January 1, 2015

Nicole Morgan
Associate Bursar

RE: Appointment as Assistant Contracting Officer - Renewal

Dear Ms. Morgan:

Pursuant to University Rule 10-1-06(E)(2)(b) & (F), I hereby appoint you to serve as an Assistant Contracting Officer. This authority is effective as of the date of this letter and supersedes any and all prior delegations you may have received. The scope of your delegation is limited to approving and executing the following standard forms, all of which are hereby deemed approved for use by the Office of the General Counsel: (a) the University of Cincinnati Employer Sponsored Student Agreement; (b) the Ohio Employer Sponsored Student Agreement For In-State Tuition and Fee Rates; (c) the relevant sections of the Ohio Department of Job and Family Services’ “TRADE ADJUSTMENT ASSISTANCE TRAINING CONTRACT” (form JFS 22771 - 12/2012 revision) – specifically, in the CERTIFICATION/ SIGNATURES section, you are authorized to sign off on the document as the training provider official, and in the TRAINING PROVIDER CERTIFICATIONS section, you are authorized to initial the five required certifications; (d) the approved Adams Brown Workforce Investment Act Individual Training Account agreements so long as the approved Workforce Development Area 1 Assurances and Certifications form is used; and (e) the approved Richland County Job and Family Services Individual Training Account Contract. You will also be able to approve and execute Individual Training Account Contracts for counties other than those already mentioned so long a copy of the county’s contract has been reviewed by me and I have provided you with written approval of the form of the contract. Copies of these approved standard forms are attached hereto. Any requests for amendments to or deletions of the terms, clauses and conditions found in the approved standard form must be submitted to the Office of the General Counsel for approval using the A910 form.

Copies of all documents executed by you pursuant to this appointment shall be retained and maintained by you, subject to applicable records retention requirements, together with a log or indexing system approved by the Contracting Officer. Your contracting activities will remain subject to the supervision of the Contracting Officer, who will audit such activities on a periodic basis and take appropriate action in the case of any noted discrepancies.
The authority granted by this appointment may not be further assigned or delegated by you to any other person. This appointment will automatically expire on December 31, 2015, unless it is sooner terminated as set forth in University Rules 10-5-01(E)(3) and 10-1-06(F).

Sincerely,

[Signature]

Kenya Mann Faulkner
Vice President for Legal Affairs
and General Counsel
Contracting Officer

KMF/grb
ASSURANCES AND CERTIFICATIONS

The WIA/ABCEOI will hereafter be referred to as the Workforce Development Area 1 (WDA 1) in the following Terms and Conditions.

1. AUDIT RIGHTS AND REQUIREMENTS:
   The Training Provider and its staff, agents, and officials shall fully cooperate with all WDA 1, State, and Federal evaluation, monitoring and audit efforts.

2. REPORTING REQUIREMENTS:
   The Training Provider shall provide access to and copies of all records and data necessary to verify or clarify information requested.

3. ACCESS TO RECORDS:
   The WDA 1, the Department of Labor, Ohio Department of Job and Family Services, and the Comptroller General of the United States, or any of their authorized representatives, have the right of timely and reasonable access to any books, documents, papers, computer records, or other records that are pertinent to this contract, in order to conduct audits, examinations or monitoring, and to make excerpts, transcripts, and photocopies of such documents. This right also includes timely and reasonable access to Training Provider personnel for the purpose of interview and discussion related to such records.

4. RECORDS RETENTION:
   The Training Provider shall retain and make available any and all WDA 1-related records, reports, participant files, and other documentation and physical evidence for monitoring, inspection, evaluation and audit by any Federal, or State agency and the WDA 1. All such items shall be retained until the expiration of three (3) years after final payment under this agreement. In the event of litigation, unresolved audits and/or unresolved claims, the Training Provider agrees to retain all such records, reports, participant files, and other documentation and physical evidence until all such litigation, audits, and claims have been resolved.

   The Training Provider agrees to maintain and submit upon request copies of its training agreement, outlines, curricula and other materials to be used in its programs. The Training Provider agrees that the curricula and materials submitted to the WDA 1 incorporated into this contract by reference, although not physically attached, will be used as part of the assessment, evaluation, inspection, monitoring, and auditing of this contract and the Training Provider attainment of contract goals.

