

Memorandum of Understanding for Local Area 10 Workforce Development System

The Local Area 10 WDB, which is the local area workforce development board (Board), Richland and Crawford County Commissioners, which are the Local Area Chief Elected Officials (CEOs), Richland 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 10.

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

WIOA Title I Adult and Dislocated Worker (Section 131)

Richland County Job and Family Services

Crawford County Job and Family Services

WIOA Title I Youth (Section 126)

Catalyst Life Services

Crawford County Job and Family Services

WIOA Title III Wagner-Peyser Act (29 USC 49)

Ohio Department of Job and Family Services

Jobs for Veterans Act (38 USC 41)

Disabled Veterans’ Outreach Program (DVOP) and Local Veterans’ Employment Representatives (LVER)

Ohio Department of Job and 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 and Family Services

Unemployment Insurance (UI) (5 USC 85)

Ohio Department of Job and Family Services

WIOA Title II Adult Education and Literacy (Section 206)

Mansfield City Schools ABLE

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

North Central State College

Madison Adult Career Center

Older Americans Act Title V (42 USC 3056)

Senior Community Service Employment Program (SCSEP)

The Goodwill Industries of Akron, Ohio, Inc.

Social Security Act Title IV-A (42 USC 601. Subject to Subparagraph (C))

Temporary Assistance to Needy Families (TANF)

Richland County Job and Family Services

Crawford County Job and Family Services

Community Services Block Grant Employment & Training Programs (42 USC 9901 et seq)
Community Action Commission of Erie-Huron- Richland Counties, Inc.

Department of Housing and Urban Development (HUD) – Employment and Training Programs
Not available in Area 10

WIOA Title I Migrant and Seasonal Farm Worker Programs (Section 167)
Not Available in Area 10

WIOA Title I Native American Programs (Section 166)
Not Available in Area 10

Second Chance Act Programs (42 USC 17532)
Not Available in Area 10

WIOA Title I Job Corps (Section 141)
Not Available in Area 10

WIOA Title I Youthbuild (Section 171)
Not Available in Area 10

Additional Partners – WIOA Section 121(b)(2)

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 which 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.
 3. Indians, Alaska Natives, Native Hawaiians.
 4. Individuals with disabilities (including youth).
 5. Older individuals.
 6. Ex-offenders.
 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.

- 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.
- U. **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.
- V. **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.
- W. **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.
- X. **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.

- Y. **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.
- Z. **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.
- AA. **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 local workforce development board and required partners in a local area. The method is described in Article VI of this MOU.
- BB. **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.
- CC. **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.
- DD. **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 Richland and Crawford Counties, Richland is the Comprehensive OhioMeansJobs center(s), Crawford OMJ is the Affiliate center, as identified in the table below.

Local Area OhioMeansJobs Centers				
Center Code	OhioMeansJobs Center Name	Address	Counties Served	Hours of Operation
1	Richland OhioMeansJobs Center	183 Park Avenue East, Mansfield, OH 44902	Richland	7:00 am-5:00 pm
2	Crawford OhioMeansJobs Center	225 E. Mary Street, Bucyrus, OH 44820	Crawford	7:00 am-5:00 pm

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): Richland County Commissioners, 50 Park Avenue East, Suite 3, Mansfield, Ohio 44902—Marilyn John, Tony Vero, and Darrell Banks. Crawford County Commissioners, 112 E. Mansfield St, Bucyrus, Ohio 44820, Douglas Weisenauer, Jenny Vermillion, Mo Ressallat. The CEOs are responsible for the selection of the Board members, the development of by-laws for Board structure and are identified as the recipients of WIOA Adult, Dislocated Worker, and Youth funds per WIOA Section 107(d)(12).
3. Local Workforce Development Board (Board): Area 10, 171 Park Avenue East, Mansfield, Ohio 44902 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.
4. Fiscal Agent: Richland County Job and Family Services, 171 Park Avenue East, Mansfield Ohio 44902 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: Richland County Job and Family Services, #1,
Coordinate service delivery among partners as defined in the memorandum of understanding;
 - Coordinate service delivery among physical OhioMeansJobs centers and electronic sites;
 - Coordinate services across the local area workforce development system;
 - Implement local WDB policies; and
 - Report to the local WDB on operations, performance accountability, and continuous improvements.
6. Affiliate OhioMeansJobs Center Operator: Crawford County Job and Family Services, #2.

Coordinate service delivery among partners as defined in the memorandum of understanding;
 - Coordinate service delivery among physical OhioMeansJobs centers and electronic sites;
 - Coordinate services across the local area workforce development system;
 - Implement local WDB policies; and
 - Report to the local WDB on operations, performance accountability, and continuous improvements.

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. The OMJ operator will develop a calendar for coverage of the Resource Room and communication plan for changes in the agreed upon schedule.

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:

D. Absences – Each partner will ensure that staff functions are covered in the event of leave by communicating the absence and the need for coverage to the OMJ Operator with as much advanced notice as possible.

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. Referrals will be accepted by email, fax, or mail.

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 to this MOU.

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. Refer to Attachment C for detailed information.

1. **Infrastructure** – Shared non-personnel costs necessary for the general operation of the OhioMeansJobs Centers.

Shared Cost Items - Infrastructure		
Cost	Description/Function	Benefit to Partners
Rent		
Utilities		
Maintenance		

Equipment		
Supplies		
Communication		
Assessment Software/System		
Website Maintenance		
Tools/Software to support accessibility		
Assistive Technology for individuals with disabilities		

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).

Shared Cost Items - Additional		
Cost	Description/Function	Benefit to Partners

- 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. Refer to Attachment C for detailed information.

Cost Allocation Summary			
Cost Pool	Cost Items	Allocation Base/Method	Partner Funding Resource
Facilities			
	Rent, utilities, maintenance, accessibility		
Equipment/Supplies			
	Printer/copier maintenance, paper, toner, office supplies		
Communication/Technology			
	Telephone lines, internet access, website maintenance, online tools, OhioMeansJobs, reporting tools, accessibility software/tools.		
Resource Room			
	Shared equipment, displays, computers, etc.		
OhioMeansJobs Center Management/Personnel			
	Salary and benefit costs for OhioMeansJobs center director, receptionist, and other staff that serve all partner programs.		
Service Delivery			
	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.		
Additional/Miscellaneous			

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 parties no later than 20 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 30 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 20 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(h)(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 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 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,
- 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 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. The party that has a dispute will attempt to resolve it with a face to face meeting with the other party.
 2. If the dispute is not resolved, the issue will be presented to the WBD Director and Fiscal Agent. The issue will be reviewed at a face to face meeting. A written decision will be forwarded to all parties within two weeks of the meeting.
 3. If that does not resolve the issue, the Area 10 WDB Executive Committee will review the written decision and provide assistance.

4. If the issue is still not resolved, the WBD Director will seek consultation from ODJFS.
- 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.

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 XIIV: 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 page follows
Remainder of page intentionally left blank

**Memorandum of Understanding
for
Local Area 10
Workforce Development System**

Signature Page

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

Local Area 10 Workforce Development Board

Jenni Paramore, Workforce Development Board Chair

Signature **Date**

**Richland County Department of Job and Family Services
Local Required Partner for WIOA Adult/Dislocated Worker and TANF**

Sharlene Neumann, Executive Director

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**

**Crawford County Department of Job and Family Services
Local Required Partner for WIOA Adult/Dislocated Worker and TANF**

Cassandra Holtzmann, Interim Executive Director

Signature

Date

**Carl D. Perkins Vocational and Applied Technology Education Act (20 USC 2301)
Postsecondary Vocational Education
Madison Adult Career Center**

Sonja Pluck, Director

Signature

Date

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

Kevin Miller, Executive Director

Signature

Date

**Carl D. Perkins Vocational and Applied Technology Education Act (20 USC 2301)
Postsecondary Vocational Education
North Central State College**

Dr. Dorey Diab, President

Signature **Date**

**WIOA Title II Adult Education and Literacy (Section 206)
Mansfield City Schools ABLE**

Michele Meckes, Director

Signature **Date**

**Older Americans Act Title V (42 USC 3056)
Senior Community Service Employment Program (SCSEP)
The Goodwill Industries of Akron, Ohio, Inc.**

Denis M. Robinson, Sr., Director of Human Resources

Signature **Date**

**Community Services Block Grant Employment & Training Programs (42 USC 9901 et seq)
Community Action Commission of Erie, Huron, Richland Counties, Inc.**

Mark Hardin, Program Coordinator

Signature

Date

Local Workforce Development Board Area 10

Teresa Alt, Workforce Development Board Director

Signature

Date

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

Martin Dzugan, Director

Signature

Date

**WIOA Title I Youth (Section 126)
Catalyst Life Services**

Veronica Groff

Signature

Date

Crawford County

Jenny Vermillion
County Commissioner and Chief Elected Official

Date

Douglas Weisenauer
County Commissioner and Chief Elected Official

Date

Mo Ressallat
County Commissioner and Chief Elected Official

Date

RICHLAND COUNTY

Tony Vero
County Commissioner and Chief Elected Official

Date

Marilyn John
County Commissioner and Chief Elected Official

Date

Darrell Banks
County Commissioner and Chief Elected Official

Date

**Local Area 10 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

Attachment A
Local Area ____ Career Services

All of the services and definitions listed below are straight out of 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.

Basic Career Services: Include self-help services and services that require minimal staff assistance. When an individual needs additional assistance, registration in OWCMS 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: child care; 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.

Individualized Services

Definitions can be added for group counseling, individual counseling, career planning, and workforce preparation activities to show how these services are provided and/or shared through the local workforce development system.

Services that must be made available when deemed necessary for a job-seeker 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 job-seeker 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 particular 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**

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.

