORWIB)

Sherry Kelley Marshall
President & CEO

Signature   Date

OhioMeansJobs Center

Moira Weir, Representing the OMJ Center
Director, HCJFS

Signature   Date

Dohn Community School – 22+ Program

Ramone Davenport
Superintendent

Signature   Date

PREPARED BY SHERRY KELLEY MARSHALL 01/28/2018
ADDENDUM TWO
TO THE MOU AGREEMENT ENDING 6/30/2019

Unemployment Meaningful Assistance
All OhioMeansJobs Center Staff are mandated to provide “Meaningful Assistance” to the UI customer. That term is defined below.
OMJ staff shall
• Assist unemployed customers in resource
• Provide computer to file initial claim or weekly
• Self Self-service is the key for providing proper tools & resources

Self-service tools include:
“Tools and Resources” at Unemployment.Ohio.Gov
“UI Instruction Video” at State.Ohio.US
“Online Filing Instructions” at Unemployment.Ohio.Gov
Links to and access to OhioMeansJobs.com
“Workers Guide to UC” at ODJFS.State.Ohio
Access to file initial or weekly claims on Unemployment.Ohio.Gov
“What to expect” information for new customers at Unemployment.Ohio.Gov
Four step Pin reset instructions at Unemployment.Ohio.Gov
“FAQ” links at Unemployment.Ohio.Gov
Contact numbers based on SS# range at JFS.Ohio.Gov

Meaningful assistance
It is.....
• Being friendly, courteous and helpful to all unemployed
• Providing computer and phone access
• Providing tools and resources listed above
It is not.....
• Completing their claim for them
• Answering questions about their claim or issue
http://jfs.ohio.gov/owd/WorkforceProf/Docs/MeaningfulAssistancetoUlclaimants.stm

PREPARED BY SHERRY KELLEY MARSHALL 01/28/2018
Dohn Community School
With this Amendment Two, Dohn Community School covers their three staff who operate their 22+ adult high school diploma program in the classroom on our first floor as well as an adjacent cubicle. Dohn will staff this activity with three full time staff and contribute to the shared services agreement budget as of May 1, 2018, thereby reducing cost for all partners.

Job Postings
OhioMeansJobs.com is Ohio’s labor exchange system aiding employers in finding qualified talent and helping job seekers in Ohio locate employment throughout the state. The labor exchange system is defined as job search, placement assistance, career counseling, and resume posting activities for job seekers and appropriate recruitment, job posting, resume searching, and other business services for employers seeking assistance with their talent acquisition needs. The system also supports job seekers with job matching capability as well as information including, but not limited to, career choices, job fairs, and training opportunities.

Under section 6301.03 of the Revised Code, OhioMeansJobs.com must be utilized for labor exchange activities. The Ohio Department of Job and Family Services (ODJFS) and local workforce development areas (local areas) provide labor exchange activities and services for job seekers and employers. Staff from ODJFS and local programs and partners under contract or agreement with ODJFS that receive federal or state funding from ODJFS are required to solely utilize OhioMeansJobs.com for labor exchange activities for the state of Ohio.

Labor exchange activities for the purposes of this policy are job search, placement assistance, career counseling, resume posting, job posting, and resume searching. Any placement activity must continue to be recorded in Ohio’s Workforce Case Management System (OWCMS).

This policy impacts staff who deliver Workforce Innovation and Opportunity Act (WIOA) services, Wagner-Peyser Employment Services, Veteran Services, and other partner programs in the American Job Centers (which in Ohio are called OhioMeansJobs centers). This policy may also impact the county departments of job and family services, county children services agencies, and county child support enforcement agencies.

Cincinnati Public Library
Cincinnati Public Library, SWORWIB, Cincinnati-Hamilton County OMJ Center have a separate memorandum of agreement. “All three organizations have collaborated in the past to support shared customers in their needs for job seeker workshops. We will continue in that effort and explore other opportunities to work together for the benefit of our customers. We will also observe peer efforts in communities around Ohio as this OMJ/Library collaboration becomes more common and allows us to borrow the best efforts that we observe. Additionally, with the
encouragement by the Department of Labor, we hope to learn of successes in neighboring states and throughout the country that can inspire us for best practices in tandem.

The purpose of the agreement is to recognize and record our partnership and commit to continue to deliver mutually beneficial approaches that serve all three organization’s missions, improve services for our similar and sometimes joint customers and explore new approaches.”

