

Memorandum of Understanding and Infrastructure Funding Agreement for Workforce Innovation and Opportunity Act (WIOA)

Local Workforce Development Area:	Northern Kentucky
--	--------------------------

Kentucky Career Center Operations

The purpose of this Memorandum of Understanding (MOU) is to define the roles and responsibilities of each Partner as mutually agreed by the parties for the operation of the Kentucky Career Center (KCC) service delivery system in the Workforce Innovation and Opportunity Act (WIOA) Local Workforce Development Area (LWDA): Northern Kentucky as required under WIOA.

WHEREAS, . WIOA Section 121(c) requires that each Local Workforce Development Board (LWDB), with the agreement of the Area's Chief Elected Official (CEO), develop and enter into a Memorandum of Understanding (between the local board and the one-stop partners), with all the entities that serve as partners in the KCC delivery system that operates in each LWDB's local area. The process ensures that all parties are fully informed and prepared for their roles and responsibilities.

WHEREAS, . WIOA Section 121(b)(1)(A)(iii) mandates all entities that are required partners in a local area to enter into a Memorandum of Understanding with the LWDB in the respective area pursuant to WIOA Section 121(c);

WHEREAS, WIOA Section 121(b)(1) identifies the federal programs and requires each program's services and activities to be available through each local area's KCC delivery system. The entities that receive the federal funds for each of these programs and/or have the responsibility to administer the respective programs in the LWDA are required partners under WIOA Section 121(b)(1) and

WHEREAS, Per WIOA Section 121(a)(1) both required and additional partners are included as parties to the MOU. Therefore, all entities that participate in an LWDA's KCC delivery system as KCC partners (Partners), whether required or additional, must be parties to this MOU and must abide by the terms prescribed herein and by all applicable federal rules, state rules, local rules, and plans and policies as appropriate and authorized under the Partner's program and in keeping with federal guidelines;

Parties to the Agreement: Attachment A details all parties to the agreement.

Definitions

- A. **Administrative Entity:** Entity(ies) designated by the CEO to coordinate and administer WIOA activities and services within a local area on the LWDB's behalf and by all applicable federal, state, and local laws, regulations, rules, policies, plans, and the terms of this MOU.
- B. **Chief Elected Official (CEO):** Identified in WIOA Section 3(9) as the chief elected officer of a unit of general local government in a regional area or the individual(s) designated under a local agreement pursuant to WIOA Section 107(c)(1)(B).
- C. **Career Services:** The services that shall be available, at a minimum, to individuals who are adults or dislocated workers through the KCC delivery system in each local area. The career services that must be provided as part of the KCC delivery system are listed in WIOA Section 134(c)(2).
- D. **Cost Allocation:** Per 66 CFR 29638-29646, cost allocation is the measurement of actual costs about the benefit received to determine each Partner's fair share of KCC operating costs.
- E. **Fair Share:** The portion of KCC operating costs allocated to each Partner in proportion to the benefits the Partner receives from participation in the KCC system.
- F. **Fiscal Agent:** An entity appointed by a local area's CEO by WIOA Section 107 (d)(12)(B)(i)(II) & (III)) to be responsible for the administration and disbursement of WIOA and other funds allocated for workforce development activities in the local area. WIOA Section 107(d)(12)(B)(i)(II) provides that the designation of a fiscal agent does not relieve the CEO from their liability for any misuse of grant funds.
- G. **Infrastructure Costs:** Non-personnel costs (i.e., rent, computers, phones, etc.) that are necessary for the general operation of the physical KCC, including:
- Rental/lease costs of facilities.
 - Costs of utilities and maintenance.
 - Equipment (including assessment-related products and assistive technology for individuals with disabilities).
- H. **Infrastructure Funding Agreement (IFA):** The LWDB needs one-stop partners to sign a WIOA IFA. This agreement describes how the American Job Center Network will fund common infrastructure. It requires partners to contribute infrastructure expenses according to one-stop center use and benefits—an agreement dividing local one-stop delivery system infrastructure, staff, and other costs among the relevant partners.
- I. **Governor's Kentucky Workforce Investment Board (KWIB):** Established by the Kentucky Governor under Executive Order 2009-438, dated May 12, 2009, to assist the Governor in creating an integrated statewide strategic plan for workforce development, which will link workforce policies, education, and training programs, and funding streams with the economic needs of Kentucky and its regions and in complying with the provisions and requirements of WIOA Section 101.
- J. **In-Kind Contributions:** 66 CFR. 29638-29640 defines these types of contributions as donations from third parties that are not to be confused with contributions to the KCC by partner programs such as space, equipment, staff, or other goods and services for which the partner program incurs a cost. In-kind contributions may include funding from philanthropic organizations or other private entities or through other alternative financing options to provide a stable and equitable funding stream for ongoing KCC delivery system operations. WIOA 121(c)(2)(A)(ii)(I).

- K. **Local Area:** A local workforce development area designated by the Governor under WIOA Section 106(c)(3)(A) and WIOA Section 107(c)(4)(B)(i)
- L. **Local Workforce Development Board (LWDB):** According to WIOA Section 107, the board created by the CEO is responsible for developing the regional plan and overseeing the workforce development activities in the local area.
- M. **Additional Partner:** Per WIOA 121 (b)(2), an entity that carries out a program not identified as required under WIOA, the LWDB and the CEO approve that, may be included as a KCC partner in a local area.
- N. **Memorandum of Understanding (MOU) Agreement Period:** The MOU must not be for a period to exceed three years. Additionally, per WIOA 121(c)(2)(A)(v), the duration of the MOU and the procedures for amending the MOU during the duration of the MOU, and assurances that such memorandum shall be reviewed not less than once every 3 years to ensure appropriate funding and delivery of services.
- O. **Kentucky Career Center One-Stop Delivery System:** The KCC delivery system is essentially a collaborative effort among public service agencies, non-profit organizations, and private entities that administer workforce investment, educational, and other human resource programs to make the variety of services available under those programs more accessible to eligible job seekers and employers.
- P. **Kentucky Career Center One-Stop Operator:** An entity or consortium of entities designated by WIOA Section 121(d) to operate a KCC site and to perform KCC service delivery activities by all applicable federal, state, and local laws, regulations, rules, policies, plans, and the terms of this MOU.
- Q. **Required Partner:** An entity that carries out one or more of the programs or activities identified under WIOA Section 121 (b)(1) and is required under that Section to participate in the KCC delivery system and to make the career services under its program or activity available through the KCC system.
- R. **Resource Sharing:** Per 66 Fed. Reg. 29638-29640, Resource Sharing is the cash and/or resources each Partner will contribute to fund its fair share of the costs for operating the KCC system. This can include "in-kind" contributions from third parties to partner programs. The LWDB, CEO, and KCC partners may fund the infrastructure costs of KCCs through methods agreed on by the LWDB, CEO, and KCC partners through Resource Sharing.
- S. **Training Services:** Services to adults and dislocated workers as described in WIOA Section 134(c)(3). Per WIOA Section 134(c)(3)(D), these may include occupational skills training, including training for nontraditional employment, on-the-job training, incumbent worker training, programs that combine workplace training with related instructions, which may include cooperative education programs, private-sector training programs, skill upgrading and retraining, apprenticeships, entrepreneurial training, transitional jobs, job-readiness training, adult education, and literacy activities in combination with a training program, or customized training.
- T. **WIOA:** The Workforce Innovation and Opportunity (WIOA) Act amends the Workforce Investment Act of 1998 to strengthen the United States workforce development system through innovation in and alignment and improvement of employment, training, and education programs to promote individual and national economic growth, and for other purposes.
- U. **WIOA Local Plan:** This Memorandum of Understanding (MOU) serves as a formal agreement between the Local Workforce Development Boards (LWDBs) and partner organizations involved in the Kentucky Career Center (KCC) system. It outlines the responsibilities and agreements between partners in the KCC service delivery system, as mandated by the Workforce Innovation and Opportunity Act (WIOA). Per WIOA Section 108, the local plan is a comprehensive 4-year plan developed by each LWDB in partnership with the chief elected official and submitted to the Governor. The plan shall

support the strategy described in the State plan. At the end of the first 2-year period of the 4-year local plan, each local board shall review the local plan. In partnership with the chief elected official, the local board shall prepare and submit modifications to the local plan to reflect changes in the labor market and economic conditions or other factors affecting the implementation of the local plan. Plans identify the respective local area's current and projected workforce investment needs, the KCC delivery system, performance standards, and strategies to address the workforce investment needs in consideration of performance standards per WIOA Section 116.

- V. **WIOA State Plan:** The term "State plan," used without further description, means a unified State plan under WIOA Section 102 or a combined State plan under WIOA Section 103.

Article I: Kentucky Career Center System Description

A. Overview & General Description

1. All LWDBs are required to establish and operate local KCC service delivery systems in accordance with WIOA Section 121, with the WIOA State Plan, and with the WIOA Local Plan for their respective local areas.
2. WIOA Section 134(c) outlines the services and activities that must be provided through the KCC delivery system. The LWDBs, entrusted with the oversight of the KCC delivery system in each local area by WIOA Section 107 (d), are responsible for describing the system's activities and functions in the Local WIOA Plan, a testament to their trustworthiness and responsibility.
3. A list of the LWDA's KCC locations is detailed in Attachment B.

B. Administrative Structure

Administrative Structure is defined in Attachment C.

C. Workflow

A diagram that depicts the KCC customer workflow is included in Attachment D.