Business Services

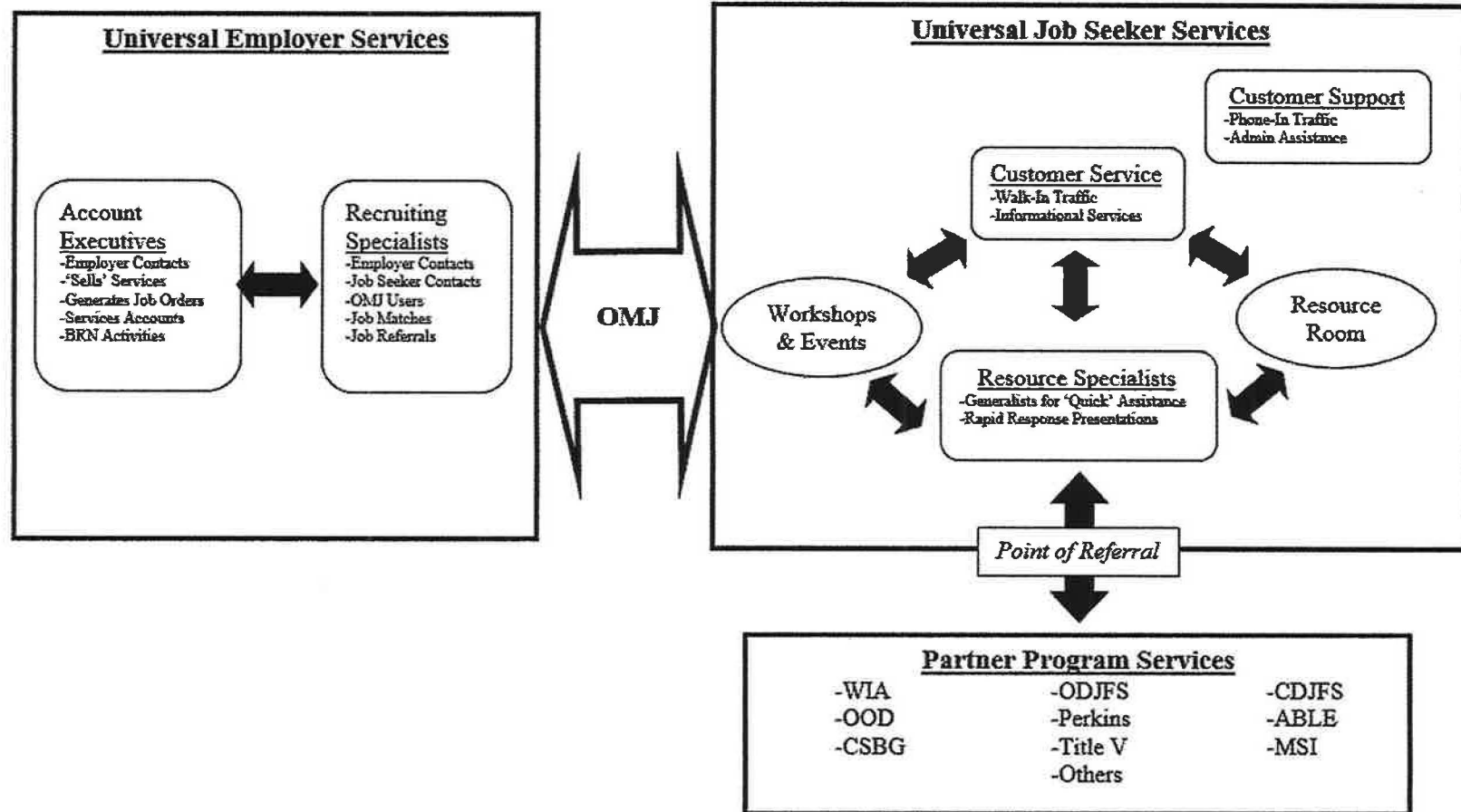
The local board and partners should remove any customized or other business services that aren't provided through the local workforce development system or shared by the partners. Any business services not listed that do involve shared responsibilities should be listed and defined.

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

1. **Labor Exchange Services:** Conduct employee recruitment and provide other business services as appropriate on behalf of employers, including the provision of information on and referrals to specialized business services not traditionally offered through the local workforce development system.
2. **Labor Market Information:** Access to information on labor market trends, statistics, and other data related to the economy, wages, industries, etc. as described in Paragraph 6 under career services.
3. **Employer Engagement:** Establish and develop relationships and networks with large and small employers and their intermediaries and develop, convene, or implement industry or sector partnerships.
4. **Customized Business Services:** Includes the following:
 - a. Customized screening and referral of qualified participants in training services to employers.
 - b. Customized services on employment-related issues.
 - c. Customized recruitment events and related services for employers—including targeted job fairs.
 - d. Human resource consultation services.
 - e. Customized labor market information.
 - f. Other similar customized services.
5. **Other Business Services:** Services and strategies that may be provided through business intermediaries working in conjunction with the local workforce development board or by economic development, philanthropic, or other private or public resources in a manner deemed appropriate by the local workforce development board and in cooperation with ODJFS and may include:
 - a. Development and implementation of industry sector strategies (those involving industry partnerships, regional skills alliances, industry skill panels, and sectoral skills partnerships).
 - b. Customized assistance or referral for assistance in the development of a registered apprenticeship program.
 - c. Development and delivery of innovative workforce services and strategies (may include career pathways, skills upgrading, skill standard development, and certification for recognized post-secondary credential or other employer use).
 - d. Assistance provided in coordination with rapid response activities to manage workforce reductions (may include early identification of businesses at risk, feasibility studies to assess needs and options for at-risk businesses, and employment and training activities to address risk factors).

- e. Promotion of business services to area employers—including small and mid-sized employers.
 - f. Assistance in access to local, state, and federal tax credits.
6. **Training assistance:** Providing training resources to enable employers to upgrade employee skills, introduce workers to new technology, or to help employees transition into new positions.
 7. **Employer information and referral:** Provision of information on topics of interest to employers such as services available in the community, local training providers, federal laws and requirements, tax information, apprenticeship programs, human resource practices, alien labor certification, incentive programs such as WOTC or the federal bonding program, etc.
 8. **Rapid Response and Layoff Aversion:** Provision of services to prevent downsizing or closure, or to assist during layoff events. Strategies may include incumbent worker training to avert lay-offs, financing options, employee ownership options, placement assistance, worker assessments, establishment of transition centers, labor-management committees, peer counseling, etc.

Attachment B - Workflow



CFIS Web
O1017 - Crawford - OMJ Center
MOU Budget

State Fiscal Year:	SFY2018 - SA Fiscal Year 2018	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Allocated or Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: Crawford - TANF Program

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager	6,108.52
	Data Entry/Support Staff	3,888.61
	Receptionist/Greeter	1,770.42
	Sub-Total:	11,767.55
Equipment and Supplies (Partner Use)	Office Equipment - Copier	403.31
	Office Equipment - Fax Machine	81.29
	Office Supplies (paper, pencils, etc.)	397.02
	Postage	1,273.13
	Telephone System	579.32
	Sub-Total:	2,734.07
Facilities	Electric Utility	2,016.54
	Elevator Service, Repair, Inspection	21.33
	Gas Utility	308.71
	Janitorial Services	606.01
	Lease	4,991.59
	Maintenance - Other	972.06
	Restroom Supplies	206.14
	Snow Removal	85.09
	Trash Removal	34.13
	Water Utility	186.91
	Sub-Total:	9,428.51
Outreach/Marketing	Brochures and printed materials	448.04
	Website Maintenance	15.75
	Sub-Total:	463.79
Resource Room	Newspaper subscriptions	215.61
	Sub-Total:	215.61
	Total:	24,609.53

CFIS Web
O1017 - Crawford - OMJ Center
MOU Budget

State Fiscal Year:	SFY2018 - SA Fiscal Year 2018	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Allocated or Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: Crawford - WIOA Program

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager	4,774.14
	Data Entry/Support Staff	3,039.16
	Receptionist/Greeter	1,383.68
	Sub-Total:	9,196.98
Equipment and Supplies (Partner Use)	Office Equipment - Copier	315.21
	Office Equipment - Fax Machine	63.53
	Office Supplies (paper, pencils, etc.)	310.30
	Postage	995.02
	Telephone System	452.76
	Sub-Total:	2,136.82
Facilities	Electric Utility	2,016.54
	Elevator Service, Repair, Inspection	21.33
	Gas Utility	308.70
	Janitorial Services	473.62
	Lease	4,991.58
	Maintenance - Other	972.06
	Restroom Supplies	206.13
	Snow Removal	85.09
	Trash Removal	34.13
	Water Utility	186.90
	Sub-Total:	9,296.08
Outreach/Marketing	Brochures and printed materials	350.18
	Website Maintenance	12.31
	Sub-Total:	362.49
Resource Room	Newspaper subscriptions	168.51
	Sub-Total:	168.51
	Total:	21,160.88

CFIS Web
O1017 - Crawford - OMJ Center
MOU Budget

State Fiscal Year:	SFY2018 - SA Fiscal Year 2018	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Allocated or Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: ODJFS

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager	5,331.61
	Data Entry/Support Staff	3,394.04
	Receptionist/Greeter	1,545.25
	Sub-Total:	10,270.90
Equipment and Supplies (Partner Use)	Office Equipment - Copier	352.02
	Office Equipment - Fax Machine	70.95
	Office Supplies (paper, pencils, etc.)	346.53
	Postage	1,111.20
	Telephone System	505.63
	Sub-Total:	2,386.33
Facilities	Electric Utility	1,199.16
	Elevator Service, Repair, Inspection	12.69
	Gas Utility	183.58
	Janitorial Services	528.93
	Lease	2,968.30
	Maintenance - Other	578.04
	Restroom Supplies	122.58
	Snow Removal	50.60
	Trash Removal	20.30
	Water Utility	111.15
	Sub-Total:	5,775.33
Outreach/Marketing	Brochures and printed materials	391.07
	Website Maintenance	13.74
	Sub-Total:	404.81
Resource Room	Newspaper subscriptions	188.19
	Sub-Total:	188.19
	Total:	19,025.56

CFIS Web
O1017 - Crawford - OMJ Center
MOU Budget

State Fiscal Year:	SFY2018 - SA Fiscal Year 2018	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Allocated or Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: Opportunities for Ohioans with Disabilities

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager	3,554.41
	Data Entry/Support Staff	2,262.69
	Receptionist/Greeter	1,030.17
	Sub-Total:	6,847.27
Equipment and Supplies (Partner Use)	Office Equipment - Copier	234.68
	Office Equipment - Fax Machine	47.30
	Office Supplies (paper, pencils, etc.)	231.02
	Postage	740.80
	Telephone System	337.09
	Sub-Total:	1,590.89
Facilities	Electric Utility	885.91
	Elevator Service, Repair, Inspection	9.37
	Gas Utility	135.62
	Janitorial Services	352.62
	Lease	2,192.91
	Maintenance - Other	427.04
	Restroom Supplies	90.56
	Snow Removal	37.38
	Trash Removal	14.99
	Water Utility	82.11
	Sub-Total:	4,228.51
Outreach/Marketing	Brochures and printed materials	260.71
	Website Maintenance	9.16
	Sub-Total:	269.87
Resource Room	Newspaper subscriptions	125.46
	Sub-Total:	125.46
	Total:	13,062.00
OMJ Total:		77,857.97

