



## **BOARD MEETING**

Thursday, May 26, 2022 - 8:00 a.m. to 9:30 a.m.  
Location: 3660 N. Washington Blvd, Sarasota, FL 34234  
[786-600-3104,350521814#](tel:786-600-3104,350521814#)  
Phone Conference ID: 350 521 814#

## **AGENDA**

### **Call to Order / Introductions – Eric Troyer, Chair; Kerkering Barberio**

- Roll Call – Tracey Barta
- Introduction of new board member Pranav Mayor, STAR Student and re-appointment of Lisa Eding, Teakdecking Systems

### **Action Items – Eric Troyer, Chair**

1. Approval of March 24, 2022 Board Meeting Minutes
2. Approval of Sarasota County Government Voluntary Interim Placement-Enhanced Recovery (VIP-ER) Resolution – Anthony Gagliano
3. Approval Program Year 21/22 Budget Mod # 2- Walter Spikes, Jr., Treasurer
4. Approval of CSS Policies – Christina Witt
  - Policy 15-21 Program Compliance Monitoring and Quality Assurance Policy
  - Policy 16-21 State Management Information System Data Entry
5. Approval of 2020-2024 Local Plan Two Year Modification - Christina Witt
6. Approval of Local Targeted Occupation List for PY 22-23 – James Disbro
7. Approval of Related Party Agreements – Robin Dawson

**THE RELATED PARTY BALLOT WILL BE SENT TO YOU VIA ADOBE ALONG WITH A CONFLICT OF INTEREST FORM – PLEASE BE SURE TO FILL THIS OUT AND RETURN TO CHRISTINA WITT**

### **Other Board Business**

Resignation of Rick Mosholder

### **Committee Reports –**

Finance and Performance Committee Report – Walter Spikes, Jr., Treasurer

### **Staff Reports –**

- Robin Dawson
- Kathy Bouchard

\*Members shall disclose any voting conflict as required under Florida Statute 112.2143 and abstain from discussion or voting on any business that would inure to his or her special private gain or loss.

- Anthony Gagliano
- Josh Matlock

**Public Comments/Closing Remarks – Eric Troyer, Chair; Kerkering Barberio  
Adjournment**

**Next Board Meeting is June 23, 2022**

**CareerSource Suncoast, 3660 N. Washington Blvd, Sarasota, FL 34234 – Conference Room 210**

\*Members shall disclose any voting conflict as required under Florida Statute 112.2143 and abstain from discussion or voting on any business that would inure to his or her special private gain or loss.



# ACTION ITEMS

**CAREERSOURCE SUNCOAST  
BOARD MEETING MINUTES**

Virtual TEAMS Meeting and in person at  
3660 N. Washington Blvd., Sarasota, FL 34234  
Thursday March 24, 2022  
8:00 A.M.

**Call to Order**

Eric Troyer, Chair, called the meeting to order at 8:05 a.m., roll call was performed and a quorum was established.

**Action Items – Eric Troyer, Chair, Partner, Kerkering Barberio & Co.**

**Approval of January 27, 2022 Board Meeting Minutes**

Eric Troyer, Chair, asked for a motion to approve the January 27, 2022 meeting minutes.

**Motion:** Jim Bos

**Second:** Lisa Eding

Eric Troyer, Chair, called for a vote; the motion passed unanimously.

**Approval of Policies 14-21 and 13-21**

Christina Witt presented the following policies to the board for approval. These policies comply with CareerSource Florida & DEO updated policies and procedures.

- Policy #14-21 Priority of Services
- Policy #13-21 Disaster Recovery Dislocated Worker Grants Policy

**Motion:** David Kraft

**Second:** Ron DiPillo

Eric Troyer, Chair, called for a vote; the motion passed.

**Approval of Revised CSS By Laws**

Christy Cardillo presented the by-laws in two forms, the strike thru version and the clean version so board members could clearly see changes that were made. The changes were made to comply with the grantee subgrantee agreement, the revised CareerSource Florida policies, DEO policies and to update to current technology.

A motion was made to accept the revised by laws as presented.

**Motion:** Lisa Eding

**Second:** Ashley Brown

Eric Troyer, Chair, called for a vote; the motion passed unanimously.