Article II: Agreement Period

- A. This MOU, effective from July 1, 2025, through June 30, 2028, reaffirms our commitment to maintaining appropriate funding and service delivery. This period will be used to review and ensure the continued effectiveness of our operations.

Article III: Partner Responsibilities

- A. WIOA Section 121 (b) lists the minimum responsibilities of all required partners under WIOA. For consistency, all Partners will assume the duties identified below unless inconsistent with the federal law and regulations that authorize the Partner program or as specified in this Article.
 1. Make career services provided under the Partner's program available to individuals through the LWDA's KCC delivery system by Article IV of this MOU.
 2. Participate in infrastructure cost-sharing activities as described in Article VI of this MOU and use a portion of funds made available to each Partner's program to the extent not inconsistent with the federal law that authorizes each partner program to:
 - a. Create and maintain the KCC delivery system; and
 - b. Provide career services per WIOA Section 134(c)(2).

3. Comply with the terms of this MOU throughout the Agreement period identified in Article II to participate as a KCC partner per WIOA Section 121(c).
 4. Participate in the operation of the KCC system by the terms of this MOU and with the requirements of authorizing laws per WIOA Section 121(b)(1)(B).
 5. Required Partners must provide representation on the LWDA's LWDB per WIOA Section 121 (b)(1)(v). Additional partners may participate in the LWDA's LWDB with the agreement of the LWDA's LWDB members and CEO. However, when a program is administered by more than one entity in the LWDA, not every entity needs to provide representation on the LWDB. One entity may provide representation on the LWDB for the program.
- B. In addition to the minimum responsibilities required under WIOA as identified in Section A of Article III herein, Partner responsibilities include:
1. Provide service priority to veterans and covered spouses for any qualified job training program under the Jobs for Veterans Act as prescribed in 38 USC 4215.
 2. Compliance with WIOA and all federal, state, and local laws, regulations, rules, policies, and plans applicable to parties in their respective roles under this MOU and consistent with each Partner's program regulations. Each Partner expressly agrees to notify LWDB of any changes to the rules governing its respective program that impact the Partner's performance under this MOU. LWDB will communicate any changes a partner reports to the KCC operators and other affected partners.
 3. Each Partner must ensure its staff members who work in the KCC comply with the KCC's policies and procedures. Should a conflict exist between the KCC's personnel policies and a partner's personnel policies, the Partner's policies will prevail.
 4. Each Partner must agree to the use of standard practices and procedures, forms and documents, software systems or applications, and other forms of media in the performance of KCC services, activities, and functions that support the KCC service delivery system.

Article IV: Programs, Services, & Activities

- A. WIOA Section 121(b)(1)(B) identifies the programs, services, and related activities that must be provided through the KCC delivery system in each local area. WIOA Section 121(c)(2) requires this MOU to include a description of the services that will be provided through the LWDA's KCC service delivery system and to identify the service delivery method(s) each Partner will use to deliver the services. This MOU will also identify the career, training, and employer services each Partner will provide to ensure that all parties' responsibilities are identified herein.
- B. The Kentucky Career Center Services document, incorporated hereto as Attachment K, lists, and describes the career, training, and employer services and the array of service delivery methods.
- C. Required Partner Services are detailed in Attachment E.
- D. Additional Partner Services are detailed in Attachment F.

Article V: Method of Referral

Under WIOA Section 121(c)(2)(A)(iii), the parties agree that the referral of individuals between the KCC Operator(s) and the partners for the services and activities described in Article IV herein will be performed using the methods detailed in Attachment G.

Article VI: Resource Sharing/Infrastructure Funding

A. 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 be described in this MOU.
2. The methods described herein must be allowable under each Partner's respective program and 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 method(s) will determine each party's proportionate "fair" share of those costs, ensuring a fair and equitable distribution of financial responsibilities.
 - c. The method(s) 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.

B. 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 Kentucky Career Center Budget Planning and Reconciliation Document, at this moment incorporated as Guidance Attachment B Budget Planning-Sample Excel Workbook for WIOA_ MOU_IFA herein. 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 as follows:
 - a. Identification of Shared Costs;
 - b. Shared Costs Budget;
 - c. Proportionate Share and Cost Allocation;
 - d. Resource Sharing (may include cash contributions, contributions of staff time, equipment, and other resources; and
 - e. Resource Sharing Agreements.

C. Program Costs/Services:

1. Costs allowable under and allocable to more than one partner program may be considered shared costs allocated among the eligible partner programs, provided that the partner programs' governing statutes do not prohibit such action. The manner(s) in which the parties agree to address costs chargeable to more than one partner program must be described in this MOU.
2. All parties expressly agree to determine if a particular cost is chargeable to more than one partner program and to address expenses found to be chargeable to more than one Partner by the following:
 - a. Methodology to Determine Shared Service Costs: Attachment H herein; and
 - b. Treatment of Costs Chargeable to More than One Partner Program: Attachment I herein.

D. **Budget Tracking:**

1. All parties expressly understand and agree that the initial costs listed in the KCC Budget Planning and Reconciliation Document included as Guidance Attachment B Budget Planning- Sample Excel Workbook for WIOA_ MOU_IFA will be subject to change as actual costs are incurred and paid throughout the effective period of this MOU. 29 CFR Section 97.20(b)(4) requires a comparison of actual costs to budgeted costs. LWDBs agree to meet _quarterly_(quarterly or monthly) to reconcile actual costs incurred and adjust the budget accordingly by local written procedures and submit the actual expenditures to all partners quarterly.
2. Updates to the KCC Budget Planning and Reconciliation Document will not require an amendment to this MOU unless such updates reflect an increase in the total budget amount. Authorized representatives of LWDB, the CEO, and all affected partners will sign an amendment for this purpose. Once the amendment is fully executed, LWDB will ensure all partners receive a copy of the revised budget.
3. Any time the KCC Budget Planning and Reconciliation Document is modified, the LWDB must provide all parties with notice of the modification and a copy of the modified KCC Budget Planning and Reconciliation Document. The notice shall include a description of the modification, the effective date of the modification, and the reason(s) for the modification.

Article VII: Termination/Separation

- A. **MOU Termination:** This MOU will remain in effect until the end date specified in Article II Section A herein unless:
1. All parties mutually agree in writing 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. The WIOA provisions that require this MOU and IFA are repealed, and the successive statute does not require this type of MOU and IFA. (This is subject to review pending WIOA Reauthorization)
 4. Local area designations are changed.
- B. **Partner Separation:** WIOA Section 121(c) mandates the execution of this MOU between the LWDB and partners. However, any 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 amend this MOU per Article VIII. Terminating one or more Partner's participation as a party will not result in the 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. Substantial changes include but are not limited to changes in one-stop partners and changes due to the election of a new CEO.

- C. **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.
- D. **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 LWDA and 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. A formal amendment to this MOU per Article VIII will be required in such an event. The entity may continue as an additional partner if the LWDB, CEO, and the remaining partners mutually agree.

Article VIII: Amendment

- A. This MOU may be amended in writing, upon mutual agreement of the parties that is not inconsistent with federal, state, or local laws, regulations, rules, plans, 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 per Article II.
 - 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.
 - 6. WIOA provisions that require this MOU and IFA have been repealed or amended to the extent that an Amended MOU and IFA are necessary to comply with the successive statute or amended statute.
- B. All parties agree that amendments for the reasons listed in Article VIII, Section A(1) or (2) need only be signed by authorized representatives of the LWDB, the CEO, and the affected Partner (s). Amendments for the reasons listed in Article VIII, Section A(3), (4), (5), or (6) 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 LWDB that includes:
 - a. The requesting party's name;
 - b. The reason(s) for the amendment request;
 - c. Each Article and Section of this MOU that will require revision;

- d. The proposed amended language or redaction;
 - d. The desired date for the amendment to be effective and
 - e. The signature of the requesting party's authorized representative.
2. If the request is approved, the LWDB will notify the remaining parties of the intent to amend and will give each party thirty (30) days from the date of the notice (unless another timeframe is specified in the notice) to review the anticipated changes and submit a response to LWDB. Failure by a party to respond within the prescribed timeframe will be deemed the party's approval of the proposed changes.
 3. If a remaining party has questions and/or concerns regarding the proposed amendment, it must list them in writing and submit the list to LWDB within the specified timeframe.
 4. LWDB will review the listed questions/concerns and issue a written response to the party that submitted the list within fifteen (15) days of receipt. If LWDB deems it necessary, the listed questions/concerns will be sent to all other parties. They may meet with all parties to discuss the proposed changes and achieve consensus on a final amendment draft.
 5. Authorized representatives of the affected partners will sign the final, approved amendment draft, which will be submitted to LWDB for the final signature.
 6. Upon execution, LWDB will distribute copies of the fully executed amendment to all parties and the Department of Workforce Development (DWD) as the MOU oversight agency.
- C. The MOU constitutes the agreement among the parties to each party's role and responsibility in the LWDA's KCC service delivery system. All parties agree that any amendments to applicable laws or regulations cited herein will result in a correlating modification of this MOU without requiring a formal, written amendment.
 - D. All parties agree to communicate details of the amendment to their respective staff members whose responsibilities may be impacted by changes. They also agree to ensure that their respective staff members reference or utilize the most current version of the MOU and attachments when performing their responsibilities under this MOU.
 - E. Amendments that will require the signatures of all parties must be executed no later than ninety (90) days before the end of the MOU period. Amendments that require only the signatures of the LWDB, the CEO, and the affected parties must be executed no later than forty-five (45) days from the end of the State Fiscal Year.

