ATTACHMENT B

Example:

Hamilton County Department of Job and Family Services Purchase of Signed Contract

19

On the Motion of Ms. Summerow Dumas seconded by Ms. Reece
the following resolution was adopted

RESOLUTION NUMBER J085-21
AUTHORIZING A RENEWAL TO THE AGREEMENT BETWEEN THE MAYOR OF THE CITY OF CINCINNATI ON BEHALF OF THE SOUTHWEST OHIO REGION WORKFORCE INVESTMENT BOARD (SWORWIB) SERVING PURSUANT TO THE WORKFORCE INNOVATION AND OPPORTUNITY ACT FOR SERVICE AREA #13 OF OHIO, THROUGH THE HAMILTON COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES (FISCAL AGENT FOR AREA #13) AND SANTA MARIA COMMUNITY SERVICES FOR WIOA OUT OF SCHOOL YOUTH SERVICES

BY THE BOARD:

WHEREAS, the Hamilton County Department of Job and Family Services (HCJFS) acts as Fiscal Agent for Area 13; and

WHEREAS, the parties entered into an agreement, Contract #130488, on the 18th day of July 2018, as shown in Volume 351, Images 1259 through [illegible], for the CCMEP/WIOA Out of School Youth Services; and

WHEREAS, the parties entered into Amendment #1 to the Contract, #130488, on the 28th day of November 2018, as shown in Volume 352, Images 5663-5667, in order add Wage Pathway language and funding; and

WHEREAS, the parties entered into Amendment #2 to the Contract, #130488, on the 20th day of June 2019, as shown in Volume [illegible], Images 8808-8812, in order to reduce Wage Pathway funding; and

WHEREAS, the parties entered into Amendment #3 to the Contract, #130488, on the 21st day of November 2019, as shown in Volume 356, Images 4325-4341, in order to increase the WIOA funding for the Avenue to Success (ATS) Program decrease the CCMEP TANF funding; and

WHEREAS, on the 30st day of July 2020, the parties entered into Renewal #1 to the Original Contract, Contract #130488, which became effective July 1st, 2020 and will terminate on June 30, 2021, as shown in Volume 359, Images 3202 to 3221; and

WHEREAS, the Original contract allowed for two (2) one (1) year renewals at the option of HCJFS; and

WHEREAS, HCFJS desires to enter into Renewal #2 to Contract #130488; and

WHEREAS, the work related to this agreement commenced on July 1, 2021 and ends on June 30, 2022; and

WHEREAS, the dollar value of this agreement is now $1,027,331.50; and

WHEREAS, all WIOA expenditures for 2021 will be paid using Vendorless Purchase Order #VE006978 and all TANF expenditures will be paid using Purchase Order #590136; and

WHEREAS, all WIA expenditures for this agreement will be taken from the following accounts:

Fund	Department	OCA	Object Level 3	Amount
002	12	123786	910	$1,027,331.50

NOW, THEREFORE, BE IT RESOLVED that the Board of County Commissioners, Hamilton County, Ohio, authorizes the County Administrator to enter into the contract with

BE IT FURTHER RESOLVED that the Clerk of the Board is hereby directed to certify copies of this resolution to Jeff Aluotto, County Administrator and Dusty Rhodes, County Auditor.

ADOPTED at a regularly adjourned meeting of the Board of County Commissioners of Hamilton County, Ohio, this 15th day of July 2021.

Ms. Summerow Dumas_____________ Mr. Reece __________ Ms. Driehaus___________

CERTIFICATE OF CLERK

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution adopted by the Board of County Commissioners of Hamilton County, Ohio, this 15th day of July 2021.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Board of County Commissioners of Hamilton County, Ohio, this 15th day of July 2021.

Jacqueline Panioto, Clerk, Board of County Commissioners, Hamilton County, Ohio

Hamilton County

Board of County Commissioners

Stephanie Summerow Dumas
President
Phone (513) 946-4409
Fax (513) 946-4407

Alicia Reece
Vice President
Phone (513) 946-4401
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Room 603
Todd B. Portune Center for County Government
138 East Court Street
Cincinnati, Ohio 45202

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Jeff Aluotto
Administrator
Phone (513) 946-4420
Fax (513) 946-4444

Jacqueline Panioto
Clerk of the Board
Phone (513) 946-4414
Fax (513) 946-4444

Board of County Commissioners Document S[illegible]bmission [illegible]licy

Documents submitted for consideration by the Boa[illegible] ny o[illegible] meeti[illegible]g agendas are accessible on the Internet

Accordingly, each county department, agen[illegible] offic[illegible] employee submitting documents to the Board for agenda conside[illegible]n will [illegible]st review and screen the packet for information that is confidential or otherwi[illegible] subj[illegible] to public disclosure pursuant to the Ohio Public Records Act.

If it is necessary for the Board to r[illegible]ew [illegible]ch [illegible]on-public information, arrangements will be made through the Clerk of the Bo[illegible]d to [illegible] any required confidentiality intact.