In 2018, core workshop offerings at the library will be expanded to include six sigma training in collaboration with Breaktrough Technologies. The libraries will also add a protocol to allow OMJ participants to drop off documents and versifications for scanning to OMJ at any Hamilton County library.

**Rapid Response**
The objective of Ohio’s RR delivery system is to strengthen accountability, partnership, communication, professional development, and timely access to needed services for employers and impacted workers.

The Ohio Department of Job and Family Services (ODJFS), Office of Workforce Development (OWD) is the agency responsible for the administration of WIOA and RR programs. The OWD RR Unit will oversee Ohio’s RR program to ensure compliance with federal and state requirements. Detailed operation descriptions and procedural guidelines are found in the Ohio Rapid Response Operations Guidance.

Each workforce development area is required to have a local Rapid Response Team, to include State and Local partners when responding to an employer closure or layoff closure. With Recent changes in Rapid Response program requirements, the ODJFS Workforce Specialist has taken on a stronger leading role. The ODJFS Workforce Specialist is tasked with making the initial contact to serve as the main communicator with the employer throughout the Rapid Response Activities, disseminate information regarding the layoff or employer closing to the Rapid Response Team and coordinate the delivery of Rapid Response services with the local Rapid Response Coordinator.

**Youth Build:**
Cincinnati-Hamilton County OMJ Center easterseals Youth Build and Cincinnati Hamilton County community action agency youth build.

All parties agree that the purpose of this agreement is to document the roles and responsibilities the parties have negotiated and mutually agreed upon for the purpose of coordinating services to best serve shared customers and the fuller community.
Each of these commitments are subject to available funds. Youth Build participants ages 16-24 shall be provided access to the bulk of services below. WIOA adult ITA/OJT services shall be limited to those ages 18 and over.

A. Support Youth Build participant creation and maintenance of OMJ back-packs
B. OMJ shall provide staff assisted tours of facilities
C. OMJ staff shall provide workshops for Youth Build participants at agreed upon times and locations
D. OMJ shall provide access to all hiring events and collaborate with Youth Build to coordinate on shared hiring events and employer outreach
E. OMJ and Youth Build business services staff shall coordinate outreach efforts
F. ITA and OJT services may be available to Youth Build participants
G. Youth Build and OMJ shall collaborate to enroll appropriate participants into CCMEP
H. Youth Build and OMJ shall assure that staff and partners are fully aware of the collaboration and positioned to take advantage of it through referrals or similar activities

MOU Partners –
WIOA Title I Adult and Dislocated Worker (Section 131)
Hamilton County Job & Family Services
WIOA Title I Youthbuild (Section 171) – see above

Amended Agreement Period from May 1, 2018, until September 30, 2019, unless an extension is granted.
Workforce Development Area # 13
Attachment C: OhioMeansJobs Center Budget Planning and Reconciliation Document
Budget Period From July 01, 2017 to June 30, 2019

I. Identification of Shared Costs: The following costs have been agreed upon by the local partners as shared cost items associated with the operation of the OhioMeansJobs Centers.

A description of the cost item and benefit derived is illustrated as follows:

(Note: Line item Cost/Benefit language below is for illustrative purposes - local areas must define)

<table>
<thead>
<tr>
<th>Facility Cost Pools</th>
<th>Line Item Description</th>
<th>State</th>
<th>Affiliates</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Facilities Pool</strong></td>
<td>Lease - Cost of the facilities used by career services, workforce training, conference rooms, volunteer training areas, and training labs. Expenses may include snow removal, facility upkeep and landscaping services.</td>
<td>Comprehensive</td>
<td>$25,000</td>
<td>$25,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Affiliates</td>
<td>$25,000</td>
<td>$25,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Subtotal</td>
<td>$50,000</td>
<td>$50,000</td>
</tr>
<tr>
<td></td>
<td>Utilities - Cost of gas, electricity, water</td>
<td>Comprehensive</td>
<td>$10,000</td>
<td>$10,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Affiliates</td>
<td>$10,000</td>
<td>$10,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Subtotal</td>
<td>$20,000</td>
<td>$20,000</td>
</tr>
<tr>
<td></td>
<td>Maintenance (Janitorial) - Cost of cleaning filters and janitorial supplies</td>
<td>Comprehensive</td>
<td>$3,000</td>
<td>$3,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Affiliates</td>
<td>$3,000</td>
<td>$3,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Subtotal</td>
<td>$6,000</td>
<td>$6,000</td>
</tr>
<tr>
<td><strong>Total - Facilities Pool</strong></td>
<td></td>
<td>Comprehensive</td>
<td>$48,000</td>
<td>$48,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Affiliates</td>
<td>$48,000</td>
<td>$48,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total</td>
<td>$96,000</td>
<td>$96,000</td>
</tr>
<tr>
<td><strong>Summary of Cost Pools</strong></td>
<td></td>
<td>Comprehensive</td>
<td>$96,000</td>
<td>$96,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Affiliates</td>
<td>$96,000</td>
<td>$96,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total</td>
<td>$192,000</td>
<td>$192,000</td>
</tr>
</tbody>
</table>