Article IX: Confidentiality

- A. All parties expressly agree to abide by all applicable federal, state, and local laws regarding confidential information, including, but not limited to:
 1. 29 USC 2935(a)(4)-as amended by WIOA: Reports, Recordkeeping, Investigation;
 2. 29 U.S.C. 2871(f)(3)-as amended by WIOA: Regarding complying with confidentiality;
 3. 20 CFR Part 603: Safeguards and security requirements regarding disclosed information under Unemployment Compensation;

4. 42 U.S.C.503(d): Regarding state laws governing UI operations;
 5. 20 CFR 617.57(b): Regarding disclosure of information under the Trade Act;
 6. 29 U.S.C.A. 491-2(a)(2)-as amended under WIOA: Regarding information to be confidential under the Wagner Peyser Act;
 7. The Privacy Act (5 USC 552a);
 8. The Family Educational and Privacy Rights Act (20 USC 1232g);
 9. 34 CFR 361.38: Protection, use, and release of personal information of Vocational Rehabilitation Services participants;
 10. HIPAA: 45 CFR 164.500 – 164.534;
 11. 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;
 12. KRS 341.190(3): Regarding use and disclosure of Unemployment Compensation records;
 13. 787 KAR 2:020 and KRS 151B.280(3): Regarding DWD-operated programs' confidentiality of employment and service records that directly or indirectly identify a client or former client;
 14. Kentucky Career Guidance 24-002: Handling and Protection of Personally Identifiable Information (PII)
 15. KRS 61.870 - 61.884: Regarding the release of and access to confidential personal information; and
 16. 2 CFR 200.303: Regarding reasonable measures to safeguard protected personally identifiable information.
- B. Each party will ensure that the collection and use of any information, systems, or records that contain personally identifiable information will be limited to purposes that support the programs and activities described in this MOU as part of the KCC service delivery system.
- C. Each party will ensure that access to software systems and files under its control that contain personally identifiable information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities provided as part of the KCC service delivery system and who must access the information to perform those responsibilities. Each party expressly agrees to take measures to ensure that no personally identifiable information is accessible by unauthorized individuals.
- D. Each party will maintain a current list of authorized staff members to access personally identifiable information and will identify the types of data and data sources that the authorized staff members will access. Partners will submit a copy of the list to the individual responsible for maintaining confidential records to the LWDA's designee.

Article X: Impasse—Dispute Resolution

- A. For this MOU and KCC-related issues, each party agrees to participate in good-faith negotiations to reach a consensus. However, should a dispute arise among any parties to this MOU in talks to amend or renew this MOU, all parties agree to utilize the process cited below. The Executive Directors of applicable state agencies will designate an individual to negotiate and resolve any impasses involving state-level partners. All parties agree to

enlist the process for the resolution of disputes detailed in the Impasse-Dispute Resolution incorporated hereto as Attachment J

- B. If all reasonable attempts to resolve the impasse at the local level are unsuccessful, the LWDB will report the stalemate to the Department for Workforce Development as the MOU oversight agency, which will intervene with the parties to resolve the disputed issue(s).
- C. This MOU is legally binding. Therefore, if all reasonable attempts by the Department for Workforce Development to resolve any impasse are unsuccessful, it may be enforced in court.

Article XI: Limitation of Liability

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

Article XII: General Provisions

The laws and regulations listed in Article XII generally apply to most publicly funded programs administered by the Department of Workforce Development. The laws and regulations listed herein do not encompass all of the laws and regulations that govern the parties in their respective roles under this MOU. All parties expressly agree to comply with the federal laws and regulations listed below unless the laws and regulations that govern their particular program state otherwise:

- A. **Jobs for Veterans Act.** Article III B 1 states that each party agrees to provide priority service to veterans and covered spouses for any qualified job training program under 38 USC 4215.
- B. **Americans with Disabilities.** Each party, its officers, employees, members, and subcontractors at this moment affirm current and ongoing compliance with all statutes and regulations about The Americans with Disabilities Act, 42 USC 12101 et seq., and Section 504 of the Rehabilitation Act of 1973, as amended, 29 USC 794.
- C. **Pro-Children Act.** Suppose any KCC activities require services to minors. In that case, each party agrees to comply with the Pro-Children Act of 1994, 20 USC 7183, which involves smoking to be banned in any portion of any indoor facility owned, leased, or contracted by an entity that will routinely or regularly use the facility for the provision of health care services, daycare, library services, or education to children under the age of eighteen (18).
- D. **Drug-Free Workplace.** Each party, including but not limited to its officers, employees, members, subrecipient(s), any independent contractors, and field staff associated with this MOU, agree to comply with the Drug-Free Workplace Act, 41 USC 8101, et. seq., and all other applicable state and federal laws regarding a drug-free workplace and to make a reasonable faith effort to maintain a drug-free workplace. Each party will make a reasonable faith effort to ensure that none of its officers, employees, members, or subrecipient(s) will purchase, transfer, use, or possess illegal drugs or alcohol or abuse prescription drugs in any way while working or on public property.
- E. **Ethics Laws.** Each party certifies that by executing this MOU, it has reviewed and understands the Commonwealth of Kentucky's ethics and conflict of interest laws, which include the Governor's Executive Order 2008-454 and its amendment about ethics. Each party further agrees that it will not engage in any action(s) inconsistent with Kentucky ethics laws or the Executive above Order.

Article XIII: Validity and Legal Disputes

All questions about the execution, validity, interpretation, and performance of this MOU shall be governed by the laws of the Commonwealth of Kentucky. Furthermore, the parties hereto agree that any legal action based on this MOU shall be filed in the Franklin Circuit Court of the Commonwealth of Kentucky. Each party agrees to bear attorney's fees, consultant fees, and costs associated with any dispute arising from this MOU or IFA.

Should any portion of this MOU be found unenforceable by operation of statute or by administrative or judicial decision, it is the intention of the parties that the remaining portions of this MOU will not be affected as long as performance remains feasible with the absence of the illegal or unenforceable provision(s).

Article XIV: Counterpart

This agreement may be executed in one or more than one counterpart. Each executed counterpart will be considered an original, provided that the counterpart is delivered either in hard copy or electronically, constituting the same agreement.

Signature Page Follows

The remainder of the Page Intentionally Left Blank

**MEMORANDUM OF UNDERSTANDING
FOR**

Local Workforce Development Area:	Northern Kentucky
--	--------------------------

**KENTUCKY CAREER CENTER OPERATIONS
Signature Page**

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

Chief Elected Official

Chuck Dills 06/23/25
Chuck Dills (Jun 23, 2025 11:19 EDT)

Signature Date
Chuck Dills, Grant Couy Judge Executive

Brighton Center, Inc.
(WIOA Title I – Adult & Dislocated Worker/One-Stop Operator)

Wonda Winkler 06/23/25
Wonda Winkler (Jun 23, 2025 13:39 EDT)

Signature Date
Wonda Winkler, President & CEO

Gateway Community and Technical College
(Post-secondary education and KCTCS)

Fernando Figueroa 06/23/25
Fernando Figueroa (Jun 23, 2025 09:38 EDT)

Signature Date
Dr. Fernando Figueroa, President

**KY Career Development Office (CDO)/
Labor Cabinet**
(WIOA Title III Wagner-Peyser, Trade Act)

Printed Name & Title

Katie Holliman (Jun 27, 2025 22:33 EDT)

Signature Date

LWDB Chairperson

Dean McKay 06/21/25

Signature Date
Dean McKay, NKWIB Chairperson

NKY Community Action Commission
(Older Americans Act - Title V, CSBG, WIOA Title I – Youth)

Catrena Bowman 06/22/25
Catrena Bowman (Jun 22, 2025 20:21 EDT)

Signature Date
Catrena Bowman-Thomas, Executive Director

KY Cabinet for Health and Family Services

Printed Name & Title

Signature Date

Kenton County Public Library

Dave Schroeder 06/18/25
Dave Schroeder (Jun 18, 2025 16:44 EDT)

Signature Date
Dave Schroeder, Executive Director

KY Education and Labor Cabinet, Department of Workforce Development
(WIOA State Administrative Entity)

James Link, Secretary
Printed Name & Title

Jamie Link
Jamie Link (Jun 27, 2025 16:28 EDT)

Signature Date

KY Office of Adult Education / Skills U
(WIOA Title II)

John Gregory, Executive Director
Printed Name & Title

John C. Gregory
John C. Gregory (Jun 27, 2025 17:46 EDT)

Signature Date

KY Office of Vocational Rehabilitation
(WIOA Title IV Rehabilitation Act, Title I Rehabilitation Services Commission)

Cora McNabb, Executive Director
Printed Name & Title

Cora McNabb
Cora McNabb (Jun 30, 2025 09:09 EDT)

Signature Date

Northern KY Area Development District
(NKWIB Admin. Support and Fiscal Agent, SNAP E&T Partner)

Tara Johnson-Noem 06/19/20
Tara Johnson-Noem (Jun 19, 2025 16:37 EDT)

Signature Date
Tara Johnson-Noem, Executive Director

Ohio Valley Goodwill Industries
(Homeless Veterans Reintegration Program)

Mark Hiemstra 06/22/25
Mark Hiemstra (Jun 22, 2025 19:52 EDT)

Signature Date
Mark Hiemstra, President & Chief Executive Officer

Owen County Public Library

C. Clifton 06/20/25
Cyndi Clifton (Jun 20, 2025 09:24 EDT)

Signature Date
Cyndi Clifton, Director

Pendleton County Public Library

Kelly Zumwalt 06/18/25

Signature Date
Kelly Zumwalt, Director

Transit Authority of Northern Kentucky (TANK)