5. CONTRACT MODIFICATION:
   This Contract may be unilaterally modified at any time by the WDA 1, if required by changes in Federal, State or County laws, regulations, rules, policies or procedures. The Training Provider must either accept the unilateral modification or give immediate notice of contract termination.

   This Contract may be bilaterally modified at any time by the execution of a written, signed contract modification.

6. CONTRACT TERMINATION FOR CAUSE, CONVENIENCE, AND/OR DEFAULT:
   The WDA 1 may terminate this contract immediately for cause by giving written notice. Breach of any contract terms or attachments, failure to perform, or failure to make sufficient progress so as to endanger performance shall constitute cause for termination.

   The WDA 1 may terminate this contract for convenience by giving 30 calendar days advance written notice when it is in the best interest of the WDA 1.
If the WDA 1 fails to receive sufficient Workforce Investment Act funds to meet any or all of its contractual obligations due to fund reduction, suspension or termination or other causes, the WDA 1 shall have the right to immediately and unilaterally reduce or terminate all or part of this Contract.

7. **COMPLIANCE WITH WIA FEDERAL, STATE, LOCAL AND APPLICABLE LAWS:**
   The Training Provider shall fully comply with the Workforce Investment Act (WIA) of 1998, all Federal and State rules, regulations, policies, and procedures implementing the WIA, and all other applicable Federal, State and local laws, regulations, rules, policies and procedures. The Training Provider also agrees to fully comply with all the WDA 1 policies and procedures.

8. **CONFLICT OF INTEREST:**
   No Training Provider shall engage in any conflict of interest, actual or apparent, or attempt to influence the selection, award, or administration of a contract under WIA/ABCEO.

   No member of the Workforce Advisory Board shall cast a vote on the provision of services by that member or vote on any matter that would provide direct financial benefit to that member.

   The officers, employees, or agents of the WDA 1 making a contract award will neither solicit nor accept gratuities, gifts, favors, or anything of monetary value from Training Providers, potential Training Providers, or parties to sub-agreements.

9. **ASSIGNMENT AND/OR SUBCONTRACTING:**
   No work or services covered by this agreement shall be assigned or subcontracted either in whole or part.

10. **ANTI-LOBBYING:**
    The Training Provider shall comply with the requirement established in the WDA 1 procurement process regarding the submittal of the required lobbying certification and, if appropriate, disclosure forms.

11. **DEBARMENT AND SUSPENSION:**
    The Training Provider shall comply with the debarment and suspension requirements established in the WDA 1 procurement process. The Training Provider will adopt appropriate procedures to assure compliance.

12. **NONDISCRIMINATION:**
    The Training Provider shall not discriminate against, or deny benefits, employment or participation to any person because of race, color, religion, sex, national origin, age, disability, or political affiliation or belief.

    Individuals who are participants in activities supported by this contract shall not be discriminated against solely because of their status as participants.

    Participation in programs and activities under this contract shall be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the Attorney General to work in the United States.

13. **NON SECTARIAN ACTIVITIES:**
    Individuals who are participants in activities supported by this contract shall not be employed on the construction of, operation, or maintenance of so much of any facility as is used for sectarian instruction or as a place for religious worship.

14. **DISPUTES AND GRIEVANCES:**
    All disputes shall be resolved informally between the trainee, the Training Provider, and WDA 1. If resolution does not occur to the satisfaction of any party, the first step is to use existing grievance procedures, if any, established by the Training Provider to resolve disputes with enrollees. If the Training
Provider has no internal grievance procedures or if the dispute remains unresolved, the grievance, complaint, and disallowed cost resolution procedures of WDA 1 will prevail.

15. **NOTICE ON PATENT RIGHTS, COPYRIGHTS, AND RIGHTS IN DATA:**

   The Training Provider shall disclose to the WDA 1 any patent, copyright, invention, written product, computer program developed or data assembled as a result of performance of work under this contract within sixty (60) days of invention, development or assembly. **Papers, written products or projects and exams submitted by students as part of the class coursework are excluded.**

   The WDA 1, the State of Ohio, and the U.S. Department of Labor shall have the right to patent any invention and copyright any written product or computer program or data generated by the Training Provider. Upon written request, the Training Provider shall transfer all pertinent information, specifications and right, titles and interest to the designated agency.

