

**Memorandum of Understanding  
For  
Workforce Innovation and Opportunity Act (WIOA)  
The Greater Louisville Workforce  
Development Board Inc., dba KentuckianaWorks**

**Kentucky Career Center Operations**

**1. LEGAL AUTHORITY**

The Workforce Innovation and Opportunity Act (WIOA) sec. 121(c) (1) requires the Local Board, with the agreement of the Chief Local Elected Officials (CLEOs), to develop and enter into a Memorandum of Understanding (MOU) between the Local Board and the One-Stop Partners, consistent with WIOA Sec. 121(c) (2), concerning the operation of the one-stop delivery system in a local area. This requirement is further described in the Workforce Innovation and Opportunity Act; Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions: Final Rule at 20 CFR 678.500, 34 CFR 361.500, and 34 CFR 463.500, and in Federal guidance.

Additionally, the sharing and allocation of infrastructure costs among one-stop partners is governed by WIOA sec. 121(h), its implementing regulations, and the Federal Cost Principles contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) at 2 CFR part 200.

**THIS AGREEMENT**, made and entered into as of July 1, 2019 by and between The Greater Louisville Workforce Development Board, Inc. d/b/a/ KentuckianaWorks, 410 West Chestnut Street, Suite 200, Louisville, Kentucky 40202 (the Board), as the Administrative Entity for the Greater Louisville Workforce Development Area, the American Job Center network Partners (Partners), and the Chief Local Elected Officials (CLEOs), They are collectively referred to as the "Parties" to this MOU and are listed in Attachment A.

This MOU is developed to confirm the understanding of the Parties regarding the operation and management of 7 American Job Centers in the KentuckianaWorks Workforce Development Area (Local WDA) as well as mobile services to all counties in the region. KentuckianaWorks provides local oversight of workforce programming for the KentuckianaWorks WDA.

KentuckianaWorks, with the agreement of the CLEOs, has competitively selected ResCare Workforce Services as the one-stop operator for the KentuckianaWorks WDA, as further outlined in the One-Stop Operator section.

The One-Stop Operating Budget and Infrastructure Funding Agreement establish a financial plan, including terms and conditions, to fund the services and operating costs of the KentuckianaWorks American Job Center network. The Parties to this MOU agree that joint funding is an essential foundation for an integrated service delivery system and necessary to maintain KentuckianaWorks high-standard American Job Center network.

The Vision, Mission, System Structure, Terms and Conditions, One-Stop Operating Budget, and Infrastructure Funding Agreement outlined herein reflect the commitment of the Parties to their job seeker and business customers, as well as to the overall KentuckianaWorks region.

## **2. INTRODUCTION**

As the Workforce Development Board for Louisville, Kentucky and six surrounding counties (Bullitt, Henry, Oldham, Shelby, Spencer and Trimble), KentuckianaWorks collaborates with a variety of partners to fulfill our mission of “Engaging employers, educators, and job seekers with resources to build a stronger community through the dignity of work.”

In all KentuckianaWorks’ endeavors—from operating a comprehensive career center for the region to developing novel sector-based partnerships such as the Kentucky Manufacturing Career Center to driving alignment with local K-12 school systems to providing young adults a second chance through the ReImage program to experimenting with cutting edge innovations such as Code Louisville and the Career Calculator ([careercalculator.org](http://careercalculator.org))—KentuckianaWorks seeks to work backwards from employer needs, rather than train people for unknown demand. With this approach, KentuckianaWorks hopes to reduce the number of people with barriers to employment and to help create a more educated and skilled workforce in our region.

The purpose of this Memorandum of Understanding (MOU) is to define the parameters within which education, workforce, economic development, and other Partner programs and entities operating in the KentuckianaWorks Workforce Development Area (WDA) create a seamless, customer-focused American Job Center network that aligns service delivery across the board and enhances access to program services. By realizing one-stop opportunities together, partners are able to build community-benefiting bridges, rather than silos of programmatic isolation. These partnerships will reduce administrative burden and costs and increase customer access and performance outcomes.

The KentuckianaWorks Board developed the following mission, vision and values through strategic planning in 2017 and 2018:

### **Mission**

Engaging employers, educators, and job seekers with resources to build a stronger community through the dignity of work.

### **Vision**

A fully prepared and engaged workforce that is aligned with the needs of employers

### **Values**

We believe in relentlessly experimenting to find solutions to our region’s workforce challenges. We embrace a commitment to equity in all that we do to ensure our efforts help address past inequities and offer fair treatment and equitable access to all customers.

The strategic plan adopted by the board on June 27, 2019 is included as Attachment B.

## **3. SYSTEM STRUCTURE**

The KentuckianaWorks WDA has seven American Job Centers, also known as one-stop centers that are designed to provide a full range of assistance to job seekers and businesses under one roof. Established under the Workforce Investment Act of 1998 and continued by the Workforce Innovation and Opportunity Act, the centers offer a comprehensive array of services designed to match talent with opportunities. These centers are listed below.

Location Code	KY Career Center Name	Address	KCC Manager (If applicable)
1	Kentucky Career Center-Downtown Louisville	600 W. Cedar Street Louisville, KY 40202	Monica Collins
2	Kentucky Career Center-NIA Center	2900 W. Broadway, Suite 100 Louisville, KY 40203	Zakiyyah Raymore
3	Kentucky Manufacturing Career Center	160 Rochester Drive, Building W Suite 115B Louisville, KY 40214	Zakiyyah Raymore
4	Kentucky Career Center at the Stratton Community Center	215 Washington Street Shelbyville, KY 40065	Charlotte Kerns
5	Kentucky Youth Career Center-Metro	612 South 4 <sup>th</sup> Street, 4 <sup>th</sup> Floor Louisville, KY 40202	Jennifer Welch
6	Kentucky Youth Career Center-Regional (Bullitt County)	505 Buffalo Run Rd., Suite. 100A Shepherdsville, KY 40165	Renee Walters
7	The Hope Center	684 Elm Street Eminence, KY 40065	Renee Walters

### One-Stop Operator

The KentuckianaWorks WDB selected the current one-stop operator, ResCare Workforce Services, Inc., through a competitive process in accordance with the Uniform Guidance<sup>1</sup>, WIOA and its implementing regulations, and local procurement laws and regulations on May 23, 2019. A contract with ResCare Workforce Services for One Stop Operator services has been in effect as of July 1, 2019. The State requires that the one-stop operator is re-competed at least every three years and no later than every four years. Functional details are outlined in the Roles and Responsibilities of Partners section, under One-Stop Operator.

### 4. STEPS TAKEN FOR INITIAL NEGOTIATION PROCESS

The KentuckianaWorks One-Stop Operator (OSO) convened the partners on March 6, 2018 for an initial meeting to review the background of the KentuckianaWorks' workforce system, the role of partners and the goals of executing the MOU. Subsequently the OSO scheduled individual meetings with each partner to determine 1) services to be provided by the partner and 2) reciprocal services to be provided by KentuckianaWorks WDB. Based on these meetings, KentuckianaWorks determined a cost structure and negotiated the final agreements for shared costs.

### 5. ROLES AND RESPONSIBILITIES OF THE PARTNERS

The Parties to this agreement will work closely together to ensure that all KentuckianaWorks American Job Centers are high-performing work places with staff who will ensure quality of service.

All Parties to this agreement shall comply with:

- Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule, published December 2, 2016),
- Title VI of the Civil Rights Act of 1964 (Public Law 88-352),
- Section 504 of the Rehabilitation Act of 1973, as amended,
- The Americans with Disabilities Act of 1990 (Public Law 101-336),
- The Jobs for Veterans Act (Public Law 107-288) pertaining to priority of service in programs funded by the U.S. Department of Labor,

- Training and Employment Guidance Letter (TEGL) 37-14, Update on Complying with Nondiscrimination Requirements: Discrimination Based on Gender Identity, Gender Expression and Sex Stereotyping are Prohibited Forms of Sex Discrimination in the Workforce Development System and other guidance related to implementing WIOA sec. 188,
- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR part 99),
- Confidentiality requirements governing the protection and use of personal information held by the VR agency (34 CFR 361.38),
- The confidentiality requirements governing the use of confidential information held by the State UI agency (20 CFR part 603),
- all amendments to each, and
- all requirements imposed by the regulations issued pursuant to these acts.

The above provisions require, in part, that no persons in the United States shall, on the grounds of race, color, national origin, sex, sexual orientation, gender identity and/or expression, age, disability, political beliefs or religion be excluded from participation in, or denied, any aid, care, services or other benefits provided by federal and/or state funding, or otherwise be subjected to discrimination.

Additionally, all Parties shall:

- Collaborate and reasonably assist each other in the development of necessary service delivery protocols for the services outlined in the Partner Services section above,
- Agree that the provisions contained herein are made subject to all applicable federal and state laws, implementing regulations, and guidelines imposed on either or all Parties relating to privacy rights of customers, maintenance of records, and other confidential information relating to customers, and
- Agree that all equipment and furniture purchased by any party for purposes described herein is and shall remain the property of the purchaser after the termination of this agreement.

Required Partner Services are outlined in Attachment C and Additional Partner Services are outlined in Attachment D. Kentucky Career Center (KCC) Services Descriptions are outlined in Attachment E and KCC Service Delivery Codes are outlined in Attachment F. KCC Locations and Location Codes are listed in Attachment G. Attachment H provides a more detailed list of MOU partners along with their responsibilities as either a required partner sharing infrastructure costs or "in kind" partner, sharing referrals and other in-kind services.

### **Chief Local Elected Officials (CLEOs)**

The CLEOs for the KentuckianaWorks WDA are Mayor Greg Fischer (Louisville), Bullitt County Judge/Executive Jerry Summers; Henry County Judge/Executive John Logan Brent; Oldham County Judge/Executive David Voegele; Shelby County Judge/Executive Dan Ison; Spencer County Judge/Executive John Riley; and Trimble County Judge/Executive Todd Pollock.