**Approval of Transfer of Funds Between Adult & Dislocated Worker Programs**

Robin Dawson discussed the process of transferring funds and the requirement to have the transfer approved by DEO per policy #118. Included in the meeting packet is the required prior approval form completed to request \$833,000 (92% of the PY21 Dislocated Worker annual allocation) to be spent on adult activities during PY 2021-2022. The annual PY 21 DW annual allocation is \$908,861. Since this request to transfer program funding exceeds the policy's 25% allowance of the program's annual allocation, the request to transfer must have additional criteria noted on the request form and documented approval from the Board.

A motion that the Board approve the transfer of funds from Dislocated Worker of \$833,000 to be expended on adult activities for PY 2021-2022 and submit to DEO for prior approval.

**Motion:** Doug Wagner  
**Second:** David Kraft  
Eric Troyer, Chair, called for a vote; the motion passed unanimously.

## **OTHER BOARD BUSINESS**

### **DEO Annual Performance Presentation PY 20-21**

Mr. Danial Harper, DEO, presented the annual performance review for our region. He discussed the funding system, the workforce oversight system, the local delivery system and the funding amount for the state and for our region. Mr. Harper stated we met all requirements on expenditures. Mr. Harper reported on the fourth quarter performance results of Region 18. There were a couple of goals that were not met, but Mr. Harper mentioned that the performance goals for our region were very high and the percentage of goals met meet most other region's goals. We will re-negotiate our goals for the next performance year to be more in line with other region's goals. Mr. Harper also discussed our program monitoring results for PY 20-21. Region 18 has 21 programmatic findings and one (1) observation on the financial monitoring report. Sharon Hillstrom also requested numbers on actual number of individuals served. A report showing this and how other regions performed will be provided by DEO and shared with the board.

### **MANDATORY ANNUAL REFRESHER TRAINING FOR BOARD MEMBERS.**

The leadership team presented the annual board member training that included the roles of the board members, the local elected officials, the board chairman and the President/CEO of CareerSource. Also presented were the workforce strategies, our strategic plan, how the system is funded, sunshine laws and conflicts of interest.

## **STAFF REPORTS**

Anthony Gagliano reported that we have 77 scholarships in nursing with \$145,000 invested and have \$80,000 remaining to assist in the completion of training for those clients.

We have the Commercial Driving License program from FleetForce on campus at SCF in place as there is a lot of demand for this occupation also. We have expended \$129,000 so far in training for 22 individuals for this program since its inception in October 2021.

Our rapid response grant that is designed to help businesses stay afloat is ongoing.

Our IT program has made our application process entirely electronic. This process will save a lot of time (and paper) in getting clients in to have to sign all documents.

Robin Dawson reported the accounting department is looking at a new software package that will allow all accounting functions to happen within one framework. Currently we use four different programs, this new software will allow us to do all the accounting within one program

Kathy Bouchard reported on the current increase of cost of living has on our staff. We will review our staffing compensation and level of staffing.

Linda Benedict reported on the giving challenge that will take place on April 26 at noon till April 27<sup>th</sup> at noon. All donations up to \$100 will be matched by the Patterson Foundation. These funds would be used for client support, as in gas cards, childcare and transportation. Our concentration will be on veterans, education and persons with disabilities.


Josh Matlock reported that Marti Coley informed us on the recent legislative sessions on the Department of Economic Opportunity (DEO) budget. The session passed a provision that 25% of DEO funding would be held in reserves until DEO completed and released the Request for Procurement for the IT project of a statewide portal. This decision does impact the Local Workforce Boards. Budget line items impacted include Temporary Assistance for Needy Families, Reemployment Assistance, and Workforce Innovation and Opportunity Act funding. The budget was completed and accepted by the Senate. If DEO is able to complete the procurement on time, then the 25% will not be withheld. The Chief Finance Officer of DEO assured Ms. Coley it will be done on time by August. We are working closely with Katie Crofoot of the REACH office. There was talk regarding consolidation of boards, but nothing moving forward on that topic at this point. The lease on our Bradenton facility is due for renewal in July 2023. Our current annual lease is \$370,000. We are exploring other opportunities and alternatives, along with waiting to hear what the current landlord will propose for renewal.

**PUBLIC COMMENTS:** There were no public comments.

### **Next Meeting and Adjournment**

Chair Troyer informed the Board that the next Board meeting will be on May 26, 2022. The meeting adjourned at 9:25 a.m.