CFIS Web
O1017 - Crawford - OMJ Center
MOU Budget

State Fiscal Year: SFY2019 - SA Fiscal Year 2019	Expense Type: All	
Cost Pool: All	MOU Budget Status: Approved	
Partner:	Report Option: Detail	
Group1: Partner		

Partner: Crawford - TANF Program

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager	6,108.52
	Data Entry/Support Staff	3,888.61
	Receptionist/Greeter	1,770.42
	Sub-Total:	11,767.55
Equipment and Supplies (Partner Use)	Office Equipment - Copier	403.31
	Office Equipment - Fax Machine	81.29
	Office Supplies (paper, pencils, etc.)	397.02
	Postage	1,273.13
	Telephone System	579.32
	Sub-Total:	2,734.07
Facilities	Electric Utility	2,016.54
	Elevator Service, Repair, Inspection	21.33
	Gas Utility	308.71
	Janitorial Services	606.01
	Lease	4,991.59
	Maintenance - Other	972.06
	Restroom Supplies	206.14
	Snow Removal	85.09
	Trash Removal	34.13
	Water Utility	186.91
	Sub-Total:	9,428.51
Outreach/Marketing	Brochures and printed materials	448.04
	Website Maintenance	15.75
	Sub-Total:	463.79
Resource Room	Newspaper subscriptions	215.61
	Sub-Total:	215.61
	Total:	24,609.53

CFIS Web
O1017 - Crawford - OMJ Center
MOU Budget

State Fiscal Year:	SFY2019 - SA Fiscal Year 2019	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: Crawford - WIOA Program

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager	4,774.14
	Data Entry/Support Staff	3,039.16
	Receptionist/Greeter	1,383.68
	Sub-Total:	9,196.98
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	Office Equipment - Fax Machine	63.53
	Office Supplies (paper, pencils, etc.)	310.30
	Postage	995.02
	Telephone System	452.76
	Sub-Total:	2,136.82
Facilities	Electric Utility	2,016.54
	Elevator Service, Repair, Inspection	21.33
	Gas Utility	308.70
	Janitorial Services	473.62
	Lease	4,991.58
	Maintenance - Other	972.06
	Restroom Supplies	206.13
	Snow Removal	85.09
	Trash Removal	34.13
	Water Utility	186.90
	Sub-Total:	9,296.08
Outreach/Marketing	Brochures and printed materials	350.18
	Website Maintenance	12.31
	Sub-Total:	362.49
Resource Room	Newspaper subscriptions	168.51
	Sub-Total:	168.51
Total:		21,160.88

CFIS Web
O1017 - Crawford - OMJ Center
MOU Budget

State Fiscal Year:	SFY2019 - SA Fiscal Year 2019	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: ODJFS

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager	5,331.61
	Data Entry/Support Staff	3,394.04
	Receptionist/Greeter	1,545.25
	Sub-Total:	10,270.90
Equipment and Supplies (Partner Use)	Office Equipment - Copier	352.02
	Office Equipment - Fax Machine	70.95
	Office Supplies (paper, pencils, etc.)	346.53
	Postage	1,111.20
	Telephone System	505.63
	Sub-Total:	2,386.33
Facilities	Electric Utility	1,199.16
	Elevator Service, Repair, Inspection	12.69
	Gas Utility	183.58
	Janitorial Services	528.93
	Lease	2,968.30
	Maintenance - Other	578.04
	Restroom Supplies	122.58
	Snow Removal	50.60
	Trash Removal	20.30
	Water Utility	111.15
	Sub-Total:	5,775.33
Outreach/Marketing	Brochures and printed materials	391.07
	Website Maintenance	13.74
	Sub-Total:	404.81
Resource Room	Newspaper subscriptions	188.19
	Sub-Total:	188.19
	Total:	19,025.56

CFIS Web
O1017 - Crawford - OMJ Center
MOU Budget

State Fiscal Year:	SFY2019 - SA Fiscal Year 2019	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: Opportunities for Ohioans with Disabilities

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager	3,554.41
	Data Entry/Support Staff	2,262.69
	Receptionist/Greeter	1,030.17
	Sub-Total:	6,847.27
Equipment and Supplies (Partner Use)	Office Equipment - Copier	234.68
	Office Equipment - Fax Machine	47.30
	Office Supplies (paper, pencils, etc.)	231.02
	Postage	740.80
	Telephone System	337.09
	Sub-Total:	1,590.89
Facilities	Electric Utility	885.91
	Elevator Service, Repair, Inspection	9.37
	Gas Utility	135.62
	Janitorial Services	352.62
	Lease	2,192.91
	Maintenance - Other	427.04
	Restroom Supplies	90.56
	Snow Removal	37.38
	Trash Removal	14.99
	Water Utility	82.11
	Sub-Total:	4,228.51
Outreach/Marketing	Brochures and printed materials	260.71
	Website Maintenance	9.16
	Sub-Total:	269.87
Resource Room	Newspaper subscriptions	125.46
	Sub-Total:	125.46
	Total:	13,062.00
	OMJ Total:	77,857.97

CFIS Web
O1070 - Richland - OMJ Center
MOU Budget

State Fiscal Year:	SFY2018 - SA Fiscal Year 2018	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Allocated or Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: OPPT FR Ohioans W/Disabilities

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager	309.66
	Fiscal Support Staff	17.12
	Technology Support Staff	44.79
	Sub-Total:	371.57
Equipment and Supplies (Partner Use)	Telephone System	9.00
	Sub-Total:	9.00
Resource Room	Computer Equipment (Software)	2.15
	Internet Access	10.32
	Newspaper subscriptions	2.42
	Office Equipment - Copier / Scanner / FAX	22.07
	Office Supplies (paper, pencils, etc.) - Resource Room	8.27
	Postage - Resource Room	5.25
	Telephone System - Resource Room	11.99
	Sub-Total:	62.47
	Total:	443.04

CFIS Web
O1070 - Richland - OMJ Center
MOU Budget

State Fiscal Year:	SFY2019 - SA Fiscal Year 2019	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: Area 10 WIOA Board - Richland County

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager	16,246.36
	Fiscal Support Staff	898.11
	Technology Support Staff	2,349.85
	Sub-Total:	19,494.32
Equipment and Supplies (Partner Use)	Telephone System	471.96
	Sub-Total:	471.96
Facilities	Cleaning Supplies	294.00
	Electric Utility	2,144.40
	Janitorial Services	1,168.40
	Lease	4,958.00
	Security	296.80
	Utilities	370.40
	Water Utility	94.00
	Sub-Total:	9,326.00
Resource Room	Computer Equipment (Software)	112.80
	Internet Access	541.44
	Newspaper subscriptions	126.79
	Office Equipment - Copier / Scanner / FAX	1,157.89
	Office Supplies (paper, pencils, etc.) - Resource Room	433.83
	Postage - Resource Room	275.68
	Telephone System - Resource Room	629.20
	Sub-Total:	3,277.63
	Total:	32,569.91

CFIS Web
O1070 - Richland - OMJ Center
MOU Budget

State Fiscal Year: SFY2019 - SA Fiscal Year 2019	Expense Type: All	
Cost Pool: All	MOU Budget Status: Approved	
Partner:	Report Option: Detail	
Group1: Partner		

Partner: Erie- Huron Counties Community Action Commission

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager	151.23
	Fiscal Support Staff	8.36
	Technology Support Staff	21.87
	Sub-Total:	181.46
Equipment and Supplies (Partner Use)	Telephone System	4.39
	Sub-Total:	4.39
Resource Room	Computer Equipment (Software)	1.05
	Internet Access	5.04
	Newspaper subscriptions	1.18
	Office Equipment - Copier / Scanner / FAX	10.78
	Office Supplies (paper, pencils, etc.) - Resource Room	4.04
	Postage - Resource Room	2.57
	Telephone System - Resource Room	5.86
	Sub-Total:	30.52
	Total:	216.37

CFIS Web
O1070 - Richland - OMJ Center
MOU Budget

State Fiscal Year:	SFY2019 - SA Fiscal Year 2019	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: Goodwill of Akron

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager	612.12
	Fiscal Support Staff	33.84
	Technology Support Staff	88.54
	Sub-Total:	734.50
Equipment and Supplies (Partner Use)	Telephone System	17.78
	Sub-Total:	17.78
Resource Room	Computer Equipment (Software)	4.25
	Internet Access	20.40
	Newspaper subscriptions	4.78
	Office Equipment - Copier / Scanner / FAX	43.63
	Office Supplies (paper, pencils, etc.) - Resource Room	16.35
	Postage - Resource Room	10.39
	Telephone System - Resource Room	23.71
	Sub-Total:	123.51
	Total:	875.79

CFIS Web
O1070 - Richland - OMJ Center
MOU Budget

State Fiscal Year:	SFY2019 - SA Fiscal Year 2019	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: Madison Adult Education

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager	612.12
	Fiscal Support Staff	33.84
	Technology Support Staff	88.54
	Sub-Total:	734.50
Equipment and Supplies (Partner Use)	Telephone System	17.78
	Sub-Total:	17.78
Resource Room	Computer Equipment (Software)	4.25
	Internet Access	20.40
	Newspaper subscriptions	4.78
	Office Equipment - Copier / Scanner / FAX	43.63
	Office Supplies (paper, pencils, etc.) - Resource Room	16.35
	Postage - Resource Room	10.39
	Telephone System - Resource Room	23.71
	Sub-Total:	123.51
	Total:	875.79

CFIS Web
O1070 - Richland - OMJ Center
MOU Budget

State Fiscal Year:	SFY2019 - SA Fiscal Year 2019	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: Mansfield City Schools

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager	309.66
	Fiscal Support Staff	17.12
	Technology Support Staff	44.79
	Sub-Total:	371.57
Equipment and Supplies (Partner Use)	Telephone System	9.00
	Sub-Total:	9.00
Resource Room	Computer Equipment (Software)	2.15
	Internet Access	10.32
	Newspaper subscriptions	2.42
	Office Equipment - Copier / Scanner / FAX	22.07
	Office Supplies (paper, pencils, etc.) - Resource Room	8.27
	Postage - Resource Room	5.25
	Telephone System - Resource Room	11.99
	Sub-Total:	62.47
	Total:	443.04