Each set of documents su[illegible]m[illegible] shall [illegible]clude a notation demonstrating compliance with this policy, and include [illegible]he d[illegible] of re[illegible]ew and the printed name and signature of the person cond[illegible]ng the [illegible]vie[illegible]

The document[illegible] submitted ha[illegible] been reviewed by:

Lora Wolfe
Signature

Lora A. Wolfe
Printed Name

June 30th, 2021
Date

Contract 130488-202

HAMILTON COUNTY DEPARTMENT OF JOB & FAMILY SERVICES
PURCHASE OF SERVICE CONTRACT
RENEWAL #2

This Renewal of the Hamilton County Department of Job & Family Services Purchase Contract ("Renewal #2 ") is entered into on this 15th day of July and becomes effective as of July 1, 2021, by and between the Board of County Commissioners of Hamilton County, Ohio on behalf of the Area #13 comprised of Hamilton County and the City of Cincinnati (hereinafter Area #13) as their interests shall appear, through the Hamilton County Department of Job & Family Services, who has been designated as the Administrative Entity and Fiscal Agent (hereinafter "HCJFS") pursuant to the Workforce Innovation and Opportunity Act for Service Area #13 of Ohio, and [illegible], (hereinafter "Provider") with an office at [illegible] whose telephone number is [illegible] for the purchase of **Workforce Innovation and Opportunity Act ("WIOA") Out of School Youth Services and Comprehensive Case Management and Employment (CCMEP) Out of School Youth Services**.

HCJFS has been designated as the Fiscal Agent pursuant to an Intergovernmental Agreement effective July 1, 2015 between the Board of County Commissioners, Hamilton County, Ohio (BOCC) and the City Council of the City of Cincinnati, Ohio. In this same Intergovernmental Agreement, HCJFS is designated as the Administrative Agent.

WHEREAS, on the 18th day of July 2018, the parties entered into a Purchase Contract (the "Original Contract", Contract #130488, as shown in Volume 351, Images 1259 to 1318, which stated the terms and conditions under which Provider agrees to provide WIOA and CCMEP out of school youth services; and

WHEREAS, on the 28th day of November 2018, the parties entered into an Amendment (Amendment #1) to the Original Contract, Contract #130488, as shown in Volume 352, Images 5663 to 5667 in order to add Wage Pathway language and funding to the contract; and

WHEREAS, on the 20th day of June 2019, the parties entered into an Amendment (Amendment #2) to the Original Contract, Contract #130488, as shown in Volume 354, Images 8808 to 8812 in order to reduce the Wage Pathway funding in the contract; and

WHEREAS, on the 21st day of November 2019, the parties entered into an Amendment (Amendment #3) to the Original Contract, Contract # 130488, as shown in Volume 356, Images 4325 to 4341 in order to increase the WIOA funding for the Avenue to Success (ATS) Program and decrease the CCMEP TANF funding in the contract; and

WHEREAS, the Original Contract Term commenced on July 1, 2018 and terminated on June 30, 2020. The Original Contract states the Contract, #130488 is renewable for two (2) additional one (1) year terms at the option of HCJFS; and

WHEREAS, on the 30st day of July 2020, the parties entered into Renewal #1 to the Original Contract, Contract #130488, which became effective July 1st, 2020 and will terminate on June 30, 2021, as shown in Volume 359, Images 3202 to 3221; and

WHEREAS, Area 13 now desires to exercise its option for the second optional one (1) year renewal period.

NOW THERFORE, in consideration of the premises and mutual covenants hereinafter contained, effective July 1, 2021 the parties agree as follows:

The Original Contract, as amended, shall be renewed from July 1, 2021 to June 30, 2022 (the "Second Renewal Period"), regardless of the execution date. The cost of the Optional Renewal Period shall not exceed One Million Twenty-Seven Thousand Three Hundred Thirty-One Dollars and Fifty cents (\$1,027,331.50), as shown on the Budget, attached hereto and incorporated herein by reference as Exhibit I.

The funds are allocated as follows:

07/01/21– 06/30/22:

\$1,027,331.50

\$542,073.18 in CCMEP WIOA program funds;

\$26,810.00 in ATS WIOA program funds;

\$179,647.32 in WIOA work experience funds; and

\$278,801.00 in CCMEP TANF funds.

Provider will serve 275 youth during the renewal period. The 275 youth include carryover and new enrollments.

It is hereby agreed by the parties that the terms of this Second Renewal be as stated above and that all other terms and provisions of the Original Contract, as amended, remain in full force and effect.

The terms of this Contract are hereby agreed to by both parties, as shown by the signatures of representatives of each.

Contract 130488-202

SIGNATURES

Provider or Authorized Representative: ____________

Title: CFO Date: 6/24/21

By: ____________ Date: 7/15/21
County Administrator
Hamilton County, Ohio

Recommended By:

____________ Date: ____________
Tim McCartney, Interim Director
Hamilton County Department of Job & Family Services

Approved By: ____________ Date: ____________
Mayor of Cincinnati/Chief Elected Official

Recommended by: ____________ Date: 08.02.21
Workforce Investment Board President

Approved as to form By: ____________ Date: ____________
Prosecutor's Office,
Hamilton County, Ohio

PREPARED BY MT
CHECKED BY LMWG
APPROVED BY LW

EXHIBIT I

HCJFS CONTRACT BUDGET

AGENCY: Santa Maria Community Services, Inc.