Respectfully submitted,

  
Joshua Matlock (Mar 28, 2022 15:05 EDT)  
Josh Matlock  
President, CEO

**CAREERSOURCE SUNCOAST - BOARD MEETING ATTENDANCE**

Absent Present	Board Member
P	Commissioner George Kruse, Manatee County
P	Jim Bos, President, MBJ Group
P	Ashley Brown, President, Women’s Resource Center
P	Christy Cardillo, CPA Tax Manager/Partner, Carr, Riggs & Ingram, LLC.
P	Terri Clark, Dean of Lifelong Learning, State College of Florida
A	Christine Clyne, HR Director, Lifestar Living LLC
P	Jackie Dezelski, President, Manatee Chamber of Commerce
P	Ron DiPillo, Executive Director, Sarasota County Schools
P	Lisa Eding, Consultant
A	Luis Font, LIUNA, Laborers International Union
P	Roscelyn Guenther, Boys & Girls Club of Sarasota County
P	Peter Hayes, President, Tandem Construction
P	Sharon Hillstrom, President/CEO, Bradenton Area Economic Development Corporation
A	William Zack Holland, Local 123 Plumbers and Pipefitters Union
P	Jamie Kahns, Marketing Manager, Bank of America
P	Heather Kasten, President, Sarasota Chamber of Commerce
P	David Kraft, Founder, Vision Consulting Group
A	Rick Mosholder, Director, Human Resources, Hoveround
P	Tim Novak, Dean, LECOM
P	Ericka Randall, Supervisor, Vocational Rehabilitation
P	Walter Spikes, Realtor, Bright Realty
P	Eric Troyer, CPA/Partner, Kerkring Barberio & Company
P	Doug Wagner, Deputy Superintendent, Manatee County School Board
P	Ken Waters, VP, Residential Services, Sarasota Housing Authority
A	Commissioner Christian Zeigler, Sarasota County
	Staff Present; Josh Matlock, Robin Dawson, Kathy Bouchard, Anthony Gagliano, James Disbro, Tracey Barta, Karima Habity, Linda Benedict, Michael Meerman, Christina Witt, Robert Jones
	Other Attendees; Debbie DeLeon, Manatee County Neighborhood Services, Daniel Harper, DEO, Charles Williams, DEO

25 Board Members – 20 present at this meeting.

**CAREERSOURCE SUNCOAST**  
**Approval Of VIP-ER Program Resolution**  
**Board of Directors Summary Report**  
**May 26<sup>th</sup>, 2022**

**SUMMARY:**

CareerSource Suncoast is applying for a grant funded by Sarasota County Government under the Voluntary Interim Placement-Enhanced Recovery (VIP-ER) Program. The free program, which is an intensive ten-week residential substance abuse treatment program followed by a twelve-month monitoring, is a collaboration with six community service providers. Each of the partners provide services in their respective area of expertise while participants reside at the salvation army facility for the program duration. CSS will assist in employment development and placement services including job referrals, counseling, resume development, and job matching services. If CSS is awarded this grant it would fund one full time position.

The grant application requires CSS Board of Directors' approval.

**REQUESTED ACTION:**

**A motion to approve the attached resolution that allows us to enter into an agreement with Sarasota County Government for the VI-PER (Voluntary Interim Placement-Enhanced Recovery) program.**

Respectfully submitted,  
Anthony Gagliano, Vice-President/Chief Operating Officer



**RESOLUTION OF THE BOARD OF DIRECTORS**

Suncoast Workforce Board, Inc. is a non-profit corporation organized, in good standing, and existing under and by virtue of the laws of the State of Florida and having its principal office located at 1112 Manatee Ave. E. Bradenton, FL 34208.

BE IT RESOLVED THAT the Board of Directors/Trustees of Suncoast Workforce Board, Inc. has determined that it is in the best interest of the corporation to enter into an agreement with the Sarasota Board of County Commissioners to receive Contracted Human Services Program funding.

BE IT FURTHER RESOLVED THAT for the purpose of consummating said transaction, the following corporate officers are authorized, directed, and empowered to issue, sign, and deliver as the act and deed of this corporation, any and all documents necessary to complete the application and contractual agreement with the Sarasota Board of County Commissioners.