The CLEOs will, at a minimum:

- In Partnership with the KentuckianaWorks WDB and other applicable Partners within the planning region, develop and submit a single regional plan that includes a description of the activities that shall be undertaken by all Local WDBs and their Partners, and that incorporates plans for each of the Local areas in the planning region,
- Approve the KentuckianaWorks WDB budget and workforce center cost allocation plan,
- Approve the selection of the one-stop operator following the competitive procurement process, and

- Coordinate with the KentuckianaWorks WDB to oversee the operations of the KentuckianaWorks WDA American Job Center network.

### **Local Workforce Development Board (WDB)**

As the Local Workforce Development Board (WDB), the KentuckianaWorks WDB ensures the workforce-related needs of employers, workers, and job seekers in the region are met, to the maximum extent possible with available resources. The KentuckianaWorks WDB will, at a minimum:

- In Partnership with the CLEOs and other applicable Partners within the KentuckianaWorks WDA, develop and submit a local WDA plan that includes a description of the activities that shall be undertaken by the KentuckianaWorks WDB and its Partners, and that aligns its strategic vision, goals, objectives, and workforce-related policies to the regional plan and economy,
- In Partnership with the CLEOs and other applicable Partners within the planning region, develop and submit a single regional plan that includes a description of the activities that shall be undertaken by all Local WDBs and their Partners, and that incorporates plans for each of the Local areas in the planning region,
- In collaboration and Partnership with the CLEOs and other applicable Partners within the planning region, develop the strategic regional vision, goals, objectives, and workforce-related policies,
- In cooperation with the Local CLEOs and the other Local WDBs within the regional area, design and approve the American Job Center network structure. This includes, but is not limited to:
  - Adequate, sufficient, and accessible one-stop center locations and facilities,
  - Sufficient numbers and types of providers of career and training services (including eligible providers with expertise in assisting individuals with disabilities and eligible providers with expertise in assisting adults in need of adult education and literacy activities),
  - A holistic system of supporting services, and
  - A competitively-procured one-stop operator.
  - In collaboration with the CLEOs, designate through a competitive process, oversee, monitor, implement corrective action, and, if applicable, terminate the one-stop operator,
- Determine the role and day-to-day duties of the one-stop operator,
- Approve annual budget allocations for operation of the American Job Center network,
- Help the one-stop operator recruit operational Partners and negotiate MOUs with new Partners,
- Leverage additional funding for the American Job Center network to operate and expand one-stop customer activities and resources, and
- Review and evaluate performance of the KentuckianaWorks WDA and one-stop operator.

### **KentuckianaWorks WDB Board Staff**

Specific responsibilities include, at a minimum:

- Assist the CLEOs and the KentuckianaWorks WDB with the development and submission of a single regional plan,
- Support the KentuckianaWorks WDB with the implementation and execution of the regional vision, goals, objectives, and workforce-related policies, including all duties outlined above,
- Provide operational and grant-specific guidance to the one-stop operator,
- Investigate and resolve elevated customer complaints and grievance issues,
- Prepare regular reports and recommendations to the KentuckianaWorks WDB,
- Provide regional labor market information that can be used by employers and job seekers, and
- Oversee negotiations and maintenance of MOUs with one-stop Partners.

## One Stop Operator

ResCare Workforce Services, through the Adult Career Services contract will employ two (2) Center Managers who will act as “functional leaders” at two of the American Job Centers: 1) the Comprehensive center at 600 W. Cedar in Louisville and 2) an affiliate center at 2900 W. Broadway in Louisville. As such, they will have the authority to organize and coordinate Partner staff, in order to optimize and streamline service delivery efforts. Formal leadership, supervision, and performance responsibilities will remain with each staff member’s employer of record.

The One-Stop Operator, through a separate contract between the KentuckianaWorks WDB and ResCare Workforce Services, will, at a minimum, perform the following duties. The chart also clarifies duties that the KentuckianaWorks Board does not require of the One-Stop Operator.

<b>Responsibilities of the OSO (from TEGL 15-16)</b>	<b>What that Means at KentuckianaWorks</b>	<b>What that Does NOT Mean at KentuckianaWorks</b>
Coordinate integrated, seamless service delivery among required one-stop partners and service providers within the Kentucky Career Center (KCC) Services System	<ul style="list-style-type: none"> <li>• Providing regional system design for services at all centers, including the comprehensive center.</li> <li>• Convening regular center partner meetings</li> <li>• Convening regular WIOA MOU partner meetings</li> <li>• Ensuring MOU commitments are met</li> </ul>	<ul style="list-style-type: none"> <li>• Running the centers or being located 100% at any center as the operations manager</li> <li>• Supervising partner employees</li> <li>• Providing customer-facing services</li> </ul>
Coordinate required one-stop partners’ and service providers’ service delivery at career centers based on workforce needs of customers (jobseekers and employers)	<ul style="list-style-type: none"> <li>• Ensuring that State requirements for center certification are met and maintained,</li> <li>• Ensuring that career services such the ones outlined in WIOA sec. 134(c)(2) are available and accessible,</li> <li>• Reinforcing strategic objectives of the KentuckianaWorks Local WDB to Partners</li> <li>• Facilitating agreements with all partners on common customer service standards in the centers</li> <li>• Providing direction and guidance on ways to meet customer needs at the centers</li> <li>• Serving as an “arbiter” for partners in allocating staff and resources to meet customer needs for career services</li> <li>• Overseeing customer service surveys to track results</li> <li>• Overseeing a referral system for all partners to encourage co-case management rather than duplication of services</li> <li>• Facilitating communication among all partners (in and out of the career centers) for the benefit of customers</li> </ul>	<ul style="list-style-type: none"> <li>• Running the centers or being located 100% at any center as the operations manager</li> <li>• Supervising partner employees</li> <li>• Providing customer-facing services</li> </ul>
Ensure KCC center and mobile services staff and MOU partners have the necessary training and tools to provide expert services	<ul style="list-style-type: none"> <li>• Working with partners to develop a Professional Development calendar with offerings relevant to all partners</li> <li>• Implementing regular professional development opportunities</li> </ul>	

and deliver excellent customer service	<ul style="list-style-type: none"> <li>• Providing customer service training and assessments for all partners</li> <li>• Surveying and ensuring continuous improvement</li> </ul>	
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Additionally, the One Stop Operator will:

- Ensure that KentuckianaWorks WDB policies are implemented and adhered to,
- Adhere to the provisions outlined in the contract with the KentuckianaWorks WDB,
- Manage fiscal responsibilities and records for the comprehensive center. This includes assisting the KentuckianaWorks WDB with cost allocations and the maintenance and reconciliation of one-stop center operation budgets.

ResCare Workforce Services will not assist in the development, preparation and submission of Local plans. They cannot manage or assist in future competitive processes for selecting operators or select or terminate one-stop operators, career services providers, or Youth providers. The operator cannot negotiate local performance accountability measures or develop and submit budgets for activities of the KentuckianaWorks WDB. KentuckianaWorks WDB is responsible for the negotiated performance measures, strategic planning, budgets, and one-stop operator oversight (including monitoring).

## 6. PARTNERS

Each Partner commits to cross-education of staff, as appropriate, to attending appropriate professional development opportunities developed for the system by the One-Stop Operator and, when feasible, to provide other professional learning opportunities to all partners that promote continuous quality improvement. Partners will further promote system integration to the maximum extent feasible through:

- Effective communication, information sharing, and collaboration with the One-Stop Operator,
- Joint planning, policy development, and system design processes,
- Commitment to the joint mission, vision, goals, strategies, and performance measures,
- The design and use of common intake, assessment, referral, and case management processes, as appropriate (Note: KentuckianaWorks is transitioning from its referral system KCC Connect, to the United Communities referral platform provided through Metro United Way. All MOU partners are invited and encouraged to participate in the United Communities platform.
- The use of common and/or linked data management systems and data sharing methods, as appropriate,
- Leveraging of resources, including other public agency and non-profit organization services,
- Participation in a continuous improvement process designed to boost outcomes and increase customer satisfaction, and
- Participation in regularly scheduled Partner meetings to exchange information in support of the above and encourage program and staff integration.

## 7. RECIPROCAL SERVICES FROM THE KENTUCKIANAWORKS BOARD

As a participant in the KCC system, partners are entitled to reciprocal services from the KentuckianaWorks Board. Partners may choose to receive some, all or none of the following services:

- Invitations and participation in regular professional development training.
- System reporting through the KCC Connect Referral System (through June 30, 2020) and the United Communities platform from April 1, 2020 forward.

- Access to career center services for their customers, such as free workshops and training, per eligibility requirements
- Publication of their events and services through KentuckianaWorks electronic communications.
- Quarterly reporting of common measures performance, as available.
- Inclusion in career center events such as job fairs, resource fairs, etc.
- Inclusion in strategic planning for shared customer service delivery and partner integration methods.

## **8. DATA SHARING**

Partners agree that the use of high-quality, integrated data is essential to inform decisions made by policymakers, employers, and job seekers.

Partners further agree that the collection, use, and disclosure of customers' personally identifiable information (PII) is subject to various requirements set forth in Federal and State privacy laws. Partners acknowledge that the execution of this MOU, by itself, does not function to satisfy all of these requirements.

All data, including customer PII, collected, used, and disclosed by Partners will be subject to the following:

- Customer PII will be properly secured in accordance with the KentuckianaWorks WDB's policies and procedures regarding the safeguarding of PII.
- The collection, use, and disclosure of customer education records, and the PII contained therein, as defined under FERPA, shall comply with FERPA and applicable State privacy laws.
- All confidential data contained in UI wage records must be protected in accordance with the requirements set forth in 20 CFR part 603 and KRS 341.190.
- All personal information contained in VR records must be protected in accordance with the requirements set forth in 34 CFR 361.38.
- Customer data may be shared with other programs, for those programs' purposes, within the American Job Center network only after the informed written consent of the individual has been obtained, where required.
- Customer data will be kept confidential, consistent with Federal and State privacy laws and regulations.
- All data exchange activity will be conducted in machine readable format, such as HTML or PDF, for example, and in compliance with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794 (d)).

