

**Memorandum of Understanding  
for  
Local Workforce Area #13 (Cincinnati-Hamilton County)  
Workforce Development System**

**FY2023**

Integrated service delivery is the cornerstone of the local workforce development system, through which workforce development, educational, and other human resource services are made available to individuals and employers at the OhioMeansJobs (OMJ) centers. Management of the local workforce development system is to be shared among states, local workforce development boards, core Workforce Innovation and Opportunity Act (WIOA) programs, required partners, additional partners, and OhioMeansJobs center operators.

The Ohio Department of Job & Family Services (ODJFS), through the Office of Workforce Development (OWD) is recognized by the United States Department of Labor (DOL) as the State Workforce Agency responsible for administration and oversight of Ohio's workforce development systems.

This MOU documents the roles, responsibilities, and funding commitments the parties negotiated and mutually agreed upon for the operation and funding of the local workforce development system and the OhioMeansJobs center(s) in the local workforce area (LWA). All parties understand that this MOU is not a legally enforceable agreement.

The Southwest Ohio Region Workforce Investment Board (SWORWIB), a 501 (c)(3) non-profit organization, is the local workforce development board (LWDB). Mayor Aftab Pureval, Mayor of the City of Cincinnati and Commissioner Stephanie Summerow Dumas, President of the Hamilton County Board of County Commissioners, serve as the local workforce area Chief Elected Officials (CEOs), Hamilton County Job and Family Services, serves as the fiscal agent for purposes of this MOU, and the local required and additional partners (identified below/on subsequent pages and referred to collectively as "partners") enter into this Memorandum of Understanding (MOU).

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

**WIOA Title I Adult and Dislocated Worker (Section 131)**

*Hamilton County Job & Family Services as the 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 (ODJFS)*

**Jobs for Veterans Act (38 USC 41)**

*Disabled Veterans' Outreach Program (DVOP), Local Veterans' Employment Representatives (LVER)*

*Ohio Department of Job & Family Services (ODJFS)*

**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 (ODJFS)*

**Unemployment Insurance (UI) (5 USC 85)**

*Ohio Department of Job & Family Services (ODJFS)*

**WIOA Title II Adult Education and Literacy (Section 206)***Cincinnati Public Schools (CPS)***Rehabilitation Act, Title I (29 USC 720 et seq)****Vocational Rehabilitation***Opportunities for Ohioans with Disabilities (OOD)***Carl D. Perkins Vocational and Applied Technology Education Act (20 USC 2301)****Postsecondary Vocational Education***Great Oaks Career Campuses**Cincinnati State Technical and Community College***Older Americans Act Title V (42 USC 3056)****Senior Community Service Employment Program (SCSEP)***Vantage Workforce Solutions***Social Security Act Title IV-A (42 USC 601. Subject to Subparagraph (C))****Temporary Assistance to Needy Families (TANF)***Hamilton County Job & Family Services – Talbert House***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***WIOA Title I Migrant and Seasonal Farm Worker Programs (Section 167)***N/A***WIOA Title I Native American Programs (Section 166)***N/A***Second Chance Act Programs (42 USC 17532)***Hamilton County Office of Re-entry***WIOA Title I Job Corps (Section 141)***Cincinnati Job Corps***WIOA Title I Youthbuild (Section 171)****Also serving Veterans and Individuals with Disabilities***Easterseals Serving Greater Cincinnati***Additional Partners – WIOA Section 121(b)(2):****Comprehensive Case Management Employment Program (CCMEP) - TANF***Talbert House***Employment and Social Services for Veterans, Homeless, and Returning Citizens***Volunteers of America – Ohio and Indiana***Public Library System – Workforce Development Resources/Access Points***The Public Library of Cincinnati-Hamilton County*

## **Medicaid – Health Services**

*Ohio Department of Medicaid*

## **Cancer Education, Awareness, Prevention, Support, and Research – resource to Veterans**

*Melanoma Know More*

## **Re-entry and Reintegration services**

*Pathway Home*

## **Recovery and Substance Use Programs-Resources**

*Hamilton County Public Health*

### **Definitions**

- A. **Additional Partner:** An entity that carries out a workforce development program not identified as required under WIOA that is approved by the LWDB and the CEOs to be included as a partner in the local 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 a LWA.
- C. **Career Services:** Services that must be provided through the local workforce development system as authorized under each partner's program. Services are listed and defined in Attachment A to this MOU.
- D. **Chief Elected Officials:** When used in reference to a LWA, the chief elected executive officers of the units of general local government in a LWA. The CEOs are responsible for the selection of the LWDB members, the development of by-laws for LWDB structure and are identified as the recipients of WIOA Adult, Dislocated Worker, and Youth funds per WIOA Section 107(d)(12).
- 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 to determine each partner's proportionate share of local workforce development system operating costs.
- H. **Fiscal Agent:** An entity appointed by CEOs to be responsible for the administration and disbursement of WIOA and other funds allocated for workforce development programs activities in the LWA.
- I. **Individuals with Barriers to Employment:** Defined in WIOA Section 3(24) as member of one or more of the following populations:
  - Displaced homemakers.
  - Low-income individuals.

- Indians, Alaska Natives, Native Hawaiians.
  - Individuals with disabilities (including youth).
  - Older individuals.
  - Ex-offenders.
  - Homeless individuals.
  - Youth that are in, or have aged out of, the foster care system.
  - Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers.
  - Eligible migrant and seasonal farmworkers.
  - Individuals within two years of exhausting lifetime eligibility under Title IV of the Social Security Act.
  - Single parents—including single pregnant women.
  - Long-term unemployed individuals.
- J. **Infrastructure Costs:** Per WIOA Section 121(h)(4), the costs necessary for the general operation of OhioMeansJobs (aka “One-Stop”) centers to be shared by a LWA and partners. Infrastructure costs include facility rental costs, utilities and maintenance, equipment (including assessment-related products and assistive technology for individuals with disabilities), technology to facilitate access to the center, and may include planning and outreach activities.
- K. **Local Workforce 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.
- L. **Local Workforce Development Board (LWDB):** The board appointed by a LWA’s CEO(s) to be certified by the Governor or designee per WIOA Section 107. The LWDB is responsible for administration and oversight of the local workforce development system in agreement with the CEO(s) and in collaboration with required and additional partners.
- M. **Local Workforce Development System:** The system established in accordance with WIOA Section 121 through which career services; employment and training programs and activities; partner programs and activities; related support; and specialized services are made available to workers and employers in a LWA.
- N. **OhioMeansJobs:** The common identifier or brand for the Ohio workforce development system. ORC Section 6301.08 requires all local workforce areas to use this common identifier. Per WIOA Section 121(e)(4), and Workforce Innovation and Opportunity Act Policy Letter (WIOAPL) 16-07, 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”.
- O. **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 LWA and make WIOA programs, services, and activities available to job seekers and employers.
- P. **OhioMeansJobs (OMJ) Center Operator:** One or more entities competitively selected in accordance with WIOA Section 121(d) to operate an OhioMeansJobs center and to coordinate OhioMeansJobs service delivery in accordance with all applicable federal, state, and local rules and policies and the terms of this MOU.
- Q. **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.

- R. **Required Partner:** An entity that carries out one or more of the programs or activities identified in WIOA Section 121(b)(1) that must be made available through the local workforce development system.
- S. **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.
- T. **Shared Services:** For purposes of this MOU, it is a shared function or activity that benefits more than one partner program. Partners contribute staff time rather than cash or other resources to fund their proportionate share of these types of costs.
- U. **Specialized Center:** A site in a LWA that provides services to address specific needs, including those of dislocated workers, youth, or key industry sectors/clusters, and includes a process to make referrals to the comprehensive and affiliate OhioMeansJobs centers.
- V. **State Infrastructure Funding Mechanism:** The formula that will be implemented by the state to calculate required partners' proportionate shares of infrastructure costs when consensus agreement cannot be reached among a LWDB and required partners in a LWA. The method is described in Article VI of this MOU.
- W. **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.
- X. **WIOA:** The Workforce Innovation and Opportunity Act of 2014, which supersedes the Workforce Investment Act of 1998 (WIA) and serves to align and continuously improve workforce, education, and economic development systems and more 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 **one (1)** Comprehensive OhioMeansJobs center(s) and a partnership with the Public Library of Cincinnati and Hamilton County to provide workforce resources/assistance via over 40 local branches throughout the City and County.