<b>NAME (please type or print)</b>	<b>TITLE</b>
<u>Linda Benedict</u>	<u>Business Development Director</u>
<u>Anthony Gagliano</u>	<u>Vice President/Chief Operating Officer</u>

BE IT FURTHER RESOLVED, by the Board of Directors/Trustees that, to the best of its knowledge and belief, the information in the application are true and correct, and that the document has been duly authorized for submission to Sarasota County Government by a majority vote of the governing body of the corporation, the fact of which has been documented in the governing body's meeting minutes. The corporate officers identified above are authorized to assure that the corporation will comply with the stipulations contained in the application and contract, including any assurances and certifications as are referenced in the application or contract.

I, Eric Troyer, Board Chairman, do hereby certify that the foregoing is a valid resolution duly adopted by the Board of Directors/Trustees of said corporation at a meeting held on the 26 day of May, 2022.

\_\_\_\_\_  
Signature of Board Chairman/President  
Typed Name: Eric Troyer  
Date: May, 2022

\_\_\_\_\_  
Signature of Board Vice-Chairman/President or Secretary  
Typed Name: Rick Mosholder  
Date: May, 2022

STATE OF FLORIDA, COUNTY OF \_\_\_\_\_

The forgoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2022 by \_\_\_\_\_ as **Board Chairman/President** and by \_\_\_\_\_ as **Board Vice-Chairman/President or Secretary** for \_\_\_\_\_ (INSERT LEGAL NAME OF AGENCY).

\_\_\_\_\_  
Signature of Notary Public, State of Florida

\_\_\_\_\_  
Print, type, or stamp commissioned name of Notary Public

**CAREERSOURCE SUNCOAST**  
**Approval of Budget Modification #2 for PY 21-22**  
**Board of Directors Action Item Request**  
**May 26, 2022**

**SUMMARY:**

A request for a Budget Modification #2 for PY 21-22 was requested and approved by the Finance & Performance Committee & Executive Committee. A copy of the request and notes are included in the meeting materials. There was no increase or decrease to the overall budget funding. The budget modification requested:

1. Transfer \$24,200 from the salary and fringe benefit line item
2. Add \$7,200 to the accounting line item
3. Add \$17,000 to the travel & meetings line item

**REQUESTED ACTION:**

A motion to approve Budget Modification #2 for PY 21-22

**CareerSource Suncoast  
Budget Mod #2  
Program Year 2021-2022**

	<b>Mod #1 Funding Budgeted PY 21-22</b>	<b>Increase or (Decrease)</b>	<b>Mod #2 Funding Budgeted PY 21-22</b>	<b>Notes</b>
<b>Funding Available Less Reserves</b>	<b>\$7,538,107</b>	<b>\$0</b>	<b>\$7,538,107</b>	No change in funding - only transfers between budget line items
<b>Personnel Costs:</b>				
<b>Salaries &amp; Fringe Benefits</b>	\$4,468,041	(\$24,200)	\$4,443,841	Transfer to accounting & travel & mtgs
<b>Staff Training &amp; Education</b>	62,000		\$62,000	
<b>Total Personnel Costs</b>	<b>\$4,530,041</b>	<b>(\$24,200)</b>	<b>\$4,505,841</b>	
<b>Facility Costs</b>	<b>\$996,358</b>	<b>\$0</b>	<b>\$996,358</b>	
<b>Office Furniture &amp; Equipment</b>	<b>\$51,389</b>	<b>\$0</b>	<b>\$51,389</b>	
<b>Operating Costs-Career Ctrs &amp; Adm:</b>				
<b>Accounting</b>	\$27,500	\$7,200	\$34,700	Transfer from salaries & fringe benefits
<b>Audit &amp; Monitoring</b>	58,960		\$58,960	
<b>Consultants &amp; Legal</b>	45,000		\$45,000	
<b>General Insurance</b>	56,470		\$56,470	
<b>Office Supplies &amp; Expense</b>	55,000		\$55,000	
<b>Travel &amp; Meetings</b>	50,000	17,000	\$67,000	Transfer from salaries & fringe benefits
<b>Total Operating Costs</b>	<b>\$292,930</b>	<b>\$24,200</b>	<b>\$317,130</b>	
<b>Program Services:</b>				
<b>Client Training &amp; Support</b>	\$1,340,389		\$1,340,389	
<b>Employer &amp; Client Services</b>	217,000		\$217,000	
<b>Outreach</b>	110,000		\$110,000	
<b>Total Program Services</b>	<b>\$1,667,389</b>	<b>\$0</b>	<b>\$1,667,389</b>	
<b>Totals</b>	<b>\$7,538,107</b>	<b>\$0</b>	<b>\$7,538,107</b>	