   The Training Provider will retain a non-exclusive, royalty-free license throughout the world on each subject, invention, document, program or data to which the WDA 1, the State or DOL obtains title, except if the Training Provider fails to disclose such invention, document, program, or data. The license is transferable by the Training Provider only with the approval of the agency obtaining title, except when transferred to the successor of the Training Provider.

   Where the WDA 1, the State and U.S. Department of Labor decline to request the transfer of rights, the Training Provider shall retain the entire right, title and interest throughout the world to each subject, invention, document, program or data. In such event, the WDA 1, State and U.S. Department of Labor shall have non-exclusive, non-transferable, irrevocable, paid up license to use subject, invention, document, program or data throughout the world.

16. **PROGRAM INCOME:**

   Income received by the Training Provider which has been directly generated by contract supported activity may be retained by the Training Provider only if used to continue to carry out the program. All such income must be recorded to determine the amount of income received and the purpose for which such income is expended.

17. **PELL GRANTS AND OTHER FUNDING:**

   The Training Provider shall require all participants to make maximum use of PELL grant funding, the Supplemental Education Opportunity Grant program, the Ohio Instructional Grant, ODIFS money, and scholarships available. The Training Provider will report and make available to the WDA 1, the State, and DOL and their agents all records relating to participants under this contract showing PELL and other grant and scholarship applications and all grant fund receipt and distribution. No WDA 1 tuition costs shall be duplicated by PELL or other grant funding.

18. **SAFE AND HEALTHFUL TRAINING SITUATIONS:**

   The Training Provider shall insure that all training sites observe health and safety standards established by State and Federal laws and regulations.

   No participant shall be required to be trained or receive services in buildings or surroundings which are unsanitary, hazardous, or dangerous to the participant's health or safety.

19. **DRUG FREE WORK PLACE:**

   The Training Provider agree to take all necessary and legal steps to ensure a training environment free of illegal drug manufacturing, distribution, dispensing, possessing, or use by the Training Provider's employees and program participants.

20. **INSURANCE COVERAGE:**

   The Workforce Investment Act states that where a participant is not covered under a state's worker's compensation law, the participant shall be provided with adequate on-site medical and accident
insurance for work related activities. The WDA 1 shall provide adequate coverage for all participants enrolled in training in which work related activities occur.

The Training Provider who has in their employ, employees that may transport participants in his/her personal vehicle must assure that the employees have adequate liability coverage and/or should have "hired and non-owned" coverage on their fleet policy. Should an accident occur in this instance, the liability would fall upon the insurance on the vehicle being used. If the Training Provider were brought into a suit regarding the accident, it would have to accept the liability or have adequate "hired and non-owned" coverage on their policy to respond to the liability portion of the suit. The WDA 1 shall be held harmless in this instance and will not respond to any liability claim. Note: This hold harmless statement does not apply to educational institutions.

21. LIABILITY, SANCTION, AND DEBT REPAYMENT INCLUDING ADMINISTRATIVE, CONTRACTUAL AND LEGAL REMEDIES FOR VIOLATION OR BREACH OF CONTRACT TERMS:

Each Training Provider shall repay such amounts found that was not expended in accordance with WIA/ABCEOI rules and regulations. No action shall be taken except after notice and opportunity for hearing has been given to the Training Provider.

Each Training Provider shall be liable to repay such amounts, from funds other than funds received under WIA/ABCEOI, upon a determination that the mis-expenditure of funds was due to willful disregard of the requirements of WIA/ABCEOI, gross negligence, or failure to observe accepted standards of administration.

The WDA 1 has the right to deny all or a portion of payments otherwise due to the Training Provider based upon breach of contract terms and/or failure to comply with the WDA 1 and Chief Elected Official's policies and procedures.

22. REFUNDS OR CREDITS:

Refunds or credits may be netted out on reimbursement requests showing total tuition charges for individuals and subtracting credits for refunds and financial assistance payments applied to those same tuition charges. All payments applied to those same tuition charges. All payments applied to those same tuition charges. All refunds or credits must be received during the same funding period that the cost was initially charged. The WDA 1 has the right to monitor and audit Training Provider's records to ensure that the total of all WIA/ABCEOI and non-WIA/ABCEOI charges against the tuition obligation do not exceed the catalogue tuition rate.