Note: The above table provides an example of how costs can be allocated and shared between the state and affiliates. The actual costs and allocations should be determined by the local areas based on their specific needs and agreements.
II. Allocation Methodology: The Local Workforce Development System partners have agreed upon the following three methodologies for determining proportionate shares for the shared cost items.

A Position Usage: Based on partners’ Full-Time Equivalent (FTE) staff stationed at the OhioMeansJobs Center. Partners with Part-Time staff stationed at the OhioMeansJobs Center are calculated based on Full-Time Equivalency Illustrated as follows:

<table>
<thead>
<tr>
<th>FTE</th>
<th>Children School</th>
<th>CAA CSBG EAT Entity</th>
<th>Cincinnati State</th>
<th>CMHA HCQ EAT Entity</th>
<th>CPS ABLE Entity II</th>
<th>Great Oaks Perkins Voc. Ed Entity</th>
<th>HCJFS Adult Dist/Institutional Youth Title I</th>
<th>HCJFS TANF</th>
<th>Job Corps Employment</th>
<th>Job Corps Title I</th>
<th>Mature Services Older American Title V (SCSEP)</th>
<th>OODJFS JVSOG</th>
<th>OODJFS WPI TANF UC</th>
<th>Medicaid</th>
<th>OOD Title I</th>
<th>Tabbert House CCMEP</th>
<th>Tabbert House Community Link</th>
<th>VOA</th>
<th>ESWRC Youth Build</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td># of FTE Equivalent</td>
<td>0</td>
<td>3</td>
<td>0.25</td>
<td>0.26</td>
<td>1</td>
<td>0.26</td>
<td>2</td>
<td>13</td>
<td>7</td>
<td>0.5</td>
<td>0.5</td>
<td>0.23</td>
<td>4</td>
<td>13</td>
<td>6</td>
<td>1</td>
<td>0</td>
<td>15.5</td>
<td>2</td>
<td>0.25</td>
</tr>
<tr>
<td>% of overall FTE Equivalent</td>
<td>0.00%</td>
<td>4.30%</td>
<td>0.36%</td>
<td>0.36%</td>
<td>1.43%</td>
<td>0.36%</td>
<td>2.87%</td>
<td>16.64%</td>
<td>10.04%</td>
<td>0.72%</td>
<td>0.72%</td>
<td>0.36%</td>
<td>5.73%</td>
<td>18.64%</td>
<td>8.60%</td>
<td>1.43%</td>
<td>0.00%</td>
<td>22.22%</td>
<td>2.87%</td>
<td>0.36%</td>
</tr>
</tbody>
</table>

Below is the obligations that partners agreed to for the 7/17 year when they all signed the original MOU for the current year:

<table>
<thead>
<tr>
<th>Partner</th>
<th>Children School</th>
<th>CAA CSBG EAT Entity</th>
<th>Cincinnati State</th>
<th>CMHA HCQ EAT Entity</th>
<th>CPS ABLE Entity II</th>
<th>Great Oaks Perkins Voc. Ed Entity</th>
<th>HCJFS Adult Dist/Institutional Youth Title I</th>
<th>HCJFS TANF</th>
<th>Job Corps Employment</th>
<th>Job Corps Title I</th>
<th>Mature Services Older American Title V (SCSEP)</th>
<th>OODJFS JVSOG</th>
<th>OODJFS WPI TANF UC</th>
<th>Medicaid</th>
<th>OOD Title I</th>
<th>Tabbert House CCMEP</th>
<th>Tabbert House Community Link</th>
<th>VOA</th>
<th>ESWRC Youth Build</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aker EAT LLC dba ResCare VOS TANF</td>
<td>0</td>
<td>3</td>
<td>0.25</td>
<td>0.26</td>
<td>1</td>
<td>0.26</td>
<td>2</td>
<td>13</td>
<td>7</td>
<td>0.5</td>
<td>0.5</td>
<td>0.23</td>
<td>4</td>
<td>13</td>
<td>6</td>
<td>1</td>
<td>0</td>
<td>15.5</td>
<td>2</td>
<td>0.25</td>
</tr>
</tbody>
</table>