Kail Clifton 06/23/25
Kail Clifton (Jun 23, 2025 09:54 EDT)

Signature Date
Kail Clifton, Manager of Special Services

Campbell County Public Library

Chantelle Phillips 06/18/25
Chantelle Phillips (Jun 18, 2025 15:26 EDT)

Signature Date
Chantelle Phillips, Director

Per Scholas

Dr. Roger Burns 06/25/25

Signature Date
Dr. Roger Burns, Managing Director

Type text here

Life Learning Center

Alecia Webb-Edgington 06/22/25
Alecia Webb-Edgington (Jun 22, 2025 11:14 EDT)

Signature Date
Alecia Webb-Edgington, President

EC LEARN (Early Childhood Learning Education Assessment Resource Network)

Sandra L. Woodall 06/18/25

Signature Date
Sandra Woodall, Executive Director/CEO

Jefferson Community & Technical College (JCTC)
(Post-secondary education and KCTCS)

Ty Handy

Ty Handy (Jun 23, 2025 07:25 EDT)

06/23/25

Signature

Date

Dr. Ty Handy, President

Kentucky Career Center Memorandum of Understanding

Attachments

Attachment A:	Parties to the Agreement
Attachment B:	Kentucky Career Centers (listing)
Attachment C:	Administrative Structure
Attachment D:	Workflow
Attachment E:	Required Partner Services
Attachment F:	Additional Partner Services
Attachment G:	Method of Referral
Attachment H:	Methodology to Determine Shared Service Costs
Attachment I:	Treatment of Costs Chargeable to More than One Partner Program
Attachment J:	Impasse – Dispute Resolution
Attachment K:	Kentucky Career Center Services
Attachment L:	KCC Career Center Budget Planning and Reconciliation (Infrastructure Funding)

LWDB	Northern Kentucky Workforce Investment Board (NKWIB)
CEO Name(s)	Chuck Dills, Grant County Judge Executive

Required Partners

Partner Name	Program	Program Authority
KY Adult Education	WIOA Title II	Adult Education and Literacy (WIOA 121(b)(1)(B)(iii)) – Title II
Northern Kentucky Community Action Commission	Community Services Block Grant Programs Senior Community Service Employment Program (SCSEP) WIOA Title I - Youth	Community Services Block Grant Employment & Training Programs (42 USC 9901 <i>et seq.</i>) Older Americans Act Title V – Senior Community Service Employment Program (SCSEP) (42 USC 3056) WIOA Title I – Adult, Dislocated Worker, and Youth Programs
HUD Employment and Training Programs	Connected through the following ways: WIOA Connections; Covington Works working with Covington Housing Authority	Department of Housing and Urban Development (HUD) – Employment and Training Programs (WIOA 121(b)(1)(B)(xi))
Gateway Community & Technical College	Post-Secondary Vocational Education	Career & Technical Education Programs - Postsecondary Vocational Education – Carl D. Perkins Vocational and Applied Technology Education Act (20 USC 2301)
KY Office of Vocational Rehabilitation (OVR)	WIOA Title IV - Rehabilitation	Rehabilitation Act, Title I, Parts A & B – Rehabilitation Services Commission (29 USC 720)
KY Cabinet for Health and Family Services, Dept. for Community Based Services	SNAP E&T, KY Works (TANF) eligibility services	Social Security Act – Part A, Title IV (TANF) (42 USC 601 <i>et seq.</i>), subject to subparagraph (C)
KY Career Development Office (CDO)	Wagner-Peyser Act Services Jobs for Veterans State Grant (JVSG)	WIOA Title III – Wagner-Peyser Act Programs (29 USC 49) – Veteran's Workforce Programs – Chapter 41 of title 38, United States Code; WIOA 121(b)(1)(B)(viii)
Brighton Center, Inc.	WIOA Title I – Adult and Dislocated Worker	WIOA Title I – Adult, Dislocated Worker, and Youth Programs
Northern Kentucky Area Development District (NKADD)	Employment Connections/ NKY Works/ SNAP E&T	Social Security Act – Part A, Title IV (TANF) (42 U.S.C. 601 <i>et seq.</i>), subject to subparagraph (C), Sect. 4005 Agriculture Improvement Act of 2018 (PL 115-334)
Insights Training Group (Contracted Job Corps Provider)	N/A – Program status on pause nationally due to DOL action.	WIOA Title I – Job Corps (29 USC 2881-2900, 29 USC 2901)
Unemployment Insurance	N/A – Not stationed in Northern Kentucky	Unemployment Insurance (UI) – (5 USC 85) (ORC Chapter 4141)

Partner Name	Program	Program Authority
Trade Adjustment Assistance	N/A – TAA program has been sunset at the state level	Trade Act Title II, Chapter 2 – Trade Adjustment Assistance (TAA) (19 USC 2271)
Migrant Worker Programs	N/A – Not stationed in Northern Kentucky	WIOA Title I – Migrant and Seasonal Farm Worker Programs (29 USC 2912, 29 USC 2919)
YouthBuild	N/A – Not stationed in Northern Kentucky	WIOA Title I – Youthbuild – WIOA Section 171
Second Chance Programs	N/A – Not stationed in Northern Kentucky	Second Chance Act of 2007 programs, authorized under section 212 (42 USC 17532)
Native American Programs	N/A – Not stationed in Northern Kentucky	WIOA Title I – Native American Programs (29 USC 2911, 29 USC 2919)

Additional Partners

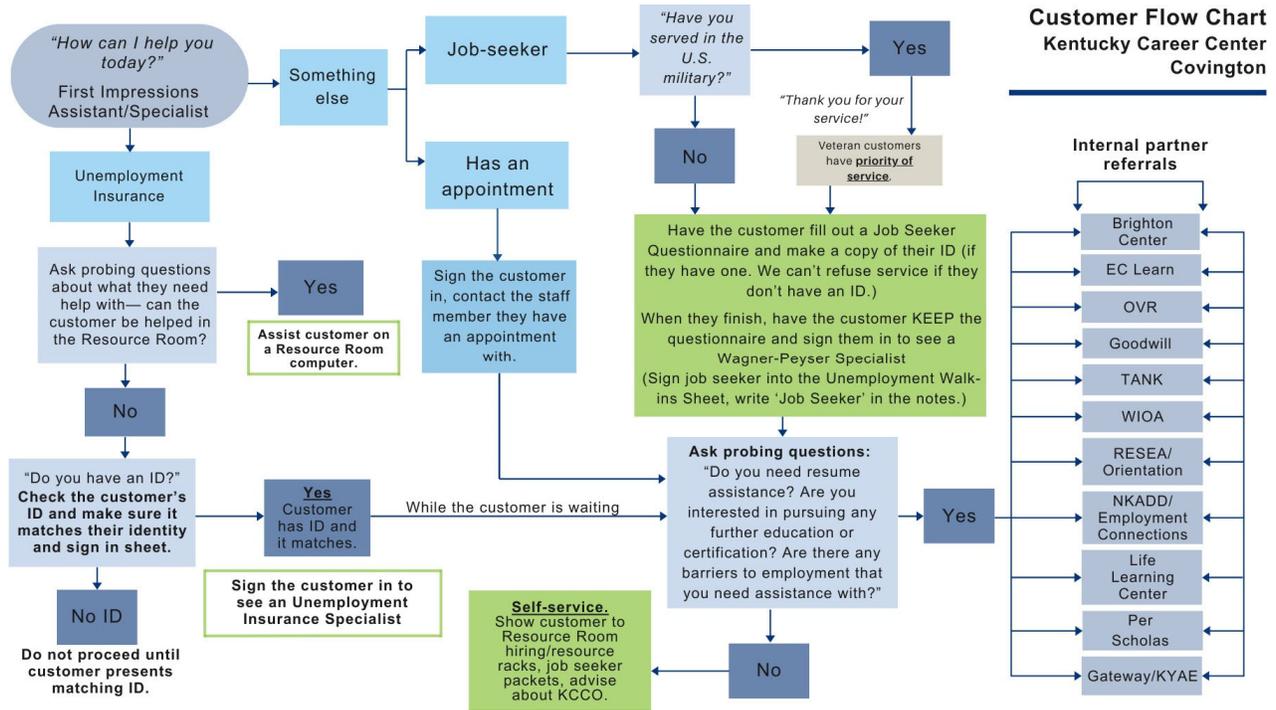
Partner Name	Program	Program Authority
Ohio Valley Goodwill Industries	Job Seeker Services, resume services	DOL – grant funded
Per Scholas, Inc.	Workforce Development, IT Training	Nonprofit with local and national funders (corporations, foundations, individual gift, government contracts)
EC Learn (Early Childhood Learning Education Assessment Resource Network)	Early childhood education resources to families, early childhood professionals and employers	Local non-profit- funded locally
Life Learning Center	Life skills and Essential Skills, Recovery Community Center, Re-entry services	Local non-profit- funded locally
Transit Authority of Northern Kentucky (TANK)	Transportation assessment, travel training, and transit support	Public Transit / bus system
Kenton County Public Library	Workforce Development Services for job seekers	Local library system- funded locally
Pendleton County Public Library	Workforce Development Services for job seekers	Local library system- funded locally
Campbell County Public Library	Workforce Development Services for job seekers	Local library system- funded locally
Owen County Public Library	Workforce Development Services for job seekers	Local library system- funded locally
Jefferson Community and Technical College	Post-Secondary Vocational Education	Career & Technical Education Programs - Postsecondary Vocational Education – Carl D. Perkins Vocational and Applied Technology Education Act (20 USC 2301)