Local Workforce Area OhioMeansJobs (OMJ) Centers				
Center Code	OhioMeansJobs Center Name	Address	Counties Served	Hours of Operation
1	OhioMeansJobs (OMJ) Career Center	1916 Central Parkway, Cincinnati, OH 45214	Hamilton	8:00 am – 5:00 pm

#### B. Administrative Structure

1. Chief Elected Officials (CEOs): The Chief Lead Elected Official (CLEO) for this urban City and urban County combined local workforce area is Mayor Aftab Pureval, Mayor of the City of Cincinnati, 801 Plum St., Suite 150, Cincinnati, OH 45202. Commissioner Stephanie Summerow Dumas, President of the Hamilton County Commissioners, serves as another CEO, 138 East Court Street, Room 603, Cincinnati, OH 45202. In accordance with the

Local Governance Agreement (LGA) and the Intergovernmental Services Agreement (IGSA), the CLEO is responsible for the appointment/approval of the Board members, while the CEO oversees the Fiscal Agency role and serves as the recipients of WIOA Adult, Dislocated Worker, CCMEP and Youth funding allocations, per WIOA Section 107(d)(12). Both elected bodies maintain oversight of the SWORWIB maintaining its 501 (c) (3) tax status, state nonprofit status, maintenance of bylaws for Board structure, submission of required WIOA process documents, authorizes and signs contracts recommended by the SWORWIB and the SWORWIB itself, and approves local and regional plans. The CLEO is responsible for the selection/appointment of the LWDB members, the development of by-laws for LWDB structure and are identified as the recipients of WIOA Adult, Dislocated Worker, and Youth funds per WIOA Section 107(d)(12).

2. Local Workforce Development LWDB (LWDB): The Southwest Ohio Region Workforce Investment Board (SWORWIB), 100 Scarlet Oaks Dr., Room 134, Cincinnati, OH 45241. SWORWIB is responsible for oversight and operation of the local workforce development system, which includes (with the agreement of the CEO's), the development of the local/regional plan and the selection of OhioMeansJobs Center ("One-Stop") operators, WIOA Career Services (Adults, Dislocated Workers, Business Services) Providers, and WIOA Youth Services providers.
3. Fiscal Agent: Hamilton County Job and Family Services (HCJFS), 222 E. Central Parkway, Cincinnati, OH 45202. For purposes of the 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.
4. Comprehensive OhioMeansJobs Center (OMJ) Operator(s): Under contract with the SWORWIB, Hamilton County Job and Family Services (HCJFS) is the OMJ Operator and manages the OMJ workforce system and operation at 1916 Central Parkway Cincinnati, OH 45214 (through December 31, 2022). HCJFS is also responsible for administering the WIOA Adult and Dislocated Worker programs (through December 31, 2022) as well as and partnering with other entities for unique workforce service delivery, as demonstrated by the Public Library partnership for library-based workforce readiness reparation series. Note: during this MOU term, per HCJFS' contract end date of December 31, 2022, the OMJ Center Operator and WIOA Adult and Dislocated Worker functions will undergo a competitive procurement process to select and install a new entity (to perform both functions) by January 1, 2023. That new entity will carry out all OMJ Operator functions outlined in this MOU beginning January 1, 2023.
5. Affiliate OhioMeansJobs Center Operator: N/A
6. Specialized OhioMeansJobs Center Operator: N/A

#### Article II: Agreement Period

- A. This MOU will be in effect from **July 1, 2022, until June 30, 2023**, 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 of this Article, 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, 2023.

### **Article III: Partner Responsibilities**

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

- A. Provide access to partner programs and activities through the local workforce development system.
- B. 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.
- C. Continue as a party to this MOU and enter into renewal MOUs for as long as participating as a partner in the local workforce development system.
- D. 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.
- E. Collaborate with the SWORWIB (LWDB) 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.
- F. Ensure the programmatic accessibility of facilities, programs, services, technology, and materials to individuals with disabilities per WIOA Section 188.
- G. Notify the SWORWIB (LWDB) 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 LWDB 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.
- H. Ensure staff members assigned OhioMeansJobs centers comply with policies and procedures at those locations. Should a conflict exist between the OhioMeansJobs personnel policies and a partner's personnel policies, the more restrictive policy will prevail.
- I. Cooperate with efforts to implement the use of an integrated, technology-based intake and case management information system as required under WIOA.
- J. 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.
- K. Ensure that information documenting the performance of a partner programs (e.g., participant counts, placement rates, expenditures) intended for public distribution is reviewed and authorized by that partner prior to publication or distribution. This restriction applies to information distributed via communication such as annual reports, press releases, news articles, public web pages, and social media.

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

All parties acknowledge that cooperation among the partners is key to successful service delivery through the local workforce development system, including cooperation among all partner staff assigned to work in the OhioMeansJobs center(s). The parties further acknowledge that although the OhioMeansJobs center operator will make best efforts to maintain cooperation among all partner staff, each party has the

responsibility to communicate to their staff the expectation for each to be courteous and professional in their interactions with customers and with other partners' staff.

- A. **Shared Service Delivery**– 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. Both Attachments A and B are hereby incorporated. All parties agree that services will be shared among the partners as described in Attachment A and will ensure staff functions or shared services will be covered in the event of staff leave or call off.
- B. **Accessibility** – The partners will implement the strategies described in Attachment A 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.

#### **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, Attachment A, between the OhioMeansJobs center operator(s) and partner programs will be made as follows:

- A. Job seekers/individual customers identified by any partner as requiring services from any other may be referred by phone, email, text, online, or in-person. Referrals from the One-stop operator to any partner shall be documented in writing (digital or analog), tracked and reported monthly. That report shall be included in the monthly report to the Board. After any referral, initial follow up shall be the responsibility of the partner. Subsequent response/follow-up will be the primary obligation of the job seeker.
- B. A Common Registration Form is accessible via <https://www.omj-cinham.org/> under the "More Information" tab, then click on "Forms and Documents", the form can be downloaded from the "Registration Form for Partner Referrals" tab. Link to the Common Referral Form: <https://www.omj-cinham.org/common-registration-form-for-partner-referrals/>

#### **Article VI: Cost Sharing/Infrastructure Funding (for onsite partners)**

Each partner agrees to pay its allocable share of infrastructure and additional costs in proportion to use and the benefit received as negotiated and described herein. All parties agree to the allocation methods that will be used to determine each partner's proportionate share of costs. Partner costs are detailed and calculated in the County Finance Information System (CFIS). A copy of the Budget, (CFIS Report CT-611), is included as Attachment C to this MOU and hereby incorporated.

- 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.