All one-stop center and Partner staff will be trained in the protection, use, and disclosure requirements governing PII and any other confidential data for all applicable programs, including FERPA-protected education records, confidential information in UI records, and personal information in VR records.

## **9. CONFIDENTIALITY**

All Parties expressly agree to abide by all applicable Federal, State, and local laws and regulations regarding confidential information, including PII from educational records, such as but not limited to 20 CFR Part 603, 45 CFR Section 205.50, 20 USC 1232g and 34 CFR part 99, and 34 CFR 361.38, as well as the following State laws and regulations:

- KRS 194A.060 and KRS 205.175 Information regarding a public assistance applicant or recipient must be kept confidential and may not be released, except as authorized by law.
- KRS 341.190 regarding use and disclosure of Unemployment Compensation records.



- 787 KAR 2:020 and KRS 151B.280 (3) regarding OET-operated programs' confidentiality of employment and service records which directly or indirectly identify a client or former client.
- KY Education Cabinet Policy EDU-05 regarding disclosure of security breach of computerized personal information data.
- KRS 61.870 - 61.884 regarding release of and access to confidential personal information.

In addition, in carrying out their respective responsibilities, each Party shall respect and abide by the confidentiality policies and legal requirements of all of the other Parties.

Each Party will ensure that the collection and use of any information, systems, or records that contain PII and other personal or confidential information will be limited to purposes that support the programs and activities described in this MOU and will comply with applicable law.

Each Party will ensure that access to software systems and files under its control that contain PII or other personal or confidential information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities described herein and will comply with applicable law. Each Party expressly agrees to take measures to ensure that no PII or other personal or confidential information is accessible by unauthorized individuals.

To the extent that confidential, private, or otherwise protected information needs to be shared amongst the Parties for the Parties' performance of their obligations under this MOU, and to the extent that such sharing is permitted by applicable law, the appropriate data sharing agreements will be created and required confidentiality and ethical certifications will be signed by authorized individuals. With respect to confidential unemployment insurance information, any such data sharing must comply with all of the requirements in 20 CFR Part 603, including but not limited to requirements for an agreement consistent with 20 CFR 603.10, payments of costs, and permissible disclosures.

With respect to the use and disclosure of FERPA-protected customer education records and the PII contained therein, any such data sharing agreement must comply with all of the requirements set forth in 20 U.S.C. § 1232g and 34 CFR Part 99.

With respect to the use and disclosure of personal information contained in VR records, any such data sharing agreement must comply with all of the requirements set forth in 34 CFR 361.38.

## **10. REFERRALS**

The primary principle of the referral system is to provide integrated and seamless delivery of services to workers, job seekers, and employers. KentuckianaWorks developed a referral system, available to all partners, called KCC Connect. While not required, it was highly recommended as a tool for referrals in the KentuckianaWorks workforce region and licenses were provided to partners at no cost. At the December 2019 Quarterly MOU partner meeting, the recommendation was made to shift from KCC Connect to a new referral tool offered by Metro United way in the KentuckianaWorks region. Called United Communities, this new platform is being provided at no cost to MOU partners and will replace KCC Connect as of June 30, 2020. Additionally, partners agree to:

- Familiarize themselves with the basic eligibility and participation requirements, as well as with the available services and benefits offered, for each of the Partners' programs represented in the KentuckianaWorks WDA American Job Center network,
- Develop materials summarizing their program requirements and making them available for Partners and customers,
- Work together to develop and utilize common intake, eligibility determination, assessment, and registration forms, as appropriate

- Provide substantive referrals – in accordance with the KentuckianaWorks Policy – to customers who are eligible for supplemental and complementary services and benefits under partner programs,
- Regularly evaluate ways to improve the referral process, including the use of customer satisfaction surveys,
- Commit to robust and ongoing communication required for an effective referral process, and
- Commit to actively follow up on the results of referrals and assuring that Partner resources are being leveraged at an optimal level.

## **11. ACCESSIBILITY**

Accessibility to the services provided by the American Job Centers and all Partner agencies is essential to meeting the requirements and goals of the KentuckianaWorks American Job Center network. Job seekers and businesses must be able to access all information relevant to them via visits to physical locations as well as in virtual spaces, regardless of gender, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or federal law.

### **Physical Accessibility**

One-stop centers will maintain a culture of inclusiveness. The centers will be reviewed every three years for ADA compliance and will make improvements as possible with funding allocated. Services will be available in a convenient, high traffic, and accessible location, taking into account reasonable distance from public transportation and adequate parking (including parking clearly marked for individuals with disabilities). Indoor space will be designed in an "equal and meaningful" manner providing access for individuals with disabilities.

### **Virtual Accessibility**

The KentuckianaWorks WDB will work with the Kentucky Career Development Office to ensure that job seekers and businesses have access to the same information online as they do in a physical facility. Information must be clearly marked and compliant with Section 508 of the U.S. Department of Health and Human Services code. Partners will comply with the Plain Writing Act of 2010; the law that requires that federal agencies use "clear Government communication that the public can understand and use" and all information kept virtually will be updated regularly to ensure dissemination of correct information.

Partners should either have their own web presence via a website and/or the use of social media, or work out a separate agreement with the KentuckianaWorks WDB to post content through the KentuckianaWorks website.

### **Programmatic Accessibility**

All Partners agree that they will not discriminate in their employment practices or services on the basis of gender, gender identity and/or expression, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or federal law. Partners must assure that they have policies and procedures in place to address these issues, and that such policies and procedures have been disseminated to their employees and otherwise posted as required by law.

Partners further assure that they are currently in compliance with all applicable state and federal laws and regulations regarding these issues. All Partners will cooperate with compliance monitoring that is conducted at the local level to ensure that all American Job Center programs, services, technology, and materials are physically and programmatically accessible and available to all. Additionally, staff members will be trained to provide services to all, regardless of range of abilities, mobility, age, language, learning style, or comprehension or education level.

An interpreter will be provided in real time or, if not available, within a reasonable timeframe to any customer with a language barrier. Assistive devices, such as screen-reading software programs and assistive listening devices must be available to ensure physical and programmatic accessibility within the American Job Center network.

## **12. OUTREACH**

The KentuckianaWorks WDB and its Partners will develop and implement a strategic outreach plan by September 30, 2020 that will include, at a minimum:

- Overview and goals of a region-wide outreach plan
- Identification of key audiences and ways to best reach each audience
- Inventory of all communications vehicles currently used by partners
- Specific steps to be taken by each partner,
- A process for communication among partners.

## **13. IMPASSE-DISPUTE RESOLUTION**

The Impasse-Dispute Resolution shall consist of a three-tiered process. First all parties involved in the dispute will attempt to resolve the dispute through a mutually agreed upon meeting between the management of each involved party.

Second, the Workforce Development Board, as the responsible entity for the oversight of the KentuckianaWorks Career Center, will moderate if the issue was not resolved through open communication between the involved parties. Management of each party involved in the dispute agrees to meet with the Program Oversight Committee of the KentuckianaWorks Board.

Third, if after a decision is made and provided to the involved parties by the Chair of the Workforce Development Board, the parties involved are still in dispute, the Department of Workforce Investment will preside over the third tier of the process, with the decision being final and the right of appeal no longer exists. All parties have termination rights, as identified in the Memorandum of Understanding.

## **14. MONITORING**

The KentuckianaWorks WDB, or its designated staff, officials from the State and Local administrative entities, the U.S. Departments of Labor, Education, Agriculture and Health and Human Services have the authority to conduct monitoring that includes fiscal and programmatic processes to ensure that:

- Federal awards are used for authorized purposes in compliance with law, regulations, and State policies,
- Those laws, regulations, and policies are enforced properly,
- Performance data are recorded, tracked, and reviewed for quality to ensure accuracy and completeness,
- Outcomes are assessed and analyzed periodically to ensure that performance goals are met,
- Appropriate procedures and internal controls are maintained, and record retention policies are followed, and
- All MOU terms and conditions are fulfilled.

All Parties to this MOU should expect regular fiscal and programmatic monitoring to be conducted by each of the above entities, as appropriate.

## **15. NON-DISCRIMINATION AND EQUAL OPPORTUNITY**

All Parties to this MOU certify that they prohibit, and will continue to prohibit, discrimination, and they certify that no person, otherwise qualified, is denied employment, services, or other benefits on the basis of: (i) political or religious opinion or affiliation, marital status, sexual orientation, gender, gender identification and/or expression, race, color, creed, or national origin; (ii) sex or age, except when age or sex constitutes a bona fide occupational qualification; or (iii) the physical or mental disability of a qualified individual with a disability.

The Parties specifically agree that they will comply with Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule December 2, 2016), the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), the Non-traditional Employment for Women Act of 1991, titles VI and VII of the Civil Rights of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1967, as amended, title IX of the Education Amendments of 1972, as amended, and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 37 and 38.

#### **16. INDEMNIFICATION/LIABILITY**

All parties to this MOU recognize the partnership consists of various levels of government, not-for-profit, and for-profit entities. Each party to this agreement shall be responsible for injury to persons or damage to property resulting from negligence on the part of itself, its employees, its agents, or its officers. Provided, however, in the event the party is a state agency or subcontracts for services with a state agency subject to the jurisdiction of the Kentucky Claims Commission pursuant to KRS 49.040 through KRS 49.170, the state agency's tort liability shall be limited to an award from the Kentucky Claims Commission up to the jurisdictional amount. No partner assumes any responsibility for any other party, state or non-state, for the consequences of any act or omission of any third party. The parties acknowledge the KentuckianaWorks Workforce Development Board and the One-Stop Operator have no responsibility and/or liability for any actions of the one-stop center employees, agents, and/or assignees. Likewise, the parties have no responsibility and/or liability for any actions of the KentuckianaWorks Workforce Development Board or the One-Stop Operator.