LWDA's KCC System consists of (#): 8 KCCs including:

Location Code	KY Career Center Name	Address	KCC Manager (if applicable)
1	Covington KCC – Comprehensive	1324 Madison Ave. Covington, KY 41011	Courtney Morgan
2	CVG International Airport KCC – Access Point (serving CVG onsite and adjacent employers and job seekers)	3087 Terminal Dr. Hebron, KY 41048	Courtney Morgan
3	Grant County Department of Community Based Services – Access Point	520 Violet Road Crittenden KY 41030	Kendra Snider
4	Campbell County Public Library – Access Point	3920 Alexandria Pike Cold Spring, KY 41076	Chantelle Phillips
5	Kenton County Public Library – Access Point	401 Kenton Lands Rd. Erlanger, KY 41018	Natalie Ruppert
6	Owen County Public Library – Access Point	1370 Hwy 22 East Owenton, KY 40359	Cyndi Clifton
7	Pendleton County Public Library – Access Point	801 Robbins Ave. Falmouth, KY 41040	Hannah Pearson
8	Offsite, by-appointment, and/or KCC referring/supporting partner		
Note: KCC locations and access points may be added or adjusted in response to customer (job seeker/employer) and community needs			

Administrative Structure – Attachment C

		Entity Name & Contact	Address	Email
1.	State Workforce Agency	KY Education & Labor Cabinet, Department of Workforce Development Jamie Link, ELC Secretary	500 Mero St., 4 th Floor Frankfort, KY 40621	jamie.link@ky.gov 502-564-0444
2.	Administrative Entity	Northern Kentucky Workforce Investment Board Correy Eimer, NKWIB Associate Director	22 Spiral Dr. Florence, KY, 41042	correy.eimer@nkadd.org 859-488-1854
3.	Fiscal Agent	Northern Kentucky Area Development District Tara Johnson-Noem, Executive Director	22 Spiral Dr. Florence, KY, 41042	tara.noem@nkadd.org (859) 283-8173
4.	Chief Elected Official	County Judge Executive (Grant County) Chuck Dills	101 N. Main St. Williamstown, KY 41097	cdills@grantco.org (859) 232-5561
5.	KCC Operator	Brighton Center, Inc. Wonda Winker, President & CEO	741 Central Ave. Newport, KY 41071	wwinkler@brightoncenter.com (859) 491-8303



Required Partner Services

ATTACHMENT E

Partner Name	Program Name (from Attachment A)	Services (Enter Number from Attachment K)			Service Delivery Method (Attachment K)	Location Code (Attachment B)
		Career	Training	Employer		
KY Adult Education	WIOA Title II	3, 12	8	3, 5	PT, T, A, B, P	1, 8
Northern Kentucky Community Action Commission	Community Services Block Grant Programs; Senior Community Service Employment Program (SCSEP); WIOA Title I - Youth	1-8, 10-17	1-9	1-8	PT, T, B	1, 8
Gateway Community & Technical College	Post-Secondary Vocational Education		1, 2, 3, 5, 9	1, 5, 6	PT, T, A, B, P	1, 8
KY Office of Vocational Rehabilitation (OVR)	WIOA Title IV - Rehabilitation	1-17 excluding 9	1-9	1-8	FT, T, B, P	1, 8
KY Cabinet for Health and Family Services, Dept. for Community Based Services	SNAP E&T, KY Works (TANF) eligibility services	1, 2, 3, 4, 8	7		PT, T, A, B, P	1, 3, 8
KY Career Development Office (CDO)	WIOA Title III- Wagner-Peyser Act Programs; Veterans Workforce Programs	1-10 & 13	7	1-4, 6-8	FT, T, A, B, P	1, 8
Brighton Center, Inc.	WIOA Title I – Adult and Dislocated Worker	1-8, 10-17	1-9 (excluding 2)	1-8	FT, T, A, B	1, 2, 8
Northern Kentucky Area Development District (NKADD)	Employment Connections, NKY Works, SNAP E&T	1-8, 10-17	1-9 (excluding 2)	1-7	FT, T, A, B	1, 8

Required Partner Services: The table above identifies each required Partner's services and the method(s) of service delivery each Partner will use. The services are determined by the corresponding numbers for each service in the KCC Services Document, and the service delivery methods are identified by the codes listed in the KCC Services Document.

Additional Partner Services

ATTACHMENT F

Partner Name	Program Name (from Attachment A)	Services (Enter Number from Attachment K)			Service Delivery Method (Attachment K)	Location Code (Attachment B)
		Career	Training	Employer		
Ohio Valley Goodwill Industries	Job Seeker Services, resume services	2, 3, 4, 11			PT, T, B	1, 8
Per Scholas	Workforce Development, IT Training	1, 2, 3, 4, 5, 7, 8, 11, 12, 13, 15, 17	1, 5, 7, 9	1, 2, 3, 4, 5, 6	FT, T, B	1
EC Learn (Early Childhood Learning Education Assessment Resource Network)	Early childhood education resources to families, early childhood professionals and employers	2, 3, 8	1	7	FT, T, B	1, 8
Life Learning Center	Life skills and Essential Skills, Recovery Community Center, Re-entry services	1-4, 8, 12, 15, 17	7	1, 3, 4	T, B	8
Transit Authority of Northern Kentucky (TANK)	Transportation assessment, travel training, and transit support	1, 3, 8			FT, T, B	1, 8
Kenton County Public Library	Workforce Development Services for job seekers	4, 14, 15, 17	6, 7, 8	4, 5	PT, T, B	5, 8
Pendleton County Public Library	Workforce Development Services for job seekers	4		4	PT, T, B	7, 8
Campbell County Public Library	Workforce Development Services for job seekers	4		4	PT, T, B	4, 8
Owen County Public Library	Workforce Development Services for job seekers	4		4	PT, T, B	6, 8
Jefferson Community and Technical College	Post-Secondary Vocational Education		1, 2, 3, 5, 9	1, 5, 6	T, A, B	8

Additional Partner Services: WIOA Section 121(b)(2)(B) describes the types of programs that may be included as "additional" programs in the KCC delivery system. The table above identifies the services each additional Partner will provide and the method(s) of service delivery each Partner will use. The services are determined by the corresponding numbers listed for each service in the KCC Services document. The codes listed in the KCC Services Document identify the service delivery methods.

Per WIOA Section 121 (c), access to each Partner's services and activities other than those identified in Section B will be provided as follows:

Partner Name	Program Name	Method of Access to Other Services
N/A		

<p>Northern Kentucky Covington</p> <p><i>Job Seeker Services</i></p>	 <p style="text-align: center;">Standard Operating Procedures (SOP) <i>Delivery, Customer Flow, and Referral</i></p>
---	---

1. PURPOSE

To promote smooth, seamless services for all clients of the Kentucky Career Center, Covington by providing accurate and timely assistance to them through the development of a service delivery strategy that results in quality service and positive outcomes in the development of a skilled workforce. All mandatory partners/functional teams are on-site and fully staffed and will collaborate together to ensure the best possible seamless service.

2. PROCEDURE

- Upon arrival at the local office, the customer will be greeted in a professional manner by the First Impression Specialist (FIS) / or First Impression Assistant (FIA).
- The FIS/FIA will quickly assess the reason for the customer's visit and then check them in as appropriate; i.e. if they have an appointment, connect them with the appropriate staff; if they are seeking unemployment insurance assistance, they will be further questioned to see if they can be assisted on the Resource Room computers or checked in to see an Unemployment Specialist.
- If the customer is a job-seeker, the FIS/FIA will provide the job seeker questionnaire (5-7 min.) to determine the customer's holistic workforce goals/interests/needs/barriers. The FIS/FIA will also provide the customer a packet of information which will cover the variety of programs/services offered at the KCC.
- Upon completion of the job seeker questionnaire, the FIA/FIS will sign the customer in to be seen by a Wagner Peyser Specialist, who will review the customer's individual goals/interests/needs/barriers. They will be referred to the appropriate service/partner; referrals to multiple partners/programs are encouraged; staff/team members taking steps to actively connect the customer to partners/programs is also preferred, whenever possible, as opposed to putting the responsibility on the customer.
- Staff recognize the Kentucky Career Center Orientation (KCCO) – comprehensive overview of services – as a best practice; thus, when in doubt, in many cases, staff will encourage customers to attend KCCO.
- If a customer's needs cannot be effectively addressed through the myriad of programs/services onsite at the KCC, staff will assist the customer with identifying services/resources through community partners.
- Upon exiting the KCC, staff will encourage customers to complete a satisfaction survey.

May be reproduced without permission as a Template by other KCC Employment Centers in their development of their Employers' SOP. All hard copies are considered Uncontrolled documents.

For submission purposes, the proportionate share for all KCC onsite partners is currently calculated using square footage/ space utilization. As the Infrastructure Funding Agreement (IFA) will illustrate, appropriate allocation methodology adjustments will be made according to updates on partner/staffing levels, lease agreements/updates, new or discontinued programs, etc.

For submission purposes, the proportionate share for all partners is currently calculated based on space utilization as outlined in Infrastructure Funding Agreement (IFA) referenced in Guidance Attachment B. As the IFA serves as a working/living document, appropriate allocation methodology adjustments will be made according to updates on partner/staffing levels, lease agreements/updates, new or discontinued programs, etc.

