

INTERAGENCY AGREEMENT

BETWEEN

EMPLOYMENT & FAMILY SERVICES

AND

DEPARTMENT OF WORKFORCE DEVELOPMENT

AMENDMENT NO. 2

THIS INTERAGENCY AGREEMENT AMENDMENT made and entered into this _____ day of _____, 2012 by and between the County of Cuyahoga, Ohio (the "County"), on behalf of the Employment & Family Services (the "Agency") and **Department of Workforce Development** (the "Provider").

WITNESSETH:

WHEREAS, in order to continue to manage the unified functions of job development and job placement, training services for adults, dislocated workers and youth, amendments to Agreement Encumbrance No. AG-1000201-01 are necessary:

THEREFORE, the following amendments to the aforementioned Interagency Agreement are agreed to by and between the parties hereto, as follows:

1. That the reason for this amendment is to add an applicant job readiness program, extend the period of performance and to increase the agreement amount to provide for the continuation of services.
2. That the agreement is hereby amended by extending the end date from **June 30, 2012** to **June 30, 2013**.
3. That the amount of the agreement is increased by **\$1,734,902.00** from **\$1,657,026.00** to **\$3,391,928.00**
4. That Appendix A, Applicant Job Readiness Program is added. (attached).

5. That Appendix B, Budget is modified to reflect three (3) years of funding. (attached).
6. That the effective date of this amendment is July 1, 2012.


All other "Terms and Conditions" and APPENDICES of the aforementioned Interagency Agreement remain as originally written.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date above written.

COUNTY OF CUYAHOGA, OHIO

Edward FitzGerald, County Executive

BY:

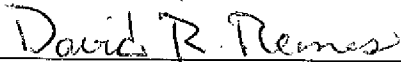


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Edward FitzGerald, County Executive

DEPARTMENT OF WORKFORCE DEVELOPMENT

BY:



5/22/12

Date

APPENDIX A

APPLICANT JOB READINESS PROGRAM

Overview

The applicant job readiness program is designed to provide OWF applicants "options" to cash assistance through employment "opportunities", reduce the participation lag time between OWF application submission and work program participation, and increase the overall work program participation by offering immediate job readiness programming to OWF applicants during the eligibility determination phase of the application process.

Target population

All OWF applicants with the exception of:

- individuals with mental health or physical disabilities,
- individuals required to be in the home to care for a family member with mental health or physical disability,
- individuals who are employed part or full time
- individuals currently attending school/training
- Temporary Incapacitated Program (TIP) applicants
- Short Term Transitional Applicants (STTA)

Program Description

The applicant job readiness program, provided by the Department of Workforce Development, is a five day program with applicants being referred daily. These daily starts can accommodate 25 applicants per day for up to 125 per week. Each day has a defined self-contained curriculum and is a combination of classroom instruction and hands on computer activities offering the applicant a foundation in job search techniques, interview techniques, job applications and resumes, and workplace expectations.

Applicants must complete five consecutive days/30 hours in order to be eligible for OWF. If an applicant misses any hours/days, they must provide documented good cause. There will be no make-up hours offered. Applicants are responsible for providing good cause and if they cannot, they will receive an applicant sanction and their OWF case will not be opened. Should they choose to reapply for OWF once the sanction period ends, they must be re-referred and complete the applicant job readiness program.

APPENDIX B

BUDGET

Employment & Family Services agrees to pay the Department of Workforce Development for the costs described below to the degree they are determined to be fair and reasonable for the period of **July 1, 2010 to June 30, 2013** for operational support of both the Employment Connection and the Career Centers located at designated neighborhood family service centers, Occupational Skills Training and On-the-Job Training Programs, and the Applicant Job Readiness Program in an amount not to exceed **\$3,391,928.00.**

- I. Employment & Family Services agrees to reimburse the Department of Workforce Development for the costs incurred for salaries and payroll related expenses of the Employment Connection One Stops, the Career Centers and the applicant job readiness program in an amount not to exceed **\$2,125,428.00.**

- A. To receive reimbursement for these costs, an invoice must be submitted detailing the actual expenses incurred during the billing period with the appropriate supporting documentation.

- II. Employment & Family Services agrees to reimburse the Department of Workforce Development for the following costs related to the operational support of the Employment Connection One Stops, the Career Centers and the applicant job readiness program in an amount not to exceed **\$791,500.00.**

Occupancy (rent, utilities & security for the AJR program)	\$ 265,000.00
Staff travel & other misc. (supplies, copies, etc.)	\$ 150,000.00
Administrative Staff allocation	\$ 124,710.00
Equipment costs	\$ 43,500.00
One Stop Partner Contribution	\$ 39,290.00
Indirect Costs	\$ 29,000.00
Administrative costs	\$ 140,000.00

- A. To receive reimbursement for these costs, an invoice must be submitted detailing the actual expenses incurred during the billing period with the appropriate supporting documentation.

- B. In order to meet the objectives of this program, Employment & Family Services agrees to allow for the shifting of dollars within the above category as necessary without a formal amendment and without exceeding the approved amount. The Department of Workforce Development must submit this request in writing to the designated contract specialist for prior approval.

- III. Employment & Family Services agrees to reimburse the Department of Workforce Development for Occupational Skills Training and On-the-Job Training for OWF cash participants in an amount not to exceed **\$475,000.00.**

- A. To receive reimbursement for occupational skills training, DWD must submit a list of those OWF participants with their social security number indicating the training program they were enrolled and/or completed during the billing period in accordance with the following policy:
- Payments will be made based upon the following for non-governmental training providers (public educational institutions):
- Up to 50% of the tuition cost will be paid upon enrollment of an approved client. The provider will invoice in accordance with their refund policy. Enrollment is defined as the client's attendance/ participation in 10% of the training program's total contact hours or days.
 - 25% of the tuition cost of the training program will be invoiced when the client successfully completes the training program and/or receives a credential/certificate.
 - 25% of the tuition cost of the training program will be invoiced when the client is successfully placed in a job.
 - Any costs other than tuition will be invoiced on a cost reimbursement basis.
 - Payments to public educational institutions will be on a cost reimbursement basis in accordance with that institutions published payment policy.
- B. Tuition payments for completion will only be made for participants who successfully complete their respective training program by June 30, 2013.
- C. To receive reimbursement for on-the-job training, DWD must submit the name of the participant, social security number, place of employment, job title, start date, hours of employment and hourly wage.
- IV. The Department of Workforce Development agrees that the services being contracted for are not available from their agency on a non-reimbursable basis for less than the unit rate and that the level of service to public assistance and food stamp recipients is guaranteed.
- V. The Department of Workforce Development understands that failure to comply with these provisions may result in returning any funds received from the Agency that was in violation of any of the provisions contained above.
- VI. For payment processing, a quarterly invoice must be submitted by the 15th of the month following the quarter services were provided. All invoices must be submitted to:

Employment & Family Services
1641 Payne Avenue, Room 510
Cleveland, Ohio 44114
Attn: Freda Houchins, Contract Specialist
Ph: (216) 987-8509; Fax (216) 987-7090
Email: houchf@odjfs.state.oh.us