BUDGET PREPARE[illegible] OR PERIOD

NAME OF CONTRACT PROGRAM: The Next Level

07/01/2021 TO 06/30/2022

INDICATE NAME OF SERVICE IN APPROPRIATE COLUMN BE[illegible]

EXPENSES BY PROGRAM SERVICES	CCMEP WIOA PROGRAM	CCMEP TANF PROGRAM	WORK EXPERIENCE	TOTAL CONTRACT EXPENSE	OTHER DIRECT SERVICES	TOTAL EXPENSE
A. STAFF SALARIES	238.957.93	150,007.19	61,524.47	45[illegible]9.60	417,6[illegible]	868,133.81
B. EMPLOYEE PAYROLL TAXES & BENEFITS	85,544.91	51,027.81	[illegible].83	159,22[illegible]	[illegible]280.15	250,502.70
C. PROFESSIONAL & CONTRACTED SERVICES	6,000.00	3,800.00	[illegible]040.70	81,840.70	97,030.30	178,871.00
D. CONSUMABLE SUPPLIES	12,320.69	2,650.00	[illegible]0.00	14,970.69	17,937.31	32,908.00
E. OCCUPANCY	73,340.90	29,850[illegible]	[illegible]	103,190.90	18,464.10	121,655.00
F. TRAVEL	4,500.00	[illegible]	[illegible]	4,500.00	1,300.00	5,800.00
G. INSURANCE	3,500.00	2,600[illegible]	0.[illegible]	6,100.00	1,400.00	7,500.00
H. EQUIPMENT	18,400.00	2,500.[illegible]	0.00	20,900.00	6,125.00	27,025.00
I. MISCELLANEOUS	0.00	0.0[illegible]	0.00	0.00	3,200.00	3,200.00
J. PROFIT MARGIN	0[illegible]	0.0[illegible]	0.00	0.00	0.00	0.00
K. SUB-TOTAL OF EXPENSES BEFORE MGMT INDIRECT ALLOCATION	442,564.[illegible]	[illegible]35.00	156,2[illegible].00	841,214.44	654,381.07	1,495,595.51
ALLOCATION OF MGT/INDIRECT COSTS	70,182.13	36,[illegible]	23,432.32	129,980.45	147,442.80	277,423.24
ALLOCATION OF MGT/INDIRECT COSTS (ATS)	4,022.50	0.00	0.00	4,022.50	0.00	4,022.50
TOTAL PROGRAM EXPENSES	[illegible]769.06	2[illegible]801.00	179,647.32	975,217.38	801,823.86	1,777,041.25
L. INCENTIVES	9,[illegible]77	[illegible]0.00	0.00	9,022.77	15,492.23	24,515.00
M. TUITION SERVICES	4,33[illegible]	0.00	0.00	4,336.03	2,700.00	7,036.03
N. SUPPORT SERVICES	11,9[illegible]32	0.00	0.00	11,945.32	64,640.68	76,586.00
O. ATS INCENTIVES	2[illegible]0.00	0.00	0.00	26,810.00	0.00	26,810.00
GRAND TOTAL	[illegible]883.18	278,801.00	179,647.32	1,027,331.50	884,656.77	1,911,988.28
Total Approved	$[illegible]883.18	$278,801.00	$179,647.32	$1,027,331.50		
	($0.00)	$0.00	($0.00)			
ESTIMATED TOTAL OF YOUTH TO BE ENROLLEDFOR THIS CONTRACT	275.00			COST PER YOUTH=	3,736	