The parties to this MOU agree to communicate openly and directly, and that every effort will be made to resolve any problems or disputes in a cooperative manner. The following guidance is provided to support a unified, collaborative approach to dispute resolution:

1. Consensus Decision-Making

The KCC Operators, Leadership Team, and Partners agree to utilize a consensus- oriented, decision-making process whenever possible for all major decisions regarding center operations.

2. Center-level Dispute Resolution Procedures

For disputes that cannot be resolved through communication between the parties, the following procedure will be initiated:

- a. Disputes at the center will be resolved through partner-communication and, if needed, with support of the KCC Operator
- b. If a partner is not satisfied by the outcome, that partner can provide additional information and request re-examination of the issue to the KCC Operator; the Operator will provide a response to the partner within fourteen (14) businessdays.
- c. If the partner continues to be dissatisfied with the response/outcome, the issue will be referred to the local Workforce Investment Board Director and, if needed, the Chairperson to assist with dispute resolution

Kentucky Career Center Services

Career Services: Career Services offered through the KCC include:

Career services include those services requiring minimal staff assistance and services requiring more staff involvement, generally provided to individuals unable to find employment through basic career services and deemed to be in need of more concentrated services to obtain employment; or who are employed but deemed to be in need of more concentrated services to obtain or retain employment that allows for self-sufficiency.

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:** Collect and report data about employment levels, unemployment rates, wages and earnings, employment projections, jobs, training resources, and careers; see Kentucky LMI, <https://kystats.ky.gov/> . The local WIB Data Specialist will also be a resource in this area.
6. **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).
7. **Local Performance Information:** Collect and provide information on the local area's recent performance measure outcomes.
 8. **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.
 9. **Unemployment Compensation/ Insurance Support Services:** General information on filing an Unemployment Insurance (UI) claim; access to telephone, online, and/or email resources for technical UI support and troubleshooting.
 10. **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.
 11. **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.
 12. **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.
 13. **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.
 14. **Group Counseling**
 15. **Individual Counseling and Career Planning**
 16. **Case Management:** For participants who receive training services under WIOA Section 134(d)(4).
 17. **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: **Training Services offered through the KCC include:**

Services offered through a training provider to help individuals upgrade their skills, earn degrees and certifications, or otherwise enhance their employability through learning and education. Types of training services include:

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**
7. **Job-readiness training**
8. **Adult Education and KY Skills U programs:** 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: KCC services offered to employers include:

Kentucky's workforce programs are designed to meet the needs of employers in relation to the economic needs of their region. A qualified, adaptable labor market is the primary objective for workforce development in Kentucky. The local Kentucky Career Center Business Service Team (BST)

coordinates, promotes, conducts outreach and/or provides access to workforce partners and resources designed for employer customers. The following are examples of Employer Services provided:

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 and placement 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. Examples include the following: work-based training, classroom training, On-the-Job Training, Incumbent Worker Training, cohort training, etc.
6. **Labor Market Index (LMI) information and analysis:** 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.

Service Delivery Codes:

Code	Method Description
FT	On-Site Staff Full Time
PT	On-Site Staff Part-Time
C	Contracted Service On-Site Full Time
C/PT	Contracted Service On-Site Part-Time
C/Off	Contracted Service Off-Site
T	Access Via Telephone
A	Access Via Automated System
B	Brochure/Handout

P	Posting at One-Stop Center
O	Other
NA	Not Applicable

KCC Kenton Co - Covington
 LWDA Northern Kentucky

Kentucky Career Center Budget Planning and Reconciliation Document

A. Shared Cost Budget

Budget Period Begin Date 7/1/2021
 Budget Period End Date 6/30/2022

Identification of Shared Costs: The following costs have been agreed upon by the local partners as shared cost items associated with the operation of the Kentucky Career Center System. A description of the cost item and benefit derived is illustrated as follows:
 (Note: Line Item Cost Benefit language below is for illustrative purposes - local areas must define)

Kenton County (Covington) - Leased facility		
Kentucky Career System Costs	Line Item (Including Cost Benefit)	Budgeted Annual Cost
Facilities Pool	Building Rent/Lease - Cost of the physical space used for partner services, resource rooms, conference rooms, interview rooms, common areas, and training labs, etc.	\$ 463,755.00
	Utilities - Cost of gas, electric, and water	\$ 25,948.00
	Maintenance - Cost of security guard, janitorial services including cleaning crew and cleaning supplies, and exterminating/pest control, and garbage collection.	\$ 108,000.00
	Maintenance (Repairs, etc.) - Cost of minor building repairs, maintenance of equipment (air conditioning, heating systems), upkeep (painting, carpeting, flooring), snow removal, and landscaping services.	\$ 5,200.00
	Total - Facilities Pool	\$ 602,903.00
Telecommunication and Information Technology Pool	Cost of installing and maintaining telephone lines, telephone system equipment, data lines, and T-1 lines for partner use and fax machines.	\$ 7,500.00
	Computer Equipment (Hardware)	\$ 200.00
	Software, Systems use costs, Internet Access, IT maintenance	\$ 131,092.00
	Total - Telecommunication and Information Technology Pool	\$ 138,792.00
KY Career Center Management Pool	KCC Operator/Manager - Salary for 1 FTE to manage the activities of the KCC system. These duties include: oversight of integration of program services, scheduling of services and activities, daily management of operations, conducting One-Stop partner meetings, production of performance reports with analysis, etc.	\$ 65,226.00
	Receptionist/Greeter - Salary for 1 FTE receptionist available to assist the partners with phone coverage, mail needs, light typing, some scheduling, ordering of supplies, inventory, etc.	\$ 52,165.00
	Data Entry/Support Staff - Salary for 2 FTE support staff to enter common customer information into the state automated system for all partner access, maintain records for Common Referral Form tracking, assist partners in retrieving information on customers, maintain of a central file of customer products (work plans, resumes, applications), etc.	\$ -
	Fiscal Support Staff - Salary for .3 FTE fiscal staff for accounting services that includes accounts payable/receivable, maintenance of fiscal documentation for audit purposes, preparation of spreadsheets for analysis, quarterly reconciliations of cost sharing expenses, etc.	\$ 28,004.00
	Technology Support Staff - Salary for .25 FTE IT staff for maintenance of resource room hardware and software, website maintenance and design, creation of one-stop production reports and materials, etc.	\$ -
	Total - KCC Management Pool	\$ 145,395.00
	Computer Equipment (Hardware) - for customer use in: searching job postings online, word processing for employment, seeking documents, researching labor market information, communicating via e-mail to employers, researching training program opportunities, completing on-line applications to educational institutions or prospective employers, etc. (- may include costs for training lab equipment) Six computers in Resource Room; 10 Computers in Training Room.	
	Computer Equipment (Software) - Tutorials for Resume Writing, Word Products, OCSIS, etc. available at all sites for customer use in job search and/or training activities, etc.	
	Copier and Copier Maintenance - Cost of 3 Toshiba 4500 Copiers and maintenance contracts, one for each site, for customer use in duplicating documents	
	Fax and Fax Maintenance - Cost of 3 Lexmark Model FA1200 fax machines and maintenance contracts, one for each site, for customer use in transmittal of documents	

Resource Center Pool	Telephone System - Cost of maintaining telephone lines in the Resource Room for customer use and fax machines. Includes the cost of Meridian Model NT437 phones and related equipment. Six lines, 4 phones.	
	Internet Access - Cost of maintaining internet access to all computers in the Resource Room for customer use. This is accomplished in each site via (internet provider, T-1 line, etc.)	
	Furniture - Cost for customer use of furniture that includes 8 ft. tables and chairs, brochure stands, bulletin boards for job postings, waiting area furniture, etc. (- may include training lab and/or conference room and/or interview room furniture)	
	Audio-Visual Equipment - Cost of television and VCR/DVD player in orientation room, Litebox Model 3000 projector in training lab, mobile whiteboards, overhead projector, etc. for use in providing services to customers such as orientations, workshops, training, information relays for partner supportive services, etc.	
	Supplies - Miscellaneous supplies related to customer use such as paper, pens, envelopes, paper clips, staplers, etc.	
	Other - Some examples may be ADA equipment, newspaper and professional journal subscriptions, training manuals, postage for customer use, etc.	
	Total - Resource Center Pool	\$ -
Shared Equipment and Supplies Pool (Partner Use)	Copier and Copier Maintenance - Cost of 3 Toshiba 4500 Copiers and maintenance contracts, one for each site, for partner use in duplicating documents	\$ 16,000.00
	Fax and Fax Maintenance - Cost of 3 Lexmark Model FA1200 fax machines and maintenance contracts, one for each site, for partner use in transmittal of documents	\$ -
	Postage - Cost for Pinckney postage meter machine and related postage costs of partner mailings and KCC System mailings.	\$ 700.00
	Furniture - Cost for partner use furniture, may include office space furniture, cubicles, etc.	\$ -
	Supplies - Miscellaneous supplies related to partner use such as paper, pens, envelopes, paper clips, staplers, etc.	\$ 1,099.00
	Other -	
	Total - Equipment and Supplies Pool (Partner Use)	\$ 17,799.00
Outreach Pool	Brochures and Printed Materials - Cost of developing and producing KCC System informational brochures, business cards, flyers, resource pamphlets, etc.	\$ 3,470.00
	Billboard Advertising - Cost of public service announcement billboards advertising services of the KCC System, a total of 5 billboard rentals strategically placed in targeted service areas. Each billboard monthly cost = \$	\$ -
	Media Advertising - Cost for public service announcements (PSAs) on local television, radio, and newspaper outlets. Costs include twelve PSA's, one per month targeting different services of the KCC System. Cost per PSA = \$	\$ 600.00
	Orientation Materials - Cost for production of KCC System orientation materials which include a repeating loop VCR tape describing services, self assisted exploration via local website, etc.	\$ -
	Signage - Cost for interior and exterior signs for the physical KCC System site.	\$ -
	Other -	\$ -
	Total - Outreach Pool	\$ 4,070.00
Miscellaneous Pool	Other -	
	Other -	
	Total - Miscellaneous Pool	\$ -
Summary of Cost Pools	Facilities Pool	\$ 602,903.00
	Telecommunications and Information Technology Pool	\$ 138,792.00
	KCC Management Pool	\$ 145,395.00
	Resource Center Pool	\$ -
	Equipment and Supplies Pool (Partner Use)	\$ 17,799.00
	Outreach Pool	\$ 4,070.00
	Miscellaneous Pool	\$ -
	Total - All Pools	\$ 908,959.00

KCC: Kenton Co - Covington

Local Workforce Development Area: Northern Kentucky

Budget Period Begin Date: 7/1/2025

End Date: 6/30/2028

B. Cost Allocation Methods

Allocation Methodology: The Kentucky Career System partners have agreed upon one of the following methodologies for determining proportionate shares for the shared cost items.