<b>Shared Cost Items - Infrastructure</b>		
<b>Item</b>	<b>Description/Function</b>	<b>Benefit to Partners</b>
<b>Occupancy related costs</b>	Cost of facility utilized for partner services, resource rooms, conference/meeting rooms, common areas & training labs – includes snow	Partner usage of resource rooms, conference/meeting rooms, common areas & training labs;



	removal, refuse pickup, landscaping services, janitorial, security equipment & personnel, pest control, and recycling access.	Confidence for staff/customers with the provisions of snow removal, refuse pickup, landscaping services, security equipment & personnel, pest control and recycling access.
<b>Utilities</b>	Cost of gas, electric & water	Usage of gas, electric & water
<b>Maintenance</b>	Cost of minor building repairs, maintenance of equipment (air conditioning/heating, etc.). Cost of janitorial cleaning crew & supplies.	Benefit of building repairs, maintenance of equipment (air conditioning/heating, etc.). Usage of janitorial service and supplies.
<b>Equipment</b>	Cost of copiers, public printers, fax, phones, assistive technology.	Benefit of copiers, public printers, scanners, fax, phones, assistive technology.
<b>Supplies</b>	Cost of copier paper, toner, ink, office supplies.	Cost of copier paper, toner, ink, office supplies.
<b>Communication and Technology</b>	Cost of Telephone lines, internet access, local OMJ website maintenance, online tools, OhioMeansJobs, reporting tools, accessibility software/tools.	Usage of Telephone lines, internet access, local OMJ website maintenance, online tools, OhioMeansJobs, reporting tools, accessibility software/tools. <i>Note: some restrictions apply for technology /IT assistance or support. Partners may be required to utilize their internal IT support for company-owned hardware/ devices.</i>
<b>Assessment Software/System</b>	WorkKeys and <a href="https://www.mynextmove.org/">https://www.mynextmove.org/</a>	WorkKeys and <a href="https://www.mynextmove.org/">https://www.mynextmove.org/</a>
<b>Website Maintenance</b>	Associated costs for webmaster and other updates for local <a href="https://www.omj-cinham.org/">https://www.omj-cinham.org/</a> website	Usage and benefits of an up-to-date website.
<b>Tools/Software to support accessibility</b>	Cost of tools or software used by universal and/or participants of multiple partner programs, salary and benefits for non-partner/non-center staff (contractors) providing career services for multiple partners, training/cross-training for program staff, customized employment specialists, etc.	Usage of tools or software used by universal and/or participants of multiple partner programs, salary and benefits for non-partner/non-center staff (contractors) providing career services for multiple partners, training/cross-training for program staff, customized employment specialists, etc.
<b>Assistive Technology for individuals with disabilities</b>	Cost of tools and software and use of private ADA room housing assistive equipment.	Usage of tools and software and use of private ADA room housing assistive equipment.

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).

<b>Shared Cost Items - Additional</b>		
<b>Item</b>	<b>Description/Function</b>	<b>Benefit to Partners</b>
OhioMeansJobs Center Operator Management/ Personnel	Cost of OhioMeansJobs Center director, receptionist	OhioMeansJobs Center director, receptionist, and other staff that serve all partner programs.
Accountant/Bookkeeper	Processes accounts payable and receivables for infrastructure costs associated with the OMJ Center, 1916 Central Parkway, Cincinnati, OH	Bookkeeper/Accountant, Assurance of monthly financial obligations being met and uninterrupted infrastructure services.
Facilities/Property Manager	Annual Costs for personnel responsible for managing the facility, coordinating maintenance/repairs, and other related functions	Access to Facilities Manager and onsite maintenance support

## **B. 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 or designee will compare budgeted costs to actuals and will apply agreed upon allocation methods to determine the actual costs allocable to each partner.
2. The Fiscal Agent or designee will update the budget in CFIS to reflect cost adjustments and will prepare an invoice for each partner with the actual costs allocable to each partner for the quarter.
3. Fiscal Agent, or designee, will submit the invoices to the partners and send a copy of the updated CFIS CT-611 budget to all parties no later than 45 days after the end of each quarter. The partners understand that the timeliness of preparation and submission of invoices and adjusted budgets is contingent upon the timeliness of each partner in providing Fiscal Agent or designee the necessary cost information. For partners that advance funds to the LWA, the 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 or designee no later than 30 days following receipt. Payment of the invoice signifies agreement with the costs in the adjusted budget. For partners that advance funds to the LWA, 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, or designee, and LWDB in writing. The Fiscal Agent will review the disputed cost items and respond accordingly to the partner and the SWORWIB (LWDB) within seven business days of receipt of notice of the disputed costs. When necessary, the Fiscal Agent or designee 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 partners.

**C. State Infrastructure Funding Mechanism**

1. All parties acknowledge that consensus agreement on shared infrastructure costs must be achieved by May 31 of the last year of the MOU period listed in Article II.
2. All parties further acknowledge that WIOA Section 121(h)(2) requires the State to implement a state infrastructure funding mechanism to calculate each required partner's proportionate share of infrastructure costs when consensus agreement cannot be achieved by the stated deadline.
3. When necessary, ODJFS, on behalf of the Ohio Governor, will implement the state infrastructure funding mechanism, incorporated here by reference as WIOAPL 16-06. If implemented, the state-calculated infrastructure budget with the partners' proportionate share of costs will be included in this MOU as Attachment D (only included if applicable to this local MOU). 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.

- D. Budget** – as state, CFIS Report CT-611, included as Attachment C, captures the costs negotiated for this MOU and includes the cost pools, expense types, and allocated costs for each partner. 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; or
3. LWA designations are changed.

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

1. The SWORWIB (LWDB) will provide written notice to all remaining partners and to OWD Grants Management.
2. The SWORWIB (LWDB) 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 SWORWIB (LWDB) will amend this MOU per Article VIII and the Fiscal Agent will prepare a revised budget document.
4. All parties must agree to the revised budget or reconvene to negotiate a new budget within 60 days of the date notice was received from the separating partner.

### 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 Management 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 administers 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 LWDB and Fiscal Agent on budget adjustments or other means to defray a cost increase to the remaining partners.
  - g. Will send written notice of the intent to separate to OWD Grants Management and to the state agency that administers the partner program, as applicable, prior to submitting written notice of the separation to the **SWORWIB** (LWDB). 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 Management.
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. However, referrals may be made between the terminating partner and the remaining parties as necessary to ensure customers receive all available services needed.

### 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 (“One-Stop”) operator, the administrative structure, or the physical location of an OhioMeansJobs center. Note: this change is scheduled to occur during this MOU term, by January 1, 2023. At that time, the new OMJ Operator will thus join the amended MOU, replacing the previous Operator and fulfilling all of the required functions therein.
  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 LWDB, the CEOs, and/or 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 LWDB 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 LWDB 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 LWDB. 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 LWDB in writing within the specified timeframe.
  4. the SWORWIB (LWDB) will provide a written response to the partner within 15 days of receipt of the partner's questions. The LWDB 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 SWORWIB (LWDB) for the final signature unless it is an amendment that requires the signatures of all parties, in which case, LWDB must secure all local signatures and submit to ODJFS for final signature.
  6. the SWORWIB (LWDB) 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 LWDB, 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 confidential under federal and state law and that service delivery and other activities conducted by the parties' staff members under this MOU will involve the use of confidential information for more than one partner program. All parties further understand and expressly agree that this MOU does not authorize the use and/or disclosure of confidential data among partner programs.

- A. Each partner agency has the sole authority to grant access to its data and will follow the laws and regulations applicable to its data when granting such access. In most cases, a separate data-sharing agreement must be executed between partner programs before staff members of one partner program may access the confidential data of another partner program.
- B. Each party will ensure that its staff members who will deliver services through the local workforce development system and in the OhioMeansJobs Centers are informed of the requirements, restrictions, and penalties pertinent to confidential partner program data. All parties will further ensure their staff members are properly trained on the use, protection, disclosure, and disposal of any and all confidential data they will be authorized to access as well as on the procedures, outlined in Section C, below.
- C. All parties will implement the following safeguards, which are common across federal and state confidentiality laws:
  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 and his/her immediate supervisor that at a minimum:
    - a. Identifies each source of confidential partner program data, the partner program that owns the data, and the partner staff member who will serve as the custodian of the data;
    - b. Describes the system that contains the data, the allowable uses of the data, the procedures for safeguarding the data; and
    - c. Lists the requirements, restrictions, and the civil and criminal penalties for misuse under 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 SWORWIB (LWDB) 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 staff member who first discovers the suspected/actual breach or violation must immediately notify the SWORWIB (LWDB), which will ensure that the custodians of the partners that own the data involved are immediately notified of the incident. The partner's data custodian will provide instruction on the actions to take under the federal and/or state laws applicable to their data.
- 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.
  8. ORC 5101.27 Restricting Disclosure of Information Regarding Public Assistance Recipients.
  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.
  12. Sections 5101: 9-22-15 and 5101: 9-22-16 of the Ohio Administrative Code (OAC) regarding release of and access to confidential personal information.