Total:

Cost shares: $43,659 $7,200 $1,815 $7,200 $1,815 $14,520 $94,378 $43,559 $3,630 $3,630 $1,815 $29,639 $94,378 $43,559 $7,200 $7,200 $21,780 $14,520 $442,852
## Gas-Side MCH Cost Sharing Budget

**Workforce Development Area #13**  
**Budget Period:** From July 1, 2017 to June 30, 2018  
**Attachment C: Cost Sharing Agreement**  
**Allocation of Shared Costs**

### Total Resources

<table>
<thead>
<tr>
<th>Cost Item</th>
<th>Total</th>
<th>CAF Youth</th>
<th>Student</th>
<th>EAL Project</th>
<th>EAL Project</th>
<th>REA Project</th>
<th>REA Project</th>
<th>Overall</th>
<th>Overall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>442,853</td>
<td>70,447</td>
<td>1,567</td>
<td>3,340</td>
<td>1,587</td>
<td>12,900</td>
<td>22,539</td>
<td>44,444</td>
<td>1,175</td>
</tr>
</tbody>
</table>

### Allocation Details

- **Affiliates:** 84,412
- **EESI Management:** 12,084
- **Other:** 5,366

### Detailed Breakdown

#### Facilities Post

<table>
<thead>
<tr>
<th>Cost Item</th>
<th>Total</th>
<th>CAF Youth</th>
<th>Student</th>
<th>EAL Project</th>
<th>EAL Project</th>
<th>REA Project</th>
<th>REA Project</th>
<th>Overall</th>
<th>Overall</th>
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</thead>
<tbody>
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<td>442,853</td>
<td>70,447</td>
<td>1,567</td>
<td>3,340</td>
<td>1,587</td>
<td>12,900</td>
<td>22,539</td>
<td>44,444</td>
<td>1,175</td>
</tr>
</tbody>
</table>

#### Affiliates

- **Other:** 5,366

#### Overall Breakdown

- **Total:** 442,853
- **CAF Youth:** 70,447
- **Student:** 1,567
- **EAL Project:** 3,340
- **REAK Project:** 1,587
- **Overall:** 12,900
- **Overall:** 44,444

---

**Note:** The table above represents the allocation of shared costs for the Gas-Side MCH Cost Sharing Budget. Each category is broken down into detailed sub-items for a comprehensive view of the budget distribution.
## Identification of Shared Costs

The following costs have been agreed upon by the local partners as shared cost items associated with the operation of the Local Workforce Development System. A description of the cost item and benefit derived is illustrated as follows:

<table>
<thead>
<tr>
<th>Operating Cost Pools</th>
<th>Line Item</th>
<th>Site</th>
<th>Budgeted Annual Cost (Forward to Budget Tab A)</th>
<th>Cumulative Expenses to Date</th>
<th>Budget Balance</th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Facilities Pool</strong></td>
<td>Leasing</td>
<td>Chain</td>
<td>Comprehensive: included, Affiliate: included</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lease included: 1916 Central Pkwy, Granada, OH</td>
<td>55,000</td>
<td>55,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Utilities</td>
<td>Chain</td>
<td>Comprehensive: included, Affiliate: included</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lease included: 1916 Central Pkwy, Granada, OH</td>
<td>55,000</td>
<td>55,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Miscellaneous Pools</strong></td>
<td>Maintenance (Repairs, etc.)</td>
<td>Chain</td>
<td>Comprehensive: included, Affiliate: included</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lease included: 1916 Central Pkwy, Granada, OH</td>
<td>55,000</td>
<td>55,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Summary of Cost Pools</strong></td>
<td>Personnel</td>
<td>Chain</td>
<td>Comprehensive: included, Affiliate: included</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lease included: 1916 Central Pkwy, Granada, OH</td>
<td>55,000</td>
<td>55,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Resource Room Fees</td>
<td>Chain</td>
<td>Comprehensive: included, Affiliate: included</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
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Thanks, Kip for the final signature information for the amendment.

