

Memorandum of Understanding for Local Area #4 Workforce Development System

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

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

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

The Lorain County Workforce Development Board, which is the local area workforce development board (Board), Lorain County Board of Commissioners, which are the Local Area Chief Elected Officials (CEOs), Lorain County Workforce Development Agency, 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).

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

Please list below each required partner program that does exist in your area with that partner name. Should the partner program does not exist please enter "Program does not exist in area" in the column on the left. No blank rows will be acceptable.

Lorain County Workforce Development Agency	
Program does not exist in area	
Lorain County Workforce Development Agency	
Program does not exist in area	
Ohio Department of Job & Family Services	
Program does not exist in area	
Ohio Department of Job & Family Services	
Lorain County Community College – Aspire	
Opportunities for Ohioans with Disabilities	
Vantage Aging	
Lorain County Community College Lorain County Joint Vocational School	
Ohio Department of Job & Family Services	
Ohio Department of Job & Family Services	
Lorain County Community Action Agency	

Program does not exist in area	
Ohio Department of Job & Family Services	
Program does not exist in area	
Lorain County Department of Job & Family Services	

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

Please list below any additional entities not included above that carry out workforce development programs. Examples include the Ticket to Work program, the Self Sufficiency Program or other appropriate Federal, State, or local programs including employment, education, and training programs provided by public libraries or in the private sector.

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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 Chief Elected Officials (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 as authorized under each partner’s program. Services are listed and defined in Attachment A to this MOU.
- D. **Chief Elected Officials:** When used in reference to a local area, is the chief elected executive officers of the units of general local government in a local area. 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).
- E. **Common Costs:** Per WIOA Section 121(i), 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 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. **Individuals with Barriers to Employment:** Defined in WIOA Section 3(24) as member of one or more of the following populations; displaced homemakers, low-income individuals, Indians, Alaska Natives, Native Hawaiians, individuals with disabilities (including youth), older individuals, ex-offenders, homeless individuals, youth that are in, or have aged out of, the foster care system, individuals who are English language learners, individuals who have low levels of literacy, individuals facing substantial cultural barriers, eligible migrant and seasonal farmworkers, individuals within two years of exhausting lifetime eligibility under Title IV of the Social Security Act, single parents—including pregnant women, and long-term unemployed individuals.
- J. **Infrastructure Costs:** Per WIOA Section 121(h)(4), the costs necessary for the general operation of OhioMeansJobs (aka “One-Stop”) centers to be shared by a 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.
- K. **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.
- L. **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. In addition, the Board is responsible for the development of the local plan and the selection of OhioMeansJobs center operators.
- M. **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 through the OhioMeansJobs centers in each local area.
- N. **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”.
- O. **OhioMeansJobs Center:** Referred to in in WIOA as “One-Stop” centers, 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.
- P. **OhioMeansJobs Center Operator:** One or more entities selected in accordance with WIOA Section 121(d) to operate an OMJ center, including day to day operations, and to perform and coordinate OMJ service delivery activities in accordance with all applicable federal, state, and local rules and policies and the terms of this MOU.
- Q. **Proportionate Share:** The portion of local workforce development system operating costs to be contributed by each partner in proportion to the benefits the partner’s program receives from participation in the local workforce development system.
- R. **Required Partner:** An entity that carries out one or more of the programs or activities identified 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.

- S. **Resource Sharing:** The cash and/or resources each partner will contribute to fund its proportionate share of costs for operation of the local workforce development system.
- T. **Shared Services:** For purposes of this MOU, 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.
- U. **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.
- V. **State Infrastructure Funding Mechanism:** The formula that will be implemented by the state to calculate required partners' proportionate shares of infrastructure costs when consensus agreement cannot be reached among a local workforce development board and required partners in a local area.
The method is described in Article VI of this MOU.
- W. **Training Services:** Persons deemed unable to obtain or retain employment through career services are eligible to receive training services, which include, but are not limited to: occupational skills training, on- the-job training, programs that combine workplace training with related instructions, private-sector training programs, skills upgrades, entrepreneurial training, job-readiness training, adult education and literacy activities in combination with a training program, or customized training.
- X. **WIOA:** The Workforce Innovation and Opportunity Act of 2014, 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

This Article, through which WIOA Section 121 requires career services, access to training services, employment and training activities, and partner programs and activities be made available to workers and employers identifies the OhioMeansJobs centers in each local area and counties served.

- A. **Overview & General Description:** The local workforce development system includes Lorain County, Comprehensive OhioMeansJobs center as identified in the table below:

Center Code	OhioMeansJobs Center Name	Address	County	Hours of Operation
1	OhioMeansJobs Lorain County	42495 North Ridge Road Elyria, OH 44035	Lorain	Monday – Friday 8:00 am – 4:00 pm

B. Local Area Administrative Structure

- 1. Chief Elected Officials (CEOs): Lorain County Board of Commissioners (Matt Lundy, President, Lori Kokoski, Vice President, Sharon Sweda, Member), 226 Middle Avenue, Elyria, Ohio 44035.

2. Local Workforce Development Board (Board): Lorain County Workforce Development Board, 226 Middle Avenue, Elyria, Ohio 44035.
3. Fiscal Agent: Lorain County Workforce Development Agency, 42495 North Ridge Road, Elyria, Ohio 44035.
4. Comprehensive OhioMeansJobs Center Operator: Lorain County Workforce Development Agency, 42495 North Ridge Road, Elyria, Ohio 44035.

Article II: Agreement Period

This MOU will be in effect from July 1, 2019, until June 30, 2021. This MOU may be renewed at the end of the MOU period identified as June 30, 2021.

Article III: Partner Responsibilities

- A. WIOA identifies the following 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 and policies.
 5. 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.
 6. Ensure the programmatic accessibility of facilities, programs, services, technology, and materials to individuals with disabilities per WIOA Section 188.
 7. 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 per Article VIII if necessary.
 8. Ensure staff assigned to OhioMeansJobs centers comply with policies and procedures at those locations. Should a conflict exist between the OhioMeansJobs personnel policies and a partner's personnel policies; the more restrictive policy will prevail.

9. Cooperate with efforts to implement the use of an integrated, technology-based intake and case management information system as required under WIOA.
10. Ensure that information documenting the performance of a partner program (e.g., participant counts, placement rates, expenditures) intended for public distribution is reviewed and authorized by that partner prior to publication or distribution. This restriction applies to information distributed via communication such as annual reports, press releases, news articles, public web pages, and social media.
11. 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.

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) will be included as **Attachment(s) B** to this MOU.

Coordination of Services – Attachment A to MOU

- A. **Shared Service Delivery**– The parties agree that services will be shared among the partners as described in Attachment A. The local workforce system recognizes the Operator or designee will ensure all partners are courteous and professional in the delivery of the service, and each partner will ensure staff functions or shared services will remain covered in the event of staff leave or call off.
- B. **Accessibility** – The partners will implement the strategies described above to ensure that access to services provided through the local workforce development system effectively meets the needs of workers, youth, and individuals with barriers to employment—including individuals with disabilities:

Article V: Methods of Referral

The parties agree that referral of customers to appropriate services and activities, as described in Article IV, Attachment A, between the OhioMeansJobs center operator(s) and partner programs will be made as follows:

- A. Customers of WIOA Area 4 are referred to services vs. partners. Our area has embraced the premise that customers prefer responsive, customer friendly services with little preference of delivery provider. Requests for service from a specific partner will be met to the best of our ability. Specific partner or other agency referrals are initiated when the scope of the individual's need is beyond that of education and/or employment services. Supportive services partners are then utilized to remove or reduce barriers that will prevent a customer's success.

Article VI: Cost Sharing

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

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

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

Cost	Description/Function	Benefit to Partners
Rent	Cost of physical space used for partner services, resource room, conference rooms, interviewing rooms, common areas and training labs provided at OMJ center located at 42495 North Ridge Road, Elyria, OH 44095.	Office and cubicle space for partners, access to meeting rooms and Resource Room for customers to utilize.
Utilities	Cost of gas and electric service at 42495 North Ridge Road, Elyria, OH 44095	
Maintenance	Cost of snow removal, exterminating service, alarm service and other building maintenance costs.	Building services benefits customers and partners.
Building Common Charges	Janitorial building services, liability insurance and IT/Telephone service as charged by the Lorain County Board of Commissioners cost allocation plan.	Building and IT maintained for partners and customers usage.
Equipment	Includes rental and maintenance contracts for equipment used by partners and universal customers, including copiers, fax, postage machine, etc.	Equipment available to universal jobseekers.
Supplies	Miscellaneous supplies such as paper, pens, envelopes, paper clips, staplers, toner, etc.	Supplies available for universal jobseekers.
Communication	Cost of installing and maintaining telephone and fax lines for partners use and resource room. Includes local area telephone costs and long distance usage costs.	Local and long distance phone service available for partners and customers use.
Assessment Software/System	WorkKeys Assessments and Licensing, National Career Readiness Certificates, ACT Curriculum subscription, Scantron license and maintenance agreement.	Skill based assessment used in support of Lorain County Work Ready Community initiative.
Website Maintenance	Included in OMJ Center Personnel costs.	Customer awareness of OMJ system and services.
Tools/Software to support accessibility	Local customer tracking system to collect basic customer demographics as well as scheduling and attendance tracking of workshop participation, other assistive technology for individuals with disabilities.	Universal tracking for all partners customers utilizing workshops, attending recruitment events, etc.

2. **Additional Costs** – Costs beneficial to more than one partner program that relate to the operation of the local workforce development system, including costs for the delivery of career services, and other common costs that are not considered “infrastructure” costs as defined in WIOA Section 121(h).

Cost	Description/Function	Benefit to Partners
Center Personnel	Salaries and benefits for shared staff that support general administration for OMJ Center.	Includes Front Desk Receptionist, who staffs reception area, provides; business office staff that order supplies, place repair calls, maintain inventory; OMJ Center Manager, who assists with coordinating partner services, scheduling workshops, conducting

		surveys; Fiscal Officer responsible for OMJ Center allocated shared budget record keeping, invoicing and reconciliation.
Postage	Postage costs for outreach and general mailings to customers.	Incoming and outgoing mail service for partner use.
Brochures and other Printed Materials	Costs for outreach materials and OMJ orientation materials.	Outreach and marketing of partner services available through OMJ center.
Media Advertising	Costs for various announcements including, job recruitments, employer outreach, etc.	Outreach and marketing of OMJ available services.

B. Reconciliation

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

1. Upon receipt of cost information and documentation of the actual costs for the quarter, the Fiscal Agent, or designee, will compare budgeted costs to actuals and will apply the agreed upon allocation methods to determine the actual costs allocable to each partner.
2. The Fiscal Agent, or designee, will update the budget in CFIS to reflect cost adjustments and will prepare an invoice for each partner with the actual costs allocable to each partner for the quarter.
3. Fiscal Agent, or designee, will submit the invoices to the partners and send a copy of the updated CFIS CT-611 budget to all parties no later than 45 days after the end of each quarter. The partners understand that the timeliness of 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 showing actual costs.
4. Upon receipt of the invoice and adjusted budget, each partner will review both documents and will submit payment to the Fiscal Agent or designee no later than 30 days following receipt. Payment of the invoice signifies agreement with the costs in the adjusted budget. For partners that advance funds to the 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, or designee, and Board in writing. The Fiscal Agent or designee will review the disputed cost items and respond accordingly to the partner and Board within 10 working days of receipt of notice of the disputed costs. When necessary, the Fiscal Agent or designee will revise the invoice and the adjust the budget upon resolution of the dispute.
6. In the event of a situation where construction, emergency repairs, outages (water, power, telephone, internet), or other unexpected situation requires the relocation of partner staff for more than 10 working days from an OhioMeansJobs Center to another site, reconciliation will include calculations of any additional costs incurred and/or reduced costs as appropriate for the circumstances (e.g., increases due to leasing alternative space or increased insurance; reduced costs due to reduction in utilities or reduced income). Costs to partners will be adjusted in accordance with the allocation base negotiated in this MOU. Such calculations will be documented in a spreadsheet and shared with all partners.