#### **17. SEVERABILITY**

If any part of this MOU is found to be null and void or is otherwise stricken, the rest of this MOU shall remain in force.

#### **18. DRUG AND ALCOHOL-FREE WORKPLACE**

All Parties to this MOU certify they will comply with the Drug-Free Workplace Act of 1988, 41 U.S.C. 702 et seq., and 2 CFR part 182 which require that all organizations receiving grants from any Federal agency maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for suspension or debarment under 2 CFR part 180, as adopted by the U.S. Department of Education at 2 CFR 3485, and the U.S. Department of Labor regulations at 29 CFR part 94.

#### **19. CERTIFICATION REGARDING LOBBYING**

All Parties shall comply with the Byrd Anti-Lobbying Amendment (31 U.S.C. Section 1352), 29 C.F.R. Part 93, and 34 CFR part 82, as well as the requirements in the Uniform Guidance at 2 CFR 200.450. The Parties shall not lobby federal entities using federal funds and will disclose lobbying activities as required by law and regulations.

#### **20. TERMINATION/SEPARATION**

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

1. All parties mutually agree to terminate this MOU.
2. Funding cuts by one or more federal programs are so substantial that KCC operations cannot continue as specified herein and a new MOU must be negotiated.
3. WIOA regulations or statute is repealed.
4. Local area designations are changed.

**Partner Separation:** WIOA Section 121(c) mandates the execution of this MOU between the LWDB and partners. However, any single partner may terminate its participation as a party to this MOU upon thirty (30) days written notice to the LWDB. In such an event, the LWDB will provide written notice to all remaining partners and will amend this MOU. The termination of one or more partner's participation as a party will not result in a termination of this MOU unless the number or contribution of the terminating partner(s) is so substantial that it necessitates the negotiation of a new MOU.

**Effect of Termination:** Per WIOA Section 121, any partner that terminates its role as a party to this MOU is no longer eligible to participate as a partner in the KCC system and will not be permitted to serve on the LWDB as a KCC partner representative.

**Partner Disqualification:** An entity identified as a required partner at the time of execution of this MOU that subsequently loses federal funding or the authority to administer the federal program in the Area and therefore no longer qualifies as a required partner under WIOA Section 121(b)(1) must send written notice of the change in status to the LWDB as soon as possible. In such an event, a formal amendment to this MOU per Article VIII will be required. The entity may continue as an additional partner if mutually agreed by the LWDB, CLEOS, and the remaining partners.

## **21. DEBARMENT AND SUSPENSION**

All Parties shall comply with the debarment and suspension requirements (E.O.12549 and 12689) and 2 CFR part 180 and as adopted by the U.S. Department of Labor at 29 CFR part 2998 and by the U.S. Department of Education at 2 CFR 3485.

## **22. PRIORITY OF SERVICE**

All Parties certify that they will adhere to all statutes, regulations, policies, guidance and plans regarding priority of service, including, but not limited to, priority of service for veterans and their eligible spouses, and priority of service for the WIOA title I Adult program, as required by 38 U.S.C. sec. 4215 and its implementing regulations and guidance, and WIOA sec. 134(c)(3)(E) and its implementing regulations and guidance. Partners will target recruitment of special populations that receive a focus for services under WIOA, such as individuals with disabilities, low-income individuals, basic skills deficient youth, and English language learners.

## **23. GOVERNING LAW**

This MOU will be construed, interpreted, and enforced according to the laws of the Commonwealth of Kentucky. All Parties shall comply with all applicable Federal and State laws and regulations, and Local laws to the extent that they are not in conflict with State or Federal requirements.

## **24. STEPS TO REACH CONSENSUS**

## **1. Notification of Partners**

The KentuckianaWorks WDB Chair (or designee) must notify all Parties in writing that it is necessary to renew and execute the MOU and provide all applicable policies and preceding MOU documents, as applicable.

## **2. Kickoff Meeting**

The KentuckianaWorks WDB Chair (or designee) is responsible for convening all required and optional American Job Center Partners to formally kick-off negotiations, and to ensure that, at a minimum, all American Job Center Partners from all counties within the KentuckianaWorks WDA are appropriately represented. The kickoff meeting took place on March 6, 2018 at the East Government Center, 200 Juneau Drive in Louisville, KY.

At the kickoff meeting, the KentuckianaWorks WDB Executive Director provided a detailed review of all relevant documents, facts, and information and ensure all Parties had sufficient time to ask questions or voice concerns and were fully aware of expectations and the overall process.

## **3. Negotiations**

Over the course of the four (4) weeks following the formal kickoff meeting, Partners must submit all relevant documents to the KentuckianaWorks WDB Chair (or designee) to begin the drafting of the MOU. During this time frame, additional formal or informal meetings (informational and negotiation sessions) may take place, so long as they are conducted in an open and transparent manner, with pertinent information provided to all Parties.

## **4. Draft MOU**

Within six (6) weeks of the kickoff meeting, the KentuckianaWorks WDB Chair (or designee) must email a complete draft of the MOU to all Parties.

## **5. Review and Comment**

Within three (3) weeks of receipt of the draft MOU, all Parties must review and return feedback to the KentuckianaWorks WDB Chair (or designee). It is advised that each Party also use this time to allow their respective Legal Departments to review the MOU for legal sufficiency. It is the responsibility of the KentuckianaWorks WDB Chair (or designee) to ensure all American Job Center Partners to the MOU are aware of the comments and revisions that are needed.

## **6. Finalized Draft**

The KentuckianaWorks WDB Chair (or designee) must circulate the finalized MOU and secure Partner signatures within four (4) weeks of receipt of feedback. The WIOA MOU will be considered fully executed once all signatories have reviewed and signed, and a signed copy has been returned to all Parties.

If determined that a Partner is unwilling to sign the MOU, then the KentuckianaWorks WDB Chair (or designee) must ensure that the dispute resolution process is followed.

## **25. AMENDMENT/MODIFICATION PROCESS**

This MOU may be amended upon mutual agreement of the parties that is not inconsistent with federal, state, or local laws, regulations, rules, plans, guidance or policies or for one or more of the following reasons:

1. The addition or removal of a partner from this MOU.
2. Removal or addition of program responsibilities for any partner that administers more than one federal program.
3. An extension of the effective ending date.
4. A change in the KCC Operator or Fiscal Agent or a change in the physical location of a KCC.
5. A change in the services, service delivery methods currently utilized, referral methods, methods to determine fair share, or methods to allocate costs.

All parties agree that amendments for the reasons listed in Paragraphs 1 and 2 above need only be signed by authorized representatives of the LWDB, the CLEOS, and the affected partner(s). Amendments for the reasons listed in all other Paragraphs above or for any changes that will affect the responsibilities of all parties, 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 KentuckianaWorks 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, KentuckianaWorks will notify the remaining parties of the intent to amend and will provide each remaining party thirty (30) days from the date of the notice (unless another timeframe is specified in the notice) to review the anticipated changes and to submit a response to KentuckianaWorks. Failure by a party to respond within the prescribed timeframe will be deemed that party's approval of the proposed changes.
3. In the event that a remaining party has questions and/or concerns regarding the proposed amendment, the party must list its questions and/or concerns in writing and submit the list to KentuckianaWorks within the specified timeframe.

4. KentuckianaWorks will review the listed questions/concerns and will issue a response within fifteen (15) days of receipt of the list. If KentuckianaWorks deems it necessary, the listed questions/concerns will be sent to all other parties and/or a meeting with all parties will be scheduled to discuss the proposed changes and to achieve consensus on a final amendment draft.
5. The final, approved amendment draft will be signed by authorized representatives of the affected partners, then submitted to KentuckianaWorks for the final signature.
6. KentuckianaWorks will distribute copies of the fully executed amendment to all parties and to the Career Development Office as the MOU oversight agency upon execution.

This writing constitutes the entire agreement among the parties with respect to each party's role and responsibility in the Area's KCC service delivery system. All parties agree that any amendments to any applicable laws or regulations cited herein will result in the correlative modification of this MOU without necessitating a formal, written amendment.

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

Amendments that will require the signatures of all parties must be executed no later than ninety (90) days prior to the end of the MOU period and amendments that require only the signatures of the LWDB, the CLEOS, and the affected parties must be executed no later than 45 days from the end of the current State Fiscal Year.

## **26. AGREEMENT PERIOD**

This MOU will be in effect from July 1, 2019, through June 30, 2022, unless an extension is granted.

## **26. RESOURCE SHARING/INFRASTRUCTURE FUNDING**

### **Kentucky Career Center Resource Sharing/Infrastructure Requirements:**

1. WIOA 121(c)(2)(A)(ii) requires that the funding arrangements for services and operating costs of the KCC service delivery system must be described in this MOU.
2. The methodologies described herein must be allowable under each partner's respective program and under all applicable federal and state rules—including the Office of Management and Budget (OMB) Circulars applicable to each partner's type of organization. The MOU must identify:
  - a. The shared KCC costs.
  - b. The methodologies that will be used to determine each party's proportionate "fair" share of those costs.



- c. The methodologies that will be used to allocate each party's fair share of costs across the cost categories.
- d. The method(s) each party will use to fund its fair share of costs, which may include cash contributions, contributions of staff time, equipment, and/or other resources, or in-kind contributions from a third party

**Kentucky Career Center Operating Costs:**

1. The shared KCC operating costs, the projected cost amounts, and each party's method of funding its fair share of those costs are identified in the KentuckianaWorks Cost Allocation Methodology which is included as part of the Infrastructure Funding Agreement hereby incorporated as Attachment I. The methodologies that will be used to determine each party's fair share of KCC operating costs and to allocate each party's fair share are outlined in that document.

**Program Costs/Services:**

1. Costs allowable under and allocable to more than one partner program may be considered shared costs that are allocated among the eligible partner programs provided that such action is not prohibited by the partner programs' governing statutes. The manner(s) in which the parties agree to address costs chargeable to more than one partner program is described in Attachment I, the Infrastructure Sharing Agreement.
2. All parties expressly agree to use the methodologies outlined in the Attachment H, the Infrastructure Sharing Agreement to determine if a particular cost is chargeable to more than one partner program and to address costs found to be chargeable to more than one partner.