Sherry Kelley Marshall, President & CEO
Southwest Ohio Region Workforce Investment Board
Great Oaks – Instructional Resource Center, Room 102
100 Scarlet Oaks Drive
Cincinnati, OH 45241
513-612-3643 Work Phone
513-608-6061 Work Cell
smarshall@SWORWIB.org

A proud partner of the American Job Center network

Winner of the 2016 H.G. Weisman Award - National Association of Workforce Development Professionals
Winner of the 2014 PRSA Tactic Bronze Award for the SWORWIB 2013 Annual Report
Winner of the 2013 WIB Grand Excellence Prize from the National Association of Workforce Boards
Winner of the 2013 Ohio Economic Development Council Workforce Innovation Award
Winner of the 2013 PRSA Tactic Bronze Award for New or Feature Release Platform to Employment
2012 Recognized as one of the Most Innovative Workforce Collaborations in the GAO Research Report
2011 CURT Workforce Award for the Greater Cincinnati Construction Career Pathways Collaborative

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From: Kip.Crist@jfs.ohio.gov <Kip.Crist@jfs.ohio.gov>
Sent: Wednesday, August 08, 2018 12:05 PM
To: Sherry Marshall <smarshall@sworwib.org>
Cc: HOLT@jfs.hamilton-co.org; SHORTD@jfs.hamilton-co.org; Pamela.Mason@jfs.ohio.gov; Scott.France@jfs.ohio.gov; Matthew.Owens@jfs.ohio.gov; John.McClure@jfs.ohio.gov
Subject: RE: Area #13 MOU Amendment #3 6.29.2018

Attached is the fully signed & effective Amendment Three for Area 13 reflecting the changes below. Thanks,
Dear Area #13 OMJ Center MOU Partners:

Attached is Amendment #3/2018 of the 2017-2019 MOU for all partners at the OMJ Center. You will see in the attached the signatures of 1) Ryan Thompson from ODJFS noting a reduction of staff at the Area #13 OMJ Center, 2) Ramone Davenport of Dohn Community School for one more addition, 3) HCJFS for two more additions, and 4) Christopher Groene for one FTE for Job Corps as a combination of various entities previously.

Speaking of “various entities and individuals previously”, I added Mason Gray to this list because I do not have contact information for the person who replaced Gwen Robinson so Mason please confirm if you are the primary contact for CAA or provide me the primary contact. Benita, please provide me the email for Mary since she is now covering what Amy had previously – I removed Amy but need to add Mary’s email. If others have changes in the contact person for the OMJ MOU, please respond to this email and let me know.

As you all may remember, in the event of a reduction or maintenance in MOU costs to the partners within the cost-share budget, everyone is provided the amended MOU but it is not required for everyone to resign. By way of this email, I am formally notifying all partners that we have an Amendment Three approved by all involved entities which even out based on additions and removals. Nonetheless, I request you review your costs noted in the budget attachment to the signed amendment document and contact me if you have any questions. Dawn, by way of your inclusion in this email, along with Kevin Holt, please be advised to update CFIS for the new cost-sharing. Ron Weber, I know you have a new assignment and the MOU/CFIS is not it; so I ask that you forward this information to your replacement in this regard and let me know who that person is now so I include him/her for the future.

Lastly, we have completed procurement for the construction services for the parking lot resurfacing and work will be underway next week. Those of you who were around when I returned to the SWORVIB leadership in 2007 may recall that my first construction project was to resurface and repair the parking structure – it’s 11 years later and we are repeating the repair with stronger and improved products. We apologize for the impact on all of you and our customers, while also knowing that this has to be done. Please speak with Kevin Holt about alternative arrangements that have been confirmed for nearby parking. Also, we have purchased new AV equipment due to frequency recalls that affect our older equipment for which we will have different frequencies and the current ones will be transferred for police and fire use.
Please contact me if you have any questions.