**CAREERSOURCE SUNCOAST**  
**Policy Approval**  
**Board of Directors**  
**May 26<sup>th</sup>, 2022**

**Background Information:**

CareerSource Florida Administrative Policies are business rules, requirements, processes and responsibilities that expand, explain, or further specify federal or state legislation or policies developed by the Florida Department of Economic Opportunity. As CareerSource Florida (CSF) approves new Administrative and/or Strategic Policies, CareerSource Suncoast will review these policies to create or revise existing CSS policy and procedures for proper alignment. Earlier this year DEO released a memorandum requiring local boards to present all local policies to the Board of Directors for review and approval. Outlined below are two (2) CSS Board Policies for your review and approval.

**Summary of Policy Additions/Changes:**

Program Compliance Monitoring and Quality Assurance Policy #15-21:

This policy supersedes and replaces Policy and Procedure # 08-06 R7 Program Monitoring for Compliance and Quality Assurance dated 10/02/2017. The policy was updated to include expanded areas of program monitoring and the system in which program monitoring will be conducted on an annual basis.

State Management Information System Data Entry #16-21:

This policy supersedes and replaces Policy and Procedure #01-11 R3, Providing Data to the State Management Information Systems (MIS) dated 02/10/2014. The Policy was expanded to include clear areas of data entry requirements for CareerSource Suncoast and updated to the current legislation and code of final rules information. A data Validation component was also included in the policy to provide guidance clarity on federal data requirements.

**Requested Action:**

**A motion that the Board of Directors approve the CSS Policy #15-21- Program Compliance Monitoring and Quality Assurance and CSS Policy #16-21 – State Management Information System Data Entry**

Respectfully submitted,  
Christina Witt, Organizational Support Services Director



**POLICY# 15- 21**

<b>Policy:</b> Program Compliance Monitoring and Quality Assurance	<b>Page</b> 1 of 4
<b>Program:</b> Wagner Peyser (WP), Workforce Innovation and Opportunity Act (WIOA), Temporary Assistance to Needy Families (TANF) and Supplemental Nutrition Assistance Program (SNAP)	
<b>Section:</b> Program Operations	
<b>Date of Issuance:</b>	<b>Revision Date:</b> N/A
<b>Distribution:</b> CareerSource Suncoast Team Members	

**Background**

Systematic, on-going monitoring is a basic tenet of federal and state grant programs. It is also the primary vehicle for identifying the status of program operations and practices. The Workforce Innovation and Opportunity Act of 2014, Section 184 and 185(c) of Public Law 113-128 requires each state and local workforce board to establish policies to ensure accountability with the proper disbursement and use of WIOA Title I funds. Sub-recipients of WIOA Title I funds that are found to be in noncompliance with WIOA guidelines outlined in 20 CFR 677.220 are subject to sanctions. To meet federal and state oversight requirements, CareerSource Suncoast (CSS) annually develops and implements a process for monitoring the local implementation of programs. Local monitoring is vital to the ongoing identification of process improvement and insuring quality services are provided to clients.

**Purpose**

The purpose of this policy is to establish guidelines and procedures for monitoring compliance of workforce programs with federal and state policy. These guidelines will promote the continuous improvement and the quality of services provided by CareerSource Suncoast (CSS) staff, partners and service providers.

**Policy**

CareerSource Suncoast (CSS) adheres to the highest standards of service delivery for the programs under its administration. A system of internal program controls and monitoring will be followed to assure not only compliance with documentation requirements but also quality service delivery.

CSS uses an electronic client case record management system in lieu of creating and maintaining local “hard copy” paper case records. Internal program controls and more formal programs quality assurance will include the review of CSS client electronic records and the state MIS client records. Recognizing the need for external review as well, CSS may opt to procure services for annual program monitoring by an independent organization.

**Quality Control and Assurance:**

Internally, CSS utilizes a quality management approach which includes “real-time” quality control and process driven quality assurance monitoring. Quality control falls under the directive of the Business and Economic Development Director and includes the Managers and Senior staff oversight, and review of their team members work products. The Business and Economic Development Director may delegate certain aspects of quality control and the planning of corrective actions to team members under their supervision. Quality control also includes review of client related documents and information presented for MIS updates and electronic case record filing by the CSS Data Specialists team.

CSS internal program quality assurance and monitoring involves the specific review of client records (local & state MIS) while using the current applicable state program audit tool and CSS local operating policy and procedures.