- C. **State Infrastructure Funding Mechanism** – All parties acknowledge that if consensus agreement on shared infrastructure costs cannot be reached by May 31 of the current MOU period listed in Article II, 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, incorporated here by reference as WIOAPL 16-06. If implemented, the state-calculated infrastructure budget with the partners’ proportionate share of costs will be included in this MOU as **Attachment C**. The State infrastructure funding mechanism will be implemented for a period consistent with the MOU period in Article II, unless the parties reach a consensus agreement on infrastructure funding prior to the end of the MOU period.
- D. **Budget** – As stated, CFIS Report CT-611, included as **Attachment D** captures the costs negotiated for this MOU and includes the cost pools, expense types and allocated costs for each partner. 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, unless:
1. All parties mutually agree to terminate this MOU;
 2. WIOA and the corresponding regulations are repealed; or;
 3. Local area designations are changed.
- B. **Partner Separation** – Any non-required partner may terminate its participation as a party to this MOU upon 60 days written notice to the Board. In such an event:
1. Board will provide written notice to all remaining partners and to OWD Grants Management.
 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
 4. All parties must agree to the revised budget or reconvene to negotiate a new budget within 60 days of the date notice was received from the separating partner.
- C. **Effect of Termination**
1. Required Partners – Each required partner understands that participation as a party to this MOU is required under WIOA Section 121(b)(1)(A)(III) and any required partner that opts to terminate its participation as a party to this MOU:
 - a. Is still obligated as a required partner to provide access to program activities and services through a direct linkage with a comprehensive OhioMeansJobs Center.
 - b. Will be subject to and will cause all other required local partners to be subject to, the state infrastructure funding mechanism.
 - c. Will be required to pay its proportionate share of infrastructure costs as determined under the state infrastructure funding mechanism.

- d. Must be reported to OWD Grants Management and to the state agency that administers the partner program, as applicable. For required partners that get program funds directly from the DOL, the DOL must 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 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 of the intent to separate to OWD Grants Management and to the state agency that administers the partner program, as applicable, prior to the submission of written notice 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 and to OWD Grants Management.
2. Any non-required partner that terminates its role as a party to this MOU is no longer eligible to participate as a partner in the local workforce development system. However, referrals may be made between the terminating partner and the remaining parties as necessary to ensure customers receive all available services needed.

Article VIII: Amendment

- A. This MOU and Budget may be amended upon mutual agreement of the parties as allowable under applicable federal, state and local laws. This MOU must be amended when one or more of the following occurs:
- 1. The addition or removal of a partner from this MOU.
 - 2. A change of OhioMeansJobs center 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 will be signed by authorized representatives of the affected partners then submitted to the Board for 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 confidential under federal and state law. All parties further acknowledge that service delivery and other activities carried out under this MOU will 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 safeguards listed below, which are required across federal and state confidentiality laws. All parties will also ensure their respective staff members are effectively trained on such procedures and follow them. The safeguards include:
1. Identifying the staff members who will be authorized to access confidential data in the performance of their work under this MOU.
 2. Authorizing access to such staff members in a written statement to be signed by the staff member and his/her immediate supervisor that identifies and describes the confidential data, the partner staff member who is the authorized representative for purposes related to partner program 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 applicable federal and state confidentiality laws.
 3. Storing confidential data in an area that is physically safe from access via computer, remote terminal or any other means during duty hours, non-duty hours, or when not in use.
 4. Segregating each partner program's confidential data from other data.
 5. Applying federal encryption standards to any data that is kept in a portable format or emailed.
 6. Restricting access of confidential data to only authorized employees and officials of the parties to this MOU who must access the data in the performance activities under this MOU.
 7. Processing confidential data and records created from the information under the immediate supervision and control of authorized personnel to ensure that the data will be processed and utilized in a manner that will protect the confidentiality of the information.
 8. Prohibiting disclosure of any confidential data to a third party without prior written permission from the authorized representative of the partner program responsible for the data.
 9. Limiting collection and use of any information, systems, or records that contain personal identifying data to purposes that support programs and activities under this MOU, and, when possible, de-identifying data and presenting it in aggregate form for purposes such as evaluation or reconciliation.
- C. The Board will allow partner representatives to make onsite inspections to ensure compliance with federal and state data-protection laws, regulations, and standards.
- D. In the event of any suspected or actual breach or violation of confidentiality laws or regulations for a particular program, the staff member who first discovers the suspected/actual breach or violation must immediately notify the Board, which will ensure that the authorized representatives of the partners responsible for the data involved are immediately notified of the incident. The authorized representatives will provide instruction on the actions to take under the federal and/or state laws applicable to their data.
- E. Federal and State laws and regulations regarding the use and disclosure of confidential information under WIOA and the partner programs include:

1. 29 USC 2935(a)(4) WIOA Reports, Recordkeeping, Investigation.
 2. The Privacy Act (5 USC 552a).
 3. The Family Educational and Privacy Rights Act (20 USC 1232g), also referenced in WIOA Section 136(f)(3).
 4. 42 USC 602(a)(1)(A)(iv) and 42 USC 608(a)(9)(B) regarding information on TANF recipients.
 5. 7 USC 2020(e)(8) and 7 CFR 272.1(c) regarding information on recipients of Supplemental Nutrition Assistance Program (SNAP) benefits.
 6. 34 CFR 361.38 Protection, use and release of personal information of Vocational Rehabilitation Services participants.
 7. ORC 149.431 Records of governmental or nonprofit organizations receiving governmental funds.
 8. ORC 5101.27 Restricting Disclosure of Information Regarding Public Assistance Recipients.
 9. ORC 4141.21 and 4141.22 regarding use and disclosure of Unemployment Compensation records.
 10. ORC 3304.21 regarding use of information relative to participants of programs administered by Opportunities for Ohioans with Disabilities.
 11. ORC 1347.12 regarding disclosure of security breach of computerized personal information data.
 12. Sections 5101: 9-22-15 and 5101: 9-22-16 of the Ohio Administrative Code (OAC) regarding release of and access to confidential personal information.
 13. OAC 5101:1-1-03 regarding disclosure of information on recipients of: disability financial assistance; Ohio Works First; or Prevention, Retention, and Contingency programs under ORC Chapters 5115, 5107 and 5108, respectively.
 14. OAC 4141-43-01 and 4141-43-02 regarding disclosure of Unemployment Compensation information.
 15. OAC 3304-2-63 regarding use of information relative to applicants or participants of programs administered by Opportunities for Ohioans with Disabilities
- 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. All parties to the dispute will meet with the OMJ Center Operator to attempt to reach consensus. If the operator is unable to resolve the dispute, the dispute will be referred to the Executive Committee of the Workforce Development Board within ten (10) working days of the meeting.
 2. The Executive Committee of the Workforce Development Board will evaluate the merit of the dispute, consult with the OMJ Center Operator, and representative(s) of the parties in the dispute and may attempt to resolve the dispute through mediation. The Executive Committee will have fifteen (15) days to issue a written decision for the settlement of the dispute.
- B. The Board and/or partners may ask OWD and other state agencies responsible for oversight of partner programs to participate in the in the dispute resolution process.
 - C. Should all reasonable attempts to resolve the dispute at the local level be unsuccessful, the 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 as outlined in WIOAPL 16-06 to ensure that infrastructure costs are paid.
 - E. For all other disputed terms and costs, if OWD intervention does not help resolve the dispute, OWD is required to notify the DOL and the federal agencies responsible for oversight of the partner programs that the 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. At a minimum, Boards will ensure that local OhioMeansJobs center operators maintain facilities in a manner that will ensure the safety of all staff members working in those locations, which includes, but is not limited to;
 - Maintenance of insurance against loss or damage by fire or other casualties normally covered by standard fire and extended coverage policies for not less than eighty percent of actual replacement value through responsible insurance carriers licensed to do business in Ohio.
 - Maintenance of a good state of repair at each OhioMeansJobs center, including, but not limited to: exterior walls; roof; structural portions of the building; windows and sashes; entrance doors; fire escapes; sprinkler systems and controls; heating, ventilation, and air conditioning systems; inside stairways and elevators; electrical and plumbing facilities; and custodial services.
 - Posted diagrams of fire exits and tornado safe rooms as well as emergency action plans.
 - Routine fire and tornado drills.
 - Installation of locks on the doors of offices assigned to staff members, who will each be provided a key for each lock. Boards will further ensure that no additional copies of the keys will be kept by local staff members to ensure the protection of any confidential data that may be maintained by partner staff members.
 - Maintenance of heating and air conditioning.
 - Maintenance of hot and cold running water.
 - Maintenance of proper lighting at all workstations and in all offices.

- Completion of preventive maintenance for the OhioMeansJobs center mechanical systems.
 - Timely removal of snow and ice from sidewalks and parking areas on or adjacent to OhioMeansJobs centers.
- C. All parties will ensure that their staff members are effectively trained on policies and procedures relevant to workplace safety and workplace conduct.
- D. Each party with staff assigned to work in the local OhioMeansJobs Centers will identify a contact person at each party's administrative office who will be notified of any safety or personnel concerns.
- E. Each party will ensure staff assigned to work in local OhioMeansJobs centers will follow and adhere to the weather emergency of related policies for each site.

Article XII: Limitation of Liability

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

Article XIII: General Provisions

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

- A. **Jobs for Veterans Act** – As stated in Article III B 1, each party agrees to provide priority of service to veterans and covered spouses for any qualified job training program pursuant to 38 USC 2813.
- B. **Americans with Disabilities** – Each party, its officers, employees, members, and subcontractors hereby affirm current and ongoing compliance with all statutes and regulations pertaining to The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.
- C. **Pro-Children Act** – If any activities under this MOU call for services to minors, each party agrees to comply with the Pro-Children Act of 1994 (45 CFR 98.13) that requires smoking to be banned in any portion of any indoor facility owned, leased, or contracted by an entity that will routinely or regularly use the facility for the provision of health care services, day care, library services, or education to children under the age of 18.
- D. **Drug-Free Workplace.** Each party, its officers, employees, members, 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 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 pages follow Remainder
of page intentionally left blank*

**Memorandum of Understanding
for
Local Area 4
Workforce Development System
Signature Page**

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

Lorain County Workforce Development Board
Frank DeTillio, Chairperson



Signature Date

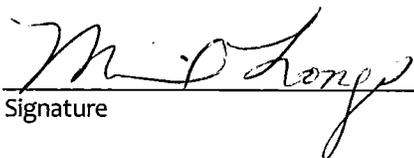
Lorain County Board of Commissioners
Matt Lundy, President



Signature Date

Lorain County Workforce Development Agency
Partner for WIOA Adult/Dislocated Worker, CCMEP
WIOA Youth Services

Mike Longo, Director



Signature Date 6/2/19

Ohio Department of Job & Family Services
Partner for Wagner-Peyser, Trade Act, Disabled Veterans'
Outreach Program, Local Veterans' Employment
Representative, and Unemployment Insurance

John McClure, Program Administrator 2

Signature Date

Lorain County Community Action Agency
Partner for Community Services Block Grant Programs

Jacqueline Boehnlein, President & CEO

Signature Date

Lorain County Community College
Partner for Carl D. Perkins Vocational and Applied Technology
Education Act

Dr. Marcia Ballinger, President

Signature Date

Lorain County Community College – Aspire Program
Partner for WIOA Title II Adult Education and Literacy

Mary Murphy, Director

Lorain County Department of Job & Family Services
Partner for Temporary Assistance for Needy Families

Barbara Tamas, Director

**Memorandum of Understanding
for
Local Area 4
Workforce Development System
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Lorain County Board of Commissioners
Matt Lundy, President

Signature Date

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WIOA Youth Services

Ohio Department of Job & Family Services
Partner for Wagner-Peyser, Trade Act, Disabled Veterans'
Outreach Program, Local Veterans' Employment
Representative, and Unemployment Insurance

Mike Longo, Director

John McClure, Program Administrator 2

Signature Date

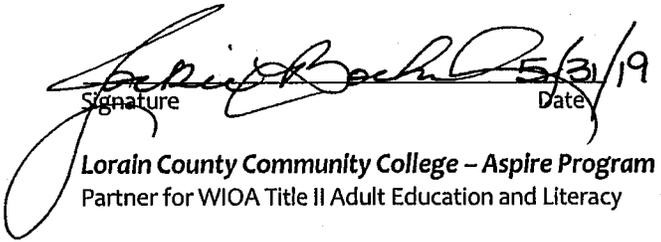
Signature Date

Lorain County Community Action Agency
Partner for Community Services Block Grant Programs