Occupancy: Based on actual square footage used by each partner with common space (hallways, classrooms, restrooms, Resource Center) prorated based on the percentage of actual space used. Illustrated as follows:

Name of Partner/Program	WIOA Title I (Adult, Dislocated Worker, Youth)	Rehabilitation Act, Title I Rehabilitation Services	Career Development Office (JVSG, Wagner-Peyser, RESEA, Foreign Labor)	WIOA Title II Adult Education	Office of Vocational Rehabilitation (OVR)	Older American Title V (SCSEP)	WIOA Title I Job Corps	WIOA Title I MSFW	WIOA Title I Native American	HUD Employment & Training Programs	Community Services Block Grant	Office of Unemployment Insurance (OUI)	TANF	Youthbuild	Programs Authorized Under Sec. 212 of the Second Chance Act	Per Scholas	TANK	NKADD	Goodwill	Total
# of Square feet	5345	0	8,552	189	7,742	0	0	0	0	0	0	0	0	0	0	1,375	890	3,832	248	28,173
% of overall square feet	18.97%	0.00%	30.36%	0.67%	27.48%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	4.88%	3.16%	13.60%	0.88%	100.00%

(Information in table is a sample for illustrative purposes.)

Position Usage: Based on partners' Full-Time Equivalent (FTE) staff stationed at the Kentucky Career Center. Partners with Part-Time staff stationed at the Kentucky Career Center are calculated based on Full-Time Equivalency. Illustrated as follows:

Name of Partner/Program	WIOA Title I (Adult, Dislocated Worker, Youth)	Rehabilitation Act, Title I Rehabilitation Services	Career Development Office (JVSG, Wagner-Peyser, RESEA, Foreign Labor)	WIOA Title II Adult Education	Office of Vocational Rehabilitation (OVR)	Older American Title V (SCSEP)	WIOA Title I Job Corps	WIOA Title I MSFW	WIOA Title I Native American	HUD Employment & Training Programs	Community Services Block Grant	Office of Unemployment Insurance (OUI)	TANF	Youthbuild	Programs Authorized Under Sec. 212 of the Second Chance Act	Per Scholas	TANK	NKADD	Goodwill	Total
# of FTE Equivalent																				0
% of overall FTE Equivalent	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

(Information in table is a sample for illustrative purposes.)

Number of Participants: Based on partners' participants eligible for each program as compared to the total number of participants served:

Name of Partner/Program	WIOA Title I (Adult, Dislocated Worker, Youth)	Rehabilitation Act, Title I Rehabilitation Services	Career Development Office (JVSG, Wagner-Peyser, RESEA, Foreign Labor)	WIOA Title II Adult Education	Office of Vocational Rehabilitation (OVR)	Older American Title V (SCSEP)	WIOA Title I Job Corps	WIOA Title I MSFW	WIOA Title I Native American	HUD Employment & Training Programs	Community Services Block Grant	Office of Unemployment Insurance (OUI)	TANF	Youthbuild	Programs Authorized Under Sec. 212 of the Second Chance Act	Per Scholas	TANK	NKADD	Goodwill	Total
# Eligible Participants																				0
% of eligible participants	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

(Information in table is a sample for illustrative purposes.)

C.1. Cost Sharing by Occupancy

Cost Sharing - Computation of each partner's share of line items and costs pools

Shared Cost Item	Total from Budget Tab	WIOA Title I (Adult, Dislocated Worker, Youth)	Rehabilitation Act, Title I Rehabilitation Services	Career Development Office (JVSG, Wagner-Peyser, RESEA, Foreign Labor)	WIOA Title II Adult Education	Office of Vocational Rehabilitation (OVR)	Older American Title V (SCSEP)	WIOA Title I Job Corps	WIOA Title I MSFW	WIOA Title I Native American	HUD Employment & Training Programs	Community Services Block Grant	Office of Unemployment Insurance (OUI)	TANF	Youthbuild	Programs Authorized Under Sec. 212 of the Second Chance Act	Per Scholas	TANK	NKADD	Goodwill	Total
Facilities Pool																					
Lease Cost (includes common area)	\$463,755.00	\$ 87,983.90	\$ -	\$140,774.24	\$ 3,111.12	\$127,440.86	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,633.84	\$ 14,650.27	\$ 63,078.45	\$ 4,082.32	\$463,755.00
Utilities	\$ 25,948.00	\$ 4,922.87	\$ -	\$ 7,876.59	\$ 174.07	\$ 7,130.57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,266.41	\$ 819.71	\$ 3,529.36	\$ 228.41	\$ 25,948.00
Maintenance - Janitorial Service	\$108,000.00	\$ 20,489.83	\$ -	\$ 32,783.73	\$ 724.52	\$ 29,678.63	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,271.00	\$ 3,411.78	\$ 14,689.81	\$ 950.70	\$108,000.00
Maintenance - Building (repairs)	\$ 5,200.00	\$ 986.55	\$ -	\$ 1,578.48	\$ 34.88	\$ 1,428.97	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 253.79	\$ 164.27	\$ 707.29	\$ 45.77	\$ 5,200.00
Total - Facilities Pool	\$602,903.00	\$114,383.15	\$ -	\$183,013.04	\$ 4,044.61	\$165,679.02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,425.04	\$ 19,046.03	\$ 82,004.91	\$ 5,307.21	\$ 602,903.00
Telecommunications and Information Technology Pool																					
Phone & data lines, equipment	\$ 7,500.00	\$ 1,422.90	\$ -	\$ 2,276.65	\$ 50.31	\$ 2,061.02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 366.04	\$ 236.93	\$ 1,020.13	\$ 86.02	\$ 7,500.00
Computer Equip/Hardware	\$ 200.00	\$ 37.94	\$ -	\$ 60.71	\$ 1.34	\$ 54.96	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9.76	\$ 6.32	\$ 27.20	\$ 1.76	\$ 200.00
Software, Systems, Internet, IT mnt	\$131,092.00	\$ 24,870.86	\$ -	\$ 39,793.38	\$ 879.44	\$ 36,024.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,398.02	\$ 4,141.27	\$ 17,850.71	\$ 1,153.97	\$131,092.00
Total - Telecommunications and Information Technology Pool	\$138,792.00	\$ 26,331.71	\$ -	\$ 42,130.73	\$ 931.09	\$ 38,140.34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,773.83	\$ 4,384.51	\$ 18,878.04	\$ 1,221.75	\$ 138,792.00
KCC Management Pool																					
One-Stop Operator/Manager	\$ 65,226.00	\$ 12,374.72	\$ -	\$ 19,799.55	\$ 437.57	\$ 17,924.24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,183.39	\$ 2,060.52	\$ 8,871.83	\$ 574.17	\$ 65,226.00
Receptionist/Greeter	\$ 52,165.00	\$ 9,896.76	\$ -	\$ 15,834.84	\$ 349.95	\$ 14,335.05	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,545.94	\$ 1,647.92	\$ 7,095.31	\$ 459.20	\$ 52,165.00
Data Entry Support Staff	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fiscal Support Staff	\$ 28,004.00	\$ 5,312.94	\$ -	\$ 8,500.70	\$ 187.87	\$ 7,695.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,366.75	\$ 884.66	\$ 3,809.01	\$ 246.51	\$ 28,004.00
Technology Support Staff	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total - KCC Mgmt. Pool	\$145,395.00	\$ 27,584.43	\$ -	\$ 44,135.10	\$ 975.39	\$ 39,954.85	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,096.09	\$ 4,593.11	\$ 19,778.16	\$ 1,279.88	\$ 145,395.00
Resource Room Pool																					
Computer Equipment (Hardware)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Computer Equipment (Software)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Copier and Copier Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fax and Fax Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone System	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Internet Access	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Furniture	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audio-Visual Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies (paper, materials, etc.)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (i.e., ADA equipment)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total - Resource Room Pool	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment and Supplies Pool (Partner Use)																					
Copier and Copier Maintenance	\$ 16,000.00	\$ 3,035.53	\$ -	\$ 4,856.85	\$ 107.34	\$ 4,396.83	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 780.89	\$ 505.45	\$ 2,176.27	\$ 140.84	\$ 16,000.00
Fax and Fax Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ 700.00	\$ 132.80	\$ -	\$ 212.49	\$ 4.70	\$ 192.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34.16	\$ 22.11	\$ 95.21	\$ 6.16	\$ 700.00
Furniture	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies (paper, materials, etc.)	\$ 1,099.00	\$ 208.50	\$ -	\$ 333.60	\$ 7.37	\$ 302.01	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 53.64	\$ 34.72	\$ 149.48	\$ 9.67	\$ 1,099.00
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Equip and Supplies Pool	\$ 17,799.00	\$ 3,376.84	\$ -	\$ 5,402.94	\$ 119.41	\$ 4,891.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 868.69	\$ 562.28	\$ 2,420.96	\$ 156.68	\$ 17,799.00
Outreach/Marketing Pool																					
Brochures and Printed Materials	\$ 3,470.00	\$ 658.33	\$ -	\$ 1,053.33	\$ 23.28	\$ 953.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 169.36	\$ 109.62	\$ 471.98	\$ 30.55	\$ 3,470.00
Billboard Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Media Advertising	\$ 600.00	\$ 113.83	\$ -	\$ 182.13	\$ 4.03	\$ 164.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29.28	\$ 18.95	\$ 61.61	\$ 5.28	\$ 600.00
Orientation Materials	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Signage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Outreach/Marketing Pool	\$ 4,070.00	\$ 772.16	\$ -	\$ 1,235.46	\$ 27.30	\$ 1,118.44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 198.64	\$ 128.57	\$ 553.59	\$ 35.83	\$ 4,070.00
Miscellaneous Pool																					
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Miscellaneous Pool	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 808,959.00	\$ 172,448.30	\$ -	\$ 275,917.27	\$ 6,097.80	\$ 249,783.86	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 44,362.28	\$ 28,714.50	\$ 123,633.65	\$ 8,001.34	\$ 808,959.00