Sherry Kelley Marshall, President&CEO
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Amendment Three
Local Workforce Development Area Ohio #13
Memorandum of Understanding (MOU)

Southwest Ohio Region Workforce Investment Board (SWORWIB)
Sherry Kelley Marshall
President & CEO

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Signature  Date

Hamilton County Job and Family Service
TANF
Moira Wair
Director, HCJFS

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Signature  Date

Dohn Community School – 22+ Program
Ramona Davenport
Superintendent

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Signature  Date

Ohio Department of Job and Family Services
Ryan J. Thompson
Workforce Administrator, Office of Workforce Development

Chris Groene
Financial Management
MTC - Job Corps Cincinnati

-------------------------------
Signature  Date
Local Area 13 MOU
Signature Page
ODJFS Administration

The signature below affirms that the content of this MOU and attachments is compliant with the requirements set forth in WIOA Section 121(c) and the corresponding regulations in 20 CFR 678.

Bruce Madson, ODJFS Assistant Director

8/8/18 Date
Attachment C: Allocation Methodology
Workforce Development Area #: 13

Budget Period: Begin Date: 7/1/18   End Date: Dec 2018

II. Allocation Methodology: The Local Workforce Development System partners have agreed upon the following three methodologies for determining proportionate shares for the shared cost items.

A. Position Usage: Based on partners' Full-Time Equivalent (FTE) staff stationed at the OhioMeansJobs Center. Partners with Part-Time staff stationed at the OhioMeansJobs Center are calculated based on Full-Time Equivalency. Illustrated as follows:

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Amendment Four
Local Workforce Development Area Ohio #13
Memorandum of Understanding (MOU)
2017-2019

WHEREAS, all parties agreed that should any party find it necessary to modify their portion of the shared services or budget documents, such amendment may be completed in accordance with our procedure allowing that if the effect is not going to increase costs to all partners, then the amendment only needs to have the signatures of those for whom shared costs will increase along with the OMJ and SWORWIB. The SWORWIB, which negotiates the Partner MOU, will distribute the signed amendment to all parties.

WHEREAS, we have a partner, ODJFS, that reduces by two more staff representative for a total reduction of two (2) FTEs leaving 12 ODJFS team members in the OMJ Center/Area #13 at October 1, 2018; and

WHEREAS, we have a partner, Management Training Corporation (MTC)/Job Corps, assuming responsibility for a split-share formerly covered by a marketing partner and now managed completely by MTC; and

WHEREAS, we have a partner, Dohn 22+ Community School, raising to 3 FTEs; and

WHEREAS, we have a partner, TANF, remaining the same but moving funding for two of their 15.5 FTEs from TANF to CCMEP; and

WHEREAS, we have a partner, Medicaid, that increases from 6 FTEs to 7 FTEs

WHEREAS, neither the CAA YouthBuild DOL grant program or the Hamilton County Re-Entry Program/Second Chance organizations are MOU-partners in Area #13; and

AND WHEREAS, all these changes are now reflected in the attached updated shared budget.

NOW THEREFORE, the attached amended budget document, with signatures provided, authorizes these changes to the shared budget and requires only the mentioned signatories.

Signature Page Follows
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Amendment Four
Local Workforce Development Area Ohio #13
Memorandum of Understanding (MOU)

Southwest Ohio Region Workforce Investment Board (SWORWIB)
Sherry Kelley Marshall
President & CEO

Signature Date

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Hamilton County Job and Family Service
TANF and CCMEP
Moira Weir
Director, HCJFS

Signature Date

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Dohn Community School – 22+ Program
Ramone Davenport
Superintendent

Signature Date

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MEDICAID
Barbara Fears
Director

Signature Date

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MTC for Job Corps Cincinnati
Christopher Greene
Fiscal Manager

Signature Date

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Amendment Four
Local Workforce Development Area Ohio #13
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MTC for Job Corps Cincinnati
Christopher Groene
Fiscal Manager

[Signature]
Date
Amendment Four
Local Workforce Development Area Ohio #13
Memorandum of Understanding (MOU)

Southwest Ohio Region Workforce Investment Board (SWORWIB)
Sherry Kelley Marshall
President & CEO

Signature

Date

+-----------------------------------+

Hamilton County Job and Family Service
TANF and CCMEP
Moira Weir
Director, HCJFS

Signature

Date

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Dohn Community School – 22+ Program
Ramone Davenport
Superintendent

Signature

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MEDICAID
Barbara R. Sears
Director

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Date 9/7/2018

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Date 9/6/2018
II. Allocation Methodology

The Local Workforce Development System partners have agreed upon the following three methodologies for determining proportionate shares for the shared cost items.