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.
16. Department of Labor, Training and Employment Guidance Letter (TEGL) 39-11 regarding handling and protection of personally identifiable information.

- F. The **SWORWIB** (LWDB) 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 Executive Director 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 SWORWIB (LWDB) and/or partners may ask ODJFS and the other state agencies responsible for oversight of partner programs to participate in the in the dispute resolution process.



- C. Should all reasonable attempts to resolve the dispute at the local level be unsuccessful, the SWORWIB (LWDB) 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 initiate the state infrastructure funding mechanism outlined in WIOAPL 16-06 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 SWORWIB (LWDB) 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. At a minimum, the SWORWIB (LWDB) will ensure that local OhioMeansJobs center operators maintain facilities in a manner that will ensure the safety of all staff members working in those locations, which includes, but is not limited to;
  - Implementation of Responsible Protocols for Getting Ohio Back to Work posted by the Ohio Department of Health to minimize staff and customer risk of exposure to COVID-19, which includes: Requiring face coverings for staff and recommending them for customers; conducting daily self-assessments for symptoms; encouraging good hygiene and hand-washing; cleaning and sanitizing workspaces; and limiting capacity.
  - Maintenance of insurance against loss or damage by fire or other casualties normally covered by standard fire and extended coverage policies for not less than eighty percent of actual replacement value through responsible insurance carriers licensed to do business in Ohio.
  - Maintenance of a good state of repair at each OhioMeansJobs center, including, but not limited to: exterior walls; roof; structural portions of the building; windows and sashes; entrance doors; fire escapes; restrooms; sprinkler systems and controls; heating, ventilation, and air conditioning systems; inside stairways and elevators; electrical and plumbing facilities; desks/cubicles and chairs; and custodial services.
  - Posted diagrams of fire exits and tornado safe rooms as well as emergency action plans.
  - Routine fire and tornado drills.
  - Installation of locks on the doors of offices assigned to staff members, who will each be provided a key for each lock. LWDBs and/or OhioMeansJobs center operator(s) will further ensure that no additional copies of the keys will be kept by local staff members to ensure the protection of any confidential data that may be maintained by partner staff members.
  - Maintenance of heating and air conditioning.
  - Maintenance of hot and cold running water and provide safe drinking water.
  - Maintenance of proper lighting at all workstations and in all offices.
  - Completion of preventive maintenance for the OhioMeansJobs center mechanical systems.
  - Timely removal of snow and ice from sidewalks and parking areas on or adjacent to OhioMeansJobs centers.

- C. All parties will ensure that their staff members are effectively trained on policies and procedures relevant to workplace safety and workplace conduct.
- D. 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 or personnel concerns.
- E. Each party will ensure staff assigned to work in local OhioMeansJobs centers will follow and adhere to the weather emergency of related policies for each site.

### **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, sub-recipient(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 sub-recipient(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 LWDB 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.

*Signature pages and attachments follow  
Remainder of page intentionally left blank*

**Memorandum of Understanding  
for  
OhioMeansJobs Cincinnati-Hamilton County  
Local Workforce Area 13  
Workforce Development System  
FY2023**

**Signature Pages**

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

**Local Workforce Area 13 Workforce Development Board**

**Jason Ashbrook**, Executive Director  
Southwest Ohio Region Workforce Investment Board (SWORWIB)

\_\_\_\_\_  
Signature Date

**Hamilton County Jobs and Family Services**  
*WIOA Title I Adult and Dislocated Worker  
(Section 131 WIOA Title I Youth (Section 126)  
CCMEP- WIOA and TANF*

**Michael Patton**, Director  
Hamilton County Jobs and Family Services (HCJFS)

\_\_\_\_\_  
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  
Great Oaks Career Campuses

\_\_\_\_\_  
Signature Date

**Ohio Department of Job and Family Services**

*Required Partner for Wagner-Peyser, Trade Act,  
Disabled Veterans' Outreach Program, Local  
Veterans' Employment Representative, and  
Unemployment Insurance*

**Julie Wirt**, Assistant Deputy Director,  
Office of Workforce Development  
Workforce Program Administration and Delivery

\_\_\_\_\_  
Signature Date

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

**Trina Jackson**, Director  
Hamilton County Office of Re-entry

\_\_\_\_\_  
Signature Date

**Cincinnati State Technical & Community College**

*Carl D. Perkins Vocational and Applied  
Technology  
Education Act (20 USC 2301) AND  
Postsecondary Vocational Education*

**John Tafaro**, Interim VP, Administration  
Cincinnati State Technical & Community  
College

\_\_\_\_\_  
Signature Date

**Local Workforce Area 13 - MOU Signature Page  
(Continued)**

**Cincinnati Public Schools (CPS)**

*WIOA Title II Adult Education and Literacy  
(Section 206)*

**Shauna Murphy**, Assistant Superintendent

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Opportunities for Ohioans with Disabilities**

*Rehabilitation Act, Title I (29 USC 720 et seq)  
Vocational Rehabilitation*

**Kevin L. Miller**, Executive Director  
Opportunities for Ohioans with Disabilities

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Vantage Workforce Solutions**

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

**Mercedes Bello**, Project Director  
Vantage Workforce Solutions

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Cincinnati Job Corps**

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

**Cunesha Yarbrough**, Operations Director  
Insights Training Group (Job Corps Contractor)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Hamilton County Public Health**

*Recovery and Substance Use Resource*

**Greg Kesterman**, Health Commissioner

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Cincinnati Hamilton County  
Community Action Agency**

*Community Services Block Grant Employment &  
Training Programs (42 USC 9901 et seq)*

**Mark B. Lawson**, President/CEO  
Cincinnati Hamilton County Community Action  
Agency

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Metropolitan Housing Authority**

*Department of Housing and Urban Development  
(HUD) – Employment and Training Programs -  
Cincinnati*

**Gregory Johnson**, CEO  
Cincinnati Metropolitan Housing Authority

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Easterseals Serving Greater Cincinnati**

*WIOA Title I Youthbuild (Section 171)*

**Pamela Green**, President & CEO

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Local Workforce Area 13 - MOU Signature  
Page (Continued)**

**Talbert House – Workforce Services**  
*CCMEP /Community Link*

**Tiffany Thomas**, Vice President

\_\_\_\_\_  
Signature Date

**Ohio Department of Medicaid**  
*Medicaid oversight office at the OMJ Area #13*

**Maureen M. Corcoran**, Director

\_\_\_\_\_  
Signature Date

**Melanoma Know More**

**Rene McPhedran**, Executive Director  
Melanoma Know More

\_\_\_\_\_  
Signature Date

**Volunteers of America** – Ohio and Indiana

**Kathleen Adkins**  
Volunteers of America – Ohio and Indiana

\_\_\_\_\_  
Signature Date

**Pathway Home**  
*Re-entry and Reintegration services*  
*Grantee: Jefferson County CAC (JCCAC)*

**Rich Gualtiere**, Deputy Director

\_\_\_\_\_  
Signature Date

**The Public Library of Cincinnati and Hamilton  
County**

**Paula Brehm-Heeger**, Eva Jane Romaine  
Coombe Library Director

\_\_\_\_\_  
Signature Date

**Local Workforce Area \_\_ 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.

\_\_\_\_\_  
**Matt Damschroder**, Director  
Ohio Department of Job and Family Services