**Annual Monitoring:**

The internal program monitoring system will be overseen by the Director Regional Alignment & Programs Development (DRAPD) and implemented by the Quality Assurance (QA) Coordinator.

Annual monitoring reviews includes, but are not limited to, an evaluation of the federally funded sub-recipient and contractor programs and services to eligible individuals pursuant to WIOA Title I requirements and related federal and state legislation, regulations, policies and guidance, and OMB Circulars and Uniform Guidance. CSS will examine program participant files and the State's Management Information System (MIS) records to evaluate and identify areas of improvement and process development. The following areas will be the focus of review, but are not limited to:

- Proper Maintenance of the clients' records
- Participant eligibility criteria
- Assessment and Plan Development
- Training Services Support Services
- Appropriate case management practices followed (i.e., case notes, activity entry, timelessness, etc.)
- MIS data entry
- Performance goals
- Assigning work hours
- Follow-up services
- Worksite visits and reviews
- Grievance/Compliant process followed
- Other applicable program requirements

**Independent Program Quality Assurance Monitoring:**

In the event CSS opts to procure an external auditor. The services of a reputable, qualified organization will be secured to provide annual program monitoring for all programs overseen by CareerSource Suncoast (CSS). With each procurement of audit services, CSS will negotiate the appropriate monitoring plan which shall include, but not limited to:

- List of all programs to be reviewed
- Description of sample size for each program
- Utilization of the DEO program monitoring tool for that program year
- Additional critical elements for review as needed
- The process for Entrance and Exit Meetings, Reports and Follow-up corrective action procedures
- Provision for monitoring of all sub-recipients delivering program services

**Internal CSS Program Quality Assurance Monitoring:**

Under the direction of the DRAPD, the QA Coordinator will establish an internal program monitoring system and schedule to conduct annual programmatic monitoring reviews. The system will include the following:

- Program review tools placed in individual sub-folders annually with the current review tools issued by the Department of Economic Opportunity (DEO) for each program involved.
- A programmatic monitoring schedule will be developed at the beginning of each program year. The schedule may be modified and updated in the event State or Federal monitoring notification is received. The schedule will include monitoring of the following programs:
  - a. WIOA Adult, Dislocated Worker, and Youth Programs
  - b. Trade Adjustment Assistance Program
  - c. Wagner-Peyser Program
  - d. TANF - Welfare Transition (WT) and Summer Youth Employment Program
  - e. SNAP - Employment and Training (E&T) Program
  - f. WIOA and Non-WIOA Special Grant Programs
- The QA Coordinator will randomly select client files for review and complete the review tools for each client file. The completed review tools will be saved in the applicable monitoring sub-folder.
- The QA Coordinator will complete a summary report of findings, other non-compliance issues (ONI), and/or observations based the review tools. Recommendations for training will be provided as applicable.
- The summary monitoring reports will be submitted to the Managers, Directors, and Executive Leadership team.
- Managers must complete a Corrective Action Plan (CAP) within ten (10) business days of receipt of the report if there are programmatic findings and/or ONI's present on the summary report.
- The QA Coordinator will notify the DRAPD and COO of any critical compliance issues.
- The QA Coordinator will meet individually with the Business and Economic Services Director and Managers to assist in their planning of corrective actions or additional staff training as needed.

**Random Reviews:**

Based on program performance and MIS system related reports that show areas of concern, under the direction of the DRAPD, the QA Coordinator will conduct random, targeted reviews of specific program processes as needed. Examples of performance that might trigger a random review include such things as low participation rates, low measurable skills gains, low credential attainment, and low employment and earnings in WIOA follow-up.

The QA Coordinator will report results of these reviews, along with any requirements for corrective action and/or training to the Managers, Directors and Executive Leadership. Managers must complete Corrective Action Plans within ten (10) business days of receipt of the report.

**Additional Sub-Recipient Monitoring:**

All sub-recipients and contractors are required to permit CSS, the Department of Labor (DOL), DEO or other authorized representatives to have access to records, financial statements, facilities, and participants.

All sub-recipient client services will be documented in sub-recipient client's case files and maintained by them. In addition, client case records represented in the state MIS will either be entered and maintained by the sub-recipient or LWDB staff depending on the terms of the contract. Sub-recipient files will be included as part of CSS's program quality assurance monitoring.