Lorain County Community College
Partner for Carl D. Perkins Vocational and Applied Technology
Education Act

Jacqueline Boehnlein, President & CEO

Dr. Marcia Ballinger, President


Signature Date 5/31/19

Signature Date

Lorain County Community College – Aspire Program
Partner for WIOA Title II Adult Education and Literacy

Lorain County Department of Job & Family Services
Partner for Temporary Assistance for Needy Families

Mary Murphy, Director

Barbara Tamas, Director

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Signature Date

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Lorain County Board of Commissioners
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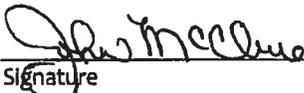
Lorain County Workforce Development Agency
Partner for WIOA Adult/Dislocated Worker, CCMEP
WIOA Youth Services

Ohio Department of Job & Family Services
Partner for Wagner-Peyser, Trade Act, Disabled Veterans'
Outreach Program, Local Veterans' Employment
Representative, and Unemployment Insurance, MSFW

Mike Longo, Director

John McClure, Program Administrator 2

Signature Date

 05/30/19
Signature Date

Lorain County Community Action Agency
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Partner for Carl D. Perkins Vocational and Applied Technology
Education Act

Jacqueline Boehnlein, President & CEO

Dr. Marcia Ballinger, President

Signature Date

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Partner for WIOA Title II Adult Education and Literacy

Lorain County Department of Job & Family Services
Partner for Temporary Assistance for Needy Families

Mary Murphy, Director

Barbara Tamas, Director

Signature Date

Signature Date

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for
Local Area 4
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Lorain County Board of Commissioners
Matt Lundy, President

Signature Date

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WIOA Youth Services

Ohio Department of Job & Family Services
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John McClure, Program Administrator 2

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Partner for Carl D. Perkins Vocational and Applied Technology
Education Act

Jacqueline Boehnlein, President & CEO

Dr. Marcia Ballinger, President

Signature Date

Marcia J. Ballinger 5/29/19

Signature Date

Lorain County Community College – Aspire Program
Partner for WIOA Title II Adult Education and Literacy

Lorain County Department of Job & Family Services
Partner for Temporary Assistance for Needy Families

Mary Murphy, Director

Barbara Tamas, Director

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Signature Date

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Lorain County Board of Commissioners
Matt Lundy, President

Signature Date

Signature Date

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Partner for WIOA Adult/Dislocated Worker, CCMEP
WIOA Youth Services

Ohio Department of Job & Family Services
Partner for Wagner-Peyser, Trade Act, Disabled Veterans'
Outreach Program, Local Veterans' Employment
Representative, and Unemployment Insurance

Mike Longo, Director

John McClure, Program Administrator 2

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Partner for Carl D. Perkins Vocational and Applied Technology
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Dr. Marcia Ballinger, President

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Partner for WIOA Title II Adult Education and Literacy

Lorain County Department of Job & Family Services
Partner for Temporary Assistance for Needy Families

Mary Murphy, Director

Barbara Tamas, Director

Signature Date

 5-30-19
Signature Date

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Signature Page**

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Lorain County Board of Commissioners
Matt Lundy, President

Signature Date

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Ohio Department of Job & Family Services
Partner for Wagner-Peyser, Trade Act, Disabled Veterans'
Outreach Program, Local Veterans' Employment
Representative, and Unemployment Insurance

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John McClure, Program Administrator 2

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Education Act

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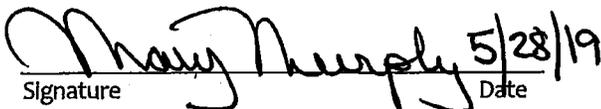
Signature Date

Lorain County Community College – Aspire Program
Partner for WIOA Title II Adult Education and Literacy

Lorain County Department of Job & Family Services
Partner for Temporary Assistance for Needy Families

Mary Murphy, Director

Barbara Tamas, Director


Signature Date 5/28/19

Signature Date

**Memorandum of Understanding
for
Local Area 4
Workforce Development System
Signature Page**

Lorain County JVS

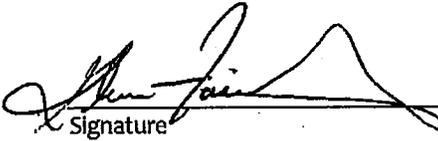
Partner for Carl D. Perkins Vocational and Applied
Technology Education Act

Dr. Glenn Faircloth, Superintendent

Vantage Aging

Partner for Senior Community Service Employment Program
(SCSEP), Older Americans Act Title V

Kate Harkin, Director of Workforce Solutions

 6/4/19
Signature Date

Signature

Date

Opportunities for Ohioans with Disabilities

Partner for Rehabilitation Act, Title I, Vocational Rehabilitation

Kevin L. Miller, Director

Signature

Date

**Memorandum of Understanding
for
Local Area 4
Workforce Development System
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Lorain County JVS

Partner for Carl D. Perkins Vocational and Applied
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Dr. Glenn Faircloth, Superintendent

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Kate Harkin, Director of Workforce Solutions



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Date

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Partner for Rehabilitation Act, Title I, Vocational Rehabilitation

Kevin L. Miller, Director

Signature

Date

Local Area 4
Memorandum of Understanding
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).



7/15/2019

Bruce Madson, ODJFS Assistant Director

Date

Attachment A
Local Area 4 Career Services

Partner Name	Program	Services	Population(s) Served
Lorain County Workforce Development Agency	WIOA Title I – Adult & Dislocated Worker	Basic Services 1-11; Individualized Services 1-11; Business Services 2-13 & 15-30	Adults & Dislocated Worker
Lorain County Workforce Development Agency	WIOA Title I - Youth	Basic Services 1-11; Individualized Services 1-8 & 10; Business Services 4-7, 9-11, 15-21 & 29	Youth
Ohio Department of Job & Family Services	WIOA Title III – Wagner-Peyser	Basic Services 1-11; Individualized Services 1-6, 8 & 10; Business Services 2-13 & 15-30	Adults
Ohio Department of Job & Family Services	Disabled Veterans' Outreach Program	Basic Services 1-6 & 8; Individualized Services 1-6, 8 & 10; Business Services 8 & 10	Veterans
Ohio Department of Job & Family Services	Trade Adjustment Assistance (TAA) & North American Free Trade Agreement (NAFTA)	Basic Services 1-11; Individualized Services 1, 2, 4-6 & 8;	Dislocated Workers
Ohio Department of Job & Family Services	Unemployment Insurance	Basic Services 1-6, 8 & 10	Adults
Lorain County Community College – Aspire	WIOA Title II – Adult Education and Literacy	Basic Services 1-3 & 5; Individualized Services 11	Adults
Opportunities for Ohioans with Disabilities	Rehabilitation Act Title I Vocational Rehabilitation	Business Services 7-10, 11, 15-17, 19, 20, 22, 26 & 28	Disabled
Lorain County Community College	Carl D. Perkins Vocational and Applied Technology Education Act & Post-Secondary Education	Basic Services 5 & 6; Individualized Services 5-8; Business Services 1-7, 12-20 & 28	Adults & Youth
Lorain County Joint Vocational School	Carl D. Perkins Vocational and Applied Technology Education Act & Post-Secondary Education	Basic Services 5 & 6; Individualized Services 5-8; Business Services 3, 5-7, 12-17 & 20	Adults & Youth
Vantage Aging	Older Americans Act Title V – Senior Community Service Employment Program	Basic Services 1-6 & 8; Individualized Services 1, 2 & 5-8; Business Services 3, 4, 9 & 19	Low-Income Adults
Lorain County Department of Job & Family Services	Social Security Act Title IV-A – Temporary Assistance to Needy Families	Basic Services 1-5; Individualized Services 3 & 8	Low-Income Adults
Lorain County Community Action Agency	Community Service Block Grant Employment & Training Programs	Basic Services 5 & 9; Individualized Services 6	Low-Income Adults

Basic Career Services

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

1. **Eligibility Determination:** Comparison of information from an individual job seeker with eligibility criteria established for programs and services offered through the local workforce development system.
2. **Outreach, Intake, and Orientation:** Outreach involves the collection, publication, and distribution of information on program services available through the local workforce development system. Intake involves the collection of basic job seeker information for eligibility determination. Orientation involves sharing information on the available programs and services with job seekers, which may be done in a group setting, one-on-one, or electronically through OhioMeansJobs.com. Outreach techniques provided through Local Area 4 include monthly mailing to individuals who have been identified as Unemployment Insurance claimants who have nearly exhausted their claims, and new claimants who have been identified through early intervention reports as being likely to exhaust their claims. Other techniques will be identified and utilized based on target eligible population appropriate for each program. Orientation sessions are currently offered every Wednesday and includes information on the full array of services available through our system. Intake will include completion of all required forms, which minimally include; Registration Form, EEO Summary of Complaints, Commitment to Service Form and Employment Verification Form.
3. **Initial Assessment:** Collect information to determine each job seeker's skill levels, aptitudes, abilities, barriers, and supportive service needs. Upon completion of Orientation staff are involved in a "triage" session that is used to gather eligibility documentation that may be brought in by individuals who attended the session and to advise individuals who did not bring in the required documentation what they will need to provide in order for eligibility to be established at a future meeting date. The triage session will also be used for staff to perform an initial assessment to determine if the individual will be best served through a Workforce Development Specialist or an Employment Specialist/Professional. The participant will be provided with direction on how to access services provided through these functions.
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

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; including completion of WorkKeys assessments; Workplace Documents, Graphic Literacy and Applied Mathematics; 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

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

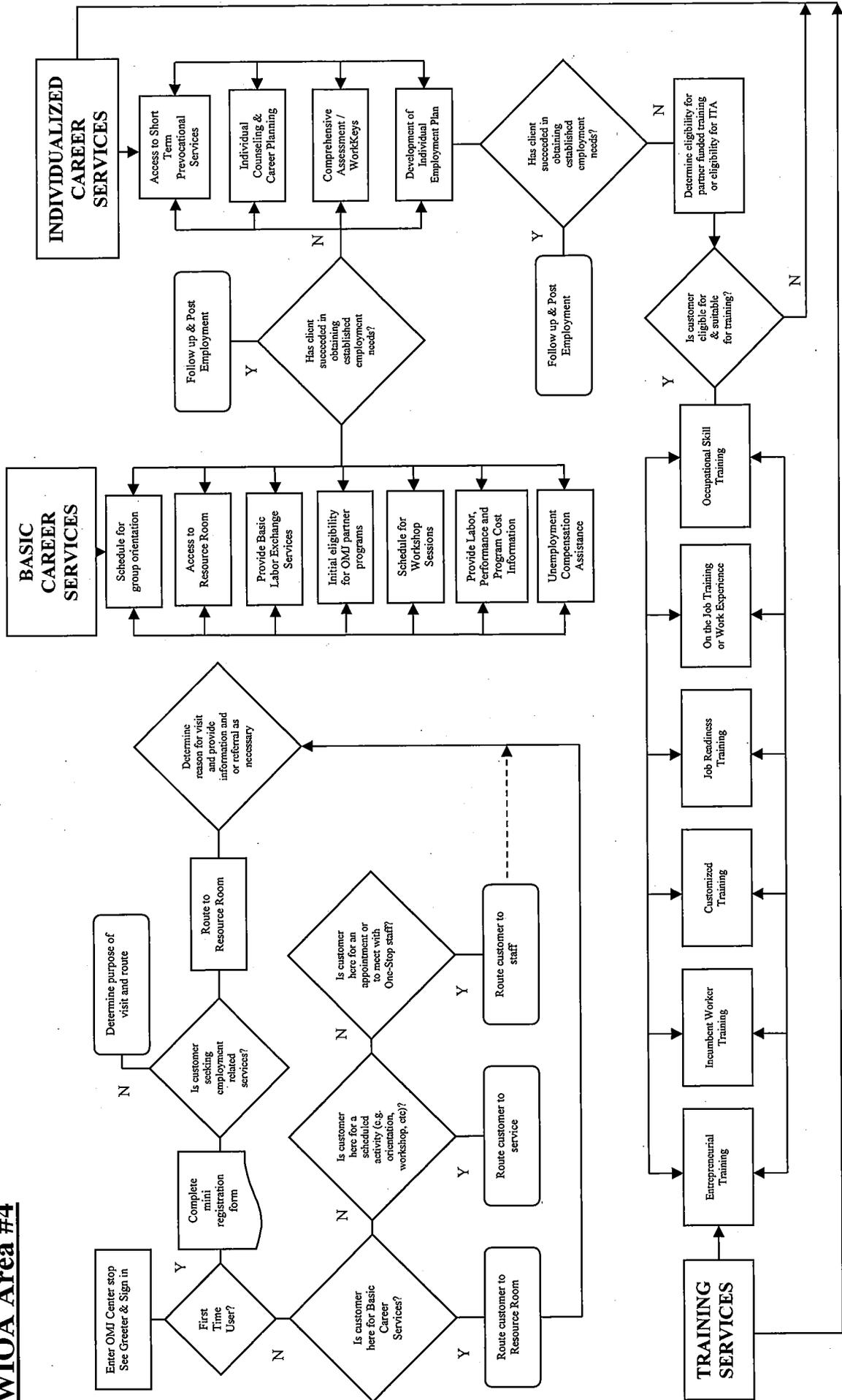
1. **Employer Development, Planning, and Referral Services:** Resources and services to help employers with marketing, consulting, networking, referral, and public relations efforts. This service also includes succession planning, such as executive transition, aging workforce organizational movement, or employer ownership.
2. **Workforce Retention:** Analyzing causes and offer suggestions to reduce worker turnover and/or aim at keeping existing employers in the community. This includes activities which focus on employee growth and further performance
3. **Employer Needs Assessment:** Assistance to employers in managing their business needs
4. **Job Order Assistance:** Activities provided to help businesses post job openings on OhioMeansJobs.com or through business service assistance available through the OhioMeansJobs center.
5. **Participation in Job Fair:** An employer's participation in other workforce events, outside a job or career fair, which is hosted by the OhioMeansJobs center.