\_\_\_\_\_  
Date

<b>Required Partners (per Workforce Innovation and Opportunity Act- WIOA Section 121(b)(1)(B))</b>			
<b>Partner Name</b>	<b>Program</b>	<b>Services (Enter Number(s) from the list below)</b>	<b>Population(s) Served</b>
Hamilton County Job & Family Services as OhioMeansJobs Center Operator (through December 31, 2022; new entity TBD via	WIOA Title I Adult and Dislocated Worker Programs. Section 131	a1, a2, a3, a4, a6, a8, a9, b2, b3, c, d1, d2, d3, d4, d5, d6, d7, d11, d20, d22, d27, d28, d29, d30	Adult and Dislocated Workers; Employers/ Businesses
Cincinnati Hamilton County Community Action Agency	Community Services Block Grant Employment & Training Programs 42 USC 9901 et seq.	a2, a3, a5, a9	Adults
Hamilton County Job & Family Services and Administrative Entity for SWORWIB Youth Contractors	WIOA Title I Youth Section 126	a1, a2, a3, a4, a5, a9, b1, b2 (IOP, Individual Opportunity Plan), b5, b6, b7, b8, b9, d16, d17, d19, d20	In-School youth ages 14-21 Out-of-School youth ages 16-24, Employers/ Businesses
Cincinnati Job Corps (Insights Training)	WIOA Title I Job Corps. Section 141	a2, a3, a5, a9	Low Income Youth-Young Adults Ages 16-24
Program does not exist in area	WIOA Title I Migrant and Seasonal Farm Worker Programs. Section 167	NA	NA
Program does not exist in area	WIOA Title I Native American Programs. Section 166	NA	NA
Ohio Department of Job & Family Services	WIOA Title III Wagner-Peyser Act Programs. 29 USC 49	A1, a2, a3, a4, a5, a6, a9, a10, b1, b2, b4, b5, b8, d1, d4, d5, d6, d7, d8, d9, d10, d22, d30	Adults and Dislocated Workers; Employers/ Businesses
Cincinnati Public Schools	WIOA Title II Adult Education and Family Literacy Act. Section 206 Aspire	B1, b2, b3, b4, b5	Youth and adults
Opportunities for Ohioans with Disabilities	WIOA Title IV, Vocational Rehabilitation Program. Rehabilitation Act of 1973	D7, d9, d10, d11, d15, d16, d17, d19, d20, d22, d26, d28	Youth and adults with disabilities; Employers/ Businesses
Vantage Workforce Solutions	Senior Community Service Employment Program (SCSEP). Older Americans Act Title V. 42 USC 3056	a1, a2, a3, a4, a6, a8, a9, b2, b3, c, d1, d2, d3, d4, d5, d6, d7, d11, d20, d22, d27, d28, d29, d30	Low-Income Individuals Ages 55 and Older; Employers/ Businesses
Cincinnati State College	Postsecondary Career and Technical Education. Carl D. Perkins Career and Technical Act of 2006. 20 USC 2301	B1, b2, b3, b4, b5, b6, b7, b8	Adults and dislocated workers



Ohio Department of Job & Family Services	Trade Adjustment Assistance (TAA). Trade Act Title II, Chapter 2. 19 USC 2317	A1, a2, a3, a4, a5, a6, a9, a10, b1, b2, b4, b5, b8, b10, d16, d22, d30	Dislocated workers; Employers/ Businesses
Ohio Department of Job & Family Services	Jobs for Veterans Act. 38 USC 41	A1, a2, a3, a4, a5, a6, a9, a10, b1, b2, b4, b5, b8, d7, d8, d10, d16, d22, d30	Adults and Dislocated Workers; Employers/ Businesses
Cincinnati Hamilton County Community Action Agency	Community Services Block Grant Employment & Training Programs 42 USC 9901 et seq.	a1, a2, a3, a4, a6, a8, a9, b2, b3, c, d1, d2, d3, d4, d5, d6, d7, d11, d20, d22, d27, d28, d29, d30	Adults and Dislocated Workers; Employers/ Businesses
Cincinnati Metropolitan Housing Authority	Department of Housing and Urban Development (HUD) – Employment and Training Programs.	a1, a2, a3, a4, a6, a8, a9, b2, b3, c, d1, d2, d3, d4, d5, d6, d7, d11, d20, d22, d27, d28, d29, d30	Adults and Dislocated Workers; Employers/ Businesses
Easterseals Serving Greater Cincinnati	WIOA Title I Youthbuild Section 171	a1, a7, a9, a11 b1, b2, b6, b9 c1, d1, d3, d7, d11, d13, d16, d19, d22, d28	Ages 16-24; Employers/ Businesses
Great Oaks	Postsecondary Career and Technical Education. Carl D. Perkins Career and Technical Act of 2006. 20 USC 2301 Aspire	a1, a2, a3, a4, a6, a8, a9, b2, b3, c, d1, d2, d3, d4, d5, d6, d7, d11, d20, d22, d27, d28, d29, d30	Adults and dislocated workers; Employers/ Businesses
Ohio Department of Job & Family Services	Unemployment Insurance (UI) Programs. 5 USC 85 and ORC Chapter 4141	a4, a6, a10	Dislocated Workers
Hamilton County Office of Re-entry	Second Chance Act of 2007. Programs. 42 USC 17532	A5, a6, a9, b3, b4, b5	Adults and Dislocated Workers
Hamilton County Job & Family Services	Temporary Assistance for Needy Families (TANF). Social Security Act, Title IV, 42 USC 601	a1, a7, a9, a11, b1, b2, b6, b9, c1, d1, d3, d7, d11, d13, d16, d19, d22, d28	Youth 14-24 18-24 In/Out of School, Adults; Employers/ Businesses
Talbert House	Comprehensive Case Management Employment Program (CCMEP)- TANF	a1, a2, a3, a4, a6, a8, a9, b2, b3, c, d1, d2, d3, d4, d5, d6, d7, d11, d20, d22, d27, d28, d29, d30	Youth and adults; Employers/ Businesses
<b>Additional Partners (per WIOA Section 121(b)(2))</b>			
<b>Partner Name</b>	<b>Program</b>	<b>Services (Enter Number(s) from the list below)</b>	<b>Population(s) Served</b>
Ohio Department of Medicaid	Medicaid Oversight Program	A5	All ages
The Public Library of Cincinnati and Hamilton County	OMJ and workforce development access points, employment workshop coordination	B3, b4, b5, b6, b8	Adults and dislocated workers

Pathway Home (JCCAC)	Re-entry/ Re-integration employment services	A1, a2, a3, a4, a5, a6, a9, a10, b1, b2, b4, b5, b8, c, d1, d4, d5, d6, d7, d8, d9, d10, d22, d30	Adults and Dislocated Workers; Employers/ Businesses
Hamilton County Public Health	Recovery/ Substance Use Disorder Services-Resources	A2, a3, a4, a5, a9, b1, b2, b3, b4, b5, d1, d6, d7	Adults and Employers/Businesses
Melanoma Know More	Cancer research, prevention, and support	A5, a9	Adults, Dislocated Workers, Veterans
Volunteers of America	Faith-based, human services for low-income, vets, homeless, and returning citizens	A5, a9	Veterans, homeless, returning citizens

*The services and definitions listed on the subsequent pages are taken from the Workforce Innovation and Opportunity Act (WIOA) and the proposed corresponding regulations. Local boards and partners can refine as needed. All required partners must provide career services through the local workforce development system.*

## A. Basic Career Services

Include self-help services and services that require minimal staff assistance. When an individual needs additional assistance, registration in WCMS is required.

