

WORKFORCE INVESTMENT ACT
Frequently Asked Questions
Volume IX
April 26, 2004

Overview

The Reed Act Funds are available to the local Workforce Investment Areas within Ohio. These funds can be used to pay for certain types of expenditures that occur within a One-Stop System that have been approved as allowable. Local areas and counties are beginning to submit the Reed Act Request Form. The State has received many calls requesting clarification on the process for submitting this form. The following questions and answers are presented so that the request process may proceed more efficiently.

Allocations and Subgrants

1. What was the State's methodology for allocating Reed Act Funds to the areas?

The Reed Act allocations were calculated based on the number of counties and One-Stop Levels within a One-Stop System. For example, if the ABC Counties One-Stop System had three counties, with one Level 2 site and two Level 1 sites, the allocation totaled \$329,254. (The Level 2 site received \$225,806 and the Level 1 sites received \$51,724 each.)

2. How are the Reed Act dollars allocated within the One-Stop system?

Each local area/sub-area may allocate the Reed Act funds within the One-Stop System under a mutually agreed upon formula.

In Workforce Investment Area #7, each multi-county One-Stop System must inform ODJFS (the current Area #7 Fiscal Agent and Board Staff) of how the Reed Act funds will be allocated within each county. Agreement by the local Workforce Policy Board(s) that cover those counties must be documented. The final allocation agreement must be made in writing and include the signature of the WPB Chair(s).

3. When are the Reed Act funds available?

The Reed Act funds are available through June 30, 2005.

4. How will the subgrant agreements be executed?

The subgrant agreements with Areas #1-8 have been executed and are in various stages of the signature process. Allocation letters will be sent after the subgrant agreements are signed.

Through June 30, 2004, ODJFS, on behalf of the Area #7 Workforce Investment Board (WIB), is responsible for the process of developing the individual county Reed Act Funding Terms and Conditions document. The Terms and Conditions document lists the requirements for use of the Reed Act funds. It is signed by the county Chief Elected Official and the Fiscal Agent. Upon completion and submittal, and ODJFS approval, an allocation letter will be issued to the county Fiscal Agent. This document is effective through June 30, 2004. Beginning July 1, 2004, Area #7 will develop a subgrant agreement process for the remaining Reed Act Funds.

The subgrant agreements for Workforce Investment Areas were written for the full amount of the identified allocation. The Area #7 Reed Act Terms and Conditions document is written for the 20% funds that are available based on Conditional Certification.

5. In Area #7, must the 20% of the funds be spent by June 30, 2004?

No. The funds are available until June 30, 2005.

Certification Status – Conditional and Full

6. What does certification have to do with the Reed Act funds?

Approval of Reed Act authorized expenditures is based on the status of certification of a One-Stop System. A system may be considered Conditionally Certified or Fully Certified.

A One-Stop System that is Conditionally Certified is equipped with:

- (1) the full array of core services for the universal customer;
- (2) a fully functional Resource Room; and
- (3) an ADA compliant One-Stop facility with identifiable signage.

An on-site review is performed by the ODJFS One-Stop Section, Bureau of Civil Rights (BCR), and Rehabilitation Services Commission (RSC) staff and a report is issued. When conditionally certified, the local system is eligible to receive up to 20% of the Reed Act funds, as determined by the approved county allocations. The area can then submit a Reed Act Request Form for approval of allowable services and activities.

The local area may apply for Full Certification when the local One-Stop System is ready. Application for full certification must be made by October 1, 2004, in order for the approval process to be completed and provide adequate time for expenditure of the balance of the Reed Act funds by June 30, 2005. The Reference Guide of Federal Requirements for One-Stops can be found at <http://www.ohioworkforce.org/OneStop/OneStopCertif.stm>.

A One-Stop System that is Fully Certified is equipped with:

- (1) the full array of core, intensive and training services;
- (2) all required partners physically present at the Level 2 site and at least three required partners at the Level 1 site;
- (3) a fully functional Resource Room;
- (4) an ADA compliant facility with identifiable signage; and
- (5) a compliant and signed MOU.