CFIS Web
O1070 - Richland - OMJ Center
MOU Budget

State Fiscal Year: SFY2019 - SA Fiscal Year 2019	Expense Type: All	
Cost Pool: All	MOU Budget Status: Approved	
Partner:	Report Option: Detail	
Group1: Partner		

Partner: NCSC

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager	612.12
	Fiscal Support Staff	33.84
	Technology Support Staff	88.54
	Sub-Total:	734.50
Equipment and Supplies (Partner Use)	Telephone System	17.78
	Sub-Total:	17.78
Resource Room	Computer Equipment (Software)	4.25
	Internet Access	20.40
	Newspaper subscriptions	4.78
	Office Equipment - Copier / Scanner / FAX	43.63
	Office Supplies (paper, pencils, etc.) - Resource Room	16.35
	Postage - Resource Room	10.39
	Telephone System - Resource Room	23.71
	Sub-Total:	123.51
	Total:	875.79

CFIS Web
O1070 - Richland - OMJ Center
MOU Budget

State Fiscal Year:	SFY2019 - SA Fiscal Year 2019	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: ODJFS

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager	11,659.07
	Fiscal Support Staff	644.52
	Technology Support Staff	1,686.35
	Sub-Total:	13,989.94
Equipment and Supplies (Partner Use)	Telephone System	338.69
	Sub-Total:	338.69
Facilities	Cleaning Supplies	356.99
	Electric Utility	2,603.84
	Janitorial Services	1,418.73
	Lease	6,020.25
	Security	360.39
	Utilities	449.76
	Water Utility	114.14
	Sub-Total:	11,324.10
Resource Room	Computer Equipment (Software)	80.95
	Internet Access	388.56
	Newspaper subscriptions	90.99
	Office Equipment - Copier / Scanner / FAX	830.95
	Office Supplies (paper, pencils, etc.) - Resource Room	311.33
	Postage - Resource Room	197.84
	Telephone System - Resource Room	451.54
	Sub-Total:	2,352.16
	Total:	28,004.89

CFIS Web
O1070 - Richland - OMJ Center
MOU Budget

State Fiscal Year:	SFY2019 - SA Fiscal Year 2019	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: OPPT FR Ohioans W/Disabilities

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager	309.66
	Fiscal Support Staff	17.12
	Technology Support Staff	44.79
	Sub-Total:	371.57
Equipment and Supplies (Partner Use)	Telephone System	9.00
	Sub-Total:	9.00
Resource Room	Computer Equipment (Software)	2.15
	Internet Access	10.32
	Newspaper subscriptions	2.42
	Office Equipment - Copier / Scanner / FAX	22.07
	Office Supplies (paper, pencils, etc.) - Resource Room	8.27
	Postage - Resource Room	5.25
	Telephone System - Resource Room	11.99
	Sub-Total:	62.47
	Total:	443.04

CFIS Web
O1070 - Richland - OMJ Center
MOU Budget

State Fiscal Year:	SFY2019 - SA Fiscal Year 2019	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: Pioneer Career and Technical Center

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager	612.12
	Fiscal Support Staff	33.84
	Technology Support Staff	88.54
	Sub-Total:	734.50
Equipment and Supplies (Partner Use)	Telephone System	17.78
	Sub-Total:	17.78
Resource Room	Computer Equipment (Software)	4.25
	Internet Access	20.40
	Newspaper subscriptions	4.78
	Office Equipment - Copier / Scanner / FAX	43.63
	Office Supplies (paper, pencils, etc.) - Resource Room	16.35
	Postage - Resource Room	10.39
	Telephone System - Resource Room	23.71
	Sub-Total:	123.51
	Total:	875.79

CFIS Web
01070 - Richland - OMJ Center
MOU Budget

State Fiscal Year:	SFY2019 - SA Fiscal Year 2019	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: Richland County JFS

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager	40,889.54
	Fiscal Support Staff	2,260.41
	Technology Support Staff	5,914.19
	Sub-Total:	49,064.14
Equipment and Supplies (Partner Use)	Telephone System	1,187.84
	Sub-Total:	1,187.84
Facilities	Cleaning Supplies	84.01
	Electric Utility	612.76
	Janitorial Services	333.87
	Lease	1,416.75
	Security	84.81
	Utilities	105.84
	Water Utility	26.86
	Sub-Total:	2,664.90
Resource Room	Computer Equipment (Software)	283.90
	Internet Access	1,362.72
	Newspaper subscriptions	319.08
	Office Equipment - Copier / Scanner / FAX	2,914.20
	Office Supplies (paper, pencils, etc.) - Resource Room	1,091.86
	Postage - Resource Room	693.85
	Telephone System - Resource Room	1,583.58
	Sub-Total:	8,249.19
	Total:	61,166.07
	OMJ Total:	126,346.48

WIOAPL 16-06 (State Mechanism for Funding OhioMeansJobs Center Infrastructure Costs)

Workforce Innovation and Opportunity Act Policy Letter No. 16-06

November 10, 2016

To: Workforce Innovation and Opportunity Act (WIOA) Local Workforce Development Boards (WDBs), Fiscal Agents, and OhioMeansJobs Center Operators

From: Cynthia C. Dungey, Director

Subject: State Mechanism for Funding OhioMeansJobs Center Infrastructure Costs

I. Purpose

The purpose of this policy is to communicate guidance and parameters for implementation of the state infrastructure funding mechanism when required partners and the local workforce development boards (WDB) cannot reach consensus on funding OhioMeansJobs Center infrastructure costs through the local infrastructure funding mechanism.

II. Effective Date

Immediately

III. Background

Per section 121 (h) of the Workforce Innovation and Opportunity Act (WIOA), states are required to develop an infrastructure funding mechanism that will be implemented by the state to determine and collect each partner's proportionate share of funds for OhioMeansJobs center infrastructure costs when a WDB and local partners in a local workforce development area cannot reach a consensus on infrastructure funding through the local infrastructure funding mechanism.

The state infrastructure funding mechanism must take into consideration the number of centers in the area, the population served, and services provided. It must take into account each local partner's costs for administration of the local workforce development system that are not for purposes related to OhioMeansJobs centers, as well as the statutory requirements for each partner program, all other legal requirements, and the ability of each partner program to fulfill those requirements.

The Ohio Department of Job and Family Services (ODJFS), as the state workforce agency responsible for administration and oversight of WIOA, will provide guidance, technical assistance, and facilitation as needed to local WDBs, chief elected officials, and partners in determining equitable and stable methods of funding the infrastructure costs.

IV. Definitions

Cap on required contributions : The maximum dollar amount a local partner is mandated to contribute under the state infrastructure funding mechanism. Each partner's maximum cap is defined in section 121(h)(2)(D)(ii) of WIOA as a specific percentage of the partner's annual federal funding for workforce programs (i.e., education, employment, and training activities delivered using that funding.)

Infrastructure funding : Contributions to pay for nonpersonnel costs necessary to operate an OhioMeansJobs Center, including rent, utilities, maintenance, supplies, equipment, technology to facilitate access, and outreach activities.

Local Memorandum of Understanding (MOU) : The agreement resulting from negotiations at the local level that describes the roles and responsibilities of the local WDB and local

partners in the operation of the OhioMeansJobs Centers and participation in the local workforce development system. The MOU lists each local partner's proportionate share of infrastructure costs and the costs for shared services as well as other locally negotiated terms.

Non-required partner : An entity voluntarily participating in the local OhioMeansJobs Center system that is not carrying out any of the programs or activities that would mandate such participation under WIOA.

Participating area : A local workforce development area subject to the state infrastructure funding mechanism during a given program year; or an area in which the partners failed to complete the local MOU negotiation process for one or more OhioMeansJobs Centers in the area.

Partner : The collective term to reference both required and non-required partners.

Requested contribution : The aggregate annual state infrastructure costs allocable to a required partner based on the MOU budgets from all participating areas where the partner has a presence; or a partner's actual cost and benefit received from OhioMeansJobs Center participation within the areas participating in the state infrastructure funding methodology.

Required partner : An entity carrying out programs or activities listed in WIOA section 121(b)(1)(B) which mandates participation in the local OhioMeansJobs Center delivery system.

V. Requirements

A. Methods for Determining Infrastructure Costs

Section 121 (h) of WIOA provides two options for determining the partners' proportionate share of infrastructure costs for certified OhioMeansJobs centers located in the workforce development area:

Method 1: Local Funding Mechanism - A local funding methodology is agreed upon by the local board, chief elected official(s), and partners as defined in the local MOU.

Prior to the beginning of each program year, the partners in each local workforce development area will participate in a negotiation process to determine how to fund the costs of the area's certified OhioMeansJobs Center(s) in the upcoming program year. ODJFS will provide guidance and technical assistance to the partners to facilitate the MOU negotiation process. The MOU describing the locally-defined funding method and total costs signed by the partners, WDB, and chief elected official(s), must be submitted to the state workforce agency by May 31st for the subsequent program year beginning on July 1st.

Method 2: State Infrastructure Funding Mechanism - If no consensus agreement is reached using the local infrastructure funding method, the state infrastructure funding mechanism will be implemented.

When ODJFS receives notice from WDB that it, the chief elected official(s), and area partners are unable to reach consensus on the funding of infrastructure costs, ODJFS, in consultation with state-level partner agencies, will provide local mediation and negotiation assistance to help the area reach consensus under the local infrastructure mechanism. If consensus still cannot be reached, the state infrastructure funding mechanism will be implemented.

Areas that have not submitted a signed MOU for the upcoming state fiscal year (beginning July 1st) by May 31st, or have not notified ODJFS that consensus has been reached on funding the OhioMeansJobs Center costs by May 31st, will be considered to have failed the local infrastructure mechanism. These areas will be subject to the state infrastructure funding mechanism.