23. INDEMNIFICATION-(Applies to all except Educational Institutions):

The Provider shall defend and indemnify the WDA 1 and its officers, agents, and employees, from all liability arising in whole or in part from the acts or omissions of the Training Provider in the performance of this contract. Indemnification shall include, but shall not be limited to, attorney's fees, administrative and court costs, other reasonable expenses, judgments, appeals costs and reasonable settlement amounts.

The Provider shall also defend and indemnify the WDA 1 from any liability arising as a result of disallowed use of funds received under this project.

The following shall apply to Educational Institutions:

The Educational Institution will be responsible for the acts and omissions of its employees and agents arising hereunder. The Educational Institution must maintain a comprehensive program of self-insurance and commercially purchased insurance, covering property, casualty and liability exposures to the Educational Institution and its employees, agents and volunteers, while acting on the Educational Institution’s behalf.
24. **PROPERTY:**
   All WDA 1 and DOL property in the possession of the Training Provider shall be identified, tagged and tracked in accordance with State procedure. Such property shall be adequately maintained and insured against fire and theft, with the WDA 1 and DOL entitled to reimbursement if property is lost, stolen, or destroyed.

25. **NEPOTISM:**
   No relative by blood, adoption, or marriage shall receive favorable treatment for enrollment into programs or services provided by the Training Provider. The Training Provider shall establish safeguards/policies to assure against favoritism based on nepotism.

26. **COST/PRICE:**
   If any cost or price under this contract is significantly increased or decreased as a result of defective data submitted by the Training Provider in the contract proposal, the WDA 1 reserves the right to renegotiate the contract or to disallow and collect funds obtained by the Training Provider due to false or negligently submitted pricing data.

27. **PRESS RELEASES:**
   The Training Provider shall indicate in any press release or statement to the public related to the program, that it was or is funded by the WDA 1. All public Statements must indicate that the Training Provider is an Equal Opportunity Employer.

28. **MAINTENANCE OF EFFORT:**
   No currently employed worker shall be displaced by any participant (including partial displacement such as reduction in the hour of non-overtime work, wages, or employment benefits). No participant shall be employed or job opening filled when any other individual is on layoff or when the employer has terminated any regular employee with cause or otherwise reduced its workforce with the intention of filling the vacancy so created by hiring a participant whose wages are subsidized under the Act.

29. **ELIGIBILITY AND SELECTION RESPONSIBILITY:**
   It will be the responsibility of the WDA 1 to provide eligible individuals with information on the full array of services available through the WDA 1, including information for women about the opportunities for nontraditional training and employment.

   During the intake process (in which eligibility is determined) conducted by the WDA 1, determinations may be made prior to enrollment to refer an eligible applicant to another human service training or education program, deemed more suitable for the individual.

30. **ACCREDITATION AND COMPLIANCE WITH TAX, LICENSE AND INSURANCE REQUIREMENTS:**
   The Training Provider shall comply with all Federal, State and local laws and accreditation and compliance with tax, license and insurance requirements. All required insurance shall be kept current throughout the term of the contract. Standards and procedures with respect to the awarding of academic credit and certifying educational attainment in programs conducted under this contract shall be consistent with the requirements of applicable Federal, State and local laws and regulations.

31. **COMPLIANCE WITH CHILD LABOR LAWS:**
   The Training Provider will agree to comply with all child labor laws in the development and conduct of any work experience created for the benefit of participants in the program funded by this contract. See attached laws.

32. **EQUIPMENT PURCHASE:**
   All equipment must have WDA 1 approval in writing prior to the acquisition regardless of the nature of the acquisition. Any purchase with a unit cost of $1,000.00 or more must have prior approval from the WDA 1 and the State of Ohio. All equipment with a unit cost of $100.00 or more will remain the
property of the WDA 1 and is subject to all inventory requirements as well as an annual inventory review. Invoices for equipment acquisitions must be supplied to the WDA 1 as a matter of record.

33. **QUALIFICATIONS** (organizational and trainer):
   Training Providers shall notify the WDA 1 and receive prior approval when the training personnel to be funded under this contract differ from the individuals named, or the qualifications and/or experience of the staff differ from those given in the original proposal.

34. **PRE-AGREEMENT CLAUSE:**
   Whereas, prior to the execution date of this agreement, the WDA 1 and Training Provider have mutually agreed on the terms and conditions contained herein, the WDA 1 authorizes the Training Provider to commence work and incur cost related to this work for the contract period as stated on page 1.