An on-site review is performed by the ODJFS One-Stop Section, BCR, and RSC staff and a report is issued. When a local area becomes fully certified, the local system is eligible for up to 100% of their allocation of Reed Act Funds. The area can submit a Reed Act Request Form for approval of services and activities.

No allowable services or activities may be invoiced for payment with Reed Act funds without prior approval, utilizing the Reed Act Request form.

Reed Act Request Form

7. What is the Reed Act Request Form and where can it be found?

The Reed Act Request Form is the vehicle an entity must utilize to receive prior approval from ODJFS to purchase services and/or activities that are allowable to be funded with Reed Act funds. The instructions for completing the form are included with the form. This form can be found at: <http://www.ohioworkforce.org/docs/OneStop/ReedActRequestForm.pdf>.

8. Who can submit the Reed Act Request Form?

This form can be submitted by the Area/Sub-Area, the One-Stop System, or by the County.

After reviewing the first batch of Reed Act Request Forms, several common issues were discovered that need to be corrected or clarified. The following addresses those issues:

9. What are some helpful tips for completing Section 1 “Requestor Information”?

- For Area #7 sub-areas, the “Local Workforce Investment Area” is completed with the sub-area number through June 30, 2004. Effective July 1, 2004, a new numbering system will be initiated.
- The “Point of Contact” is the person with whom ODJFS staff can talk to get further clarification on the request.

10. What are some helpful tips for completing Section 2 “Funding Summary for Area/One-Stop System”?

- An area does not have to request the full amount of the funds at one time. It is anticipated that an area may submit several Reed Act Request Forms throughout the year.

11. What are some helpful tips for completing Section 3 – “Request Usage and Status at Time of Request”?

- Generally, outreach and marketing services/activities for the One-Stops will be considered for approval only with a full certification status. It is assumed that unless a One-Stop System has a compliant and signed MOU, it is not ready to market to the public. If a conditionally certified One-Stop also has a compliant and signed MOU, outreach services/activities will be considered for approval.
- The “Status at Time of Request” must be completed. Only one status should be chosen.

12. What are some helpful tips for completing Section 4 – “Purpose of Request”?

- This section should contain an itemized list with the number and cost of the items for which Reed Act funds will be used. Include specifications such as monitor size, computer speed, RAM, etc. If a competitive process will be used to procure a service/activity, a description of the specifications and an estimated cost of the contract must be included.

13. What are some helpful tips for completing Section 5 – “Describe How This Request Will Improve Your Performance”?

- The description should support the necessity and reasonableness of the requested items as well as how the functionality of the Resource Room will be improved.
- The more details, the better.

14. What are some helpful tips for completing Section 6 – “Local Workforce Investment Area Signatures and Approvals”?

- For Workforce Investment Areas #1-6 and #8, the LWIA Fiscal Agent must sign the form.

- For Area #7 sub-areas, through June 30, 2004, the LWIA Fiscal Agent box should be left blank. (ODJFS, who is the current Fiscal Agent, will sign here.) From July 1, 2004 and forward, the Area #7 Fiscal Agent (Montgomery County) must sign in this area.
- The “Requestor” section must be signed by the person that is legally responsible by written agreement to request funds for the area/sub-area/county.

Uses for the Reed Act Funds

15. What can be purchased with the Reed Act funds?

There are three kinds of activities and services that can be purchased with Reed Act Funds in the One-Stop system. Priority should be given to purchasing ADA-compliant computers, workstations and scanners. The three categories are:

1. Outreach and educational materials targeted to users of One-Stop employment and workforce information services. This may include, but is not limited to:

Procurement of a marketing firm to develop and create a marketing strategy.
(A detailed deliverables schedule should be included with an assurance that a competitive selection process will be utilized and an estimated cost of the contract.)
Website Development/Design (must not duplicate existing state systems/products)
Brochures, billboards and other outreach materials

2. Computer equipment, network equipment, telecommunications equipment, application development, and other technology resources (including assisted technology) that support employment and workforce information service delivery. The equipment must be located in the Resource Room. This may include, but is not limited to:

Computers (new or to replace outdated equipment)
Copiers
Scanners (equipped to convert printed material to electronic file)
Fax Machines
ADA Compliant Workstations (personal computers, tables, etc.)
Audio/Visual Equipment
Website Development/Design (must not duplicate existing state systems/products)
UI Phone Locations
Web Cam (to link customers with off-site partners)
TTY Telephone
File Server
Software (detail each program)

3. Equipment and resources for resource rooms. This may include, but is not limited to:

Tables and Chairs
Supplies (for printers, computers, other equipment)
Testing Products (for self-service testing only)
Newspaper Subscriptions (for employment ads)
Signage (inside the building, directing customers to the Resource Room)

Note: Section 4 of the Reed Act Request Form should include estimated costs, a detailed description of the services/activities and assurances that a competitive process will be utilized as appropriate.