1. **Eligibility Determination:** Comparison of information from an individual job seeker with eligibility criteria established for programs and services offered through the local workforce development system.
2. **Outreach, Intake, and Orientation:** Outreach involves the collection, publication, and distribution of information on program services available through the local workforce development system. Intake involves the collection of basic job seeker information for eligibility determination. Orientation involves sharing information on the available programs and services with job seekers, which may be done in a group setting, one-on-one, or electronically through OhioMeansJobs.com.
3. **Initial Assessment:** Collect information to determine each job seeker's skill levels, aptitudes, abilities, barriers, and supportive service needs.
4. **Labor Exchange Services:** Provide job search and placement assistance, which includes, at a minimum, providing information on and (as needed) assistance with, registration and use of the OhioMeansJobs.com system. As needed, provide career counseling that includes instruction on how to locate information on in-demand occupations and industries and nontraditional employment in the OhioMeansJobs.com system.
5. **Referrals:** Includes referrals to and coordination of partner programs and services offered through the workforce development system and may also include referrals to other workforce development programs when appropriate.
6. **Labor Market Information:** Provide information for job seekers on workforce and labor market employment statistics that include local, regional, and national job vacancy listings, local in-demand occupations, and the skills needed for the vacant jobs and in-demand occupations.
7. **Provider Performance and Program Cost Information:** Collect and provide information on eligible training services providers by program and type of provider.
8. **Local Performance Information:** Provide information in useable and understandable formats and languages on local area performance in comparison with local performance accountability measures.
9. **Supportive Services:** Provide information in useable and understandable formats and languages on the availability of supportive services or assistance and provide referrals and assistance as appropriate, which may include: childcare; child support; Medicaid or Children's Health Insurance Program; SNAP benefits; earned income tax credit, TANF assistance; transportation; and other supportive services.
10. **Unemployment Compensation Claim:** Provide information on and meaningful assistance with filing claims for Unemployment Compensation benefits, which may be on-site or via telephone or other technology as long as the assistance is provided by well-trained staff within a reasonable time.

11. **Eligibility Assistance:** Provide guidance to individuals who aren't eligible for WIOA on eligibility for financial aid assistance to complete other training and education programs that aren't provided under WIOA.

## B. Individualized Services

Services that must be made available when deemed necessary for a jobseeker to obtain or retain employment.

1. **Comprehensive and Specialized Assessments:** A closer look at the skills levels and service needs that may include:
  - a. Diagnostic Testing and use of other assessment tools; and
  - b. In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.
2. **Individual Employment Plan:** Work with the jobseeker to identify employment goals and objectives and develop an individualized plan to achieve those goals. Include information about eligible training providers.
3. **Group Counseling**
4. **Individual Counseling**
5. **Career Planning**
6. **Short-Term Prevocational Services:** May include development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training.
7. **Internships/Work Experience:** Coordination of eligible job seekers and employers for planned and structured learning experiences that take place in the workplace and are linked to careers.
8. **Workforce Preparation Activities**
9. **Financial Literacy Services:** Services to enhance an individual's ability to: create household budgets; initiate savings plans; make informed financial decisions; manage spending, credit, and debt; increase awareness on the availability and significance of credit reports; to understand, evaluate, and compare financial products, services, and opportunities; and to address the unique financial literacy needs of non-English speakers.
10. **Out-of-Area Job Search Assistance and Relocation Assistance**
11. **English Language Acquisition and Integrated Education and Training Programs**

### C. Follow-Up Services

As appropriate and for up to 12 months after the date a WIOA Adult or Dislocated Worker program participant begins employment, provide follow-up services—including workplace counseling—to support job retention.

### D. Business Services

Services for employers, employer associations, or other such organizations in the local area that include:

1. **Employer Development, Planning, and Referral Services:** Resources and services to help employers with marketing, consulting, networking, referral, and public relations efforts. This service also includes succession planning, such as executive transition, aging workforce organizational movement, or employer ownership.
2. **Workforce Retention:** Analyzing causes and offer suggestions to reduce worker turnover and/or aim at keeping existing employers in the community. This includes activities which focus on employee growth and further performance
3. **Employer Needs Assessment:** Assistance to employers in managing their business needs
4. **Job Order Assistance:** Activities provided to help businesses post job openings on OhioMeansJobs.com or through business service assistance available through the OhioMeansJobs center.
5. **Participation in Job Fair:** An employer's participation in other workforce events, outside a job or career fair, which is hosted by the OhioMeansJobs center.
6. **Participation in Workforce Special Events:** An employer's participation in other workforce events, outside a job or career fair, which is hosted by the OhioMeansJobs center.
7. **Outreach Activities and Assistance:** Provision of promotional activities generated on behalf of the employer to help recruit candidates for open positions and hiring events utilizing social media, media promotion, and electronic websites. This service includes workforce acquisition, which is the seeking of specific worker types and/or attracting new workers.
8. **Veteran Employer Contact:** Information gathering activities pertaining to identifying employers seeking to hire veterans.
9. **Screening Assistance for Employers:** Assistance to employers in processing employment applications for hiring needs (collect, review, and submit to employer). Proctoring pre-employment applicant assessments for groups or individuals as part of the screening assistance for employers. The process of searching and/or accessing, screening, and referring a job seeker's resume to an employer seeking talent. Communication with the employer to determine if an individual has been hired.
10. **Workforce Incentives:** Provision of information regarding:
  - Incentives available to employers (e.g., WOTC, SYP, Minority, Veterans, other)

