



Department of
Development

Ted Strickland, Governor
Lee Fisher, Lt. Governor

Lisa Patt-McDaniel, Interim Director

August 19, 2009

Dear Local Workforce Investment Board Chair and Local WIB Director:

This past year has been particularly challenging for Ohio workers and employers. As a result of the weak economy, many people have become dislocated and are currently looking for employment. Project HIRE (Project Hometown Investment in Regional Economies) is a state initiated program designed to help connect employers who have current job openings with potential workers who may have, or are close to having, the necessary skill sets to fill those positions. This letter provides an overview of Project HIRE and guidelines regarding this one-time funding, its uses, and the process for accessing Project HIRE funds.

The goal of Project HIRE is to highlight the employment successes occurring in every region and showcase local partnerships that promote the economic health of Ohio's communities. The launch of the Project HIRE initiative will be through a demonstration of community events where employers and potential workers will have the opportunity to connect. This Project HIRE event must include an invitation only portion in which interviews could be conducted at the One-Stop or at another convenient location. Employers can view resumes personally from dislocated workers or through OhioMeansJobs.com website. For Project HIRE, the term "dislocated" is defined as having been terminated (or received written notice of a pending layoff) by an employer through no fault of their own and are unlikely to return to the industry or occupation.

Funding

A one-time award of funds of up to \$25,000 per One-Stop System will be made available to the workforce investment area fiscal agent for activities directly related to Project HIRE. Project HIRE activities can be held from September 1, 2009 through November 30, 2009. All funding requests must be prior approved by the Ohio Department of Development (ODOD). The last date applications can be received by the ODOD is September 18, 2009. **No food may be purchased with these funds.**

Processes for Using Funds

Local Workforce Investment Areas are required to submit a Project HIRE Application and Plan to ODOD for approval prior to the expenditure of any funds. The plan must address how local areas will demonstrate a partnership between themselves, the University System of Ohio, and Small Business Development Centers (SBDC).

The WIA fiscal agent, Administrative Entity, and Board Chair must sign the form prior to submission to ODOD. All procurement measures (federal, state and local) must be adhered to for auditing purposes.

An allocation letter from the Ohio Department of Job and Family Services (ODJFS), which identifies the approved funding amount and reporting codes, will be issued to each WIA fiscal agent. WIA fiscal agents may request funds once the obligation/invoice has been received by the local fiscal agent and is scheduled for payment.

Submission of Project HIRE Request Forms

The Local Area or the One-Stop System may submit the Project HIRE application and plan. Please see attached forms.

All requests will be responded to within five business days either as approved or requesting further information. Please submit requests to the attention of Sue McKitrick at:

Mail: ODOD –Workforce and Talent Division
77 S. High Street, P.O. Box 1001
Columbus, OH 43216-1001
Attention: Sue McKitrick
Fax: (614) 728-9135

I hope this information is helpful when meeting with your local WIBs, stakeholders, and regional partners to best plan the usage of these one-time funds. The actual Project HIRE plan is attached to assist you in planning Project HIRE activities.

Should you have any questions or concerns, please do not hesitate to contact me. Thank you, in advance, for your continued cooperation in helping our employers and dislocated workers.

Sincerely,

Sue McKitrick
Workforce and Talent Division
Ohio Department of Development
sue.mckitrick@development.ohio.gov
614-644-5996

Cc: Susan Crotty, ODJFS
Paolo DeMaria, OBOR
Iris Cooper, SBDC

Attachments
Project HIRE Overview
Project HIRE Flow Chart
Project HIRE Plan
Project HIRE Final Report