   The Training Provider agrees to include in every agreement, contract, grant or procedure issued to a government or private entity for duties related to this Agreement, a requirement that the other party agrees to cooperate with the Ohio Department of Job and Family Services and any Ohio Child Support Enforcement Agency in ensuring employees of that entity meet child support obligations established under state law. The Training Provider also agrees to include a provision in any such agreement, contract, grant or procedure requiring the other party to include a similar provision in any subcontract, agreement or grant issued by that entity for the performance of duties related to such agreement, contract, grant or procedure.

35. **CLOSEOUT PROCEDURES:**
   All bills are to be submitted to the WDA 1 by the Training Provider no later than June 30th, for any program costs incurred during a given program year.
UNIVERSITY OF CINCINNATI
OHIO EMPLOYER SPONSORED STUDENT AGREEMENT
FOR IN-STATE TUITION AND FEE RATES

This Agreement is made between the University of Cincinnati (hereinafter “University”) and
(hereinafter “Sponsor”) to provide the benefit of in-state tuition and fees to Sponsor’s
employees as permitted by Ohio law. In consideration of their mutual promises, the parties agree
as follows:

1. Sponsor is a business, organization or government agency located in Ohio at all times
during which this Agreement is effective and shall notify the University immediately of
any change in this status.

2. Sponsor shall pay all tuition and fees for each student certified pursuant to this
Agreement according to the in-state schedule of tuition and fees applicable to the
program to which each student is admitted, as published and modified periodically by
University.

3. Sponsor shall pay to University all tuition and fees for each student certified by Sponsor
as provided herein and shall submit this payment within 30 days from its receipt of the
University bill for these charges.

4. Sponsor shall not charge or seek any kind of reimbursement for any part of the tuition or
fees from any student it certifies to participate in this program.

5. Sponsor shall submit written certification to University for each student whose tuition
and fees are to be paid by Sponsor pursuant to this Agreement. The certification for each
student shall be submitted prior to that student’s registration and shall state:

   a. the name, social security number, home address and work address of the student;
   b. the student is employed by Sponsor in Ohio;
   c. the student is a resident of a state contiguous to Ohio;
   d. the student is admitted to University;
   e. the maximum tuition and fees to be paid under this Agreement by Sponsor for the
      student; and
   f. the time period for which this certification will be effective for the student.

6. All certifications submitted by the employee designated by Sponsor as provided herein
shall be effective and binding with respect to all tuition and fees incurred pursuant to
such certifications. Sponsor’s obligation for payment of tuition and fees incurred prior to
termination of this Agreement shall survive termination of the Agreement.

7. Sponsor shall notify University in writing of the name and title of Sponsor’s employee
who is designated to submit certifications, as well as of any change in this designation.
Only an employee of Sponsor with contracting authority shall submit such notifications.

8. University shall bill Sponsor for the tuition and fees for each student certified herein at
the applicable in-state rate after the registration, excluding withdrawals, for that student
has become final.
UNIVERSITY OF CINCINNATI
OHIO EMPLOYER SPONSORED STUDENT AGREEMENT
FOR IN-STATE TUITION AND FEE RATES

9. University shall send all refunds of tuition and fees paid by Sponsor, which are due to the official withdrawal of any student certified herein, directly to Sponsor. No refunds shall be due for any student who withdraws unofficially. The amounts of all refunds shall be determined according to the University's published refund policy.

10. All notices or certifications required by this Agreement shall be sent to:

<table>
<thead>
<tr>
<th>At University</th>
<th>At Sponsor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td>University of Cincinnati</td>
</tr>
<tr>
<td></td>
<td>PO Box 210061</td>
</tr>
<tr>
<td></td>
<td>Cincinnati, OH 45221-0061</td>
</tr>
</tbody>
</table>

11. Either party may terminate this Agreement by sending written notice to the other party at any time. Termination shall occur automatically if Sponsor ceases to be a business, organizations or governmental entity located in Ohio. Termination will not extinguish obligations incurred under this Agreement existing at the time of termination.