D.1. Non-Cash Commitments

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

Payment of shared costs through the provision of goods and services by each of the partner programs will likely be the most common method of payment. Using this payment method, the partners prepare the shared costs budget and allocate the costs using agreed-upon allocation methodologies, with a resulting total shared costs attributable to each partner. Within the budget, the partners agree on how those costs will be funded. One partner may pay all of the facilities costs, while another partner provides the telephone system to be used by all partners, and a third partner provides additional core services such as eligibility determination for all participating partner programs. This flexibility in payment allows the partners to determine which payment method works best for their particular agency and takes into consideration the available resources of each program.

IV. Partner Commitments - Goods and Services

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

- * WIOA Title I will cover the cost of publicly available WIFI throughout the center, the entire cost associated with KCC Management and Outreach/Marketing cost pools, and will partner with CDO to cover facility-related expenses falling outside the responsibility of the property owner for common areas.

- * CDO will provide phones, Resource Room supplies, upkeep of the existing lobby and Resource Room Furniture, shared partner supplies and copiers, and partner with WIOA Title I to cover facility-related expenses falling outside the responsibility of the property owner for common areas .

- *
OVR will provide in-kind marketing and outreach as compensation for its share of the KCC Management and Outreach/Marketing cost pools.

- * WIOA Title II Adult Education will provide in-kind marketing and outreach as compensation for all applicable cost categories except facility and those explicitly covered by partners, as stated in this section.

- * Goodwill will provide in-kind marketing and outreach and support all partners by providing basic resume services to customers as compensation for all applicable cost categories except those explicitly covered by partners, as stated in this section.

- * Per Scholas will provide in-kind marketing and outreach as compensation for all applicable cost categories except for facility telecommunications and information technology pools, and those explicitly covered by partners, as stated in this section.

- * TANK will provide in-kind marketing and outreach as compensation for all applicable cost categories except facility and those explicitly covered by partners, as stated in this section.

- NKADD will provide in-kind marketing and outreach as compensation for all applicable cost categories except facility and telecommunication
- * and information technology cost pools, and those explicitly covered by partners, as stated in this section.

INFRASTRUCTURE FUNDING AGREEMENT

AUTHORITY AND SIGNATURE PAGE

One completed, signed, and dated Authority and Signature page is required for each Party's signatory official.

By signing my name below, I certify that I have reviewed all elements and terms of this Infrastructure Funding Agreement (IFA) and agree that this IFA accurately reflects the agreement reached between parties. All of my questions have been discussed and answered satisfactorily.

My signature below certifies my understanding of, and agreement with, the elements and terms of this IFA contained within:

- ❖ The Local Kentucky Career Center Operations Memorandum of Understanding (MOU)
- ❖ The Infrastructure Costs Budget & Operating Budget
- ❖ The IFA

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ The MOU
- ❖ The Infrastructure Costs Budget & Operating Budget
- ❖ The IFA

Cora McNabb
Cora McNabb (Jun 30, 2025 09:59 EDT)

Signature

06/30/25

Date

Cora McNabb, Executive Director

Printed Name and Title

Kentucky Education and Labor Cabinet- Office of Vocational Rehabilitation

Agency Name

Email: Cora.McNabb@ky.gov

Agency Contact Information

Address: 500 Mero Street, Frankfort, Kentucky 40601

INFRASTRUCTURE FUNDING AGREEMENT

AUTHORITY AND SIGNATURE PAGE

One completed, signed, and dated Authority and Signature page is required for each Party's signatory official.

By signing my name below, I certify that I have reviewed all elements and terms of this Infrastructure Funding Agreement (IFA) and agree that this IFA accurately reflects the agreement reached between parties. All of my questions have been discussed and answered satisfactorily.

My signature below certifies my understanding of, and agreement with, the elements and terms of this IFA contained within:

- ❖ The Local Kentucky Career Center Operations Memorandum of Understanding (MOU)
- ❖ The Infrastructure Costs Budget & Operating Budget
- ❖ The IFA

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ The MOU
- ❖ The Infrastructure Costs Budget & Operating Budget
- ❖ The IFA

John C. Gregory
John C. Gregory (Jun 27, 2025 11:48 EDT)

Signature

06/27/25

Date

John Gregory, Executive Director

Printed Name and Title

Kentucky Education and Labor Cabinet - Office of Adult Education

Agency Name

Email: John.Gregory@ky.gov

Address: 500 Mero Street 4th floor, Frankfort Kentucky 40601

Agency Contact Information

INFRASTRUCTURE FUNDING AGREEMENT

AUTHORITY AND SIGNATURE PAGE

One completed, signed, and dated Authority and Signature page is required for each Party's signatory official.

By signing my name below, I certify that I have reviewed all elements and terms of this Infrastructure Funding Agreement (IFA) and agree that this IFA accurately reflects the agreement reached between parties. All of my questions have been discussed and answered satisfactorily.

My signature below certifies my understanding of, and agreement with, the elements and terms of this IFA contained within:

- ❖ The Local Kentucky Career Center Operations Memorandum of Understanding (MOU)
- ❖ The Infrastructure Costs Budget & Operating Budget
- ❖ The IFA

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ The MOU
- ❖ The Infrastructure Costs Budget & Operating Budget
- ❖ The IFA


Katie Houghlin (Jun 27, 2025 22:33 EDT)

Signature

06/27/25

Date

Katie Houghlin, Executive Director

Printed Name and Title

Kentucky Education and Labor Cabinet - Career Development Office

Agency Name

Email: Katiem.Houghlin@ky.gov

Address: 500 Mero Street - 4th Floor, Frankfort Kentucky 40601

Agency Contact Information

INFRASTRUCTURE FUNDING AGREEMENT

AUTHORITY AND SIGNATURE PAGE

One completed, signed, and dated Authority and Signature page is required for each Party's signatory official.

By signing my name below, I certify that I have reviewed all elements and terms of this Infrastructure Funding Agreement (IFA) and agree that this IFA accurately reflects the agreement reached between parties. All of my questions have been discussed and answered satisfactorily.

My signature below certifies my understanding of, and agreement with, the elements and terms of this IFA contained within:

- ❖ The Local Kentucky Career Center Operations Memorandum of Understanding (MOU)
- ❖ The Infrastructure Costs Budget & Operating Budget
- ❖ The IFA

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ The MOU
- ❖ The Infrastructure Costs Budget & Operating Budget
- ❖ The IFA

Jamie Link
Jamie Link (Jun 27, 2025 16:28 EDT)

Signature

06/27/25

Date

James Link, Secretary

Printed Name and Title

Kentucky Education and Labor Cabinet - Office of the Secretary

Agency Name

Email: Jamie.Link@ky.gov

Address: 500 Mero Street -3rd Floor, Frankfort, Kentucky 40601

Agency Contact Information

INFRASTRUCTURE FUNDING AGREEMENT

AUTHORITY AND SIGNATURE PAGE

One completed, signed, and dated Authority and Signature page is required for each Party's signatory official.

By signing my name below, I certify that I have reviewed all elements and terms of this Infrastructure Funding Agreement (IFA) and agree that this IFA accurately reflects the agreement reached between parties. All of my questions have been discussed and answered satisfactorily.

My signature below certifies my understanding of, and agreement with, the elements and terms of this IFA contained within:

- ❖ The Local Kentucky Career Center Operations Memorandum of Understanding (MOU)
- ❖ The Infrastructure Costs Budget & Operating Budget
- ❖ The IFA

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ The MOU
- ❖ The Infrastructure Costs Budget & Operating Budget
- ❖ The IFA

Signature

Date

Printed Name and Title

Agency Name

Agency Contact Information