B. State Infrastructure Funding Formula

For each local workforce development area subject to the state infrastructure funding mechanism, ODJFS will calculate the total amount payable by each required partner in a participating area, using the following methodology:

1. **Identification of negotiated infrastructure costs:** ODJFS will identify the infrastructure costs and each partner's share of those costs from the most recent MOU successfully negotiated by the partners in the participating area.
2. **Infrastructure cost adjustments:** The budget associated with the most recent MOU will be adjusted as described below:
 - A. Personnel costs within the MOU budget will be subtracted from the total cost to be requested from the partners.
 - B. Costs charged to non-required partners and Native American programs will be subtracted from the total amount to be requested from the remaining partners.
 - C. Alternative funding that would defray the costs to partners will be subtracted from the total to be requested from the partners.
 - D. Infrastructure costs may be increased by up to three percent over the most recent MOU budget for each consecutive year the area participates in state infrastructure funding if such cost increases are supported by documentation.
3. **Partner funding requests:** Each required partner will be notified of its aggregate costs in all participating areas in which the partner has a presence. Each partner must notify ODJFS if the requested amount exceeds the cap on required contributions listed in section 121 (h)(2)(D)(ii) of WIOA.
4. **Calculation of allocations:** If any required partner's cap is exceeded and the partner will not voluntarily contribute the requested contribution, the state infrastructure allocations for all participating areas in which that partner has a presence will be reduced proportionately until the total allocations to the participating areas do not exceed the contributions from the required partners. ODJFS will notify each participating area of its final calculated annual state infrastructure funding allocation.

Attachment 1 to this policy – State Infrastructure Funding Methodology – contains more details about the above steps.

C. Allocation Process

Each participating area will receive quarterly allocations for OhioMeansJobs center infrastructure costs. To fund these awards, ODJFS will collect required contributions from each partner with a presence in participating areas at the beginning of each calendar quarter by invoicing the required partners for one-fourth of the partner's annual contribution. Once the funds are collected from the partners, the contribution from each partner will be divided among the participating areas according to the formula for state infrastructure funding, aggregated with the other required partner contributions to that participating area, and issued as a single allocation to the area's WIOA fiscal agent.

Participating areas may draw the allocated state infrastructure funds to pay for actual costs of OhioMeansJobs center operations for line items of expense identified by ODJFS as infrastructure costs in the most recently negotiated MOU. Actual costs must be reported against the allocations using financial system codes established by

ODJFS. Participating areas must maintain records documenting their actual costs paid with state infrastructure funding dollars in accordance with the records retention schedule identified in the WIOA subgrant agreement. ODJFS will conduct monitoring to ensure costs are allowable and properly documented.

D. Completion of MOU Negotiation

Implementation of the state infrastructure funding mechanism does not relieve the WDB or partners from the responsibility to negotiate for other required aspects of the local MOU including provision of shared career services, common costs such as costs of intake, assessment, and appraisal of basic service needs, and methods of referral. Personnel costs are excluded from the state infrastructure funding calculation and will need to be negotiated separately among the partners and included along with the state infrastructure funding in the MOU budget.

If the state infrastructure funding allocation amount from a required partner will be less than the infrastructure costs originally budgeted in the MOU for a participating area, partners will be directed to reenter negotiations to resolve the shortage in a manner that is consistent with the laws and regulations that authorize each partner's program. Participating areas must submit a completed MOU signed by all parties and containing all required elements including the resource sharing budget reflecting each partner's contribution under state infrastructure funding and any additional contributions by June 30th. Delaying the submission of the MOU may delay the issuance of the state infrastructure funding allocation.

E. Coordination of State Agency Required Partners

At the beginning of each biennium, the state agencies responsible for administration and oversight of required partner programs listed in section 121 (b)(1)(B) of WIOA (state partners) will execute an interagency agreement in which the state partners will ensure that program funds in an amount not to exceed the cap listed in section 121 (h)(2)(D)(ii) of WIOA will be available to pay required contributions in the event that the state infrastructure mechanism has to be implemented for one or more local workforce development areas. If the infrastructure funding mechanism is implemented in any local area, ODJFS will enter into a similar agreement at that time with any required partner receiving its funds directly from a federal agency rather than through a state agency pass-through.

If the infrastructure funding mechanism is implemented in any area, ODJFS will provide state partners with a list of all areas that successfully negotiated MOUs and those that will be subject to the state infrastructure funding mechanism along with the amounts of required contributions needed from each partner for each participating area.

F. Partner Appeals

Partners may appeal the determination of state infrastructure funding contributions on the basis that such determination is inconsistent with this policy or with any part of section 121(h) of WIOA. The appeals process is as follows:

- Within 21 calendar days from the date of receipt of the notice of state infrastructure funding determination, the partner(s) may file an appeal to the State in writing that clearly describes the reason(s) the partner is disputing the required contribution amount calculated under the state infrastructure funding mechanism.
- The State will review the request for appeal.
- The State will notify the partner of its actions in writing within 30 calendar days upon receipt of the appeal.

The flowchart in Attachment 2 illustrates the state infrastructure funding process graphically.

VI. Monitoring

Through the state's monitoring system, program monitors and auditors will review the area's MOU negotiation process during the annual onsite monitoring review for compliance with federal and state laws and regulations. Any issues will be handled through the state's monitoring resolution process.

VII. Technical Assistance

For technical assistance, you may send your request to the Office of Workforce Development: OWDGRANTS@jfs.ohio.gov .

VIII. References

Workforce Innovation and Opportunity Act, § 121, Public Law 113-128.

20 C.F.R. §§ 678.700 thru 678.760.

2 C.F.R. Parts 200 and 2900.

Attachments

Attachment 1: [State Infrastructure Funding Methodology](#)

Attachment 2: [State Infrastructure Funding Process Flow](#)

CFIS Web
O1017 - Crawford - OMJ Center
MOU Budget

State Fiscal Year:	SFY2018 - SA Fiscal Year 2018	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Allocated or Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: Crawford - TANF Program

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager	6,108.52
	Data Entry/Support Staff	3,888.61
	Receptionist/Greeter	1,770.42
	Sub-Total:	11,767.55
Equipment and Supplies (Partner Use)	Office Equipment - Copier	403.31
	Office Equipment - Fax Machine	81.29
	Office Supplies (paper, pencils, etc.)	397.02
	Postage	1,273.13
	Telephone System	579.32
	Sub-Total:	2,734.07
Facilities	Electric Utility	2,016.54
	Elevator Service, Repair, Inspection	21.33
	Gas Utility	308.71
	Janitorial Services	606.01
	Lease	4,991.59
	Maintenance - Other	972.06
	Restroom Supplies	206.14
	Snow Removal	85.09
	Trash Removal	34.13
	Water Utility	186.91
	Sub-Total:	9,428.51
Outreach/Marketing	Brochures and printed materials	448.04
	Website Maintenance	15.75
	Sub-Total:	463.79
Resource Room	Newspaper subscriptions	215.61
	Sub-Total:	215.61
	Total:	24,609.53

CFIS Web
O1017 - Crawford - OMJ Center
MOU Budget

State Fiscal Year:	SFY2018 - SA Fiscal Year 2018	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Allocated or Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: Crawford - WIOA Program

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager	4,774.14
	Data Entry/Support Staff	3,039.16
	Receptionist/Greeter	1,383.68
	Sub-Total:	9,196.98
Equipment and Supplies (Partner Use)	Office Equipment - Copier	315.21
	Office Equipment - Fax Machine	63.53
	Office Supplies (paper, pencils, etc.)	310.30
	Postage	995.02
	Telephone System	452.76
	Sub-Total:	2,136.82
Facilities	Electric Utility	2,016.54
	Elevator Service, Repair, Inspection	21.33
	Gas Utility	308.70
	Janitorial Services	473.62
	Lease	4,991.58
	Maintenance - Other	972.06
	Restroom Supplies	206.13
	Snow Removal	85.09
	Trash Removal	34.13
	Water Utility	186.90
	Sub-Total:	9,296.08
Outreach/Marketing	Brochures and printed materials	350.18
	Website Maintenance	12.31
	Sub-Total:	362.49
Resource Room	Newspaper subscriptions	168.51
	Sub-Total:	168.51
Total:		21,160.88

CFIS Web
O1017 - Crawford - OMJ Center
MOU Budget

State Fiscal Year:	SFY2018 - SA Fiscal Year 2018	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Allocated or Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: ODJFS

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager	5,331.61
	Data Entry/Support Staff	3,394.04
	Receptionist/Greeter	1,545.25
	Sub-Total:	10,270.90
Equipment and Supplies (Partner Use)	Office Equipment - Copier	352.02
	Office Equipment - Fax Machine	70.95
	Office Supplies (paper, pencils, etc.)	346.53
	Postage	1,111.20
	Telephone System	505.63
	Sub-Total:	2,386.33
Facilities	Electric Utility	1,199.16
	Elevator Service, Repair, Inspection	12.69
	Gas Utility	183.58
	Janitorial Services	528.93
	Lease	2,968.30
	Maintenance - Other	578.04
	Restroom Supplies	122.58
	Snow Removal	50.60
	Trash Removal	20.30
	Water Utility	111.15
	Sub-Total:	5,775.33
Outreach/Marketing	Brochures and printed materials	391.07
	Website Maintenance	13.74
	Sub-Total:	404.81
Resource Room	Newspaper subscriptions	188.19
	Sub-Total:	188.19
	Total:	19,025.56

CFIS Web
O1017 - Crawford - OMJ Center
MOU Budget

State Fiscal Year:	SFY2018 - SA Fiscal Year 2018	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Allocated or Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: Opportunities for Ohioans with Disabilities

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager	3,554.41
	Data Entry/Support Staff	2,262.69
	Receptionist/Greeter	1,030.17
	Sub-Total:	6,847.27
Equipment and Supplies (Partner Use)	Office Equipment - Copier	234.68
	Office Equipment - Fax Machine	47.30
	Office Supplies (paper, pencils, etc.)	231.02
	Postage	740.80
	Telephone System	337.09
	Sub-Total:	1,590.89
Facilities	Electric Utility	885.91
	Elevator Service, Repair, Inspection	9.37
	Gas Utility	135.62
	Janitorial Services	352.62
	Lease	2,192.91
	Maintenance - Other	427.04
	Restroom Supplies	90.56
	Snow Removal	37.38
	Trash Removal	14.99
	Water Utility	82.11
	Sub-Total:	4,228.51
Outreach/Marketing	Brochures and printed materials	260.71
	Website Maintenance	9.16
	Sub-Total:	269.87
Resource Room	Newspaper subscriptions	125.46
	Sub-Total:	125.46
	Total:	13,062.00
	OMJ Total:	77,857.97

