

CTX Application

1. CTX Application

A. Login to **HEI/OTC** (<https://otc-hei.ohiohighered.org/>) →Go to **ADMIN** →Click on **CTX** →Click **NEW APPLICATION**



B. Assurance will appear, in order to continue with this application, the Attestor must **accept all the terms of the Assurance**. Click **"I Agree"** at the end of the document. If the OTC's Attestor **does not want to continue with CTX** click **"I Disagree"** and this will terminate the application process.

The screenshot shows a window titled "Assurance" with a close button (X) in the top right corner. The text of the assurance reads: "support business consultation services with matching local dollars (hereinafter 'Funds'); the OTC assures, if awarded Funds:" followed by 16 numbered terms. At the bottom of the window, there are two buttons: "I Agree" (highlighted in yellow) and "I Decline".

Assurance

support business consultation services with matching local dollars (hereinafter "Funds"); the OTC assures, if awarded Funds:

1. That OTC will accept the Funds in accordance with applicable State statutes, regulations, program plans, and applications, and administer the programs in compliance with all provisions of such statutes, regulations, applications, policies and amendments thereto.
2. That OTC has the necessary legal authority to apply for and receive the Funds and enter into the contract.
3. That OTC is aware all state funds granted to it are conditioned upon the availability and appropriation of such funds by the Ohio General Assembly. These Funds are subject to reduction or elimination by the Ohio General Assembly at any time, even following award and disbursement of funds. Except as otherwise provided by law, OTC shall hold ODHE harmless for any reduction or elimination of state funds granted to it. In the event of non-appropriation or reduction of appropriation and notice, OTC shall immediately cease further expenditures under any state project.
4. That OTC will use the Funds to support a CTX to offer contractual instruction-based training and business consultation services to local employers in accordance with their Organizational Goals included in their CTX Application.
5. That OTC will provide local matching funds for its business consultation services, with preference to industries on the in-demand jobs list created under section 6301.11 of the Revised Code or in regionally emerging fields;
6. OTC, by submission of a CTX application, agrees that ODHE has the authority to take administrative sanctions, including, but not limited to, suspension of cash payments for the project, suspension of program operations and/or, termination of project operations, as necessary to ensure compliance with applicable laws, regulations and assurances for any project.
7. That OTC may not consolidate applicable programs or commingle funds derived from one appropriation with those derived from another appropriation, unless specifically authorized by statute.
8. That OTC will not subgrant the approved project to another entity without the express written consent of ODHE.
9. That OTC agrees to submit a CTX Annual Report, which includes the Final Expenditures Report, on or before the CTX reporting deadline of September 1 following the end of the fiscal year; and agrees to provide data verifying compliance with program regulations.
10. OTC will comply with local and state procurement policies when purchasing equipment and supplies. OTC will furthermore utilize competitive bidding practices in compliance with applicable procurement regulations.
11. That OTC will make reports to ODHE as may reasonably be necessary to enable ODHE to perform its duties. The reports shall be completed and submitted in accordance with the standards and procedures designated by ODHE and shall be supported by appropriate documentation.
12. OTC will comply with any additional assurances listed on a specific application as required by the ODHE program office administering the program.
13. That OTC agrees to continue its coordination with ODHE during the length of the project period.
14. That OTC may not count tuition and fees collected from students toward meeting matching requirements per Section 381.100(B) of Am. Sub. HB 166.
15. OTC will comply with all applicable federal, state and local laws in the conduct of the work hereunder. OTC acknowledges that its employees are not employees of ODHE with regard to the application of the Fair Labor Standards Act minimum wages and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code and for state revenue and tax laws, state workers' compensation laws and state unemployment insurance laws. OTC accepts full responsibility for payment of all taxes including without limitation, unemployment compensation insurance premiums, all income tax deductions, social security deductions, and any and all other taxes or payroll deductions required for all employees engaged by the OTC in the performance of the work authorized by this award.
16. That OTC will comply with all applicable federal, state, and local laws regarding smoke free and drug free work places and shall make a good faith effort to ensure that any of its employees or permitted subcontractors engaged in the work being performed hereunder do not purchase, transfer, use or possess illegal drugs or alcohol or abuse prescription drugs in any way.

I Agree I Decline

- C. Once the Assurance Agreement has been accepted the application for CTX funding will appear. The application for CTX Funding has three section 1) Apply for CTX Funding; 2) Organizational Goals and 3) Budget:

Apply for CTX Funding - If your institution has offered training and business consultation services in the last two (2) years, you qualify as a CTX Center. Please check the box below. If your institution has not offered training and business consultation services in the last two (2) years, you qualify as a CTX Candidate. Please use the text box below to describe your plans to establish training and business consultation services.

Organizational Goals - A Training and/or Business Consultation goal is required for funding. A Capacity Building/Marketing/Organizational goal can be listed if funding is desired. (Line 1 or 2 are required).

Budget – Enter data for the budget items (Salaries, Benefits, Purchased Services, Supplies and Other) that the OTC will use for this fiscal year’s CTX application.

- D. The application can be saved (until deadline date) if all the data is not completed. Once all data is in the application for CTX Funding click the “Submit for Approval” button.

- E. The application will be sent to the ODHE for review. If any corrections or additional information is necessary for approval ODHE will notify the OTC.