16. What cannot be purchased with the Reed Act funds?

To date, items that cannot be purchased with Reed Act funds include:

- 800 Numbers/Phone Lines
- Telephone Systems
- Building Improvements
- ADA Compliant Doors, Thresholds, Door Handles
- Wheelchair Lift
- Parking Lot Marking for ADA
- Motivational Posters
- Outside Signage
- Testing Systems (that are not self-directed)
- Capital/Facilities Improvements
- Capital Acquisition or Participation in Property Acquisition
- Government Staff Time
- Security Staff or Equipment
- Equipment in Overflow Rooms such as a Classroom or Library

17. Can a draft of the Reed Act Request Form be submitted to discover what would be approved?

Yes, it is allowable to send draft documents without all fields completed to get a sense of what would be allowable with Reed Act Funds. ODJFS staff will provide feedback. Amendments and changes can be made and then the actual form and attached itemized lists can be sent to ODJFS/Office of Workforce Development.

18. How is the Reed Act Request Form submitted?

Requests are to be submitted to the attention of Mark Birnbrich by any of the following methods:

- Mail to: ODJFS – Office of Workforce Development
145 S. Front St., 6th Floor
Columbus, OH 43215
- Fax to: (614) 995-1298
- E-mail to: birnbm@odjfs.state.oh.us (or thru GroupWise)

All Requests will be responded to within five business days either as approved or requesting further information.

Invoicing and Reporting

19. How will Reed Act funds be paid?

Requesting Reed Act funds does not follow the usual county request for funds process. A request for payment with Reed Act Funds is submitted to OWD/Grants and Audit Resolution containing the vendor(s) invoice(s) with sufficient detail outlining the item(s) purchased and the approved Reed Act Request Form. ODJFS will match the itemized request to the itemized invoice and base approval of the request for payment on the match. The approved request for payment will then be forwarded to the Office of Fiscal Services and payment will be sent to the appropriate Fiscal Agent.

- In Workforce Investment Areas #1-6 and #8, the WIA Fiscal Agent will provide ODJFS with the request for payment, supporting documentation and the approved Reed Act Request Form.
- In the counties within Workforce Investment Area #7, through June 30, 2004, the county Fiscal Agent will provide ODJFS with the request for payment, supporting documentation and the approved Reed Act Request Form.
- For counties that are part of a new Workforce Investment Area (Areas #9-20), effective July 1, 2004, the WIA Fiscal Agent will provide ODJFS with the request for payment, supporting documentation and the approved Reed Act Request Form..
- For counties that remain in Workforce Investment Area #7, effective July 1, 2004, the Area #7 Fiscal Agent will provide ODJFS with the request for payment, supporting documentation and the approved Reed Act Request Form. This process will be developed by Area #7.

Requests for payment should occur when a mature obligation is due. Requests should be submitted to:

Ohio Department of Job and Family Services
Office of Workforce Development
Grants and Audit Resolution Section
145 South Front Street, 6th Floor
Columbus, Ohio 43215
ATTN: Steve Clayborn, Section Chief

County Finance will process payments based on approval by Office of Workforce Development. Payments will be sent to the Workforce Investment Area or county Fiscal Agent, as appropriate.

20. How will Reed Act funds be reported?

Expenditures should be reported no less than quarterly to ODJFS, through the CORE/QuIC system, using Form 02827. The reporting codes will be outlined in the Allocation Letter.

Contacts

21. Who is the contact person for any questions about the Reed Act funds?

The contact person for the Reed Act funds is Joan Beery. Questions can be submitted by telephone at 614.387.7318 or by e-mail at beeryj@odjfs.state.oh.us.