CFIS Web
O1070 - Richland - OMJ Center
MOU Budget

State Fiscal Year:	SFY2018 - SA Fiscal Year 2018	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: Area 10 WIOA Board - Richland County

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager	16,246.36
	Fiscal Support Staff	898.11
	Technology Support Staff	2,349.85
	Sub-Total:	19,494.32
Equipment and Supplies (Partner Use)	Telephone System	471.96
	Sub-Total:	471.96
Facilities	Cleaning Supplies	294.00
	Electric Utility	2,144.40
	Janitorial Services	1,168.40
	Lease	4,958.00
	Security	296.80
	Utilities	370.40
	Water Utility	94.00
	Sub-Total:	9,326.00
Resource Room	Computer Equipment (Software)	112.80
	Internet Access	541.44
	Newspaper subscriptions	126.79
	Office Equipment - Copier / Scanner / FAX	1,157.89
	Office Supplies (paper, pencils, etc.) - Resource Room	433.83
	Postage - Resource Room	275.68
	Telephone System - Resource Room	629.20
	Sub-Total:	3,277.63
	Total:	32,569.91

CFIS Web
O1070 - Richland - OMJ Center
MOU Budget

State Fiscal Year:	SFY2018 - SA Fiscal Year 2018	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: Erie- Huron Counties Community Action Commission

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager	151.23
	Fiscal Support Staff	8.36
	Technology Support Staff	21.87
	Sub-Total:	181.46
Equipment and Supplies (Partner Use)	Telephone System	4.39
	Sub-Total:	4.39
Resource Room	Computer Equipment (Software)	1.05
	Internet Access	5.04
	Newspaper subscriptions	1.18
	Office Equipment - Copier / Scanner / FAX	10.78
	Office Supplies (paper, pencils, etc.) - Resource Room	4.04
	Postage - Resource Room	2.57
	Telephone System - Resource Room	5.86
	Sub-Total:	30.52
	Total:	216.37

CFIS Web
O1070 - Richland - OMJ Center
MOU Budget

State Fiscal Year: SFY2018 - SA Fiscal Year 2018	Expense Type: All	
Cost Pool: All	MOU Budget Status: Approved	
Partner:	Report Option: Detail	
Group1: Partner		

Partner: Goodwill of Akron

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager	612.12
	Fiscal Support Staff	33.84
	Technology Support Staff	88.54
	Sub-Total:	734.50
Equipment and Supplies (Partner Use)	Telephone System	17.78
	Sub-Total:	17.78
Resource Room	Computer Equipment (Software)	4.25
	Internet Access	20.40
	Newspaper subscriptions	4.78
	Office Equipment - Copier / Scanner / FAX	43.63
	Office Supplies (paper, pencils, etc.) - Resource Room	16.35
	Postage - Resource Room	10.39
	Telephone System - Resource Room	23.71
	Sub-Total:	123.51
	Total:	875.79

CFIS Web
O1070 - Richland - OMJ Center
MOU Budget

State Fiscal Year:	SFY2018 - SA Fiscal Year 2018	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: Madison Adult Education

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager	612.12
	Fiscal Support Staff	33.84
	Technology Support Staff	88.54
	Sub-Total:	734.50
Equipment and Supplies (Partner Use)	Telephone System	17.78
	Sub-Total:	17.78
Resource Room	Computer Equipment (Software)	4.25
	Internet Access	20.40
	Newspaper subscriptions	4.78
	Office Equipment - Copier / Scanner / FAX	43.63
	Office Supplies (paper, pencils, etc.) - Resource Room	16.35
	Postage - Resource Room	10.39
	Telephone System - Resource Room	23.71
	Sub-Total:	123.51
	Total:	875.79

CFIS Web
O1070 - Richland - OMJ Center
MOU Budget

State Fiscal Year:	SFY2018 - SA Fiscal Year 2018	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: Mansfield City Schools

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager	309.66
	Fiscal Support Staff	17.12
	Technology Support Staff	44.79
	Sub-Total:	371.57
Equipment and Supplies (Partner Use)	Telephone System	9.00
	Sub-Total:	9.00
Resource Room	Computer Equipment (Software)	2.15
	Internet Access	10.32
	Newspaper subscriptions	2.42
	Office Equipment - Copier / Scanner / FAX	22.07
	Office Supplies (paper, pencils, etc.) - Resource Room	8.27
	Postage - Resource Room	5.25
	Telephone System - Resource Room	11.99
	Sub-Total:	62.47
	Total:	443.04

CFIS Web
O1070 - Richland - OMJ Center
MOU Budget

State Fiscal Year:	SFY2018 - SA Fiscal Year 2018		
Cost Pool:	All	Expense Type:	All
Partner:		MOU Budget Status:	Approved
Group1:	Partner	Report Option:	Detail

Partner: NCSC

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager	612.12
	Fiscal Support Staff	33.84
	Technology Support Staff	88.54
	Sub-Total:	734.50
Equipment and Supplies (Partner Use)	Telephone System	17.78
	Sub-Total:	17.78
Resource Room	Computer Equipment (Software)	4.25
	Internet Access	20.40
	Newspaper subscriptions	4.78
	Office Equipment - Copier / Scanner / FAX	43.63
	Office Supplies (paper, pencils, etc.) - Resource Room	16.35
	Postage - Resource Room	10.39
	Telephone System - Resource Room	23.71
	Sub-Total:	123.51
	Total:	875.79

CFIS Web
O1070 - Richland - OMJ Center
MOU Budget

State Fiscal Year:	SFY2018 - SA Fiscal Year 2018	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: ODJFS

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager	11,659.07
	Fiscal Support Staff	644.52
	Technology Support Staff	1,686.35
	Sub-Total:	13,989.94
Equipment and Supplies (Partner Use)	Telephone System	338.69
	Sub-Total:	338.69
Facilities	Cleaning Supplies	356.99
	Electric Utility	2,603.84
	Janitorial Services	1,418.73
	Lease	6,020.25
	Security	360.39
	Utilities	449.76
	Water Utility	114.14
	Sub-Total:	11,324.10
Resource Room	Computer Equipment (Software)	80.95
	Internet Access	388.56
	Newspaper subscriptions	90.99
	Office Equipment - Copier / Scanner / FAX	830.95
	Office Supplies (paper, pencils, etc.) - Resource Room	311.33
	Postage - Resource Room	197.84
	Telephone System - Resource Room	451.54
	Sub-Total:	2,352.16
	Total:	28,004.89

CFIS Web
O1070 - Richland - OMJ Center
MOU Budget

State Fiscal Year:	SFY2018 - SA Fiscal Year 2018	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: OPPT FR Ohioans W/Disabilities

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager	309.66
	Fiscal Support Staff	17.12
	Technology Support Staff	44.79
	Sub-Total:	371.57
Equipment and Supplies (Partner Use)	Telephone System	9.00
	Sub-Total:	9.00
Resource Room	Computer Equipment (Software)	2.15
	Internet Access	10.32
	Newspaper subscriptions	2.42
	Office Equipment - Copier / Scanner / FAX	22.07
	Office Supplies (paper, pencils, etc.) - Resource Room	8.27
	Postage - Resource Room	5.25
	Telephone System - Resource Room	11.99
	Sub-Total:	62.47
	Total:	443.04

CFIS Web
O1070 - Richland - OMJ Center
MOU Budget

State Fiscal Year: SFY2018 - SA Fiscal Year 2018	Expense Type: All	
Cost Pool: All	MOU Budget Status: Approved	
Partner:	Report Option: Detail	
Group1: Partner		

Partner: Pioneer Career and Technical Center

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager	612.12
	Fiscal Support Staff	33.84
	Technology Support Staff	88.54
	Sub-Total:	734.50
Equipment and Supplies (Partner Use)	Telephone System	17.78
	Sub-Total:	17.78
Resource Room	Computer Equipment (Software)	4.25
	Internet Access	20.40
	Newspaper subscriptions	4.78
	Office Equipment - Copier / Scanner / FAX	43.63
	Office Supplies (paper, pencils, etc.) - Resource Room	16.35
	Postage - Resource Room	10.39
	Telephone System - Resource Room	23.71
	Sub-Total:	123.51
	Total:	875.79

CFIS Web
O1070 - Richland - OMJ Center
MOU Budget

State Fiscal Year:	SFY2018 - SA Fiscal Year 2018	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: Richland County JFS

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager	40,889.54
	Fiscal Support Staff	2,260.41
	Technology Support Staff	5,914.19
	Sub-Total:	49,064.14
Equipment and Supplies (Partner Use)	Telephone System	1,187.84
	Sub-Total:	1,187.84
Facilities	Cleaning Supplies	84.01
	Electric Utility	612.76
	Janitorial Services	333.87
	Lease	1,416.75
	Security	84.81
	Utilities	105.84
	Water Utility	26.86
	Sub-Total:	2,664.90
Resource Room	Computer Equipment (Software)	283.90
	Internet Access	1,362.72
	Newspaper subscriptions	319.08
	Office Equipment - Copier / Scanner / FAX	2,914.20
	Office Supplies (paper, pencils, etc.) - Resource Room	1,091.86
	Postage - Resource Room	693.85
	Telephone System - Resource Room	1,583.58
	Sub-Total:	8,249.19
	Total:	61,166.07
	OMJ Total:	126,346.48

Local Area 10 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

7/19/17

Date

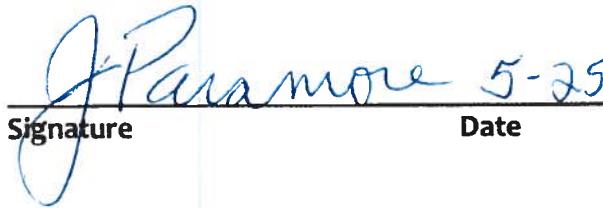
**Memorandum of Understanding
for
Local Area 10
Workforce Development System**

Signature Page

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

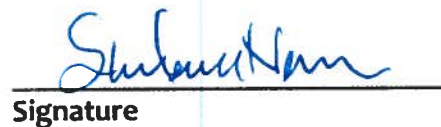
Local Area 10 Workforce Development Board

Jenni Paramore, Workforce Development Board Chair

 5-25-17
Signature Date

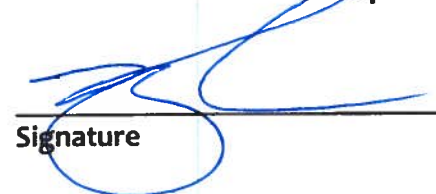
**Richland County Department of Job and Family Services
Local Required Partner for WIOA Adult/Dislocated Worker and TANF**

Sharlene Neumann, Executive Director

 5/25/17
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**

 6/5/17
Signature Date

Community Services Block Grant Employment & Training Programs (42 USC 9901 et seq)
Community Action Commission of Erie, Huron, Richland Counties, Inc.