TOTAL REVENUE	568,883.18	278,801.00	179,647.32	1,027,331.50	318,959.00	1,346,290.50

A. STAFF SALARIES - Attach Extra Pages for Staff, if needed.

POSITION TITLE	# STAFF	Annual Salary	Percent of time to program	Annual Program Cost	CCMEP WIOA PROGRAM	CCMEP TANF PROGRAM	WORK EXPERIENCE	[illegible]GMT [illegible]NDIRECT	TOTAL CONTRACT EXPENSE	OTHER DIRECT SERVICES	TOTAL EXPENSE
Education Program Director (Meg)	1.00	60,000.00	0.98	58,800.00	34,800.00	21,000.00	3,000.[illegible]		58,800.00	1,200.00	60,000.00
WFD Supervisor (Walter)	1.00	41,600.00	1.00	41,600.00	20,800.00	20,800.00			41,600.00	0.00	41,600.00
Adult WF Supervisor	1.00	41,600.00	0.50	20,800.00	5,200.00	5,200.00	10,400.00		20,800.00	20,800.00	41,600.00
Workforce Coach & GED Coordinator (Brianna)	1.00	41,132.52	0.75	30,849.39	20,566.26	10,283.13			30,849.39	10,283.13	41,132.52
Economic Success Team Lead (Destiny)	1.00	41,095.60	0.40	16,438.24	8,219.12	8,219.[illegible]			[illegible]	24,657.36	41,095.60
Data Coordinator (Tonicia)	1.00	44,836.74	0.50	22,418.37	11,209.19	11,209.[illegible]			[illegible]	22,418.37	44,836.74
Workforce Experience Coordinator (Taylor)	1.00	39,416.00	1.00	39,416.00			39,416.00		[illegible]	0.00	39,416.00
GED Tutor (VACANT)	1.00	12,090.00	0.90	10,881.00	6,649.50	4,231.50			10,881.00	1,209.00	12,090.00
Workforce Coach (Austin)	1.00	35,984.00	1.00	35,984.00	22,669.92	[illegible]			35,984.00	0.00	35,984.00
Workforce Coach (Melissa)	1.00	35,984.00	1.00	35,984.00	[illegible]	[illegible]			35,984.00	0.00	35,984.00
Workforce Coach (Kelsie)	1.00	9,906.00	1.00	9,906.00	[illegible]				9,906.00	0.00	9,906.00
Workforce Coach (Rose)	1.00	35,984.00	1.00	35,984.00	[illegible]	[illegible]			35,984.00	0.00	35,984.00
Workforce Coach (Phillip)	1.00	37,454.56	0.60	22,472.74	[illegible]	[illegible]			22,472.74	14,981.82	37,454.56
Office Coordinator (VACANT)	1.00	36,732.00	1.00	[illegible]	[illegible]	[illegible]	[illegible]		36,732.00	0.00	36,732.00
AP Assistant (Kaitlyn)	0.25	37,125.00	0.25	[illegible]	3,712.50	[illegible]	1,856.25		9,281.25	27,843.75	37,125.00
Accounting Supervisor (Kim)	0.16	52,444.08	0.16	[illegible]	[illegible]	[illegible]	1,573.32		8,391.05	44,053.03	52,444.08
Chief Financial Officer (Shari)	0.05	88,665.20	0.07	[illegible]	[illegible]	[illegible]	1,773.30		6,206.56	82,458.64	88,665.20
CPO (Julie)	0.10	83,449.86	0.10	[illegible]	[illegible]	[illegible]	1,669.00		8,344.99	75,104.87	83,449.86
Other Admin/Support Staff	2.55	92,634.24	1.00	[illegible]					0.00	92,634.24	92,634.24
											0.00
TOTAL SALARIES		868,133.80		450,489.59	[illegible]	150,007.19	61,524.47	0.00	450,489.59	417,644.21	868,133.80

Salaries Narrative. Describe how each position relates to the service proposed.
Please type narrative here.

Education Program Director (Meg)- Oversees direct service delivery & implementation o[illegible]gram com[illegible] Also provides supervision & support to all workforce coaches & GED Coordinator.
WFD Supervisor (Walter)- Manages WIOA contract in conjuction [illegible]HCJFS. Maintains [illegible]ly reports, [illegible]s contract & manages performance outcomes
Adult Employment Supervisor (Vacant)- Provides employement s[illegible]nrolled WIOA y[illegible] & oversees job readiness workshop components.
Workforce Coach & GED Coordinator (Brianna)- Manages caselo[illegible] W[illegible]uth & provide[illegible]vice delivery pertaining to WIOA components. Oversees GED program that support youth.
Data Coordinator & Stabalization Specialist (Tonicia)- Maintains W[illegible] hard [illegible]les to align w[illegible]ontract compliance. Manges monthly file audits. Enters data into OWCMS ensruing accuracy. Oversees exit of youth with positive outcomes.
Workforce Coach (Melissa)- Manage caseload of WI[illegible] youth, provi[illegible]ervice de[illegible]iningt to WIOA components. Actively recruit youth, maintain all aspects case management, assist youth with achieving goals outlined on the IOP.
Workforce Coach (Destiny)- Manage caseload [illegible]VIOA youth, provide [illegible]elivery pertainingt to WIOA components. Actively recruit youth, maintain all aspects case management, assist youth with achieving
Workforce Coach (Kelsie)- Manage caseload [illegible]VIOA youth, provide se[illegible] delivery pertainingt to WIOA components. Actively recruit youth, maintain all aspects case management, assist youth with achieving goals outlined on the IOP.
Workforce Coach (Austin)- Manage caseload [illegible]OA you[illegible]ide serv[illegible] delivery pertainingt to WIOA components. Actively recruit youth, maintain all aspects case management, assist youth with achieving goals outlined on the IOP.
Workforce Experience Coordinator (Taylor)- Ensures work experien[illegible]ontract needs are met, partners and coordinates with work sties, and assists with youth time cards.
Workforce Coach (Rose)- Manage caseload of WIOA youth, provid[illegible]rvice delivery pertainingt to WIOA components. Actively recruit youth, maintain all aspects case management, assist youth with achieving
Office Coordinator (VACANT)- Oversees CCMEP orientation f[illegible]coming youth. Assist youth in obtaining eligibility documents, schedules intake, provides general office support to workforce coaches.
AP Assistant (Kaitlyn)- Prepares monthly invoices
Accounting Specialist (Kim)- Oversees preperation of mon[illegible] invoices, monitors budget vs. actual spending
Chief Financial Officer (Shari)- Oversight of financial portion of contract including budget preperation and oversight
Chief Program Officer (Julie)- Supervision of Directors in program