**D. Budget Tracking:**

1. All parties expressly understand and agree that the initial costs listed in the KCC Infrastructure Funding Agreement included as Attachment I will be subject to change as actual costs are incurred and paid throughout the effective period of this MOU. 29 CFR 97.20 requires a comparison of actual costs to budgeted costs. Areas will determine actual costs in accordance with local procedures and will submit the actual expenditures to all partners on a quarterly basis.
2. Updates to the KCC Budget in the Infrastructure Funding Agreement will not require an amendment to this MOU unless such updates reflect an increase in the total budget amount. An amendment for this purpose will be signed by authorized representatives of LWDB, the CLEOS and all affected partners. LWDB will ensure that all partners receive a copy of the amendment and revised budget once the amendment is fully executed.

3. Any time the KCC Infrastructure Funding Agreement is modified, the LWDB must provide all parties with notice of the modification and a copy of the modified budget. The notice shall include a description of the modification, the effective date of the modification, and the reason(s) for the modification.

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## Kentucky Career Center Operations

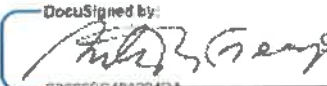
### Signature Pages

*By signing below, all parties mutually agree to the terms prescribed herein.*

**[LWDB Chairperson]**

Tony Georges, KentuckianaWorks Board Chair and Human Resources Director, UPS – Air Region

Printed Name & Title

DocuSigned by:  
 9/18/2020  
Signature Date

## Kentucky Career Center Operations

### Signature Pages

***By signing below, all parties mutually agree to the terms prescribed herein.***

***[Chief Local Elected Official]***

Jerry Summers, Bullitt County Judge/ Executive

Printed Name & Title

DocuSigned by:

9/18/2020

*Judge Jerry Summers*

Signature - BD852EEC8A05451...

Date

**Kentucky Career Center Operations**

**Signature Pages**

***By signing below, all parties mutually agree to the terms prescribed herein.***

***[Chief Local Elected Official]***

John Logan Brent, Henry County Judge/Executive

Printed Name & Title



Signature

9-25-20

Date

**MEMORANDUM OF UNDERSTANDING  
FOR  
KENTUCKIANAWORKS WORKFORCE DEVELOPMENT AREA**

**Kentucky Career Center Operations**

**Signature Pages**

*By signing below, all parties mutually agree to the terms prescribed herein.*

***[Chief Local Elected Official]***

Greg Fischer, Mayor of Louisville Metro Government

\_\_\_\_\_  
Printed Name & Title

*Greg Fischer*      *9/3/2020*  
Signature      Date

**Kentucky Career Center Operations**

**Signature Pages**

***By signing below, all parties mutually agree to the terms prescribed herein.***

***[Chief Local Elected Official]***

David Voegele, Oldham County Judge/Executive

Printed Name & Title

*David Voegele* 9-11-2020

Signature

Date

**Kentucky Career Center Operations**

**Signature Pages**

***By signing below, all parties mutually agree to the terms prescribed herein.***

***[Chief Local Elected Official]***

Dan Ison, Shelby County/Executive

Printed Name & Title

Dan R Ison      8/17/20

Signature

Date



**Kentucky Career Center Operations**

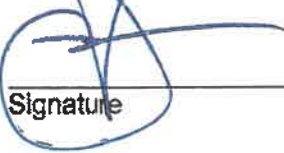
**Signature Pages**

*By signing below, all parties mutually agree to the terms prescribed herein.*

***[Chief Local Elected Official]***

John Riley, Spencer County Judge/Executive

Printed Name & Title



Signature

8-7-20

Date

**Kentucky Career Center Operations**

**Signature Pages**

***By signing below, all parties mutually agree to the terms prescribed herein.***

***[Chief Local Elected Official]***

Todd Pollock, Trimble County, Judge/Executive

Printed Name & Title

  
Signature

9-10-20  
Date

**Kentucky Career Center Operations**

**Signature Pages**

*By signing below, all parties mutually agree to the terms prescribed herein.*

***KentuckianaWorks***

Michael B. Gritton, Executive Director

Printed Name & Title

 9/11/20

Signature

Date



**Kentucky Career Center Operations**

**Signature Pages**

***By signing below, all parties mutually agree to the terms prescribed herein.***

***Office of Vocational Rehabilitation***

Cora McNabb, Executive Director

---

Printed Name & Title

*Cora McNabb* *8/5/2020*  
Signature Date

**Kentucky Career Center Operations**

**Signature Pages**

***By signing below, all parties mutually agree to the terms prescribed herein.***

***Kentucky Adult Education***

Jacqueline Korengel, Acting Executive Director

Printed Name & Title

*Jacqueline Korengel*  
Signature

8/4/20

Date

**Kentucky Career Center Operations**

**Signature Pages**

***By signing below, all parties mutually agree to the terms prescribed herein.***

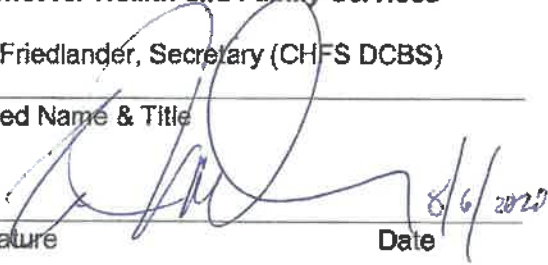
***Cabinet for Health and Family Services***

Eric Friedlander, Secretary (CHFS DCBS)

Printed Name & Title

Signature

Date



8/6/2020

## Kentucky Career Center Operations

### Signature Pages

*By signing below, all parties mutually agree to the terms prescribed herein.*

***FHI 360***

**Lisa Johnson | Director, NIWL**

---

Printed Name & Title

*Lisa Johnson*

Signature

08/13/2020

Date



**Kentucky Career Center Operations**


**Signature Pages**

***By signing below, all parties mutually agree to the terms prescribed herein.***

***Goodwill Industries of Kentucky***

**Amy Luttrell, President**

\_\_\_\_\_  
Printed Name & Title

  
Signature

7/1/20  
Date

**Kentucky Career Center Operations**

**Signature Pages**

***By signing below, all parties mutually agree to the terms prescribed herein.***

***Jefferson Community & Technical College***

Dr. Ty Handy, President

\_\_\_\_\_  
Printed Name & Title

  
Signature

08/07/2020  
Date

**Kentucky Career Center Operations**

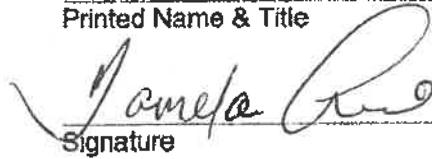
**Signature Pages**

***By signing below, all parties mutually agree to the terms prescribed herein.***

***Louisville Metro Department of Resilience and Community Services***

Tameka Laird, Director of Resiliency and Community Services

Printed Name & Title

 9/17/2020  
Signature Date

**Kentucky Career Center Operations**

**Signature Pages**

***By signing below, all parties mutually agree to the terms prescribed herein.***

***Louisville Metro Housing Authority***

Lisa Osanka, Executive Director

Printed Name & Title

 8/21/20

Signature

Date

**Kentucky Career Center Operations**

**Signature Pages**

***By signing below, all parties mutually agree to the terms prescribed herein.***

***Louisville Urban League***

Sadiqa Reynolds, President & CEO

Printed Name & Title

*Sadiqa M. Reynolds* *7/22/2020*

Signature

Date

**Kentucky Career Center Operations**

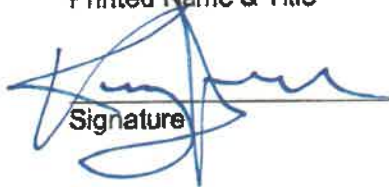
**Signature Pages**

***By signing below, all parties mutually agree to the terms prescribed herein.***

***Native American Employment Program***

Kerry Jevsevar, Program Director

\_\_\_\_\_  
Printed Name & Title

  
Signature

  
Date

**Kentucky Career Center Operations  
Signature Pages**

***By signing below, all parties mutually agree to the terms prescribed herein.***

***Northern Kentucky Community Action Commission***

Catrena Bowman-Thomas, Executive Director

\_\_\_\_\_  
Printed Name & Title

*Catrena Bowman-Thomas*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Kentucky Career Center Operations**

**Signature Pages**

***By signing below, all parties mutually agree to the terms prescribed herein.***

***Whitney M. Young Jr. Job Corps Center***

Dr. Stephanie Barber, Center Director

---

Printed Name & Title



September 30, 2020

---

Signature

Date



**Kentucky Career Center Operations**

**Signature Pages**

***By signing below, all parties mutually agree to the terms prescribed herein.***

***YouthBuild Louisville***

Lynn Rippy, Executive Director

Printed Name & Title

   
Signature Date

# Kentucky Career Center Memorandum of Understanding Attachments

- Attachment A: Parties to the Agreement/Required Partners
- Attachment B: KentuckianaWorks Strategic Plan
- Attachment C: Required Partner Services
- Attachment D: Additional Partner Services
- Attachment E: Kentucky Career Center (KCC) Services Descriptions
- Attachment F: KCC Service Delivery Codes
- Attachment G: KCC Location Codes
- Attachment H: KentuckianaWorks MOU Partners – Detailed List
- Attachment I: Infrastructure Sharing Agreement

**Parties to the Agreement****ATTACHMENT A**

LWDB	KentuckianaWorks – Greater Louisville Workforce Development Board
CLEOS Name(s)	Mayor Greg Fischer (Louisville), Bullitt County Judge/Executive, Jerry Summers; Henry County Judge/Executive, John Logan Brent; Oldham County Judge/Executive, David Voegele; Shelby County Judge/Executive, Dan Ison; Spencer County Judge/Executive, John Riley; Trimble County Judge/Executive Todd Pollock