Mark Hardin, Program Coordinator

Signature Date

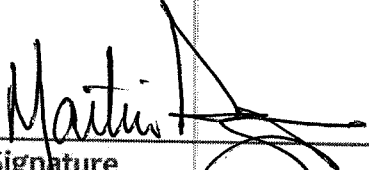
Local Workforce Development Board Area 10

Teresa Alt, Workforce Development Board Director

Signature Date


Carl D. Perkins Vocational and Applied Technology Education Act (20 USC 2301)
Postsecondary Vocational Education
Pioneer Career and Technology Center

Martin Dzugan, Director




Signature Date

7/12/17



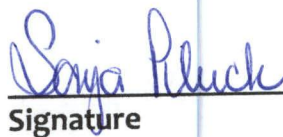
Crawford County Department of Job and Family Services
Local Required Partner for WIOA Adult/Dislocated Worker and TANF

Cassandra Holtzmann, Interim Executive Director

 5-25-17
Signature Date

Carl D. Perkins Vocational and Applied Technology Education Act (20 USC 2301)
Postsecondary Vocational Education
Madison Adult Career Center

Sonja Pluck, Director

 5/25/17
Signature Date

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

Kevin Miller, Executive Director

Signature Date

Carl D. Perkins Vocational and Applied Technology Education Act (20 USC 2301)
Postsecondary Vocational Education
North Central State College

Dr. Dorey Diab, President

Signature for Dr. Diaz 5/25/17
Date

WIOA Title II Adult Education and Literacy (Section 206) Mansfield City Schools ABLE

Michele Meckes, Director

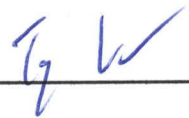
Signature	Date
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Older Americans Act Title V (42 USC 3056)
Senior Community Service Employment Program (SCSEP)
The Goodwill Industries of Akron, Ohio, Inc.

Denis M. Robinson, Sr., Director of Human Resources

Signature	Date
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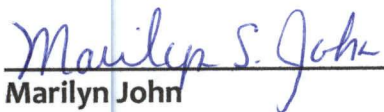
RICHLAND COUNTY



Tony Vero
County Commissioner and Chief Elected Official

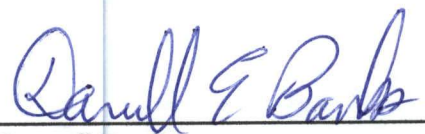
05/25/2017

Date



Marilyn John
County Commissioner and Chief Elected Official

Date



Darrell Banks
County Commissioner and Chief Elected Official

Date

Crawford County

Jenny Vermillion
County Commissioner and Chief Elected Official

Date



Douglas Weisenauer
County Commissioner and Chief Elected Official

5-25-17
Date




Mo Ressallat
County Commissioner and Chief Elected Official

5-25-17
Date

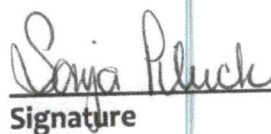
Crawford County Department of Job and Family Services
Local Required Partner for WIOA Adult/Dislocated Worker and TANF

Cassandra Holtzmann, Interim Executive Director

 5-25-17
Signature Date

Carl D. Perkins Vocational and Applied Technology Education Act (20 USC 2301)
Postsecondary Vocational Education
Madison Adult Career Center

Sonja Pluck, Director

 5/25/17
Signature Date

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

Kevin Miller, Executive Director

Signature Date

Carl D. Perkins Vocational and Applied Technology Education Act (20 USC 2301)
Postsecondary Vocational Education
North Central State College

Dr. Dorey Diab, President

Signature for Dr. Diab 5/25/17
Signature Date

WIOA Title II Adult Education and Literacy (Section 206)
Mansfield City Schools ABLE

Michele Meckes, Director

Signature Date

Older Americans Act Title V (42 USC 3056)
Senior Community Service Employment Program (SCSEP)
The Goodwill Industries of Akron, Ohio, Inc.

Denis M. Robinson, Sr., Director of Human Resources

Signature 5/25/17
Signature Date

Carl D. Perkins Vocational and Applied Technology Education Act (20 USC 2301)
Postsecondary Vocational Education
North Central State College

Dr. Dorey Diab, President

Dorey Diab 5/25/17
Signature Date

WIOA Title II Adult Education and Literacy (Section 206)
Mansfield City Schools ABLE

Michele Meckes, Director

Michele Meckes 5/25/17
Signature Date

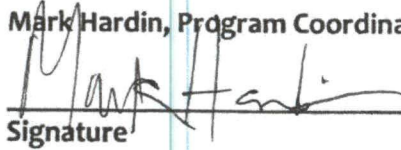
Older Americans Act Title V (42 USC 3056)
Senior Community Service Employment Program (SCSEP)
The Goodwill Industries of Akron, Ohio, Inc.

Denis M. Robinson, Sr., Director of Human Resources

Signature Date

Community Services Block Grant Employment & Training Programs (42 USC 9901 et seq)
Community Action Commission of Erie, Huron, Richland Counties, Inc.

Mark Hardin, Program Coordinator

 5-31-2017
Signature Date

Local Workforce Development Board Area 10

Teresa Alt, Workforce Development Board Director

 5/31/17
Signature Date

Crawford County

Jenny Vermillion
County Commissioner and Chief Elected Official

Date



Douglas Weisenauer

County Commissioner and Chief Elected Official

5-25-17

Date



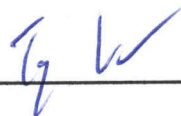
Mo Ressallat

County Commissioner and Chief Elected Official

5-25-17

Date


RICHLAND COUNTY



Tony Vero
County Commissioner and Chief Elected Official

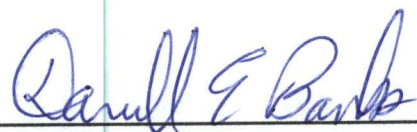
05/25/2017

Date



Marilyn John
County Commissioner and Chief Elected Official

Date



Darrell Banks
County Commissioner and Chief Elected Official

Date

CFIS Web
O1017 - Crawford - OMJ Center
MOU Budget

State Fiscal Year:	SFY2019 - SA Fiscal Year 2019	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: Crawford - TANF Program

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager	6,108.52
	Data Entry/Support Staff	3,888.61
	Receptionist/Greeter	1,770.42
	Sub-Total:	11,767.55
Equipment and Supplies (Partner Use)	Office Equipment - Copier	403.31
	Office Equipment - Fax Machine	81.29
	Office Supplies (paper, pencils, etc.)	397.02
	Postage	1,273.13
	Telephone System	579.32
	Sub-Total:	2,734.07
Facilities	Electric Utility	2,016.54
	Elevator Service, Repair, Inspection	21.33
	Gas Utility	308.71
	Janitorial Services	606.01
	Lease	4,991.59
	Maintenance - Other	972.06
	Restroom Supplies	206.14
	Snow Removal	85.09
	Trash Removal	34.13
	Water Utility	186.91
	Sub-Total:	9,428.51
Outreach/Marketing	Brochures and printed materials	448.04
	Website Maintenance	15.75
	Sub-Total:	463.79
Resource Room	Newspaper subscriptions	215.61
	Sub-Total:	215.61
	Total:	24,609.53

CFIS Web
O1017 - Crawford - OMJ Center
MOU Budget

State Fiscal Year:	SFY2019 - SA Fiscal Year 2019	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: Crawford - WIOA Program

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager	4,774.14
	Data Entry/Support Staff	3,039.16
	Receptionist/Greeter	1,383.68
	Sub-Total:	9,196.98
Equipment and Supplies (Partner Use)	Office Equipment - Copier	315.21
	Office Equipment - Fax Machine	63.53
	Office Supplies (paper, pencils, etc.)	310.30
	Postage	995.02
	Telephone System	452.76
	Sub-Total:	2,136.82
Facilities	Electric Utility	2,016.54
	Elevator Service, Repair, Inspection	21.33
	Gas Utility	308.70
	Janitorial Services	473.62
	Lease	4,991.58
	Maintenance - Other	972.06
	Restroom Supplies	206.13
	Snow Removal	85.09
	Trash Removal	34.13
	Water Utility	186.90
	Sub-Total:	9,296.08
Outreach/Marketing	Brochures and printed materials	350.18
	Website Maintenance	12.31
	Sub-Total:	362.49
Resource Room	Newspaper subscriptions	168.51
	Sub-Total:	168.51
	Total:	21,160.88

CFIS Web
O1017 - Crawford - OMJ Center
MOU Budget

State Fiscal Year:	SFY2019 - SA Fiscal Year 2019	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: ODJFS

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager	5,331.61
	Data Entry/Support Staff	3,394.04
	Receptionist/Greeter	1,545.25
	Sub-Total:	10,270.90
Equipment and Supplies (Partner Use)	Office Equipment - Copier	352.02
	Office Equipment - Fax Machine	70.95
	Office Supplies (paper, pencils, etc.)	346.53
	Postage	1,111.20
	Telephone System	505.63
	Sub-Total:	2,386.33
Facilities	Electric Utility	1,199.16
	Elevator Service, Repair, Inspection	12.69
	Gas Utility	183.58
	Janitorial Services	528.93
	Lease	2,968.30
	Maintenance - Other	578.04
	Restroom Supplies	122.58
	Snow Removal	50.60
	Trash Removal	20.30
	Water Utility	111.15
	Sub-Total:	5,775.33
Outreach/Marketing	Brochures and printed materials	391.07
	Website Maintenance	13.74
	Sub-Total:	404.81
Resource Room	Newspaper subscriptions	188.19
	Sub-Total:	188.19
	Total:	19,025.56

CFIS Web
O1017 - Crawford - OMJ Center
MOU Budget

State Fiscal Year:	SFY2019 - SA Fiscal Year 2019	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: Opportunities for Ohioans with Disabilities