EXPENSES BY PROGRAM SERVICES	CCMEP WIOA PROGRAM	CCMEP TANF	WORK EXPERIENCE	MGMT INDIRECT	TOTAL CONTRACT EXPENSE	OTHER DIRECT SERVICES	TOTAL EXPENSE
B.PAYROLL TAXES							
FICA 7.65%	[redacted] 18,280.28	[redacted] 11,475.55	[redacted] 4,706.62		[illegible]	31,949.78	66,412.24
WORKER'S COMP. 2.14%	4,944.58	3,091.45	1,316.63		[illegible]	2,130.00	11,482.66
UNEMPLOYMENT 1%	275.42	180.01	73.83		[illegible]	[illegible]	988.00
BENEFITS							
RETIREMENT	[redacted] 9,558.32	[redacted] 6,000.29	[redacted] 2,460.98		18,019.58	16,705.77	34,725.35
HEALTH & DENTAL	49,910.98	28,898.57	13,546.99		92,356.54	37,712.90	113,363.00
LIFE/ACCIDENTAL DEATH & LTD	2,575.33	1,381.94	[illegible]		[illegible]	2,322.96	6,825.00
							0.00
TOTAL EMPLOYEE PAYROLL TAXES & BENEFITS	85,544.91	51,027.81	[illegible]	0.00	159,222.54	91,280.15	233,796.25

Employee Payroll Taxes & Benefits Narrative.
Please type narrative here.
Retirement- Agency contributes 4% of annual salary to any employee who works 20+ hrs/wk.
Medical & Dental Insurance- Agency pays 75% of the total premium for any employee regardless of plan selection. Employee must work 30+ hrs/wk to be eligible
Life, Accidental Death & Long Term Disability Insurance- Agency pays [illegible]% of the premium and is given to any employee who works 30+ hrs/wk.

C. PROFESSIONAL FEES & CONTRACTED SERVICES (Indicate type, function performed, and estimate of use (hours, days, etc.)	CCMEP WIOA PROGRAM	CCMEP TANF	WORK EXPERIENCE	MGMT INDIRECT	TOTAL CONTRACT EXPENSE	OTHER DIRECT SERVICES	TOTAL EXPENSE
AUDIT & TAX SERVICES	[illegible]	2,300.00			5,300.00	1,736.00	7,036.00
PAYROLL PROCESSING	[illegible]	[illegible]			2,400.00	400.00	2,800.00
AMERICORPS PARTNER FEES	[illegible]	[illegible]			0.00	56,000.00	56,000.00
PROFESSIONAL SERVICES	[illegible]	250.00	72,040.70		73,290.70	38,488.30	111,779.00
IT SERVICES	[illegible]	250.00			850.00	406.00	1,256.00
							0.00
TOTAL PROFESSIONAL FEES & CONTRACTED SERVICES	[illegible]	3,800.00	72,040.70	0.00	81,840.70	97,030.30	178,871.00

Professional Fees & Contracted Services Narrative
Please type narrative here.
Audit & Tax Services- Cost shared by other agency programs based on FTE's in program divided by total agency FTE's.
Payroll Processing Fees- Agency payroll is processed by PayCor. % calculated based on total salary paid to program staff divided by total salaries for agency.
IT Consulting Services- Cost shared by other agency programs based on FTE's in program divided by total agency FTE's.
Professional Services- Cost shared by other agency programs based on FTE's in program divided by total agency FTE's.

EXPENSES BY PROGRAM SERVICES	CCMEP WIOA PROGRAM	CCMEP TANF PROGRAM	WORK EXPERIENCE	MGMT INDIRECT	TOTAL CONTRACT EXPENSE	OTH[illegible] DI[illegible]T S[illegible]ICES	TOTAL EXPENSE
D.CONSUMABLE SUPPLIES							
OFFICE	3,000.00	1,000.00			4,000.00	[illegible]75.0[illegible]	4,275.00
CLEANING	1,000.00	500.00			1,500.00		1,550.00
PROGRAM	6,520.69	500.00			[illegible],020.69	13,7[illegible]	20,804.[illegible]0
POSTAGE	300.00	150.00			[illegible]50.00	25[illegible]	[illegible]0
PRINTING	1,500.00	500.00			[illegible]0.00	3,804.0[illegible]	[illegible]4.00
					[illegible]00		0.00
TOTAL CONSUMABLE SUPPLIES	12,320.69	2,650.00	0.00	[illegible]	14,97[illegible]	17,937.31	32,908.00

Consumable Supplies Narrative

Please type narrative here.

Office Supplies- Split between programs in building based on program FTE's divided by total FTE's in bu[illegible]g

Cleaning Supplies- Split between programs in building based on program FTE's divided by total FTE's in bu[illegible]g

Program Supplies- Includes snacks for students, graduation expenses, and community building [illegible]rtunities a[illegible] y[illegible]