6. **Participation in Workforce Special Events:** An employer's participation in other workforce events, outside a job or career fair, which is hosted by the OhioMeansJobs center.
7. **Outreach Activities and Assistance:** Provision of promotional activities generated on behalf of the employer to help recruit candidates for open positions and hiring events utilizing social media, media promotion, and electronic websites. This service includes workforce acquisition, which is the seeking of specific worker types and/or attracting new workers.
8. **Veteran Employer Contact:** Information gathering activities pertaining to identifying employers seeking to hire veterans.
9. **Screening Assistance for Employers:** Assistance to employers in processing employment applications for hiring needs (collect, review, and submit to employer). Proctoring pre-employment applicant assessments for groups or individuals as part of the screening assistance for employers. The process of searching and/or accessing, screening, and referring a job seeker's resume to an employer seeking talent. Communication with the employer to determine if an individual has been hired.
10. **Workforce Incentives:** Provision of information regarding:
 - Incentives available to employers (e.g., WOTC, SYP, Minority, Veterans, other)
 - Various types of incentives, such as export/import programs, green programs (reuse, recycling, and green efforts), tax abatements, operating capital incentives, technology incentives, etc.
11. **On-the-Job Training:** Recruitment of employers who wish to participate in a training conducted by the employer who receives that is provided to a paid participant while engaged in productive work in a job.
12. **Customized Training:** Training that is designed to meet the specific requirements of an employer or group of employers; is conducted with the commitment by the employer to employ an individual upon successful completion of the training; and for which the employer pays a portion of the cost of the training.
13. **Incumbent Worker Training:** Seeking training to develop and enhance incumbent worker skills.
14. **Skills Enhancement:** Training that assists employees learn specific knowledge or skills to improve performance in their current roles.
15. **Internships:** Seeking interns or internship information.
16. **Apprenticeships/Youth Apprenticeship:** Referral and information (via apprentice.ohio.gov) regarding programs that teach high-level skills by providing individuals structured on-the-job training and related technical instruction.

17. **Job Shadowing:** Short-term unpaid activities which introduces a participant to the workplace and provides exposure to occupational areas of interest to increase career awareness.
18. **Transitional Jobs:** A subsidized work experience that are time-limited and designed to assist individuals to establish a work history, demonstrate success in the workplace, and develop skills that lead to entry into and retention in unsubsidized employment.
19. **Work Experience:** A planned, structured learning experience that takes place in a workplace for a limited time.
20. **Workplace/Industry Tours:** Visiting an employer's facility, as part of a career awareness activity for students and/or job seekers.
21. **Mentoring:** Matching a participant with an employer or employee of a company to build a working relationship with the participant and to develop necessary skills.
22. **Provision of Labor Market Information:** The provision of labor market information, including, but not limited to, the following:
- Affirmative Action Statistics
 - Regional and County Economic Information (employment, census, poverty levels, talent availability)
 - Economic Trends and Forecasts
 - Education and Training Outcomes
 - Job and Industry Growth Patterns
 - Non-Proprietary Employer Information
 - Occupational Descriptions
 - Population and Demographic Information
 - Skill Standards
 - Wage Levels for Various Occupations
23. **Access to Services to Avoid Layoff:** Strategies (e.g., SharedWork Ohio) that prevents and/or minimizes unemployment for employees of companies that have either announced layoffs; or are struggling and at risk of downsizing. This service also includes services provided to local businesses aimed at keeping the existing business in the community.
24. **Mass Layoff and Plant Closure Assistance:** Activities provided in the case of a permanent closure or mass layoff at a plant, facility, or enterprise, or a natural disaster, that results in mass job dislocation, in order to assist dislocated workers in obtaining reemployment as soon as possible.
25. **WARN (Worker Adjustment Retraining Notification) Assistance:** Activities provided to at-risk employers outlining the requirements of advanced notification of plant closings and mass layoffs.

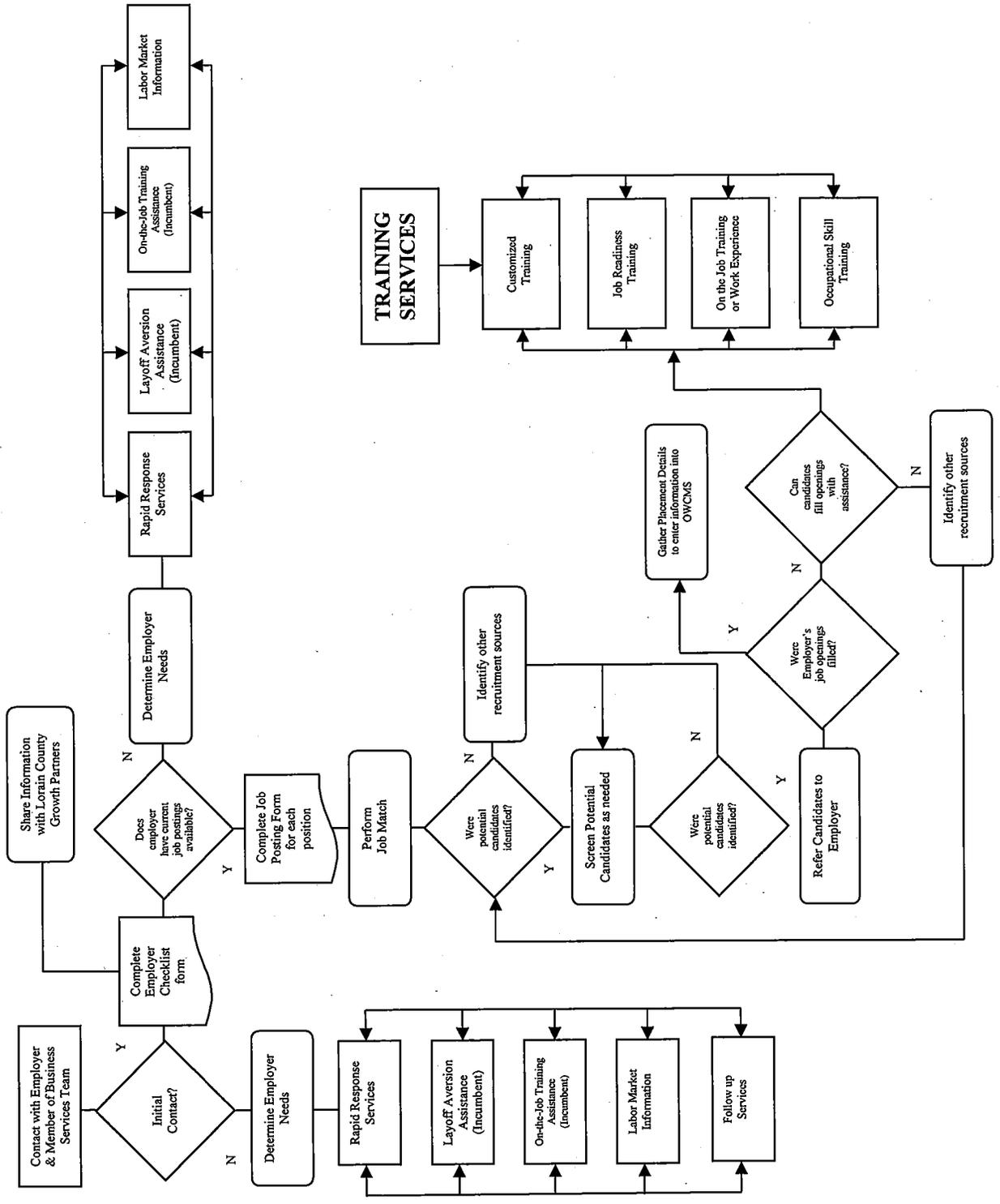
26. **Employment Laws and Regulations:** This service does not involve the provision of legal advice or legal counsel but does include the following:
- Assistance to employers to provide information and assist with UI laws and regulations
 - Activities provided to employers providing guidance on federal, state, and local employment laws and practices, including OSHA and EPA issues
 - Employee handbook needs, drug-free workplace assistance, healthcare information, etc.
 - Provision of translation services
27. **Ex-Offender Bonding Information and Assistance:** Information provided to employers regarding employment of ex-offenders.
28. **Development of Career Pathways and Industry Sector Partnerships:** Provision of information on the development of career pathways for a particular employer, group of employers, or an industry sector.
29. **Received OhioMeansJobs center orientation:** An activity provided to introduce employers to the OhioMeansJobs center and the partners and services available to businesses through the center.
30. **Website Demonstration:** Activities that provide guidance on how to navigate and use OhioMeansJobs.com.