**Required Partners**

Partner Name	Program	Program Authority
Cabinet for Health & Family Services	Department for Community Based Services	Social Security Act – Part A, Title IV (TANF) (42 U.S.C. 601 et seq.), subject to subparagraph (C)
Career Development Office	Jobs for Veterans State Grant Program KCC Employment Services Trade Act Program	Veteran’s Workforce Programs – Chapter 41 of title 38, United States Code; WIOA 121(b)(1)(B)(viii) WIOA Title III – Wagner-Peyser Act Programs (29 USC 49) Trade Act Title II, Chapter 2 – Trade Adjustment Assistance (TAA) (19 USC 2271)
Department of Workforce Investment	Unemployment Insurance	Unemployment Insurance (UI) – (5 USC 85) (ORC Chapter 4141)
FHI 360 National Institute for Work & Learning (NIWL)	Compass Rose (youth reentry)	DOL-Second Chance Act of 2007 programs, authorized under section 212 (42 U.S.C. 17532)
Goodwill Industries of Kentucky	Life Launch	DOL-Second Chance Act of 2007 programs, authorized under section 212 (42 U.S.C. 17532)
Jefferson Community & Technical College	Jefferson Community & Technical College	Career & Technical Education Programs - Postsecondary Vocational Education – Carl D. Perkins Vocational and Applied Technology Education Act (20 USC 2301) Adult Education in Bullitt, Henry, Oldham, Spencer, Shelby, and Trimble Counties
KentuckianaWorks	Kentucky Career Center Kentucky Health Career Center Kentucky Manufacturing Career Center Kentucky Youth Career Centers Code Louisville	WIOA Title I – Adult, Dislocated Worker, and Youth Programs
Louisville Metro Department of Resiliency and Community Services	Community Action Direct Services Programs	Community Services Block Grant Employment & Training Programs (42 USC 9901 et seq.)
Louisville Metro Housing Authority	Louisville Metro Housing Authority (Referrals for Employment and Training are made to the One-Stop system)	Department of Housing and Urban Development (HUD) – Employment and Training Programs (WIOA 121 (b)(1)(B)(xi))
Louisville Urban League	Urban Senior Jobs program	Older Americans Act Title V – Senior Community Service

<b>Partner Name</b>	<b>Program</b>	<b>Program Authority</b>
		Employment Program (SCSEP) (42 USC 3056)
Native American Employment Program	Native American Employment Program	WIOA Title I – Native American Programs (29 USC 2911, 29 USC 2919)
Northern Kentucky Community Action Commission	Senior Employment Program	Older Americans Act Title V – Senior Community Service Employment Program (SCSEP) (42 USC 3056)
Office of Adult Education	JCPS Adult & Continuing Education (Jefferson County) JCTC Adult Education (Bullitt, Henry, Oldham, Spencer, Shelby, and Trimble Counties)	Adult Education and Literacy (WIOA 121(b)(1)(B)(iii)) – Title II
Office of Vocational Rehabilitation	Vocational Rehabilitation Services	Rehabilitation Act, Title I, Parts A & B – Rehabilitation Services Commission (29 USC 720)
Whitney M. Young Jr. Job Corps Center	Whitney M. Young Jr. Job Corps Center	WIOA Title I – Job Corps (29 USC 2881-2900, 29 USC 2901)
YouthBuild Louisville	YouthBuild Louisville	WIOA Title 1 – Youthbuild – WIOA Section 171

**Additional Partners**

<b>Partner Name</b>	<b>Program</b>	<b>Program Authority</b>
Louisville Urban League	Center for Workforce Development	WIOA Title I Additional Partners, Section 121 Part 2Bvii
Goodwill Industries of Kentucky	Workforce Development Services	-Rehabilitation Act, Title I, Parts A & B – Rehabilitation Services Commission (29 USC 720) -WIOA Title I Additional Partners, Section 121 Part 2Bvii

**KentuckianaWorks Strategic Plan**

July 2019 – June 2021

**Mission:** Engaging employers, educators, and job seekers with resources to build a stronger community through the dignity of work

**Vision:** A fully prepared and engaged workforce that is aligned with the needs of employers

**Values:** We believe in relentlessly experimenting to find solutions to our region's workforce challenges. We embrace a commitment to equity in all that we do to ensure our efforts help address past inequities and offer fair treatment and equitable access to all customers.

**Strategic Priorities:****Lead efforts to align our regional education pipeline and the workforce demands of employers**

- Focus intensely on JCPS's Academies work and career and technical education offered in the counties, which offers the chance to build a "once in a lifetime" talent development system
  - Serve as the "convening authority" that brings businesses to the table to serve as Academy Partners with individual JCPS high schools
  - Partner with GLI to lead the recruiting efforts for Academy Partners, and stay in close touch with employers to ensure their experience is a positive one
  - Continue expanding the relationship made between the Academies of Louisville work and SummerWorks, so that over time the two merge into one unified effort wherever possible
- Work with the region's other school superintendents and elected officials to create a greater impact from career, training, and education opportunities and to improve alignment within the counties
- Engage with postsecondary institutions in the region to strengthen the pipelines for students in the academies, adult learners, and disconnected workers, enhancing the workforce system as a whole

**Utilize a sector focus to mobilize and encourage employers in the same industry to speak with one voice about their industry's needs**

- Develop new industry sector advisory groups that are aligned with the key growth sectors in our regional economy, and provide staff support to those already in existence
- Staff and maintain sector-specific Career Centers, training efforts, and other initiatives to address workforce challenges
- Focus on expanding partnerships between private businesses and KentuckianaWorks
- Ensure programs synchronize with the future needs of the economy and employers

**Increase the percentage of youth who enter the workforce prepared, and reduce the percentage of adults who need to be trained or retrained in the future**

- Maintain and expand our leadership for SummerWorks, and work to strengthen connection to the Academies of Louisville effort so that it becomes part of a true talent development system embedded in JCPS's overall efforts
- Continue leadership behind the Kentucky Youth Career Center efforts in Louisville and the regional counties as one of the only available avenues of help and guidance for struggling young adults, especially those overcoming educational or other barriers
- Lead efforts to help more court-involved youth get their lives on a positive track early through initiatives like Reimage, and work hard to connect those young adults to all of the workforce and other resources available to help them
- Explore ways that KentuckianaWorks can stimulate or lead efforts to improve the technology skills of the region's youth and young adults

**Seek new resources to serve the mission, vision and spirit of the organization and to establish a sustainable business model**

- Work aggressively to find new public and private resources to experiment with workforce solutions to problems, as well as to extend the reach and impact of proven workforce models like SummerWorks, Code Louisville, and Reimage
- Look broadly at funding streams and partnerships with the private sector as well as grants and other resources available to the nonprofit sector
- Look for ways that our limited resources can be used to leverage efforts also being funded by others
- Utilize the talents and knowledge of the Board to advocate to policy makers for increased workforce funding
- Seek board approval whenever the new funding source may come with controversy

**Think and act regionally, whenever possible, with the 12-county metropolitan statistical area (MSA) in mind**

- Ensure quality services and a fair distribution of resources are provided to the customers and employers in our six regional counties (Shelby, Bullitt, Oldham, Henry, Trimble, and Spencer)
- Experiment with technology and the mobile delivery of services to deliver services more efficiently than from a "bricks and mortar" career center environment
- Work to effectively execute the bistate plan with southern Indiana in order to satisfy the needs of the region's job seekers and make it easier for employers to find talented workers

**Utilize data analysis and labor market intelligence to create new information products that better inform all decision-makers in our region (job seekers, students, parents, employers) about what is happening in our regional labor market**

- Continue experimentation with new products like the Career Calculator and new web tools to see what works for targeted consumers
- Use expertise and research to conduct program evaluations to inform the board about the outcomes and impact of programs so it can invest resources wisely
- Seek to better publicize the challenges faced within the workforce system including barriers to employment, funding, and the changing needs of employers using data to address the issues of equity within the workforce system
- Expand data collection systems and data sharing across stakeholders in order to increase the type and quality of information to which KentuckianaWorks has access
- Engage the board to provide guidance on overcoming emerging issues regarding the future of work

**Focus efforts on outreach to job seekers, students, parents, and employers about programs and services offered through KentuckianaWorks and affiliated partners**

- Work to inform the public about what trainings and support are available to employers in the region
- Experiment with new information products to create a better “signaling” function that helps students, parents and job seekers make informed decisions about jobs, careers and fields of study
- Provide information to the public about the work administered by KentuckianaWorks to better brand the organization as a national leader in workforce development