The CSS QA Coordinator will develop and communicate a monitoring calendar for each contracted program year. In addition, depending on contractual terms, sub-recipient records are monitored prior to payment based on requirements described in the pay-point.

**Audit of Sub-Recipient Expenditures:**

The Finance Department will review and manage the budget and expenditure reports for all sub-recipients. For cost-reimbursement contract terms, contractors will submit all backup documentation with the invoice. The invoice and documentation will be reviewed and reconciled prior to disbursement of payment. For performance-based contracts, contractors will submit quarterly expenditure reports with all appropriate backup, which will then be reconciled to the original budget agreed to in the contract. When required, the Finance Department will also assure that necessary sub-recipient cost allocation plans are submitted and reviewed.

**Attachments:**

- None

**References:**

- [adminpolicy104 -sanctionslwdbsfailmeetfed-statestds---final.pdf \(floridajobs.org\)](#)
- [eCFR :: 20 CFR 677.220 -- Under what circumstances may a corrective action or sanction be applied to local areas for poor performance?](#)
- [eCFR :: 20 CFR Part 683 -- Administrative Provisions Under Title I of the Workforce Innovation and Opportunity Act](#)
- [Statutes & Constitution :View Statutes : Online Sunshine \(state.fl.us\)](#)
- [Statutes & Constitution :View Statutes : Online Sunshine \(state.fl.us\)](#)
- [https://www.ecfr.gov/cgi-bin/text-idx?SID=86f2b29914a9c1c79b0a55d4add62aef&mc=true&node=se20.4.677\\_1220&rqn=div8](https://www.ecfr.gov/cgi-bin/text-idx?SID=86f2b29914a9c1c79b0a55d4add62aef&mc=true&node=se20.4.677_1220&rqn=div8)
- [eCFR :: 2 CFR 200.507 -- Program-specific audits.](#)
- [eCFR :: 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)
- [eCFR :: 20 CFR 683.400 -- What are the Federal and State monitoring and oversight responsibilities?](#)
- [Public Law 113 - 128 - Workforce Innovation and Opportunity Act - Content Details - \(govinfo.gov\)](#)
  - [PUBL128.PS \(govinfo.gov\)](#)

**Supersession:** This Policy supersedes and replaces CSS Policy # 08-06 R7, Program Monitoring for Compliance and Quality Assurance , dated 10/02/2017

**Inquiries:**

Any questions about this policy should be directed to the CEO, COO, CFAO and/or their designee.





## POLICY# 16-21

<b>Policy:</b> State Management Information System Data Entry	<b>Page</b> 1 of 2
<b>Program:</b> Wagner Peyser (WP), Workforce Innovation and Opportunity Act (WIOA), Temporary Assistance to Needy Families (TANF), and Supplemental Nutrition Assistance Program (SNAP)	
<b>Section:</b> Program Operations	
<b>Date of Issuance:</b>	<b>Revision Date:</b> N/A
<b>Distribution:</b> CareerSource Suncoast (CSS) Team Members	

### **Background**

The United States Department of Labor (USDOL) requires the collection and reporting of accurate and timely information of the individuals served through programs authorized under the Workforce Innovation and Opportunity Act (WIOA) sec. 116(d)(5). 20 CFR 677.24 further describes the states' responsibilities for ensuring valid and reliable data collection is obtained and documented to complete annual performance reports.

All federally funded program activities are subject to program monitoring, fiscal auditing, data validation reviews, and other compliance oversight by USDOL, the Department of Economic Opportunity, and other contract and fiscal monitors who are contracted to have access to information pertaining to the services provided program clients. Monitoring evaluates the effectiveness of the services provided, appropriateness of funds spent, and assure compliance with governing laws, regulations and policies.

### **Purpose**

To provide guidance to CSS Team Members a formalized description of the local management information system and a process for providing data to the State Management Information Systems (MIS) which allows data to be input into the system in a timely manner.

### **Policy**

Real time and accurate data entry into the states MIS is imperative to tracking the compliance, success and performance outcomes of CSS programs funded by federal grants. The rules outlined in this policy pertain to the following CSS programs:

- WIOA Adult, Dislocated Worker, and Youth Programs
- Trade Adjustment Assistance Program
- Wagner-Peyser Program
- TANF - Welfare Transition (WT) and Youth Summer Programs
- SNAP - Employment and Training (E&T) Program
- WIOA and Non-WIOA Special Grant Programs

Data entry element requirements include but may not limited to:

- Service Code Activities
- Case Notes
- Eligibility Data
- Credential and/or Measurable Skills Attainment
- Employment Data

- Assessment Information
- Financial Aid Amounts

All CSS data entry must be completed on or before the tenth (10<sup>th</sup>) calendar day after the occurrence of a service provided, action taken, or documentation received has occurred. Program specific LOP's will outline specific data entry requirements and processes.