ATTACHMENT B-1
OhioMeansJobs Lorain County – Customer Workflow
WIOA Area #4



ATTACHMENT B-2

OhioMeansJobs Lorain County – Employer Workflow



Workforce Development Area #4
 Budget Period From 7/1/2019 To 6/30/2020
 Cost Sharing Agreement Attachment C-1
 Allocation of Shared Costs

Shared Cost Item	Total	ODJFS (VETS/WP)	LCWDA WIOA Title I (Adult/ DW/ Youth)	LCWDA CCMEP TANF	LCDJFS TANF	Aspire - LCCC WIOA Title II Adult Education and Literacy Enty	LCCC Perkins Act Voc. Ed. Enty	LCJVS Perkins Act Voc. Ed. Enty	OOD WIOA Title IV	Vantage Aging Older American Title V (SCSEP)	LCCAA CSBG E&T Enty
FTE's Assigned	35.00	8.00	16.00	6.00	1.00	0.50	0.50	0.50	0.50	1.50	0.50
Percentage of Total FTE's	100.00%	22.86%	45.71%	17.14%	2.86%	1.43%	1.43%	1.43%	1.43%	4.29%	1.43%
Comprehensive - (Site locale)											
Lease Cost (includes common area)	\$24,000.00	\$5,485.71	\$10,971.42	\$4,114.29	\$685.71	\$342.86	\$342.86	\$342.86	\$342.86	\$1,028.57	\$342.86
Utilities	\$25,000.00	\$5,714.29	\$11,428.58	\$4,285.71	\$714.29	\$357.14	\$357.14	\$357.14	\$357.14	\$1,071.43	\$357.14
Maintenance	\$4,000.00	\$914.29	\$1,828.58	\$685.71	\$114.29	\$57.14	\$57.14	\$57.14	\$57.14	\$171.43	\$57.14
Building Common Charges	\$5,000.00	\$8,000.00	\$16,000.00	\$6,000.00	\$1,000.00	\$500.00	\$500.00	\$500.00	\$500.00	\$1,500.00	\$500.00
Total - Facilities Pool	\$88,000.00	\$20,114.29	\$40,228.58	\$15,085.71	\$2,514.29	\$1,257.14	\$1,257.14	\$1,257.14	\$1,257.14	\$3,771.43	\$1,257.14

Shared Cost Item	Total	ODJFS (VETS/WP)	LCWDA WIOA Title I (Adult/ DW/ Youth)	LCWDA CCMEP TANF	LCDJFS TANF	Aspire - LCCC WIOA Title II Adult Education and Literacy Enty	LCCC Perkins Act Voc. Ed. Enty	LCJVS Perkins Act Voc. Ed. Enty	OOD WIOA Title IV	Vantage Aging Older American Title V (SCSEP)	LCCAA CSBG E&T Enty
Comprehensive - (Site locale)											
One-Stop Operator/Manager	\$44,847.70	\$10,250.90	\$20,501.82	\$7,688.18	\$1,281.36	\$640.68	\$640.68	\$640.68	\$640.68	\$1,922.04	\$640.68
Receptionist/Greeter	\$42,399.24	\$9,691.25	\$19,382.53	\$7,268.44	\$1,211.41	\$605.70	\$605.70	\$605.70	\$605.70	\$1,817.11	\$605.70
Fiscal Support Staff	\$7,546.63	\$1,724.94	\$3,449.88	\$1,293.71	\$215.62	\$107.81	\$107.81	\$107.81	\$107.81	\$323.43	\$107.81
Total - Personnel Pool	\$94,793.57	\$21,667.09	\$43,334.23	\$16,280.33	\$2,708.39	\$1,354.19	\$1,354.19	\$1,354.19	\$1,354.19	\$4,062.58	\$1,354.19

Shared Cost Item	Total	ODJFS (VETS/WP)	LCWDA WIOA Title I (Adult/ DW/ Youth)	LCWDA CCMEP TANF	LCDJFS TANF	Aspire - LCCC WIOA Title II Adult Education and Literacy Enty	LCCC Perkins Act Voc. Ed. Enty	LCJVS Perkins Act Voc. Ed. Enty	OOD WIOA Title IV	Vantage Aging Older American Title V (SCSEP)	LCCAA CSBG E&T Enty
Comprehensive - (Site locale)											
Copier and Copier Maintenance	\$23,000.00	\$5,257.14	\$10,514.30	\$3,942.86	\$657.14	\$328.57	\$328.57	\$328.57	\$328.57	\$985.71	\$328.57
Telephone System	\$8,400.00	\$1,920.00	\$3,840.00	\$1,440.00	\$240.00	\$120.00	\$120.00	\$120.00	\$120.00	\$360.00	\$120.00
Supplies (paper, materials, etc.)	\$19,000.00	\$4,342.86	\$8,685.70	\$3,257.14	\$542.86	\$271.43	\$271.43	\$271.43	\$271.43	\$814.29	\$271.43
Other (postage, maint agreements)	\$7,100.00	\$1,622.86	\$3,245.70	\$1,217.14	\$202.86	\$101.43	\$101.43	\$101.43	\$101.43	\$304.29	\$101.43
Total - Equipment & Supplies Pool	\$57,500.00	\$13,142.86	\$26,285.70	\$9,857.14	\$1,642.86	\$821.43	\$821.43	\$821.43	\$821.43	\$2,464.29	\$821.43

Shared Cost Item	Total	ODJFS (VETS/WP)	LCWDA WIOA Title I (Adult/ DW/ Youth)	LCWDA CCMEP TANF	LCDJFS TANF	Aspire - LCCC WIOA Title II Adult Education and Literacy Enty	LCCC Perkins Act Voc. Ed. Enty	LCJVS Perkins Act Voc. Ed. Enty	OOD WIOA Title IV	Vantage Aging Older American Title V (SCSEP)	LCCAA CSBG E&T Enty
Comprehensive - (Site locale)											
Brochures and Printed Materials	\$3,000.00	\$685.71	\$1,371.42	\$514.29	\$85.71	\$42.86	\$42.86	\$42.86	\$42.86	\$128.57	\$42.86
Media Advertising	\$4,000.00	\$914.29	\$1,828.58	\$685.71	\$114.29	\$57.14	\$57.14	\$57.14	\$57.14	\$171.43	\$57.14
Orientation Materials	\$5,000.00	\$1,142.86	\$2,285.70	\$857.14	\$142.86	\$71.43	\$71.43	\$71.43	\$71.43	\$214.29	\$71.43
Total - Outreach/Marketing Pool	\$12,000.00	\$2,742.86	\$5,485.70	\$2,057.14	\$342.86	\$171.43	\$171.43	\$171.43	\$171.43	\$514.29	\$171.43

Shared Cost Item	Total	ODJFS (VETS/WP)	LCWDA WIOA Title I (Adult/ DW/ Youth)	LCWDA CCMEP TANF	LCDJFS TANF	Aspire - LCCC WIOA Title II Adult Education and Literacy Enty	LCCC Perkins Act Voc. Ed. Enty	LCJVS Perkins Act Voc. Ed. Enty	OOD WIOA Title IV	Vantage Aging Older American Title V (SCSEP)	LCCAA CSBG E&T Enty
Comprehensive - (Site locale)											
Other - G*STARS Subscription	\$15,000.00	\$3,428.57	\$6,857.12	\$2,571.43	\$428.57	\$214.29	\$214.29	\$214.29	\$214.29	\$642.86	\$214.29
Assessment Software/System	\$15,000.00	\$3,428.57	\$6,857.12	\$2,571.43	\$428.57	\$214.29	\$214.29	\$214.29	\$214.29	\$642.86	\$214.29
Total - Miscellaneous Pool	\$30,000.00	\$6,857.14	\$13,714.24	\$5,142.86	\$857.14	\$428.58	\$428.58	\$428.58	\$428.58	\$1,285.71	\$428.58

**Resource/Cost Sharing Agreement
Summary Allocation of Shared Costs**

Cost Sharing Agreement Attachment C - Summary

Shared Cost Item	Total	ODJFS (VETS/WP)	LCWDA WIOA Title I (Adult/ DW/ Youth)	LCWDA CCMEP TANF	LCDJFS TANF	Aspire - LCCC WIOA Title II Adult Education and Literacy Entity	LCCC Perkins Act Voc. Ed. Entity	LCJVS Perkins Act Voc. Ed. Entity	OOD WIOA Title IV	Vantage Aging Older American Title V (SCSEP)	LCCAA CSBG E&T Entity
Comprehensive - (Site/Local)											
Facilities Pool	\$88,000.00	\$20,114.29	\$40,228.58	\$15,085.71	\$2,514.29	\$1,257.14	\$1,257.14	\$1,257.14	\$1,257.14	\$3,771.43	\$1,257.14
Personnel Pool	\$94,793.57	\$21,867.09	\$43,334.23	\$16,250.33	\$2,708.39	\$1,354.19	\$1,354.19	\$1,354.19	\$1,354.19	\$4,062.58	\$1,354.19
Equipment and Supplies Pool	\$57,500.00	\$13,142.86	\$26,285.70	\$9,857.14	\$1,642.86	\$821.43	\$821.43	\$821.43	\$821.43	\$2,464.29	\$821.43
Sub-total	\$240,293.57	\$54,924.24	\$109,848.51	\$41,193.18	\$6,865.54	\$3,432.76	\$3,432.76	\$3,432.76	\$3,432.76	\$10,298.30	\$3,432.76
Overall Regional System											
Outreach/Marketing Pool	\$12,000.00	\$2,742.86	\$5,485.70	\$2,057.14	\$342.86	\$171.43	\$171.43	\$171.43	\$171.43	\$514.29	\$171.43
Miscellaneous Pool	\$30,000.00	\$6,957.14	\$13,714.25	\$5,142.86	\$857.14	\$428.58	\$428.58	\$428.58	\$428.58	\$1,285.71	\$428.58
Sub-total	\$42,000.00	\$9,600.00	\$19,199.95	\$7,200.00	\$1,200.00	\$600.01	\$600.01	\$600.01	\$600.01	\$1,800.00	\$600.01
Total - All Cost Pools/All Sites	\$282,293.57	\$64,524.24	\$129,048.46	\$48,393.18	\$8,065.54	\$4,032.77	\$4,032.77	\$4,032.77	\$4,032.77	\$12,098.30	\$4,032.77
Funding Commitments - Cash	\$282,293.57	\$64,524.24	\$129,048.46	\$48,393.18	\$8,065.54	\$4,032.77	\$4,032.77	\$4,032.77	\$4,032.77	\$12,098.30	\$4,032.77

Cost per FTE: \$8,065.53

Workforce Development Area # 4
 Budget Period From 7/1/2020 To 6/30/2021
 Cost Sharing Agreement Attachment C-2
 Allocation of Shared Costs

Shared Cost Item	Total	ODJFS (VETS/WP)	LCWDA WIOA Title I (Adult/ DW/ Youth)	LCWDA CCMEP TANF	LCDJFS TANF	Aspire - LCCC WIOA Title II Adult Education and Literacy Entry	LCCC Perkins Act Voc. Ed. Entry	LCJVS Perkins Act Voc. Ed. Entry	OOD WIOA Title IV	Vantage Aging Older American Title V (SCSEP)	LCCAA CSBG E&T Entry
FTE's Assigned	35.00	8.00	16.00	6.00	1.00	0.50	0.50	0.50	0.50	1.50	0.50
Percentage of Total FTE's	100.00%	22.86%	45.71%	17.14%	2.86%	1.43%	1.43%	1.43%	1.43%	4.29%	1.43%
Comprehensive - (Site locale)											
Lease Cost (includes common area)	\$26,000.00	\$5,942.86	\$11,885.70	\$4,457.14	\$742.86	\$371.43	\$371.43	\$371.43	\$371.43	\$1,114.29	\$371.43
Utilities	\$25,000.00	\$5,714.29	\$11,428.58	\$4,285.71	\$714.29	\$357.14	\$357.14	\$357.14	\$357.14	\$1,071.43	\$357.14
Maintenance	\$4,000.00	\$914.29	\$1,828.58	\$685.71	\$114.29	\$57.14	\$57.14	\$57.14	\$57.14	\$171.43	\$57.14
Building Common Charges	\$35,000.00	\$8,000.00	\$16,000.00	\$6,000.00	\$1,000.00	\$500.00	\$500.00	\$500.00	\$500.00	\$1,500.00	\$500.00
Total - Facilities Pool	\$90,000.00	\$20,571.44	\$41,142.86	\$15,428.56	\$2,571.44	\$1,285.71	\$1,285.71	\$1,285.71	\$1,285.71	\$3,857.15	\$1,285.71

Shared Cost Item	Total	ODJFS (VETS/WP)	LCWDA WIOA Title I (Adult/ DW/ Youth)	LCWDA CCMEP TANF	LCDJFS TANF	Aspire - LCCC WIOA Title II Adult Education and Literacy Entry	LCCC Perkins Act Voc. Ed. Entry	LCJVS Perkins Act Voc. Ed. Entry	OOD WIOA Title IV	Vantage Aging Older American Title V (SCSEP)	LCCAA CSBG E&T Entry
Comprehensive - (Site locale)											
One-Stop Operator/Manager	\$45,810.48	\$10,470.97	\$20,941.90	\$7,853.23	\$1,308.87	\$654.44	\$654.44	\$654.44	\$654.44	\$1,963.31	\$654.44
Receptionist/Greeter	\$43,374.52	\$9,914.18	\$19,828.33	\$7,435.63	\$1,239.27	\$619.64	\$619.64	\$619.64	\$619.64	\$1,858.91	\$619.64
Fiscal Support Staff	\$7,696.68	\$1,759.24	\$3,518.49	\$1,319.43	\$219.91	\$109.95	\$109.95	\$109.95	\$109.95	\$329.86	\$109.95
Total - Personnel Pool	\$96,881.68	\$22,144.39	\$44,288.72	\$16,608.29	\$2,768.05	\$1,384.03	\$1,384.03	\$1,384.03	\$1,384.03	\$4,152.08	\$1,384.03