**Required Partner Services**

**ATTACHMENT C**

Partner Name	Program Name (from Attachment A)	Services (Enter Number from Attachment E & F)			Employer	Service Delivery Method (Attachment F)	Location Code (Attachment G)
		Career	Training				
Kentucky Office of Adult Education	Jefferson County Public Schools Adult & Continuing Education in Louisville	1-9, 11-18	1, 3, 5, 7, 8	1-7	FT, PT, B, P, O	1,3,5	
	Jefferson Community & Technical College in Bullitt, Spencer, Shelby, Henry, Oldham, and Trimble Counties	1-4, 7-9, 11-14, 16-18	1, 3, 5, 8	1, 2, 4, 5, 7	PT, B, O	6 (Present at location but not in the KCC)	
Louisville Metro Community Action Services	Community Action Direct Services Programs	1-4, 7, 9, 11-14, 16-18	1-7	1-5	FT, C/Off, T, B	NA	
Louisville Metro Housing Authority	Louisville Metro Housing Authority (Referrals to KCC)	2-4, 9, 11, 14, 16, 17	NA	3, 4, 7	FT, B, P, O	NA	
Jefferson Community & Technical Colleges	Jefferson Community & Technical College	2-4, 7, 9, 11, 13, 16, 18	1, 3, 5-9	1, 3, 5-8	FT, PT, T, A, B, P, O	1 (Present at location but not in the KCC), 3	
	Office of Vocational Rehabilitation	Vocational Rehabilitation Services	1-6, 11-14, 16-18	1-9	T, P, B, O	1,2	
Cabinet for Health & Family Services	Department for Community Based Services	1, 3, 8, 9, 11, 14, 16, 17	NA		T, P, B, O	NA	
	Louisville Urban League	Urban Senior Jobs Program	1-4, 12-14, 16, 18	1, 2, 5, 7	FT, B, P	1,2	
Office of Career Development	Jobs for Veterans State Grant Program	1-6, 11, 12, 14, 16-18	NA	1-4, 6-7	FT	1	
	Wagner-Peyser Act Employment Service	1-4, 11	NA	8	FT	1	
KentuckianaWorks	Trade Act Assistance Program	1-7, 10-14, 16-18	1-3, 5, 7	8	FT	1	
	Kentucky Career Centers	1-9, 11-12, 14-18	1, 2, 5, 7	1-4, 6-8	FT, PT, C/PT, C/Off, T, B, P, O	1-7	
Whitney M. Young Jr. Job Corps Center	Kentucky Youth Career Centers	1-6, 9, 11-18	1-3, 7-9	1-7	FT, T, B, P, O	2	
	YouthBuild Louisville	1-9, 11-18	1-9	1-7	FT, PT, C/PT, T, P, B, O	5	
FHI 360	Compass Rose (Second Chance)	1-5, 9, 11-18	1, 2, 7, 8	3, 4	C	3,5	
Native American Employment Program	Native American Employment Program	1-4, 9, 11, 12, 14, 16-18	1, 2, 4-9	1-7	FT, T, B	2	

**Required Partner Services:** The table above identifies the services each required partner will provide and the method(s) of service delivery each partner will use. The services are identified by the corresponding numbers listed for each service in the KCC Services Description Document (Attachment E). The service delivery methods are identified by the KCC Services Delivery Codes listed in Attachment F. The location codes are listed in Attachment G.





## Kentucky Career Center Services (KCC) Descriptions

## ATTACHMENT E

**Career Center Services** – For job seekers entering the workforce or those job seekers re-entering the workforce. The services offered can be geared to individual's needs from self-help activities to concentrated services.

1. **Eligibility Determination:** This is the process of obtaining and documenting information about an individual's circumstances and comparing that information with the criteria set by an agency or program to decide if the individual qualifies for participation.
2. **Outreach, Intake, and Orientation:** Outreach activities involve the collection, publication, and dissemination of information on program services available and directed toward jobless, economically disadvantaged, and other individuals. Intake is the process of collecting basic information, e.g., name, address, phone number, SSN, and all other required information to determine eligibility or ineligibility for an individual's program. Orientation, whether offered in a group setting, one-on-one, or electronically, is the process of providing broad information to customers in order to acquaint them with the services, programs, staff, and other resources at the Kentucky Career Center (KCC), affiliate, or self-service location.
3. **Initial Assessment:** For individuals new to the workforce system, initial assessment involves the gathering of basic information about skill levels, aptitudes, abilities, barriers, and supportive service needs in order to recommend next steps and determine potential referrals to partners or community resources.
4. **Job Search, Placement Assistance, and Career Counseling:** Job Search helps an individual seek, locate, apply for, and obtain a job. It may include but is not limited to: job finding skills, orientation to the labor market, resume preparation assistance, development of a job search plan, job development, referrals to job openings, placement services, job finding clubs, job search workshops, vocational exploration, relocation assistance, and re-employment services such as orientation, skills determination, and pre-layoff assistance. Placement Assistance is a service that helps people to identify and secure paid employment that matches their aptitude, qualifications, experiences, and interests. Career Counseling is a facilitated exploration of occupational and industrial information that will lead to a first, new, or a better job for the individual.
5. **Employment Statistics-Labor Market Information Statewide:** Collect and report data about employment levels, unemployment rates, wages and earnings, employment projections, jobs, training resources, and careers; see Kentucky LMI, <https://kylmi.ky.gov/vosnet/Default.aspx> and <http://kentuckycareercenter.ky.gov/employer/LMI.aspx>
6. **State of the Louisville Regional Labor Market:** Labor market quarterly report for the region in and around the KentuckianaWorks workforce area. <https://www.kentuckianaworks.org/lmi>
7. **Eligible Provider Performance and Program Cost Information:** Collect and provide information on:
  - a. Eligible training service providers (described in WIOA Section 122).
  - b. Eligible youth activity providers (described in WIOA Section 123).
  - c. Eligible adult education providers (described in WIOA Title II).
  - d. Eligible postsecondary vocational educational activities and vocational educational activities available to school dropouts under the Carl Perkins Act (20 USC 2301).
  - e. Eligible vocational rehabilitation program activities (described in Title I of the Rehabilitation Act of 1973).

8. **Local Performance Information:** Collect and provide information on the local area's recent performance measure outcomes.
9. **Supportive Services' Information:** Collect and provide information on services such as transportation, child care, dependent care, housing, and needs-related payments that are necessary to enable an individual to participate in employment and training activities.
10. **Unemployment Compensation:** Collect and provide information on filing claims for state benefit payments that protect individuals from economic insecurity while they look for work. Claims may be filed on-line or via telephone available in the KCC.
11. **Eligibility Assistance:** Provide guidance to individuals on eligibility for other programs and on financial aid assistance for training and education programs that are available in the local area.
12. **Follow-Up Services:** Services provided to participants who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment. These services assist those individuals to maintain employment or qualify for promotions with that employment.
13. **Comprehensive and Specialized Assessments:** A closer look at the skills levels and service needs that may include:
  - a. Diagnostic Testing and use of other assessment tools; and
  - b. In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.
14. **Individual Employment Plan Development:** Working with individuals to identify their employment goals, the appropriate achievement objectives, and the appropriate combination of services that will help the individual achieve those goals.
15. **Group Counseling**
16. **Individual Counseling and Career Planning:** Through case management services for customers involved in training and more staff involved services.
17. **Case Management:** For participants who receive training services under WIOA Section 134(d)(4).
18. **Short-Term Prevocational Services:** Can include development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training.

**Training Services – Working with training providers or through on-the-job training programs Career Centers can help individuals upgrade skills and secure needed certifications or desirable academic degrees.**

1. **Occupational Skills Training:** An organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels.
2. **On-the-Job Training (OJT):** Training by an employer that is provided to a paid participant while engaged in productive work that is limited in duration, provides knowledge or skills essential to the full and adequate performance of the job, and reimburses the employer for the costs associated with training the OJT trainee often calculated based on a percentage of the trainee's wages.
3. **Workplace and cooperative education:** Programs that combine workplace training with related instruction which may include cooperative education programs.
4. **Training programs operated by the private sector**
5. **Skills upgrading and retraining:** Courses that prepare persons for entrance into a new occupation through instruction in new and different skills demanded by technological changes. These courses train incumbent workers in specific skills needed by that business

- or industry and that lead to potential career growth and increased wages. This includes courses that develop professional competencies that are particularly relevant to a vocational/occupational goal. It must be demonstrated that the training will result in the workers' acquisition of transferable skills or an industry-recognized certification or credential
6. **Entrepreneurial training:** Including microenterprise training and support programs
  7. **Job-readiness training:** Helping customers with the skills to enter the job market and begin new careers.
  8. **Adult Education (Skills U):** Services or instruction below the postsecondary level for individuals who are not enrolled or required to be enrolled in secondary school under state law and lack basic educational skills to enable the individuals to function effectively in society and on a job. Services include, but are not limited to, one-on-one instruction, coursework, or workshops that provide direction for the development and ability to read, write, and speak in English, compute, and solve problems, at levels of proficiency necessary to function in society or on the job.
  9. **Customized training:** Training that is designed to meet the special requirements of an employer or group of employers and that is conducted with a commitment by the employer to employ an individual upon successful completion of the training and for which the employer pays for a portion of the cost of training.

**Employer Services** – Working closely with local and regional employers the Career Center can provide solutions to employer hiring and workforce needs.

1. **Employer needs assessment:** Evaluation of employer needs, particularly future hiring and talent needs.
2. **Job posting:** Receiving and filling of job openings; searching resumes; providing access to a diverse labor pool.
3. **Applicant pre-screening:** Assessing candidates according to the employer's requirements and hiring needs; referring candidates based on their knowledge, skills, and abilities relative to the employer requirements.
4. **Recruitment assistance:** Raising awareness of employers and job openings and attracting individuals to apply for employment at a hiring organization. Specific activities may include posting of employer announcements, provision of job applications, and hosting job fairs and mass recruitments.
5. **Training assistance:** Providing training resources to enable employers to upgrade employee skills, introduce workers to new technology, or to help employees transition into new positions.
6. **Labor Market Information:** Access to information on labor market trends, statistics, and other data related to the economy, wages, industries, etc.
7. **Employer information and referral:** Provision of information on topics of interest to employers such as services available in the community, local training providers, federal laws and requirements, tax information, apprenticeship programs, human resource practices, alien labor certification, incentive programs such as WOTC or the federal bonding program, etc.
8. **Rapid Response and Layoff Aversion:** Provision of services to prevent downsizing or closure, or to assist during layoff events. Strategies may include incumbent worker training to avert lay-offs, financing options, employee ownership options, placement assistance, worker assessments, establishment of transition centers, labor-management committees, peer counseling, etc.