Postage- Delivery of monthly invoices and program mailings

Printing- Professional based on % of FTE's & In house printing

EXPENSES BY PROGRAM SERVICES	CCMEP WIOA PROGRAM	CCMEP TANF PROG[illegible]M	WOR[illegible] EXPERIE[illegible] E	[illegible]MT IND[illegible]CT	[illegible]OTAL C[illegible]TRACT EXPENSE	OTHER DIRECT SERVICES	TOTAL CONTRACT
E. OCCUPANCY COSTS							
RENTAL @ PER SQ. FT.	29,000.00	10,[illegible]00			39,100.00	4,850.00	43,950.00
USAGE ALLOWANCE OF BLDG. OWNED @2% OF ORIG. ACQUISITION COST	0.00	0.[illegible]			0.00		0.00
MAINTENANCE & REPAIRS	1[illegible]0	150.0[illegible]			1,490.90	5,588.10	7,079.00
UTILITIES (MAY BE INCLUDED IN RENT) HEAT & ELECTRICITY WATER	5,[illegible]00	[illegible]500.00			8,000.00	2,150.00	10,150.00
TELEPHONE	12,5[illegible]00	[illegible]0.00			18,000.00	1,550.00	19,550.00
SECURITY SERVICES	12,00[illegible]0	[illegible]			16,000.00	562.00	16,562.00
CLEANING SERVICES	10,00[illegible]	[illegible],000.[illegible]			16,000.00	2,285.00	18,285.00
MISC. OCCUPANCY	3,000.[illegible]	1,600.00			4,600.00	1,479.00	6,079.00
TOTAL OCCUPANCY COSTS	73,340.[illegible]	29,850.00	0.00	0.00	103,190.90	18,464.10	121,655.00

Occupancy Costs Narrative

Please type narrative here.

Rental- Split between programs using building [illegible] on squ[illegible]otag

Mainteanance & Repairs- Includes HVAC maint, minor build[illegible]grounds repairs and upkeep. All costs split between programs at sites based on square footage of

Utilities- Gas/Electric & Water/Sewer split by programs in bu[illegible]ngs based on square footage.

Telephone- Phone Lines, Fax Lines, Internet Services & ce[illegible]r phones. Split between programs in each building based FTE's in program divided by total FTE's in bu

Security Services- monthly monitoring service for al[illegible]stems. Split between program using building based on square footage. Security Guard Service for Site

Clearning Services- Janitorial services for building. Split between programs using building based on square footage.

Misc Occupancy- Includes pest control, other building services not included in categories above. Split between program using building based on square footage

EXPENSES BY PROGRAM SERVICES	CCMEP WIOA PROGRAM	CCMEP TANF PROGRAM	WORK EXPERIENCE	MGMT INDIRECT	TOTAL CONTRACT	OTHER DIRECT	TOTAL EXPENSE
F.TRAVEL COSTS							
GASOLINE & OIL	0.00	0.00			0.00		0.00
VEHICLE REPAIR	0.00	0.00			0.00		0.00
VEHICLE LICENSE	0.00	0.00			0.00		0.00
VEHICLE INSURANCE	0.00	0.00			0.0[illegible]		0.00
OTHER (PARKING)	0.00	0.00			[illegible]		0.00
MILEAGE REIMBURSE.@ _$.58__ PER MILE	3,500.00	0.00			[illegible].00	1,000.00	4,500.00
CONFERENCES & MEETINGS, ETC.	1,000.00	0.00			1,000.00	300.00	1,300.00
PURCHASED TRANSPORTATION					0.00		
TOTAL TRAVEL COSTS	4,500.00	0.00	0.00	[illegible]0	4,500.00	1,300.00	5,800.00

Travel Costs Narrative

Please type narrative here.

Mileage Reimbursement- Based on current rate of $.54 per mile.

Conferences & Meetings, Etc.- includes all staff development local & out of town, s[illegible] [illegible]ings, and [illegible]kground checks for staff

EXPENSES BY PROGRAM SERVICES	CCMEP WIOA PROGRAM	CCMEP TANF PROGRAM	WORK EXPERIENCE	MGMT INDIRECT	TOTAL CONTRACT	OTHER DIRECT	TOTAL EXPENSE
G. INSURANCE COSTS							
LIABILITY	3,500.0[illegible]	[illegible]00.00			6,100.00	1,400.00	7,500.00
PROPERTY							0.00
ACCIDENT							0.00
OTHER							0.00
TOTAL INSURANCE COSTS	[illegible]00.00	600.00	0.00	0.00	6,100.00	1,400.00	7,500.00

Insurance Costs Narrative

Please type narrative here.

Includes all professional & general liabi[illegible] [illegible]roperty insu[illegible]nce, [illegible] insu[illegible]e for agency mini bus, and cyber coverage. Program's share of cost is based on FTE's in the program compared to FTE's in the [illegible]gency.

EXPENSES BY PROGRAM SERVICES	CCMEP WIOA PROGRAM	CCMEP TANF PROGRAM	WORK EXPERIENCE	MGMT INDIRECT	TOTAL CONTRACT	OTHER DIRECT	TOTAL EXPENSE
H.EQUIPMENT COSTS							
SMALL EQUIPMENT (items costing under $5,000.00, which are to be purchased during budget period should be listed)	5,000.00	500.00			5,500.00	250.00	5,750.00
TOTAL SMALL EQUIPMENT COSTS	5,000.00	500.00	[illegible]	0.00	5,[illegible].00	250.00	5,750.00
EQUIPMENT MAINTENANCE & REPAIR (DETAIL)					0.00		
TOTAL EQUIPMENT & REPAIR	0.00	0[illegible]	[illegible]	0.00	0.00	0.00	0.00
EQUIPMENT LEASE COSTS (DETAIL)	2,800.00	2,000.[illegible]			4,800.00	1,375.00	6,175.00
Software Licenses and Fees	10,600.00				10,600.00	4,500.00	15,100.00
TOTAL LEASE COSTS	13,400.0[illegible]	2,000.00	[illegible].00	0.00	15,400.00	5,875.00	21,275.00
TOTAL COST DEPRECIATION OF LARGE EQUIPMENT ITEMS (detail on page 7)	0.00	[illegible]	0.00	0.00	0.00	0.00	0.00
TOTAL EQUIPMENT COSTS	18,400.00	2,500.[illegible]	0.00	0.00	20,900.00	6,125.00	27,025.00