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager	3,554.41
	Data Entry/Support Staff	2,262.69
	Receptionist/Greeter	1,030.17
	Sub-Total:	6,847.27
Equipment and Supplies (Partner Use)	Office Equipment - Copier	234.68
	Office Equipment - Fax Machine	47.30
	Office Supplies (paper, pencils, etc.)	231.02
	Postage	740.80
	Telephone System	337.09
	Sub-Total:	1,590.89
Facilities	Electric Utility	885.91
	Elevator Service, Repair, Inspection	9.37
	Gas Utility	135.62
	Janitorial Services	352.62
	Lease	2,192.91
	Maintenance - Other	427.04
	Restroom Supplies	90.56
	Snow Removal	37.38
	Trash Removal	14.99
	Water Utility	82.11
	Sub-Total:	4,228.51
Outreach/Marketing	Brochures and printed materials	260.71
	Website Maintenance	9.16
	Sub-Total:	269.87
Resource Room	Newspaper subscriptions	125.46
	Sub-Total:	125.46
	Total:	13,062.00
	OMJ Total:	77,857.97

CFIS Web
O1070 - Richland - OMJ Center
MOU Budget

State Fiscal Year:	SFY2019 - SA Fiscal Year 2019	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: Area 10 WIOA Board - Richland County

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager	16,246.36
	Fiscal Support Staff	898.11
	Technology Support Staff	2,349.85
	Sub-Total:	19,494.32
Equipment and Supplies (Partner Use)	Telephone System	471.96
	Sub-Total:	471.96
Facilities	Cleaning Supplies	294.00
	Electric Utility	2,144.40
	Janitorial Services	1,168.40
	Lease	4,958.00
	Security	296.80
	Utilities	370.40
	Water Utility	94.00
	Sub-Total:	9,326.00
Resource Room	Computer Equipment (Software)	112.80
	Internet Access	541.44
	Newspaper subscriptions	126.79
	Office Equipment - Copier / Scanner / FAX	1,157.89
	Office Supplies (paper, pencils, etc.) - Resource Room	433.83
	Postage - Resource Room	275.68
	Telephone System - Resource Room	629.20
	Sub-Total:	3,277.63
Total:		32,569.91

CFIS Web
O1070 - Richland - OMJ Center
MOU Budget

State Fiscal Year: SFY2019 - SA Fiscal Year 2019	Expense Type: All	
Cost Pool: All	MOU Budget Status: Approved	
Partner:	Report Option: Detail	
Group1: Partner		

Partner: Erie- Huron Counties Community Action Commission

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager	151.23
	Fiscal Support Staff	8.36
	Technology Support Staff	21.87
	Sub-Total:	181.46
Equipment and Supplies (Partner Use)	Telephone System	4.39
	Sub-Total:	4.39
Resource Room	Computer Equipment (Software)	1.05
	Internet Access	5.04
	Newspaper subscriptions	1.18
	Office Equipment - Copier / Scanner / FAX	10.78
	Office Supplies (paper, pencils, etc.) - Resource Room	4.04
	Postage - Resource Room	2.57
	Telephone System - Resource Room	5.86
	Sub-Total:	30.52
Total:		216.37

CFIS Web
O1070 - Richland - OMJ Center
MOU Budget

State Fiscal Year: SFY2019 - SA Fiscal Year 2019	Expense Type: All	
Cost Pool: All	MOU Budget Status: Approved	
Partner:	Report Option: Detail	
Group1: Partner		

Partner: Goodwill of Akron

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager	612.12
	Fiscal Support Staff	33.84
	Technology Support Staff	88.54
	Sub-Total:	734.50
Equipment and Supplies (Partner Use)	Telephone System	17.78
	Sub-Total:	17.78
Resource Room	Computer Equipment (Software)	4.25
	Internet Access	20.40
	Newspaper subscriptions	4.78
	Office Equipment - Copier / Scanner / FAX	43.63
	Office Supplies (paper, pencils, etc.) - Resource Room	16.35
	Postage - Resource Room	10.39
	Telephone System - Resource Room	23.71
	Sub-Total:	123.51
Total:		875.79

CFIS Web
O1070 - Richland - OMJ Center
MOU Budget

State Fiscal Year: SFY2019 - SA Fiscal Year 2019	Expense Type: All	
Cost Pool: All	MOU Budget Status: Approved	
Partner:	Report Option: Detail	
Group1: Partner		

Partner: Madison Adult Education

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager	612.12
	Fiscal Support Staff	33.84
	Technology Support Staff	88.54
	Sub-Total:	734.50
Equipment and Supplies (Partner Use)	Telephone System	17.78
	Sub-Total:	17.78
Resource Room	Computer Equipment (Software)	4.25
	Internet Access	20.40
	Newspaper subscriptions	4.78
	Office Equipment - Copier / Scanner / FAX	43.63
	Office Supplies (paper, pencils, etc.) - Resource Room	16.35
	Postage - Resource Room	10.39
	Telephone System - Resource Room	23.71
	Sub-Total:	123.51
Total:		875.79

CFIS Web
O1070 - Richland - OMJ Center
MOU Budget



State Fiscal Year: SFY2019 - SA Fiscal Year 2019	Expense Type: All	
Cost Pool: All	MOU Budget Status: Approved	
Partner:	Report Option: Detail	
Group1: Partner		

Partner: Mansfield City Schools

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager	309.66
	Fiscal Support Staff	17.12
	Technology Support Staff	44.79
	Sub-Total:	371.57
Equipment and Supplies (Partner Use)	Telephone System	9.00
	Sub-Total:	9.00
Resource Room	Computer Equipment (Software)	2.15
	Internet Access	10.32
	Newspaper subscriptions	2.42
	Office Equipment - Copier / Scanner / FAX	22.07
	Office Supplies (paper, pencils, etc.) - Resource Room	8.27
	Postage - Resource Room	5.25
	Telephone System - Resource Room	11.99
	Sub-Total:	62.47
Total:		443.04

CFIS Web
O1070 - Richland - OMJ Center
MOU Budget

State Fiscal Year: SFY2019 - SA Fiscal Year 2019	Expense Type: All	
Cost Pool: All	MOU Budget Status: Approved	
Partner:	Report Option: Detail	
Group1: Partner		

Partner: NCSC

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager	612.12
	Fiscal Support Staff	33.84
	Technology Support Staff	88.54
	Sub-Total:	734.50
Equipment and Supplies (Partner Use)	Telephone System	17.78
	Sub-Total:	17.78
Resource Room	Computer Equipment (Software)	4.25
	Internet Access	20.40
	Newspaper subscriptions	4.78
	Office Equipment - Copier / Scanner / FAX	43.63
	Office Supplies (paper, pencils, etc.) - Resource Room	16.35
	Postage - Resource Room	10.39
	Telephone System - Resource Room	23.71
	Sub-Total:	123.51
	Total:	875.79

CFIS Web
O1070 - Richland - OMJ Center
MOU Budget

State Fiscal Year:	SFY2019 - SA Fiscal Year 2019	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: ODJFS

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager	11,659.07
	Fiscal Support Staff	644.52
	Technology Support Staff	1,686.35
	Sub-Total:	13,989.94
Equipment and Supplies (Partner Use)	Telephone System	338.69
	Sub-Total:	338.69
Facilities	Cleaning Supplies	356.99
	Electric Utility	2,603.84
	Janitorial Services	1,418.73
	Lease	6,020.25
	Security	360.39
	Utilities	449.76
	Water Utility	114.14
	Sub-Total:	11,324.10
Resource Room	Computer Equipment (Software)	80.95
	Internet Access	388.56
	Newspaper subscriptions	90.99
	Office Equipment - Copier / Scanner / FAX	830.95
	Office Supplies (paper, pencils, etc.) - Resource Room	311.33
	Postage - Resource Room	197.84
	Telephone System - Resource Room	451.54
	Sub-Total:	2,352.16
Total:		28,004.89

CFIS Web
O1070 - Richland - OMJ Center
MOU Budget



State Fiscal Year:	SFY2019 - SA Fiscal Year 2019	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: OPPT FR Ohioans W/Disabilities

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager	309.66
	Fiscal Support Staff	17.12
	Technology Support Staff	44.79
	Sub-Total:	371.57
Equipment and Supplies (Partner Use)	Telephone System	9.00
	Sub-Total:	9.00
Resource Room	Computer Equipment (Software)	2.15
	Internet Access	10.32
	Newspaper subscriptions	2.42
	Office Equipment - Copier / Scanner / FAX	22.07
	Office Supplies (paper, pencils, etc.) - Resource Room	8.27
	Postage - Resource Room	5.25
	Telephone System - Resource Room	11.99
	Sub-Total:	62.47
	Total:	443.04

CFIS Web
O1070 - Richland - OMJ Center
MOU Budget

State Fiscal Year:	SFY2019 - SA Fiscal Year 2019	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: Pioneer Career and Technical Center

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager	612.12
	Fiscal Support Staff	33.84
	Technology Support Staff	88.54
	Sub-Total:	734.50
Equipment and Supplies (Partner Use)	Telephone System	17.78
	Sub-Total:	17.78
Resource Room	Computer Equipment (Software)	4.25
	Internet Access	20.40
	Newspaper subscriptions	4.78
	Office Equipment - Copier / Scanner / FAX	43.63
	Office Supplies (paper, pencils, etc.) - Resource Room	16.35
	Postage - Resource Room	10.39
	Telephone System - Resource Room	23.71
	Sub-Total:	123.51
	Total:	875.79

CFIS Web
O1070 - Richland - OMJ Center
MOU Budget

State Fiscal Year:	SFY2019 - SA Fiscal Year 2019	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: Richland County JFS

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager	40,889.54
	Fiscal Support Staff	2,260.41
	Technology Support Staff	5,914.19
	Sub-Total:	49,064.14
Equipment and Supplies (Partner Use)	Telephone System	1,187.84
	Sub-Total:	1,187.84
Facilities	Cleaning Supplies	84.01
	Electric Utility	612.76
	Janitorial Services	333.87
	Lease	1,416.75
	Security	84.81
	Utilities	105.84
	Water Utility	26.86
	Sub-Total:	2,664.90
Resource Room	Computer Equipment (Software)	283.90
	Internet Access	1,362.72
	Newspaper subscriptions	319.08
	Office Equipment - Copier / Scanner / FAX	2,914.20
	Office Supplies (paper, pencils, etc.) - Resource Room	1,091.86
	Postage - Resource Room	693.85
	Telephone System - Resource Room	1,583.58
	Sub-Total:	8,249.19
Total:		61,166.07
OMJ Total:		126,346.48