Shared Cost Item	Total	ODJFS (VETS/WP)	LCWDA WIOA Title I (Adult/ DW/ Youth)	LCWDA CCMEP TANF	LCDJFS TANF	Aspire - LCCC WIOA Title II Adult Education and Literacy Entry	LCCC Perkins Act Voc. Ed. Entry	LCJVS Perkins Act Voc. Ed. Entry	OOD WIOA Title IV	Vantage Aging Older American Title V (SCSEP)	LCCAA CSBG E&T Entry
Comprehensive - (Site locale)											
Copier and Copier Maintenance	\$23,000.00	\$5,257.14	\$10,514.30	\$3,942.86	\$657.14	\$328.57	\$328.57	\$328.57	\$328.57	\$985.71	\$328.57
Telephone System	\$8,400.00	\$1,920.00	\$3,840.00	\$1,440.00	\$240.00	\$120.00	\$120.00	\$120.00	\$120.00	\$360.00	\$120.00
Supplies (paper, materials, etc.)	\$19,000.00	\$4,342.86	\$8,685.70	\$3,257.14	\$542.86	\$271.43	\$271.43	\$271.43	\$271.43	\$814.29	\$271.43
Other (postage, maint agreements)	\$7,100.00	\$1,622.86	\$3,245.70	\$1,217.14	\$202.86	\$101.43	\$101.43	\$101.43	\$101.43	\$304.29	\$101.43
Total - Equipment & Supplies Pool	\$57,500.00	\$13,142.86	\$26,285.70	\$9,857.14	\$1,642.86	\$821.43	\$821.43	\$821.43	\$821.43	\$2,464.29	\$821.43

Shared Cost Item	Total	ODJFS (VETS/WP)	LCWDA WIOA Title I (Adult/ DW/ Youth)	LCWDA CCMEP TANF	LCDJFS TANF	Aspire - LCCC WIOA Title II Adult Education and Literacy Entry	LCCC Perkins Act Voc. Ed. Entry	LCJVS Perkins Act Voc. Ed. Entry	OOD WIOA Title IV	Vantage Aging Older American Title V (SCSEP)	LCCAA CSBG E&T Entry
Brochures and Printed Materials	\$3,000.00	\$685.71	\$1,371.42	\$514.29	\$85.71	\$42.86	\$42.86	\$42.86	\$42.86	\$128.57	\$42.86
Media Advertising	\$4,000.00	\$914.29	\$1,828.58	\$685.71	\$114.29	\$57.14	\$57.14	\$57.14	\$57.14	\$171.43	\$57.14
Orientation Materials	\$5,000.00	\$1,142.86	\$2,285.70	\$857.14	\$142.86	\$71.43	\$71.43	\$71.43	\$71.43	\$214.29	\$71.43
Total - Outreach/Marketing Pool	\$12,000.00	\$2,742.86	\$5,485.70	\$2,057.14	\$342.86	\$171.43	\$171.43	\$171.43	\$171.43	\$514.29	\$171.43

Shared Cost Item	Total	ODJFS (VETS/WP)	LCWDA WIOA Title I (Adult/ DW/ Youth)	LCWDA CCMEP TANF	LCDJFS TANF	Aspire - LCCC WIOA Title II Adult Education and Literacy Entry	LCCC Perkins Act Voc. Ed. Entry	LCJVS Perkins Act Voc. Ed. Entry	OOD WIOA Title IV	Vantage Aging Older American Title V (SCSEP)	LCCAA CSBG E&T Entry
Comprehensive - (Site locale)											
Other - G*STARS Subscription	\$15,000.00	\$3,428.57	\$6,857.12	\$2,571.43	\$428.57	\$214.29	\$214.29	\$214.29	\$214.29	\$642.86	\$214.29
Assessment Software/System	\$15,000.00	\$3,428.57	\$6,857.12	\$2,571.43	\$428.57	\$214.29	\$214.29	\$214.29	\$214.29	\$642.86	\$214.29
Total - Miscellaneous Pool	\$30,000.00	\$6,857.14	\$13,714.24	\$5,142.86	\$857.14	\$428.58	\$428.58	\$428.58	\$428.58	\$1,285.72	\$428.58

CFIS Web
00447 - Lorain - OMJ Center
MOU Budget

State Fiscal Year:	SFY2020 - SA Fiscal Year 2020	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: Aspire

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (50% One-Stop Manager Payroll)	640.68
	Fiscal Support Staff - (10% Fiscal Officer Payroll)	107.81
	Receptionist/Greeter - (One-Stop Receptionist Payroll)	605.70
	Sub-Total:	1,354.19
Equipment and Supplies (Partner Use)	Computer Equipment (Hardware) - Equipment & Supplies - (Copier and Copier Maintenance)	328.57
	Office Supplies (paper, pencils, etc.) - (Miscellaneous Supplies)	271.43
	Other - (Newspapers, Postage, Maintenance Agreements)	101.43
	Telephone System - (Telephone Utility Expense)	120.00
	Sub-Total:	821.43
Facilities	County Indirect Cost Plan - (Common Charges--Cost Allocation Plan)	500.00
	Lease - (Lease Cost)	342.86
	Maintenance - Other - (Exterminating, Snow Removal, Alarm, etc.)	57.14
	Utilities - (Utilities)	357.14
	Sub-Total:	1,257.14
Miscellaneous	Other - (G*STARS Subscription & Other Software/System)	428.57
Sub-Total:	428.57	
Outreach/Marketing	Brochures and printed materials - (Brochurs, Business Cards, Flyers, etc.)	42.86
	Media Advertising - Public Service Announcement - (Announcements, Recruitment Events, Employer Outreach)	57.14
	Orientation Materials - (OhioMeansJobs Orientation Materials)	71.43
	Sub-Total:	171.43
Total:	4,032.76	

State Fiscal Year:	SFY2020 - SA Fiscal Year 2020	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: Lorain County Community Action Agency

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (50% One-Stop Manager Payroll)	640.68
	Fiscal Support Staff - (10% Fiscal Officer Payroll)	107.81
	Receptionist/Greeter - (One-Stop Receptionist Payroll)	605.70
	Sub-Total:	1,354.19
Equipment and Supplies (Partner Use)	Computer Equipment (Hardware) - Equipment & Supplies - (Copier and Copier Maintenance)	328.57
	Office Supplies (paper, pencils, etc.) - (Miscellaneous Supplies)	271.43
	Other - (Newspapers, Postage, Maintenance Agreements)	101.43
	Telephone System - (Telephone Utility Expense)	120.00
	Sub-Total:	821.43
Facilities	County Indirect Cost Plan - (Common Charges--Cost Allocation Plan)	500.00
	Lease - (Lease Cost)	342.86
	Maintenance - Other - (Exterminating, Snow Removal, Alarm, etc.)	57.14
	Utilities - (Utilities)	357.14
	Sub-Total:	1,257.14
Miscellaneous	Other - (G*STARS Subscription & Other Software/System)	428.57
	Sub-Total:	428.57
Outreach/Marketing	Brochures and printed materials - (Brochurs, Business Cards, Flyers, etc.)	42.86
	Media Advertising - Public Service Announcement - (Announcements, Recruitment Events, Employer Outreach)	57.14
	Orientation Materials - (OhioMeansJobs Orientation Materials)	71.43
	Sub-Total:	171.43
Total:		4,032.76

State Fiscal Year:	SFY2020 - SA Fiscal Year 2020	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: Lorain County Community College

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (50% One-Stop Manager Payroll)	640.68
	Fiscal Support Staff - (10% Fiscal Officer Payroll)	107.81
	Receptionist/Greeter - (One-Stop Receptionist Payroll)	605.70
	Sub-Total:	1,354.19
Equipment and Supplies (Partner Use)	Computer Equipment (Hardware) - Equipment & Supplies - (Copier and Copier Maintenance)	328.57
	Office Supplies (paper, pencils, etc.) - (Miscellaneous Supplies)	271.43
	Other - (Newspapers, Postage, Maintenance Agreements)	101.43
	Telephone System - (Telephone Utility Expense)	120.00
	Sub-Total:	821.43
Facilities	County Indirect Cost Plan - (Common Charges-Cost Allocation Plan)	500.00
	Lease - (Lease Cost)	342.86
	Maintenance - Other - (Exterminating, Snow Removal, Alarm, etc.)	57.14
	Utilities - (Utilities)	357.14
	Sub-Total:	1,257.14
Miscellaneous	Other - (G*STARS Subscription & Other Software/System)	428.57
Sub-Total:	428.57	
Outreach/Marketing	Brochures and printed materials - (Brochurs, Business Cards, Flyers, etc.)	42.86
	Media Advertising - Public Service Announcement - (Announcements, Recruitment Events, Employer Outreach)	57.14
	Orientation Materials - (OhioMeansJobs Orientation Materials)	71.43
	Sub-Total:	171.43
Total:		4,032.76

State Fiscal Year:	SFY2020 - SA Fiscal Year 2020	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: LORAIN COUNTY DEPT. OF JOB & FAMILY SERVICES

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (50% One-Stop Manager Payroll)	1,281.36
	Fiscal Support Staff - (10% Fiscal Officer Payroll)	215.62
	Receptionist/Greeter - (One-Stop Receptionist Payroll)	1,211.41
	Sub-Total:	2,708.39
Equipment and Supplies (Partner Use)	Computer Equipment (Hardware) - Equipment & Supplies - (Copier and Copier Maintenance)	657.14
	Office Supplies (paper, pencils, etc.) - (Miscellaneous Supplies)	542.86
	Other - (Newspapers, Postage, Maintenance Agreements)	202.86
	Telephone System - (Telephone Utility Expense)	240.00
	Sub-Total:	1,642.86
Facilities	County Indirect Cost Plan - (Common Charges--Cost Allocation Plan)	1,000.00
	Lease - (Lease Cost)	685.71
	Maintenance - Other - (Exterminating, Snow Removal, Alarm, etc.)	114.29
	Utilities - (Utilities)	714.29
	Sub-Total:	2,514.29
Miscellaneous	Other - (G*STARS Subscription & Other Software/System)	857.14
Sub-Total:	857.14	
Outreach/Marketing	Brochures and printed materials - (Brochurs, Business Cards, Flyers, etc.)	85.71
	Media Advertising - Public Service Announcement - (Announcements, Recruitment Events, Employer Outreach)	114.29
	Orientation Materials - (OhioMeansJobs Orientation Materials)	142.86
	Sub-Total:	342.86
Total:		8,065.54

State Fiscal Year:	SFY2020 - SA Fiscal Year 2020	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: LORAIN COUNTY JOINT VOCATIONAL SCHOOL

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (50% One-Stop Manager Payroll)	640.68
	Fiscal Support Staff - (10% Fiscal Officer Payroll)	107.81
	Receptionist/Greeter - (One-Stop Receptionist Payroll)	605.70
	Sub-Total:	1,354.19
Equipment and Supplies (Partner Use)	Computer Equipment (Hardware) - Equipment & Supplies - (Copier and Copier Maintenance)	328.57
	Office Supplies (paper, pencils, etc.) - (Miscellaneous Supplies)	271.43
	Other - (Newspapers, Postage, Maintenance Agreements)	101.43
	Telephone System - (Telephone Utility Expense)	120.00
	Sub-Total:	821.43
Facilities	County Indirect Cost Plan - (Common Charges--Cost Allocation Plan)	500.00
	Lease - (Lease Cost)	342.86
	Maintenance - Other - (Exterminating, Snow Removal, Alarm, etc.)	57.14
	Utilities - (Utilities)	357.14
	Sub-Total:	1,257.14
Miscellaneous	Other - (G*STARS Subscription & Other Software/System)	428.57
	Sub-Total:	428.57
Outreach/Marketing	Brochures and printed materials - (Brochurs, Business Cards, Flyers, etc.)	42.86
	Media Advertising - Public Service Announcement - (Announcements, Recruitment Events, Employer Outreach)	57.14
	Orientation Materials - (OhioMeansJobs Orientation Materials)	71.43
	Sub-Total:	171.43
Total:		4,032.76