IN WITNESS WHEREOF, this Agreement is executed by the duly authorized representatives of the parties:

<table>
<thead>
<tr>
<th>For University</th>
<th>For Sponsor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature:</td>
<td></td>
</tr>
<tr>
<td>Name:</td>
<td>Carla Barrett</td>
</tr>
<tr>
<td>Title:</td>
<td>University Cashier</td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>
This Agreement is made between the University of Cincinnati (hereinafter “University”) and (hereinafter “Sponsor”) to provide payment for some or all of their employee’s tuition and fees as described in the certification provided pursuant to section 3 below. In consideration of their mutual promises, the parties agree as follows:

1. Sponsor shall pay all charges certified for each student pursuant to this Agreement according to the applicable schedules of charges, as published online and modified periodically by University.

2. Sponsor shall pay to University all charges for each student certified by Sponsor as provided herein and shall submit this payment within 30 days from its receipt of the University bill for these charges.

3. Sponsor shall submit quarterly written certification to University for each student whose charges are to be paid by Sponsor pursuant to this Agreement. The certification for each student shall be submitted prior to that student’s registration and shall state:
   a) the name, student ID number, and home address of the student;
   b) the student is admitted to University;
   c) the maximum amount of charges to be paid under this Agreement by Sponsor for the student; and
   d) the time period for which this certification shall be effective for the student.

4. All certifications submitted by the employee designated by Sponsor as provided herein shall be effective and binding with respect to all charges incurred pursuant to such certifications. Sponsor’s obligation for payment of charges incurred prior to termination of this Agreement shall survive termination of the Agreement.

5. Sponsor shall notify University in writing of the name and title of Sponsor’s employee who is designated to submit certifications, as well as of any change in this designation. Only an employee of Sponsor with contracting authority shall submit such notifications.

6. University shall bill the Sponsor after the withdrawal period for each certified student’s charges once registration for that student has become final.

7. The amounts of any refund shall be determined according to the University’s published refund policy.
UNIVERSITY OF CINCINNATI
EMPLOYER SPONSORED STUDENT AGREEMENT

8. All notices or certifications required by this Agreement shall be sent to:

<table>
<thead>
<tr>
<th>At University</th>
<th>At Sponsor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td></td>
</tr>
<tr>
<td>Address: University of Cincinnati</td>
<td></td>
</tr>
<tr>
<td>PO Box 210061</td>
<td></td>
</tr>
<tr>
<td>Cincinnati, OH 45221-0061</td>
<td></td>
</tr>
</tbody>
</table>

9. Either party may terminate this Agreement by sending written notice to the other party at any time. Termination shall not extinguish obligations incurred under this Agreement existing at the time of termination.

10. This Agreement shall be subject to the laws of the state of Ohio.

IN WITNESS WHEREOF, this Agreement is executed by the duly authorized representatives of the parties:

<table>
<thead>
<tr>
<th>For University</th>
<th>For Sponsor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature:</td>
<td></td>
</tr>
<tr>
<td>Name: Carla Barrett</td>
<td></td>
</tr>
<tr>
<td>Title: University Cashier</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>Tax ID: 31-6000989</td>
<td></td>
</tr>
</tbody>
</table>
RICHLAND COUNTY JOB AND FAMILY SERVICES
CLIENT EXPENSE AUTHORIZATION VOUCHER

Richland County Job and Family Services will pay for the following goods or services needed by the named trainee (not to exceed the amount listed below) to participate in job training. Richland County Job and Family Services is a governmental agency and is not required to pay sales tax.

Goods/Services Needed:

Not to Exceed:

Client Name: #Type! 

Training Work Site: 

Type of Training: 
(If applicable)

Reason for Purchase:

Vendors Name:

Authorizing Signature: ___________________________ Date: ______________

Supervisors Signature: ___________________________ Date: ______________

Vendor's Section

Name of Business/Professional ____________________________

Date of Sale/Service: ____________________________

Cost of Goods/Service: ____________________________

______________________________________________________________________

______________________________________________________________________

Signature of Vendor/Clerk: __________________________

Please fill in "Vendor" section of form and return, along with invoice, to the above address.

This form must be submitted to RCJFS for payment within 90 days of authorization date.

ATTN: M Brightbill

WIA 401-ITA VOUCHER
# Type!
## Name of Participant: #Type!