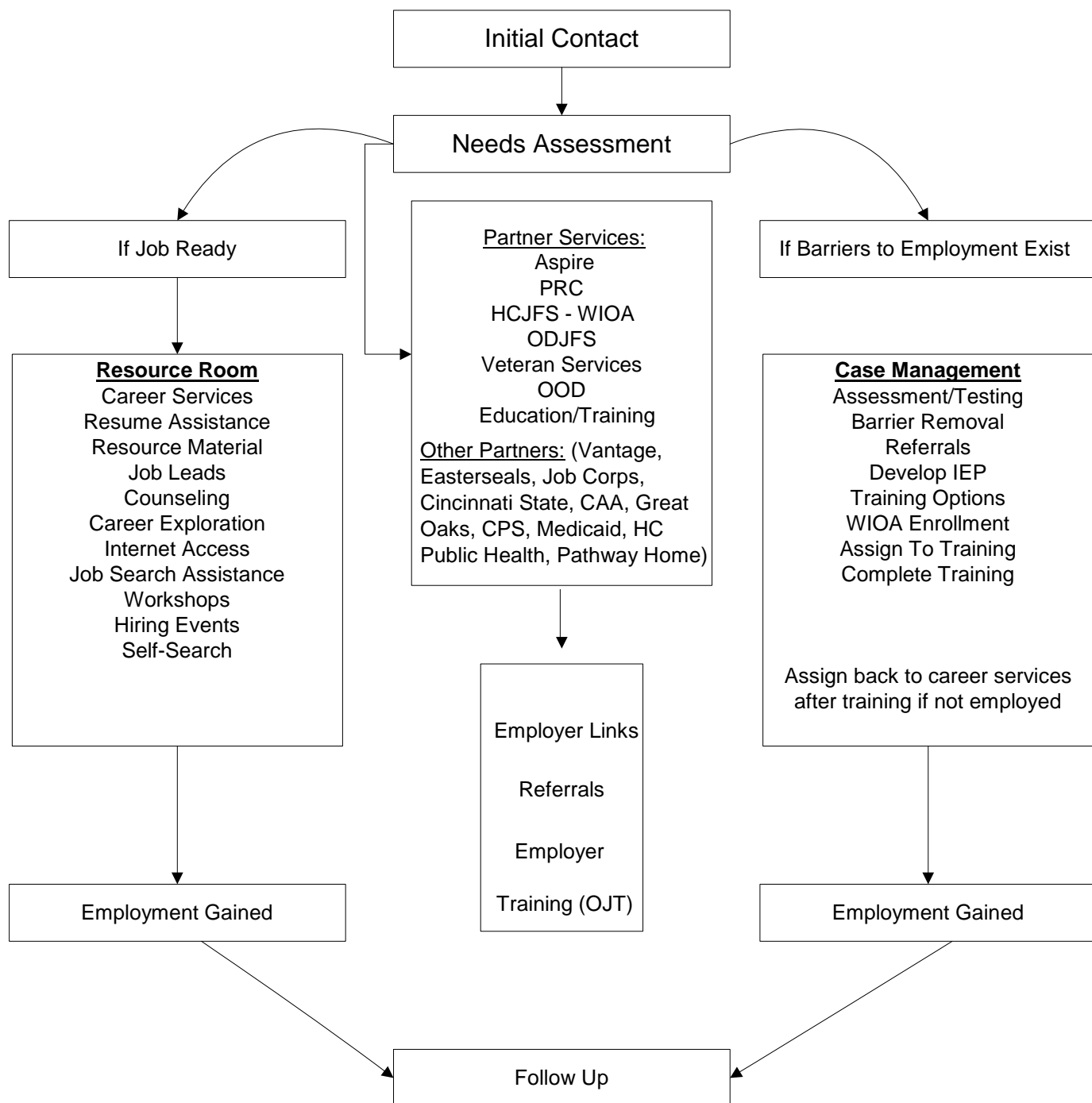
- Various types of incentives, such as export/import programs, green programs (reuse, recycling, and green efforts), tax abatements, operating capital incentives, technology incentives, etc.
11. **On-the-Job Training:** Recruitment of employers who wish to participate in a training conducted by the employer who receives that is provided to a paid participant while engaged in productive work in a job.
  12. **Customized Training:** Training that is designed to meet the specific requirements of an employer or group of employers; is conducted with the commitment by the employer to employ an individual upon successful completion of the training; and for which the employer pays a portion of the cost of the training.
  13. **Incumbent Worker Training:** Seeking training to develop and enhance incumbent worker skills.
  14. **Skills Enhancement:** Training that assists employees learn specific knowledge or skills to improve performance in their current roles.
  15. **Internships:** Seeking interns or internship information.
  16. **Apprenticeships/Youth Apprenticeship:** Referral and information (via [apprentice.ohio.gov](http://apprentice.ohio.gov)) regarding programs that teach high-level skills by providing individuals structured on-the-job training and related technical instruction.
  17. **Job Shadowing:** Short-term unpaid activities which introduces a participant to the workplace and provides exposure to occupational areas of interest to increase career awareness.
  18. **Transitional Jobs:** A subsidized work experience that are time-limited and designed to assist individuals to establish a work history, demonstrate success in the workplace, and develop skills that lead to entry into and retention in unsubsidized employment.
  19. **Work Experience:** A planned, structured learning experience that takes place in a workplace for a limited time.
  20. **Workplace/Industry Tours:** Visiting an employer's facility, as part of a career awareness activity for students and/or job seekers.
  21. **Mentoring:** Matching a participant with an employer or employee of a company to build a working relationship with the participant and to develop necessary skills.
  22. **Provision of Labor Market Information:** The provision of labor market information, including, but not limited to, the following:
    - Affirmative Action Statistics
    - Regional and County Economic Information (employment, census, poverty levels, talent availability)
    - Economic Trends and Forecasts
    - Education and Training Outcomes
    - Job and Industry Growth Patterns
    - Non-Proprietary Employer Information
    - Occupational Descriptions

- Population and Demographic Information
- Skill Standards
- Wage Levels for Various Occupations

23. **Access to Services to Avoid Layoff:** Strategies (e.g., SharedWork Ohio) that prevents and/or minimizes unemployment for employees of companies that have either announced layoffs; or are struggling and at risk of downsizing. This service also includes services provided to local businesses aimed at keeping the existing business in the community.
24. **Mass Layoff and Plant Closure Assistance:** Activities provided in the case of a permanent closure or mass layoff at a plant, facility, or enterprise, or a natural disaster, that results in mass job dislocation, to assist dislocated workers in obtaining reemployment as soon as possible.
25. **WARN (Worker Adjustment Retraining Notification) Assistance:** Activities provided to at-risk employers outlining the requirements of advanced notification of plant closings and mass layoffs.
26. **Employment Laws and Regulations:** This service does not involve the provision of legal advice or legal counsel but does include the following:
- Assistance to employers to provide information and assist with UI laws and regulations
  - Activities provided to employers providing guidance on federal, state, and local employment laws and practices, including OSHA and EPA issues
  - Employee handbook needs, drug-free workplace assistance, healthcare information, etc.
  - Provision of translation services
27. **Ex-Offender Bonding Information and Assistance:** Information provided to employers regarding employment of ex-offenders.
28. **Development of Career Pathways and Industry Sector Partnerships:** Provision of information on the development of career pathways for a particular employer, group of employers, or an industry sector.
29. **Received OhioMeansJobs center orientation:** An activity provided to introduce employers to the OhioMeansJobs center and the partners and services available to businesses through the center.
30. **Website Demonstration:** Activities that provide guidance on how to navigate and use OhioMeansJobs.com.

Attachment B-1 – SAMPLE Job Seeker Customer Flow

# OMJ One-Stop Customer Flow





Attachment B-2 SAMPLE Employer Services Flow

# OMJ Employer Services Flow

Employer Contacts OMJ or BSU Representative Initiates Contact with Employer

Employer and BSU Rep Meet to Discuss Services and Assess Needs

**Employee Recruitment**

Targeted Recruitment  
OMJ Resume Search  
Hiring Event  
Applicant Screening

**Training**

On-the Job Training  
Customized Training  
Incumbent Worker  
Training

**Tax Incentive Info**

WOTC  
Local Empowerment  
Zone

**Other Services**

Partner Referral  
Retention Assistance  
Meeting Space  
Workshops  
Employer Education  
Events

**Employer Resources**

Labor Market  
Information  
Salary Surveys  
Work Keys/ Testing

A Service Plan is Customized to Fit Each Employer's Needs

Service Plan is Reviewed Based on Outcomes

**Workforce Development Area # 13**  
**Attachment C: OhioMeansJobs Center Budget Planning and Reconciliation Document**  
**Budget Period From July 1, 2022- June 30, 2023**

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)