State Fiscal Year:	SFY2020 - SA Fiscal Year 2020	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: LORAIN COUNTY WDA - CCMEP

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (50% One-Stop Manager Payroll)	7,688.18
	Fiscal Support Staff - (10% Fiscal Officer Payroll)	1,293.71
	Receptionist/Greeter - (One-Stop Receptionist Payroll)	7,268.44
	Sub-Total:	16,250.33
Equipment and Supplies (Partner Use)	Computer Equipment (Hardware) - Equipment & Supplies - (Copier and Copier Maintenance)	3,942.86
	Office Supplies (paper, pencils, etc.) - (Miscellaneous Supplies)	3,257.14
	Other - (Newspapers, Postage, Maintenance Agreements)	1,217.14
	Telephone System - (Telephone Utility Expense)	1,440.00
	Sub-Total:	9,857.14
Facilities	County Indirect Cost Plan - (Common Charges--Cost Allocation Plan)	6,000.00
	Lease - (Lease Cost)	4,114.29
	Maintenance - Other - (Exterminating, Snow Removal, Alarm, etc.)	685.71
	Utilities - (Utilities)	4,285.71
	Sub-Total:	15,085.71
Miscellaneous	Other - (G*STARS Subscription & Other Software/System)	5,142.86
	Sub-Total:	5,142.86
Outreach/Marketing	Brochures and printed materials - (Brochurs, Business Cards, Flyers, etc.)	514.29
	Media Advertising - Public Service Announcement - (Announcements, Recruitment Events, Employer Outreach)	685.71
	Orientation Materials - (OhioMeansJobs Orientation Materials)	857.14
	Sub-Total:	2,057.14
Total:		48,393.18

State Fiscal Year:	SFY2020 - SA Fiscal Year 2020	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: LORAIN COUNTY WDA - WIOA

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (50% One-Stop Manager Payroll)	20,501.82
	Fiscal Support Staff - (10% Fiscal Officer Payroll)	3,449.88
	Receptionist/Greeter - (One-Stop Receptionist Payroll)	19,382.53
	Sub-Total:	43,334.23
Equipment and Supplies (Partner Use)	Computer Equipment (Hardware) - Equipment & Supplies - (Copier and Copier Maintenance)	10,514.30
	Office Supplies (paper, pencils, etc.) - (Miscellaneous Supplies)	8,685.70
	Other - (Newspapers, Postage, Maintenance Agreements)	3,245.70
	Telephone System - (Telephone Utility Expense)	3,840.00
	Sub-Total:	26,285.70
Facilities	County Indirect Cost Plan - (Common Charges--Cost Allocation Plan)	16,000.00
	Lease - (Lease Cost)	10,971.42
	Maintenance - Other - (Exterminating, Snow Removal, Alarm, etc.)	1,828.58
	Utilities - (Utilities)	11,428.58
	Sub-Total:	40,228.58
Miscellaneous	Other - (G*STARS Subscription & Other Software/System)	13,714.30
	Sub-Total:	13,714.30
Outreach/Marketing	Brochures and printed materials - (Brochurs, Business Cards, Flyers, etc.)	1,371.42
	Media Advertising - Public Service Announcement - (Announcements, Recruitment Events, Employer Outreach)	1,828.58
	Orientation Materials - (OhioMeansJobs Orientation Materials)	2,285.70
	Sub-Total:	5,485.70
Total:		129,048.51

State Fiscal Year:	SFY2020 - SA Fiscal Year 2020	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: OHIO DEPARTMENT OF JOB & FAMILY SERVICES

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (50% One-Stop Manager Payroll)	10,250.90
	Fiscal Support Staff - (10% Fiscal Officer Payroll)	1,724.94
	Receptionist/Greeter - (One-Stop Receptionist Payroll)	9,691.25
	Sub-Total:	21,667.09
Equipment and Supplies (Partner Use)	Computer Equipment (Hardware) - Equipment & Supplies - (Copier and Copier Maintenance)	5,257.14
	Office Supplies (paper, pencils, etc.) - (Miscellaneous Supplies)	4,342.86
	Other - (Newspapers, Postage, Maintenance Agreements)	1,622.86
	Telephone System - (Telephone Utility Expense)	1,920.00
	Sub-Total:	13,142.86
Facilities	County Indirect Cost Plan - (Common Charges--Cost Allocation Plan)	8,000.00
	Lease - (Lease Cost)	5,485.71
	Maintenance - Other - (Exterminating, Snow Removal, Alarm, etc.)	914.29
	Utilities - (Utilities)	5,714.29
	Sub-Total:	20,114.29
Miscellaneous	Other - (G*STARS Subscription & Other Software/System)	6,857.14
	Sub-Total:	6,857.14
Outreach/Marketing	Brochures and printed materials - (Brochurs, Business Cards, Flyers, etc.)	685.71
	Media Advertising - Public Service Announcement - (Announcements, Recruitment Events, Employer Outreach)	914.29
	Orientation Materials - (OhioMeansJobs Orientation Materials)	1,142.86
	Sub-Total:	2,742.86
	Total:	64,524.24

State Fiscal Year:	SFY2020 - SA Fiscal Year 2020	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 - (50% One-Stop Manager Payroll)	640.68
	Fiscal Support Staff - (10% Fiscal Officer Payroll)	107.81
	Receptionist/Greeter - (One-Stop Receptionist Payroll)	605.70
	Sub-Total:	1,354.19
Equipment and Supplies (Partner Use)	Computer Equipment (Hardware) - Equipment & Supplies - (Copier and Copier Maintenance)	328.57
	Office Supplies (paper, pencils, etc.) - (Miscellaneous Supplies)	271.43
	Other - (Newspapers, Postage, Maintenance Agreements)	101.43
	Telephone System - (Telephone Utility Expense)	120.00
	Sub-Total:	821.43
Facilities	County Indirect Cost Plan - (Common Charges--Cost Allocation Plan)	500.00
	Lease - (Lease Cost)	342.86
	Maintenance - Other - (Exterminating, Snow Removal, Alarm, etc.)	57.14
	Utilities - (Utilities)	357.14
	Sub-Total:	1,257.14
Miscellaneous	Other - (G*STARS Subscription & Other Software/System)	428.57
	Sub-Total:	428.57
Outreach/Marketing	Brochures and printed materials - (Brochurs, Business Cards, Flyers, etc.)	42.86
	Media Advertising - Public Service Announcement - (Announcements, Recruitment Events, Employer Outreach)	57.14
	Orientation Materials - (OhioMeansJobs Orientation Materials)	71.43
	Sub-Total:	171.43
	Total:	4,032.76

State Fiscal Year:	SFY2020 - SA Fiscal Year 2020	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: VANTAGE Aging

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (50% One-Stop Manager Payroll)	1,922.04
	Fiscal Support Staff - (10% Fiscal Officer Payroll)	323.43
	Receptionist/Greeter - (One-Stop Receptionist Payroll)	1,817.11
	Sub-Total:	4,062.58
Equipment and Supplies (Partner Use)	Computer Equipment (Hardware) - Equipment & Supplies - (Copier and Copier Maintenance)	985.71
	Office Supplies (paper, pencils, etc.) - (Miscellaneous Supplies)	814.29
	Other - (Newspapers, Postage, Maintenance Agreements)	304.29
	Telephone System - (Telephone Utility Expense)	360.00
	Sub-Total:	2,464.29
Facilities	County Indirect Cost Plan - (Common Charges--Cost Allocation Plan)	1,500.00
	Lease - (Lease Cost)	1,028.57
	Maintenance - Other - (Exterminating, Snow Removal, Alarm, etc.)	171.43
	Utilities - (Utilities)	1,071.43
	Sub-Total:	3,771.43
Miscellaneous	Other - (G*STARS Subscription & Other Software/System)	1,285.71
	Sub-Total:	1,285.71
Outreach/Marketing	Brochures and printed materials - (Brochurs, Business Cards, Flyers, etc.)	128.57
	Media Advertising - Public Service Announcement - (Announcements, Recruitment Events, Employer Outreach)	171.43
	Orientation Materials - (OhioMeansJobs Orientation Materials)	214.29
	Sub-Total:	514.29
Total:		12,098.30
OMJ Total:		282,293.57

State Fiscal Year:	SFY2021 - SA Fiscal Year 2021	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: Aspire

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (50% One-Stop Manager Payroll)	654.44
	Fiscal Support Staff - (10% Fiscal Officer Payroll)	109.95
	Receptionist/Greeter - (One-Stop Receptionist Payroll)	619.64
	Sub-Total:	1,384.03
Equipment and Supplies (Partner Use)	Computer Equipment (Hardware) - Equipment & Supplies - (Copier Lease and Maintenance)	328.57
	Office Supplies (paper, pencils, etc.) - (Miscellaneous Office Supplies)	271.43
	Other - (Newspaper, Postage, Maintenance Agreements)	101.43
	Telephone System - (Telephone Utility Expense)	120.00
	Sub-Total:	821.43
Facilities	County Indirect Cost Plan - (Janitorial, Insurance, Cost Allocation)	500.00
	Lease - (Lease)	371.43
	Maintenance - Other - (Exterminating, Snow Removal, Alarm, etc.)	57.14
	Utilities - (Utilities)	357.14
Sub-Total:	1,285.71	
Miscellaneous	Other - (G*STARS, Assessment Software, System)	428.57
Sub-Total:	428.57	
Outreach/Marketing	Brochures and printed materials - (Brochures, Business Cards, etc.)	42.86
	Media Advertising - Public Service Announcement - (Announcements, Recruitment, Employer Outreach)	57.14
	Orientation Materials - (OhioMeansJobs Orientation Materials)	71.43
	Sub-Total:	171.43
Total:	4,091.17	

State Fiscal Year:	SFY2021 - SA Fiscal Year 2021	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: Lorain County Community Action Agency

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (50% One-Stop Manager Payroll)	654.44
	Fiscal Support Staff - (10% Fiscal Officer Payroll)	109.95
	Receptionist/Greeter - (One-Stop Receptionist Payroll)	619.64
	Sub-Total:	1,384.03
Equipment and Supplies (Partner Use)	Computer Equipment (Hardware) - Equipment & Supplies - (Copier Lease and Maintenance)	328.57
	Office Supplies (paper, pencils, etc.) - (Miscellaneous Office Supplies)	271.43
	Other - (Newspaper, Postage, Maintenance Agreements)	101.43
	Telephone System - (Telephone Utility Expense)	120.00
	Sub-Total:	821.43
Facilities	County Indirect Cost Plan - (Janitorial, Insurance, Cost Allocation)	500.00
	Lease - (Lease)	371.43
	Maintenance - Other - (Exterminating, Snow Removal, Alarm, etc.)	57.14
	Utilities - (Utilities)	357.14
	Sub-Total:	1,285.71
Miscellaneous	Other - (G*STARS, Assessment Software, System)	428.57
	Sub-Total:	428.57
Outreach/Marketing	Brochures and printed materials - (Brochures, Business Cards, etc.)	42.86
	Media Advertising - Public Service Announcement - (Announcements, Recruitment, Employer Outreach)	57.14
	Orientation Materials - (OhioMeansJobs Orientation Materials)	71.43
	Sub-Total:	171.43
Total:		4,091.17

State Fiscal Year:	SFY2021 - SA Fiscal Year 2021	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: Lorain County Community College