<b>Code</b>	<b>Method Description</b>
<b>FT</b>	On-Site Staff Full Time
<b>PT</b>	On-Site Staff Part Time
<b>C</b>	Contracted Service On-Site Full Time
<b>C/PT</b>	Contracted Service On-Site Part Time
<b>C/Off</b>	Contracted Service Off-Site
<b>T</b>	Access Via Telephone
<b>A</b>	Access Via Automated System
<b>B</b>	Brochure/Handout
<b>P</b>	Posting at One-Stop Center
<b>O</b>	Other
<b>NA</b>	Not Applicable

Area's KCC System consists of (#): 7 KCCs including:

<b>Location Code</b>	<b>KY Career Center Name</b>	<b>Address</b>	<b>KCC Manager (if applicable)</b>
1	Kentucky Career Center-Downtown Louisville	600 W. Cedar Street Louisville, KY 40202	Monica Collins
2	Kentucky Career Center-NIA Center	2900 W. Broadway, Suite 100 Louisville, KY 40203	Zakiyyah Raymore
3	Kentucky Manufacturing Career Center	160 Rochester Drive, Building W Suite 115B Louisville, KY 40214	Zakiyyah Raymore
4	Kentucky Career Center at the Stratton Community Center	215 Washington Street Shelbyville, KY 40065	Charlotte Kerns
5	Kentucky Youth Career Center-Metro	612 South 4 <sup>th</sup> Street, 4 <sup>th</sup> Floor Louisville, KY 40202	Jennifer Welch
6	Kentucky Youth Career Center-Regional (Bullitt County)	505 Buffalo Run Rd., Suite. 100A Shepherdsville, KY 40165	Renee Walters
7	The Hope Center	684 Elm Street Eminence, KY 40065	Renee Walters

# KentuckianaWorks MOU Partners – Detailed List

## ATTACHMENT H

Partner Organization	Partner Program	Authorization/Category	Signatory Official	Contact information including mailing address, phone and email address	Services to be provided in the system	At what career centers	How - electronically, in-person	When? How many days per week	Infrastructure contributions - cash, in-kind, etc.
Cabinet for Health & Family Services	TANF, SNAP E&T	Social Security Act – Part A, Title IV (TANF) (42 U.S.C. 601 et seq.), subject to subparagraph C; The Farm Bill, Section 4121 of the Farm Security and Rural Investment Act of 2002 (USDA - SNAP E&T)	Eric Friedlander	275 E. Main St. 5W-A Frankfort, KY 40621 Office of the Secretary (OS): Eric Friedlander, Secretary (502) 564-7042	Assessment, work readiness training, referrals to education, career counseling, volunteer placements to meet program requirements, job placements. Referrals to career center services (only CHFS/DCBS can refer into the program.)	Cedar	In-person and electronically	5 days per week	In-kind
Council of Three Rivers, American Indian Center	Council of Three Rivers, American Indian Center	WIOA Title I – Native American Programs (29 USC 2911, 29 USC 2919)	Kerry Jevesar	2900 West Broadway Louisville, KY 40211 (800)595-8721 annette.jones@kentuckianaworks.org	Job Search Assistance-Job Grant, Job Placement, tuition assistance for training (AAS, BS, BA, other short term training), other supportive services, career and educational counseling Referrals to and from career centers.	Services provided statewide. Walk-ins accepted at NIA Center, 2900 West Broadway, Louisville, KY 40211	In-person Monday Friday 8:00 a.m.-4:30 p.m. or by appointment	5 days per week	Required Partner - outlined in IFA
Education & Workforce Development Cabinet	Career Development Office	WIOA Title I, Wagner Peyser, Unemployment Insurance Trade Act Title II, Chapter 2 – Trade Adjustment Assistance (TAA) (19 USC 2271)	Jim Beyea	500 Mero Street, Frankfort, KY 40601 Jim.Beyea@ky.gov	Provides career planning services that prepare customers, students and businesses successful transitions. Collaboration in providing services in the comprehensive career center and referrals to and from MOU partners.	Cedar	In-person and electronically	As scheduled	Required Partner - outlined in IFA
FHI 360	Compass Rose/Reimage grant for young adults who are court involved.	DOL-Second Chance Act of 2007 programs, authorized under section 212 (42 U.S.C. 17532)	Caitlin Dawkins	1825 Connecticut Avenue NW Washington, DC 20009 202.884.8218 CDawkins@fhi360.org	Assessment, work readiness training, occupational training and education, career counseling, job placements, Legal Aid, mental health, transportation, stipends and other wraparound services. Referrals to and from career centers and other MOU partners.	KYCC Metro, NIA	In-person and electronically	5 days per week	In-kind
Goodwill, Inc.	Life Launch	DOL-Second Chance Act of 2007 programs, authorized under section 212 (42 U.S.C. 17532)	Amy Luttrell	1325 S 4th St, Louisville, KY 40208 (502) 272-1700. Amy.Luttrell@goodwill.ky.org	Referrals to and from the Career Centers, providing professional development on reentry	NA	In-person	Available as needed 5 days per week, but not located at any center	In-kind
Jefferson Community & Technical College	Postsecondary Education and Training through ITAS, Code Louisville, Adult Education in Bullitt, Henry, Oldham, Spencer, Shelby and Trimble Counties.	Career & Technical Education Programs - Postsecondary Vocational Education – Carl D. Perkins Vocational and Applied Technology Education Act (20 USC 2301); Adult Education and Literacy (WIOA 121(b)(1)(B)(iii)) – Title II	Ty Handy	JCTC, 109 East Broadway Louisville, KY 40202 (502) 213-5333 ty.handy@kentuckianaworks.org	Higher Education, Workforce Training, Transfer Degrees, Adult Education instruction, GED preparation. Referrals to and from career centers.	NA	In-person or electronically	Five days per week	In-kind
Job Corps	Job Corps	WIOA Title I – Job Corps (29 USC 2881-2900, 29 USC 2901)	Kelly Stratton	8460 Shelbyville Rd, Simpsonville, KY 40067 (502) 722-8862 stratton.kelly@jobcorps.org	Educational/Career Training, referrals to and from the career centers	All Job Corps Centers in Kentucky	In-person or electronically	2nd Week of each month and appointments at the NIA Center, 5 days per week at main campus	In-kind

KentuckianaWorks Partners	Local Workforce Development Board	WIOA Title I – Adult, Dislocated Worker, and Youth Programs A	Michael Gritton	410 West Chestnut Street, Suite 200, Louisville, KY 40202 (502) 574-2500 Michael.Gritton@kentuckianaworks.org	In collaboration and partnership with the CLEO and other applicable partners within the planning region, develop the strategic regional vision, goals, objectives and workforce-related policies. Individuals Training Accounts, Job Search and Referrals. Also provide referral tool and a calendar of free professional development opportunities to all MOU partners.	All Centers	In-person and electronically	As scheduled	Required Partner
Kentucky Office of Adult Education - Skills U	Kentucky Office of Adult Education - Skills U	Adult Education and Literacy (WIOA 121(b)(1)(B)(iii)) – Title II	Jacqueline Korengel, Acting Executive Director	500 Mero Street, Frankfort, KY 40601 (502) 573-1555 jacqueline.korengel@ky.gov	Provides services such as adult education classes, GED preparation, educational assessments, English as a second language classes, workforce education and reading instruction for eligible Kentuckians. Referrals to and from career centers.	On site at the Kentucky Manufacturing Career Center and Cedar (at TANF program). Other services are provided in partnership with the adult and youth career centers at nearby Skills U sites.	In-person or electronically	Five days per week at KMCC; five days per week at regional Skills U sites.	Required Partner - outlined in IFA
Louisville Metro Department of Resilience and Community Services	Community Action Direct Services Programs	Community Services Block Grant Employment & Training Programs (42 USC 9901 et seq.)	Tameka Laird	701 West Ormsby, Suite 201, Louisville, KY 502-574-3929 Tameka.Laird@louisvilleky.gov	Social services, training, utilities assistance, food assistance, housing assistance. Referrals to and from career centers.	NA	In-person and electronically	5 days per week	In-kind
Louisville Metro Housing Authority	Louisville Metro Housing Authority	Department of Housing and Urban Development (HUD) – Employment and Training Programs (WIOA 121 (b)(1)(B)(xi))	Lisa Osanka	420 S. 8th Street Louisville, KY 40203 osanka@lma1.org	Self sufficiency program for participating residents, computers, career counseling, referrals to career centers	NA	In-person and electronically	5 days per week	In-kind
Louisville Urban League	Urban Seniors Jobs Program	Older Americans Act Title V – Senior Community Service Employment Program (SCSEP) (42 USC 3056)	Sadiqa N. Reynolds	Lisa Thompson, Chief Impact Officer; Louisville Urban League, 1535 W Broadway, Lou.KY 40203	Financial Empowerment (financial systems and overview) Senior volunteers work at NIA. Referrals to and from career centers.	N/A	In-person	Two staff working 20- hours per week.	In-kind
Northern Kentucky Community Action Commission	Senior Employment Program	Older Americans Act Title V – Senior Community Service Employment Program (SCSEP) (42 USC 3056)	Catarina Bowman-Thomas, Executive Director	717 Madison Avenue Covington, KY 41011 859-581-6607 cbowman-thomas@nkca.org	Referrals to and from the Career Centers for seniors in Henry, Spencer, Shelby and Trimble Counties	Hope Center, Eminence; Stratton Center, Shelby County	In-person or electronically	Available as needed 5 days per week, but not located at any center	In-kind
Office of Vocational Rehabilitation	Vocational rehabilitation services	Rehabilitation Services Commission (29 USC 720) 29 U.S. Code 6 723 - Vocational Rehabilitation Services Rehabilitation Act, Title I, Parts A & B – Rehabilitation Services Commission (29 USC 720) Trade Act Title II, Chapter 2 – Trade Adjustment Assistance	Cora McNabb	500 Mero Street Frankfort KY 40601 Phone (502) 782-3402 cora.mcnabb@ky.gov	To assist Kentuckians with disabilities to achieve suitable employment and independence. Referrals to and from career centers.	Cedar and NIA	In-person and electronically	Cedar - 5 days NIA - 5 days Services also provided at Dixie Highway office and McDowell Center (OVR only sites)	Required Partner - outlined in IFA
YouthBuild Louisville	YouthBuild Louisville	WIOA Title 1 – Youthbuild – WIOA Section 1	Lynn Rippy	800 S. Preston Street Louisville, KY 40203 (502) 290-6121 LRippy@YBLKY.org	Job training program for disconnected youth, providing educational services, occupational training and wraparound services. Referrals to and from career centers.	NA	In-person and electronically	5 days per week	In-kind