A. Position Usage: Based on partners' Full-Time Equivalent (FTE) staff stationed at the OhioMeansJobs Center. Partners with Part-Time staff stationed at the OhioMeansJobs Center are calculated based on Full-Time Equivalency, illustrated as follows:

<table>
<thead>
<tr>
<th>Pend</th>
<th>Dohn School</th>
<th>CAA CSBG E&amp;T Entity</th>
<th>Cincinnati State</th>
<th>CMHA HUD E&amp;T Entity</th>
<th>CPS ABLE Title II</th>
<th>Great Oaks Perkins Act Voc. Ed. Entity</th>
<th>HCJFS Adult Dislocated Worker Youth Title I</th>
<th>HCJFS TANF</th>
<th>MTC</th>
<th>Job Corps Title I</th>
<th>Mature Services Older American Title V (SCSEP)</th>
<th>ODJFS JVS/G</th>
<th>ODJFS WPV/TAA/UC</th>
<th>Medicaid</th>
<th>OOD Title I</th>
<th>Talbert House CMEP</th>
<th>Talbert House Community Link</th>
<th>VOA</th>
<th>ESARC Youth Build</th>
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</table>

Below is the obligations that partners agreed to for the 7/17 year when they all signed the original MOU for the current year:

Arch Link funding 2 of their 15.5 staff with CMEP
Medicaid increased from 6 to 7
Neither reentry or CAA youth build are engaged
ODJFS dropped by 2

Increases in dollar amounts for:
Dohn increasing from $19924 to $19610
TANF increasing from $57913 to $58829
Medicaid increasing from $43559 to $45756
MTC increasing from $56441 to $5537
Talbert increasing from $102835 to $101317 as math correction
Amendment Five  
Local Workforce Development Area Ohio #13  
Memorandum of Understanding (MOU)  
2017-2019

WHEREAS, all parties agreed that should any party find it necessary to modify their portion of the shared services or budget documents, such amendment may be completed in accordance with our procedure allowing that if the effect is not going to increase costs to all partners, then the amendment only needs to have the signatures of those for whom shared costs will increase along with the OMJ and SWORWIB. The SWORWIB, which negotiates the Partner MOU, will distribute the signed amendment to all parties.

WHEREAS, we have a partner whose contract change is no longer MTC but instead needs to be recognized within the MOU as Serrato and managing the Cincinnati Job Corp Center, and

WHEREAS, all this change is now reflected in the attached updated shared budget, and

NOW AND THEREFORE, the attached amended budget document, with signatures provided, authorizes this singular change to the shared budget, and results in neither an increase nor decrease from July 1, 2018 going forward to June 30, 2019 unless otherwise amended, and therefore requiring only the signature of the SWORWIB, HCJFS/OMJ and Serrato.

Signature Page Follows  
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Amendment Five  
Local Workforce Development Area Ohio #13  
Memorandum of Understanding (MOU)

Southwest Ohio Region Workforce Investment Board (SWORWIB)  
Sherry Kelley Marshall  
President & CEO

[Signature]

[Date]

Hamilton County Job and Family Service  
TANF and OMJ  
Moira Weir  
Director, HCS

[Signature]

10/25/18

[Date]

Serrato Corporation  
Job Corps Cincinnati  
Diane McConnell, Center Director

[Signature]

10/25/2018

[Date]
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A. Position Usages: Based on partners' Full-Time Equivalent (FTE) staff stationed at the OhioMeansJobs Center. Partners with Part-Time staff stationed at the OhioMeansJobs Center are calculated based on Full-Time Equivalency. Illustrated as follows:

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<th>Medicaid</th>
<th>DOC Title</th>
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<th>Talbert House Community Link</th>
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<td>19.19%</td>
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Changes in Numbers for the Partners - Note Reduction
Comm Link funding 2 of their 15.5 staff with CCMEP
Medicaid increased from 6 to 7
Neither renter or CAA youth build are engaged
CDJFS dropped by 2

Increases in dollar amounts for:
Dohn increasing from $19,324 to $19,610
TANF increasing from $57,913 to $58,829
Medicaid increasing from $43,559 to $46,576
Sentry increasing from $6,441 to $6,537
Talbert increasing from $102,835 to $102,835 as math correction

SKM 10.23.2018