Total Equipment Costs Narrative (Small Equipment, [illegible]ment Mainten[illegible] & Repai[illegible] Equipment Lease, Equipment Depreciation)
Please type narrative here.
Small Equipment- Budget to replace smaller value IT iter[illegible]s ne[illegible]
Equipment Maint & Repair- Maint agreement for Xerox co[illegible]rs and s[illegible] license[illegible]ubscription fees (MS Office, Network Monitoring Software etc)
Equipment Lease- Lease for Xerox Copiers

EXHIBIT II

LARGE EQUIPMENT DEPRECIATION COSTS

Any individual equipment item costing $5,000 or more at time of purchase may be included in the budget and must be depreci[illegible]d. The exception to the "individual equipment item" is for computer components which are purchased as a group, i.e. hard drive, monitor, k[illegible]oard, printer, etc. If the total cost for all the components is $5,000 or greater, the equipment must be depreciated. Any item which was full[illegible]reciated on the agency's books prior to the beginning date of the contract may not be used as a basis for determining costs of the prog[illegible] proposed for a contract, even though that item of equipment is used by the program. Any items of equipment used by the Management and Indi[illegible] activit[illegible]f the Agency for which costs are included in this budget must also be itemized on this sheet. If needed, extra copies may be made and n[illegible]ber[illegible]A, 7B, & 7C.

ITEM(S) TO BE DEPRECIATED	NEW OR USED	DATE OF PURCHASE	TOTAL ACTUAL COST	SALVAGE VALUE	TOTAL TO DEPRECIATE	USEFUL LI[illegible]	CHARGE[illegible] ANNUAL DEPRECIATION	*PERCENT USED B[illegible] CONT[illegible] [illegible]AM	AMOUNT CHARGED TO CONTRACT PROGRAM	WHICH CONTRACTED PROGRAM
			0.00	0.00	0.0[illegible]		0.0[illegible]	100.00%	0.00	
			0.00	0.00	[illegible]	[illegible]	[illegible]			
			0.00	0.00	[illegible]	0	[illegible].00			
			0.00	0.00	0.[illegible]	[illegible]	0.00			
			0.00	0.00	0.00		0.00			
Total			0.[illegible]		0.00		0.00		0.00	

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EXPENSES BY PROGRAM SERVICES	CCMEP WIOA PROGRAM	CCMEP TANF PROGRAM	WORK EXPERIENCE	MGMT INDIRECT	TOTAL CONTRACT EXPENSE	OTHER DIRECT SERVICES	TOTAL EXPENSE
I.MISCELLANEOUS COSTS							
MEMBERSHIP DUES	0.00	0.00			[illegible]	1,900.00	1,900.00
STAFF AWARDS & GATHERINGS	0.00	0.00			[illegible].00	1,300.00	1,300.00
BANK SERVICE FEES	0.00	0.00			0.00	0.00	0.00
							0.00
							0.00
TOTAL MISCELLANEOUS COSTS	0.00	0.00	0.00	[illegible].00	[illegible]	3,200.00	3,200.00
J. PROFIT MARGIN (For profit entities only)	0.00	0.00	[illegible]	[illegible]	0.[illegible]	0.00	0.00
K. SUB-TOTAL OF EXPENSES BEFORE MGMT INDIRECT ALLOCATION	442,564.42	242,435.00	[illegible]214.99	0.[illegible]	[illegible]14.42	654,381.07	1,478,889.05

Miscellaneous Costs Narrative.
Please type narrative here.

A rationale or basis for the allocation of Mgmt Indirect cost which details how the amo[illegible]t c[illegible]ed to the [illegible]nosed service was determined must be included. Some agencies allocate these types of costs on staff salaries, total personnel costs, total direct cost of ser[illegible]e pr[illegible]ed, and/[illegible]ne studies. Records substantiating development of the means of these costs must be provided with your budget submittal and also ma[illegible]tained by your [illegible]ency.

Mgmt/Indirect Cost Narrative.
Please type narrative here.
[illegible] estimated total indirect cost rate charges to eac[illegible]rogram [illegible]ency is [illegible]%, we actually only charge 15% to the WIOA Budget. These indirect costs cover the salary & fringe of all administrative and development [illegible] not charged [illegible]rectly t[illegible] These staff include the following estimates of full time positions: 100% of the President & CEO, 57% of the Vice President, 100% of the [illegible]manager, 100% [illegible]unt[illegible] Coord., [illegible]% of the Business Assistant, 77.5% of the CFO, 63% of Accounting Supervisor, 75.5% of Development Director, 36% of Marketi[illegible] Coordinator and 100[illegible] Marketing/Development Assistant. It also includes the following estimated part time positions: 30% of a AR Assistant, 100% of an IT helpdesk posi[illegible]. It also takes into ac[illegible]nt the cost for the space those staff are in and all other charges related those FTE's. Each program in the agency is charged the same 20% rate.