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (50% One-Stop Manager Payroll)	654.44
	Fiscal Support Staff - (10% Fiscal Officer Payroll)	109.95
	Receptionist/Greeter - (One-Stop Receptionist Payroll)	619.64
	Sub-Total:	1,384.03
Equipment and Supplies (Partner Use)	Computer Equipment (Hardware) - Equipment & Supplies - (Copier Lease and Maintenance)	328.57
	Office Supplies (paper, pencils, etc.) - (Miscellaneous Office Supplies)	271.43
	Other - (Newspaper, Postage, Maintenance Agreements)	101.43
	Telephone System - (Telephone Utility Expense)	120.00
	Sub-Total:	821.43
Facilities	County Indirect Cost Plan - (Janitorial, Insurance, Cost Allocation)	500.00
	Lease - (Lease)	371.43
	Maintenance - Other - (Exterminating, Snow Removal, Alarm, etc.)	57.14
	Utilities - (Utilities)	357.14
	Sub-Total:	1,285.71
Miscellaneous	Other - (G*STARS, Assessment Software, System)	428.57
	Sub-Total:	428.57
Outreach/Marketing	Brochures and printed materials - (Brochures, Business Cards, etc.)	42.86
	Media Advertising - Public Service Announcement - (Announcements, Recruitment, Employer Outreach)	57.14
	Orientation Materials - (OhioMeansJobs Orientation Materials)	71.43
	Sub-Total:	171.43
Total:		4,091.17

State Fiscal Year:	SFY2021 - SA Fiscal Year 2021	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: LORAIN COUNTY DEPT. OF JOB & FAMILY SERVICES

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (50% One-Stop Manager Payroll)	1,308.87
	Fiscal Support Staff - (10% Fiscal Officer Payroll)	219.91
	Receptionist/Greeter - (One-Stop Receptionist Payroll)	1,239.27
	Sub-Total:	2,768.05
Equipment and Supplies (Partner Use)	Computer Equipment (Hardware) - Equipment & Supplies - (Copier Lease and Maintenance)	657.14
	Office Supplies (paper, pencils, etc.) - (Miscellaneous Office Supplies)	542.86
	Other - (Newspaper, Postage, Maintenance Agreements)	202.86
	Telephone System - (Telephone Utility Expense)	240.00
	Sub-Total:	1,642.86
Facilities	County Indirect Cost Plan - (Janitorial, Insurance, Cost Allocation)	1,000.00
	Lease - (Lease)	742.86
	Maintenance - Other - (Exterminating, Snow Removal, Alarm, etc.)	114.29
	Utilities - (Utilities)	714.29
	Sub-Total:	2,571.44
Miscellaneous	Other - (G*STARS, Assessment Software, System)	857.14
	Sub-Total:	857.14
Outreach/Marketing	Brochures and printed materials - (Brochures, Business Cards, etc.)	85.71
	Media Advertising - Public Service Announcement - (Announcements, Recruitment, Employer Outreach)	114.29
	Orientation Materials - (OhioMeansJobs Orientation Materials)	142.86
	Sub-Total:	342.86
Total:		8,182.35

State Fiscal Year:	SFY2021 - SA Fiscal Year 2021	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: LORAIN COUNTY JOINT VOCATIONAL SCHOOL

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (50% One-Stop Manager Payroll)	654.44
	Fiscal Support Staff - (10% Fiscal Officer Payroll)	109.95
	Receptionist/Greeter - (One-Stop Receptionist Payroll)	619.64
	Sub-Total:	1,384.03
Equipment and Supplies (Partner Use)	Computer Equipment (Hardware) - Equipment & Supplies - (Copier Lease and Maintenance)	328.57
	Office Supplies (paper, pencils, etc.) - (Miscellaneous Office Supplies)	271.43
	Other - (Newspaper, Postage, Maintenance Agreements)	101.43
	Telephone System - (Telephone Utility Expense)	120.00
	Sub-Total:	821.43
Facilities	County Indirect Cost Plan - (Janitorial, Insurance, Cost Allocation)	500.00
	Lease - (Lease)	371.43
	Maintenance - Other - (Exterminating, Snow Removal, Alarm, etc.)	57.14
	Utilities - (Utilities)	357.14
	Sub-Total:	1,285.71
Miscellaneous	Other - (G*STARS, Assessment Software, System)	428.57
	Sub-Total:	428.57
Outreach/Marketing	Brochures and printed materials - (Brochures, Business Cards, etc.)	42.86
	Media Advertising - Public Service Announcement - (Announcements, Recruitment, Employer Outreach)	57.14
	Orientation Materials - (OhioMeansJobs Orientation Materials)	71.43
	Sub-Total:	171.43
Total:		4,091.17

State Fiscal Year:	SFY2021 - SA Fiscal Year 2021	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: LORAIN COUNTY WDA - CCMEP

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (50% One-Stop Manager Payroll)	7,853.23
	Fiscal Support Staff - (10% Fiscal Officer Payroll)	1,319.43
	Receptionist/Greeter - (One-Stop Receptionist Payroll)	7,435.63
	Sub-Total:	16,608.29
Equipment and Supplies (Partner Use)	Computer Equipment (Hardware) - Equipment & Supplies - (Copier Lease and Maintenance)	3,942.86
	Office Supplies (paper, pencils, etc.) - (Miscellaneous Office Supplies)	3,257.14
	Other - (Newspaper, Postage, Maintenance Agreements)	1,217.14
	Telephone System - (Telephone Utility Expense)	1,440.00
	Sub-Total:	9,857.14
Facilities	County Indirect Cost Plan - (Janitorial, Insurance, Cost Allocation)	6,000.00
	Lease - (Lease)	4,457.14
	Maintenance - Other - (Exterminating, Snow Removal, Alarm, etc.)	685.71
	Utilities - (Utilities)	4,285.71
	Sub-Total:	15,428.56
Miscellaneous	Other - (G*STARS, Assessment Software, System)	5,142.86
	Sub-Total:	5,142.86
Outreach/Marketing	Brochures and printed materials - (Brochures, Business Cards, etc.)	514.29
	Media Advertising - Public Service Announcement - (Announcements, Recruitment, Employer Outreach)	685.71
	Orientation Materials - (OhioMeansJobs Orientation Materials)	857.14
	Sub-Total:	2,057.14
Total:		49,093.99

State Fiscal Year:	SFY2021 - SA Fiscal Year 2021	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: LORAIN COUNTY WDA - WIOA

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (50% One-Stop Manager Payroll)	20,941.90
	Fiscal Support Staff - (10% Fiscal Officer Payroll)	3,518.49
	Receptionist/Greeter - (One-Stop Receptionist Payroll)	19,828.33
	Sub-Total:	44,288.72
Equipment and Supplies (Partner Use)	Computer Equipment (Hardware) - Equipment & Supplies - (Copier Lease and Maintenance)	10,514.30
	Office Supplies (paper, pencils, etc.) - (Miscellaneous Office Supplies)	8,685.70
	Other - (Newspaper, Postage, Maintenance Agreements)	3,245.70
	Telephone System - (Telephone Utility Expense)	3,840.00
	Sub-Total:	26,285.70
Facilities	County Indirect Cost Plan - (Janitorial, Insurance, Cost Allocation)	16,000.00
	Lease - (Lease)	11,885.70
	Maintenance - Other - (Exterminating, Snow Removal, Alarm, etc.)	1,828.58
	Utilities - (Utilities)	11,428.58
	Sub-Total:	41,142.86
Miscellaneous	Other - (G*STARS, Assessment Software, System)	13,714.30
	Sub-Total:	13,714.30
Outreach/Marketing	Brochures and printed materials - (Brochures, Business Cards, etc.)	1,371.42
	Media Advertising - Public Service Announcement - (Announcements, Recruitment, Employer Outreach)	1,828.58
	Orientation Materials - (OhioMeansJobs Orientation Materials)	2,285.70
	Sub-Total:	5,485.70
Total:		130,917.28

State Fiscal Year:	SFY2021 - SA Fiscal Year 2021	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: OHIO DEPARTMENT OF JOB & FAMILY SERVICES

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (50% One-Stop Manager Payroll)	10,470.97
	Fiscal Support Staff - (10% Fiscal Officer Payroll)	1,759.24
	Receptionist/Greeter - (One-Stop Receptionist Payroll)	9,914.18
	Sub-Total:	22,144.39
Equipment and Supplies (Partner Use)	Computer Equipment (Hardware) - Equipment & Supplies - (Copier Lease and Maintenance)	5,257.14
	Office Supplies (paper, pencils, etc.) - (Miscellaneous Office Supplies)	4,342.86
	Other - (Newspaper, Postage, Maintenance Agreements)	1,622.86
	Telephone System - (Telephone Utility Expense)	1,920.00
	Sub-Total:	13,142.86
Facilities	County Indirect Cost Plan - (Janitorial, Insurance, Cost Allocation)	8,000.00
	Lease - (Lease)	5,942.86
	Maintenance - Other - (Exterminating, Snow Removal, Alarm, etc.)	914.29
	Utilities - (Utilities)	5,714.29
	Sub-Total:	20,571.44
Miscellaneous	Other - (G*STARS, Assessment Software, System)	6,857.14
	Sub-Total:	6,857.14
Outreach/Marketing	Brochures and printed materials - (Brochures, Business Cards, etc.)	685.71
	Media Advertising - Public Service Announcement - (Announcements, Recruitment, Employer Outreach)	914.29
	Orientation Materials - (OhioMeansJobs Orientation Materials)	1,142.86
	Sub-Total:	2,742.86
Total:	65,458.69	

State Fiscal Year:	SFY2021 - SA Fiscal Year 2021	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 - (50% One-Stop Manager Payroll)	654.44
	Fiscal Support Staff - (10% Fiscal Officer Payroll)	109.95
	Receptionist/Greeter - (One-Stop Receptionist Payroll)	619.64
	Sub-Total:	1,384.03
Equipment and Supplies (Partner Use)	Computer Equipment (Hardware) - Equipment & Supplies - (Copier Lease and Maintenance)	328.57
	Office Supplies (paper, pencils, etc.) - (Miscellaneous Office Supplies)	271.43
	Other - (Newspaper, Postage, Maintenance Agreements)	101.43
	Telephone System - (Telephone Utility Expense)	120.00
	Sub-Total:	821.43
Facilities	County Indirect Cost Plan - (Janitorial, Insurance, Cost Allocation)	500.00
	Lease - (Lease)	371.43
	Maintenance - Other - (Exterminating, Snow Removal, Alarm, etc.)	57.14
	Utilities - (Utilities)	357.14
	Sub-Total:	1,285.71
Miscellaneous	Other - (G*STARS, Assessment Software, System)	428.57
	Sub-Total:	428.57
Outreach/Marketing	Brochures and printed materials - (Brochures, Business Cards, etc.)	42.86
	Media Advertising - Public Service Announcement - (Announcements, Recruitment, Employer Outreach)	57.14
	Orientation Materials - (OhioMeansJobs Orientation Materials)	71.43
	Sub-Total:	171.43
Total:	4,091.17	

State Fiscal Year:	SFY2021 - SA Fiscal Year 2021	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: VANTAGE Aging

Cost Pool	Expense Type	Budget Amount
Center Personnel	Center Operator/Manager - (50% One-Stop Manager Payroll)	1,963.31
	Fiscal Support Staff - (10% Fiscal Officer Payroll)	329.86
	Receptionist/Greeter - (One-Stop Receptionist Payroll)	1,858.91
	Sub-Total:	4,152.08
Equipment and Supplies (Partner Use)	Computer Equipment (Hardware) - Equipment & Supplies - (Copier Lease and Maintenance)	985.71
	Office Supplies (paper, pencils, etc.) - (Miscellaneous Office Supplies)	814.29
	Other - (Newspaper, Postage, Maintenance Agreements)	304.29
	Telephone System - (Telephone Utility Expense)	360.00
	Sub-Total:	2,464.29
Facilities	County Indirect Cost Plan - (Janitorial, Insurance, Cost Allocation)	1,500.00
	Lease - (Lease)	1,114.29
	Maintenance - Other - (Exterminating, Snow Removal, Alarm, etc.)	171.43
	Utilities - (Utilities)	1,071.43
	Sub-Total:	3,857.15
Miscellaneous	Other - (G*STARS, Assessment Software, System)	1,285.71
	Sub-Total:	1,285.71
Outreach/Marketing	Brochures and printed materials - (Brochures, Business Cards, etc.)	128.57
	Media Advertising - Public Service Announcement - (Announcements, Recruitment, Employer Outreach)	171.43
	Orientation Materials - (OhioMeansJobs Orientation Materials)	214.29
	Sub-Total:	514.29
	Total:	12,273.52
	OMJ Total:	286,381.68