OhioMeansJobs Center Cost Pools	Line Item (Including Cost Benefit)	Site	Budgeted Annual Cost
<b>Facilities Pool</b>	<b>Lease</b> - Cost of the physical space used for partner services, resource rooms, conference rooms, interview rooms, common areas, and training labs. Leases may include snow removal, refuse pickup and landscaping services. Level 2 located at 1916 Central Parkway, Cincinnati, OH 45214 includes _____ square feet  Lease agreement between Hamilton County and SWORWIB covered through December 2025.	Comprehensive	
		Affiliate	
		Affiliate	
		<b>Sub-total</b>	<b>0</b>
	<b>Utilities</b> - Cost of gas, electric, water, internet	Comprehensive	\$84,689
		Affiliate	
		<b>Sub-total</b>	<b>\$84,689</b>
	<b>Maintenance (Janitorial)</b> - Cost of cleaning crew and cleaning supplies	Comprehensive	\$51,000
		Affiliate	
		<b>Sub-total</b>	<b>\$51,000</b>
	<b>Maintenance (Repairs, etc.)</b> - Cost of minor building repairs, maintenance of equipment (air conditioning, heating systems), upkeep (painting, carpeting, flooring)	Comprehensive	\$128,130
Affiliate			
<b>Sub-total</b>		<b>\$128,130</b>	
<b>Total - Facilities Pool</b>	<b>Comprehensive</b>	\$263,819	
	<b>Affiliate</b>	\$0	
	<b>Affiliate</b>	\$0	
	<b>Total</b>	<b>\$263,819</b>	
<b>Summary of Cost Pools</b>	<b>Facilities Pool</b>	Comprehensive	\$263,819
		Affiliate	\$0
		Affiliate	\$0
		<b>Sub-total</b>	<b>\$263,819</b>
	<b>Personnel Pool</b>	Comprehensive	\$14,400
		Affiliate	\$0
		Affiliate	\$0
		<b>Sub-total</b>	<b>\$14,400</b>
	<b>Resource Room Pool</b>	Comprehensive	\$3,000
		Affiliate	\$0
		Affiliate	\$0
	<b>Equipment and Supplies Pool (Partner Use)</b>	Comprehensive	\$11,950
		Affiliate	\$0
		Affiliate	\$0
	<b>Outreach/Marketing Pool - covered by SWORWIB budget</b>	System-wide	
		<b>Sub-total</b>	<b>\$0</b>
	<b>Miscellaneous Pool</b>	Comprehensive	\$11,520
Affiliate		\$0	
Affiliate		\$0	
System-wide		\$0	
<b>Sub-total</b>		<b>\$11,520</b>	
<b>Total - All Pools</b>	Comprehensive	\$304,689	
	Affiliate	\$0	
	Affiliate	\$0	
	System-wide	\$0	
	<b>Total</b>	<b>\$304,689</b>	

Attachment C: Allocation Methodology

Workforce Development Area #: 13

Current Budget Period: July 1, 2022 - June 30, 2023

Cost Share Total \$304,689

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:

	HCJFS CCMEP TANF	HCJFS RESEA	CAA CSBG E&T Entity	Cincinnati State	CMHA HUD E&T Entity	CPS ASPIRE Entity Title II	Great Oaks Perkins Act Voc. Ed. Entity	HCJFS Adult Dislocated Worker and Youth Title I	HCJFS TANF/ Shared	Insights Training (Job Corps Contractor)	Vantage Workforce Solutions Older American Title V (SCSEP)	ODJFS JVSG	ODJFS WP/ TAA/ UC	Medicaid	OOD Title I	ODJFS Pathway Home	Melanoma Know More (cancer research and resources)	Hamilton County Public Health	Easterseals Staff	Easterseals Youth Build	Total
# of FTE Equivalent	3	2	0.25	0.25	1	0.25	0.25	10	15	1	0.25	4	7	6	1	1	1.5	1	8	0.25	63
% of overall FTE Equivalent	4.76%	3.17%	0.40%	0.40%	1.59%	0.40%	0.40%	15.87%	23.81%	1.59%	0.40%	6.35%	11.11%	9.52%	1.59%	1.59%	2.38%	1.59%	12.70%	0.40%	100.00%
Partner Cost Share (Annual)	\$14,509	\$9,673	\$1,209	\$1,209	\$4,836	\$1,209	\$1,209	\$48,363	\$72,545	\$4,836	\$1,209	\$19,345	\$33,854	\$29,018	\$4,836	\$4,836	\$7,255	\$4,836	\$38,691	\$1,209	\$304,689

Original (previous) MOU agreement obligations - July 1, 2019- June 30, 2021 (paused/updated for COVID, later extended through June 30, 2022)																						
Pend	Dohn School	CAA CSBG E&T Entity	Cincinnati State	CMHA HUD E&T Entity	CPS ASPIRE Entity Title II	Great Oaks Perkins Act Voc. Ed. Entity	HCJFS Adult Dislocated Worker Youth Title I	HCJFS TANF	Job Corps MTC	Job Corps Title I	Mature Services Older American Title V (SCSEP)	ODJFS JVSG	ODJFS WP/ TAA/ UC	Medicaid - Non-partner building occupant	OOD Title I	Talbert House CCMEP	Talbert House Community Link			VOA	ESWRC Youth Build	Total
0	3	0.25	0.25	1	0.25	2	11	12	1	0	0.25	4	11	8	1	3	13.5			0	0.25	71.75
0.00%	4.18%	0.35%	0.35%	1.39%	0.35%	2.79%	15.33%	16.72%	1.39%	0.00%	0.35%	5.57%	15.33%	11.15%	1.39%	4.18%	18.82%			0.00%	0.35%	100.00%
\$0	\$18,516	\$1,543	\$1,543	\$6,172	\$1,543	\$12,344	\$67,894	\$74,066	\$6,172	\$0	\$1,543	\$24,689	\$67,894	\$49,377	\$6,172	\$18,516	\$83,324			\$0	1,543	\$442,852

*(Note: The following is an example of how some partners may fund their commitments other than through cash contributions. Areas should modify the language below to describe any non-cash contributions from partners.)*

#### **IV. Partner Commitments**

All partners are funding their fair shares in the form of cash with the exception of the following partners:

- \* The Title V - Older Americans Act service provider will be providing a portion of the receptionist duties by supplying a PT receptionist 3 days per week/4 hours per day on a M-W-F thereby reducing their funding commitment amount
- \* Hamilton County Job and Family Services provides IT support services to company-owned public copiers/printers/scanners, computers, and other equipment; however, onsite partners may be required to utilize their internal IT support for hardware/device servicing.



Main Office: 222 East Central Parkway - Cincinnati, Ohio 45202-1225  
 General Information: (513) 946-1000  
 General Information TDD: (513) 946-1295  
 www.hcjfs.org

**SAMPLE INVOICE (Billed Quarterly)**

WIOA Area / Subsystem: \_\_\_\_\_ Area Contact: \_\_\_\_\_  
 Invoice Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Invoice Period: MM/DD/YY - MM/DD/YY E-mail Address: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ State \_\_\_\_\_  
 CITY \_\_\_\_\_  
 ZIP \_\_\_\_\_

#REF!						
Description	Partner Annual Budget per MOU (linked to Cost Share Tab C)	Prior Amount Invoiced This Fiscal Year*	Amount Requested This Invoice**	Cumulative Expenses (Including this Invoice)	Budget Balance	% of Budget Remaining
Facilities Pool	#REF!			\$ -	#REF!	#REF!
Personnel Pool	#REF!			\$ -	#REF!	#REF!
Resource Room Pool	#REF!			\$ -	#REF!	#REF!
Equipment and Supplies Pool	#REF!			\$ -	#REF!	#REF!
Outreach/Marketing Pool	#REF!			\$ -	#REF!	#REF!
Miscellaneous Pool	#REF!			\$ -	#REF!	#REF!
<b>Total ODJFS Veteran Services</b>	<b>#REF!</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#REF!</b>	<b>#REF!</b>

HCJFS RESEA						
Description	Partner Annual Budget per MOU (linked to Cost Share Tab C)	Prior Amount Invoiced This Fiscal Year*	Amount Requested This Invoice*	Cumulative Expenses (Including this Invoice)	Budget Balance	% of Budget Remaining
Facilities Pool	\$ 16,488.69			\$ -	\$ 16,488.69	100%
Personnel Pool	\$ -			\$ -	\$ -	#DIV/0!
Resource Room Pool	\$ -			\$ -	\$ -	#DIV/0!
Equipment and Supplies Pool	\$ -			\$ -	\$ -	#DIV/0!
Outreach/Marketing Pool	\$ -			\$ -	\$ -	#DIV/0!
Miscellaneous Pool	\$ -			\$ -	\$ -	#DIV/0!
<b>Total ODJFS Employment Services</b>	<b>\$ 16,488.69</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,488.69</b>	<b>100%</b>

<b>ODJFS Invoice Total</b>	<b>#REF!</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#REF!</b>	<b>#REF!</b>
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Signature of Official Submitting Invoice \_\_\_\_\_ Date \_\_\_\_\_

For ODJFS Use Only Purchase Order #: _____ Agreement #: _____
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