Profit Margin Narrative (for profit entities only).
Please type narrative here.

SAMPLE

EXPENSES BY PROGRAM SERVICES	CCMEP WIOA PROGRAM	CCMEP TANF PROGRAM	WORK EXPERIENCE	MGMT INDIRECT	TOTAL WIOA EXPENSE	OTHER DIRECT SERVICES	TOTAL EXPENSE
L. INCENTIVES	$9,022.77	$0.00	$0.00	$0.00	$9,022.77	$15,492.23	$24,515.00
ATS Incentives	$26,810.00				$26,810.00	$0.00	$26,810.00
M. TUITION	$4,336.03	$0.00	$0.00	$0.00	$4,336.03	$2,700.00	$7[illegible]5.03
N. SUPPORTIVE SERVICES	$11,945.32	$0.00	$0.00	$0.00	$11,945.32	[illegible]4,640.68	[illegible]5,586.0[illegible]
WORK EXPERIENCE	$0.00	$0.00	$0.00				
OTHER SUPPORT	$11,945.32	$0.00					
GRAND CONTRACT TOTAL	$494,678.54	$242,435.00	$156,214.99	$0.00	[illegible]5,518.54	$737,213[illegible]	$1,603,732.52

L. Please type narrative here
Gift Cards for milestones such as GED completion & Job retention

M. Please type narrative here
Fees for GED practice and final tests. Fees for certifications/skill building

N. Please type narrative here
Work Experience (Staffing Fees) calculated at 20% of total WIO[illegible]
All other Support Services- bus tokens, child care, work clothes, t[illegible]orta[illegible]etc, [illegible]ckground checks, ID's, etc.

REVENUES BY PROGRAM SERVICES	CCMPE WIOA PROGRAM	CCMEP TANF PROGRAM	WORK EXPERIENCE	MGMT INDIRECT	TOTAL CONTRACT EXPENSE	OTHER DIRECT SERVICES	TOTAL REVENUES
A. GOVERNMENTAL AGENCY FUNDING (specify agency & type)							
WIOA- THE NEXT LEVEL	568,883.18	278,801.00	179,647.32		1,027,331.50	0.00	1,027,331.50
CITY OF CINCINNATI					0.00	80,000.00	80,000.00
							0.00
B.OTHER FUNDING							
FOUNDATIONS					0.00	9,133.00	9,133.00
UNITED WAY					0.00	191,121.00	191,121.00
CONTRIBUTIONS					0.00	21,905.00	21,905.00
PLACE MATTERS					0.00	16,800.00	16,800.00
TEMP RESTRICTED					0.00	0.00	0.00
							0.00
AWARDS & GRANTS							0.00
							0.00
OTHER (specify)							0.00
							0.00
TOTAL REVENUE	568,883.18	278,801.00	179,647.32	0.00	1,027,331.50	318,959.00	1,346,290.50

Revenue Narrative
Please type narrative here.

07-[illegible]-2021 Volume 36[illegible] Image #02308

PURCHASE ORDER

Commission/Administration/Purchasing
138 E Court St., Room 507
Cincinnati, OH 45202-1104
Phone :(513) 946-4355 Fax :(513) 946-4335

6/25/2021

Ship To - (See delivery schedule for any additional delivery information)

Kathy Pflum/ Lora Wolfe
Dept of Job & Family Services
222 E. Central Parkway
Cincinnati OH 45202-1225
Phone: (513) 946-2181

Document No	PO590136
Document	
Solicitation #	
Vendor Code	001
Deliver on or Before	Jun 25, 2021
Discount Terms	
FOB Point	
Requisition	CR007321

The above number must appear on all invoices, packing lists and packages.

Invoice To

Michael Hiles
HCJFS
Fiscal
222 E Central Parkway
Cincinnati OH 45202

ATTENTION VEND[illegible]
PURCHASE ORDER NUMBER MUST APPE[illegible] ON ALL [illegible] AND PACKAGING LISTS
VENDOR - DO NOT ACCEPT THIS ORDER UNLES[illegible] SIGNE[illegible] BOTH SPACES ON THE LAST PAGE

Line	Description	Quan[illegible]	UOM	Unit Price	Total Cost
1	SPECIFICATION: 2021 PO for Renewal #2 for the [illegible] TANF p[illegible] of the SMCS Out-of-School Contract. SC08-17R #130488-202 PO is 50% of total TANF p[illegible] of $278,80[illegible] [illegible] contract	[illegible]	EA	139,400.00	139,400.00

Total 139,400.00

Suffix	Account Code				Account Amt
1	122021123761 0910	5C6400510050	N	NNOS	$139,400.00

AUDITOR'S CERTIFICATE

I hereby certify that the cost of materials or work ordered is fully covered by unencumbered balances in the fund and accounts shown and that the expenditure therefore has been legally appropriated.
Hamilton County Auditor Dusty Rhodes

By Dusty Rhodes

EXEMPTION FROM OHIO SALES TAX IS PROVIDED UNDER SECTION 5739.02(B) (I) OHIO REVISED CODE FEDERAL I.D. NO. 31-6000063

Jill Williams

Purchasing Agent