## Participant Address: #Type!

## Training Facility:

## Facility Address:

## Type of Training:

## Credit or Course Hours:

## Start Date:

## End Date:

## Full Tuition:

## Other Training Costs: (Specify):

## Lab Fees:

## Goal:

The obligation of Richland County Job and Family Services for payment of tuition/training costs under this contract is contingent upon receipt of those funds from the Ohio Department of Job and Family Services. Any educational grants or V.A. benefits received by the participant will be applied toward the tuition/training costs, unless otherwise requested by the recipients. Billing will be in the form of an itemized invoice, listing student's name and social security number, to be submitted after expiration of the refund agreement. This contract may be cancelled by either party within five (5) working days written notice. Participant Termination Form constitutes written cancellation of this contract. Final payment will be determined by the refund policy of the training facility should the participant withdraw from training.

As a condition to the award of financial assistance from the Department of Labor under Title I of WIA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color or national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant also assures that it will comply with 29 CFR part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

| RCJFS: | Institution: |
| Signature and Date | Signature and Date |

| RCJFS Authorized Representative | Contractor Name and Title |
| WIA 400-ITA CONTRACT | Contractor Phone Number: ______________ |

Funding:

| Title: | Estimated Completion Date: |
| Counselor: | Activity: | Program Year: | Contract and Mod No: |

| New Contract | Continuing | Final Contract |
| 316x60 | 73x700 | 334x608 |

Please return one signed copy to:

Richland OneStop
183 Park Avenue East
Attn: Marci Brightbill
Mansfield Ohio 44902
Phone: 419-774-5300 Fax: 419-774-5380
TUITION/GRANT MIX FORM

Last Name ___________________________ First Name ___________________________ M.I. _____

School ___________________________ Qtr ______________

Cost of tuition and fees minus grants per quarter equals the amount of tuition The Richland County OneStop
Employment & Training Center will pay this quarter.

Tuition & Fees ___________________________

PELL Grant $ Received ___________________________

OIG Grant $ Received ___________________________

Other Federal Grant $ Received ___________________________

Other Non-Federal Grant $ Received ___________________________

Client Self-pay ___________________________

Total Obligation 0

Explanation as to why PELL/OIG was not received:

Client’s Signature ___________________________ Date _____________

Institution Representatives
Signature ___________________________ Date _____________

WIA 110 (3-09) Original to Case Record Copy to Participant
Individual Training Account

The Adams Brown Workforce Investment Act (WIA) hereby authorizes/obligates training funding as specified below for the following WIA Participant, subject to the terms and conditions stated.

Participant’s Name: ___________________________ Agreement #: ___________________________
SS#: ___________________________ County: ___________________________ Program: ___________________________
Agency & Address: ___________________________ Adams Brown WIA PO Box 188 Winchester, Ohio 45697 800-233-7891
WIA Director _______________ Debora Plymail _______________ WIA Contact Person: ___________________________
Training Facility & Address ___________________________ Telephone #: ___________________________
School Representative: ___________________________
Course of Study ______________________________________ Total Credit Hours: ___________________________
WIA Sponsored Classes:

<table>
<thead>
<tr>
<th>Costs</th>
<th>Financial Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>*WIA</td>
</tr>
<tr>
<td>Reg. Fees</td>
<td>Pell Grant</td>
</tr>
<tr>
<td>Gen/Acct Fees</td>
<td>OIG</td>
</tr>
<tr>
<td>Lab Fees</td>
<td>SEOG</td>
</tr>
<tr>
<td>Books</td>
<td>Other</td>
</tr>
<tr>
<td>Other</td>
<td>Other</td>
</tr>
</tbody>
</table>

Total Costs: ___________________________ Total Credits: ___________________________
Start Date: ___________________________ End Date: ___________________________
Billing Arrangement Monthly: ____________ Quarterely: ____________ Other: ___________________________

I certify the above amounts are correct and that I have received a copy of the Assurances and Certifications. I understand a WIA Representative may observe a scheduled class during this training period.

*Note: WIA payment shall be based on actual costs when all applicable financial aid has been applied, unless otherwise noted. Invoices shall not exceed Adams Brown WIA total obligated funds and should be submitted (within 90 days of the effective date) to the attention of the contact person indicated above.

Authorized School Representative Signature_________________________ Date_________________
Authorized WIA Signature_________________________ Date_________________

I authorize Adams Brown WIA and the School Representative to exchange financial, academic and other information necessary to the successful completion of my training. I understand I must maintain a “C” average during my training.

Participant Signature_________________________ Date_________________