**Data Validation:**

The UDOL Training and Employment Guidance Letter (TEGL) No. 23-19 provides federal grant recipients guidelines for ensuring the data submitted for eligibility and performance reporting are valid and dependable. There are specific program elements that require supporting documentation of data entry elements to be maintained in the client's file. Those data elements are outlined fully in TEGL #23-19 and document source Attachments I and II. Examples of the data validation requirements include, but are not limited to:

- Participant Information Record Layout (PIRL)
- Program Eligibility Criteria

CSS will follow guidelines set forth in TEGL 23-19, Attachment II in regard to the allowable documentation to support the data entered into the MIS.

**Attachments:**

- None

**References:**

- [memo\\_snap-education-component---data-entry.pdf \(floridajobs.org\)](#)
- [TRAINING AND EMPLOYMENT GUIDANCE LETTER No. 05-18, Employment & Training Administration \(ETA\) - U.S. Department of Labor \(doleta.gov\)](#)
- [TRAINING AND EMPLOYMENT GUIDANCE LETTER No. 14-18, Employment & Training Administration \(ETA\) - U.S. Department of Labor \(doleta.gov\)](#)
- [TRAINING AND EMPLOYMENT GUIDANCE LETTER No. 23-19, Employment & Training Administration \(ETA\) - U.S. Department of Labor \(doleta.gov\)](#)
- [eCFR :: 2 CFR 200.328 -- Financial reporting.](#)
- [eCFR :: 20 CFR 667.300 -- What are the reporting requirements for Workforce Investment Act programs?](#)
- [eCFR :: 20 CFR 677.240 -- What are the requirements for data validation of State annual performance reports?](#)

**Supersession:**

This policy supersedes and replaces Policy#01-11 R3, Providing Data to the State Management Information Systems (MIS) dated 02/10/2014.

**Inquiries:**

Any questions about this policy should be directed to the CEO, COO, CFAO and/or their designee.

**CAREERSOURCE SUNCOAST**  
**2020-2024 Local Plan Two- Year**  
**Modification Board of Directors Summary**  
**May 26<sup>th</sup>, 2022**

**Background Information:**

WIOA requires each local workforce development board (LWDB) to develop and deliver to the state a comprehensive four-year plan. Regulations require states and LWDBs to regularly revisit and recalibrate state plan strategies in response to changing economic conditions and workforce needs of the state ([20 CFR, Unified and Combined Plans Under Title I of the Workforce Innovation and Opportunity Act, §676.135](#)). CSS has proactively made these changes with the revision of several Policies to reflect the changing needs of the local economy.

**Summary of Local Plan Changes:**

The Local Plan was publicly posted for comment on March 04, 2022 – April 04, 2022. No public comments were received. The Executive Committee approved the modification on May 12, 2022. The following items are the areas of modifications made, page numbers have been provided for easy identification for the Board to review.

1. Letter from the CEO has been updated Joshua Matlock's message
  - Page #3
2. Current Chief Elected Local Officials
  - Page #8
3. Current CSS Board of Directors Chair and Vice Chair and the Board of directors list.
  - Page #11 and Pages #215-216
4. Current mandated partners MOU's have been included.
  - Pages #71- 208
5. The following sections were updated to reflect the Policy changes that have been approved by the Board this program year.
  - Section: (11) Individual Training Accounts: Describe the process and criteria for issuing Individual Training Accounts (ITAs) (WIOA §108(b)(19)).
    - a. Pages # 62
  - Section: (9) Describe the definition of "self-sufficiency" used by your local area (WIOA §108(b)(1)).
    - a. Pages # 47-48
  - Section: (15)(B) Youth Program Design (B): Define "requires additional assistance."
    - a. Pages #67- 68

**Requested Action:**

**A motion that the Board of Directors approve the CareerSource Suncoast 2020-2024 Local Plan Two-Year modification.**

Respectfully submitted, Christina Witt, Organizational Support Services Director



# CareerSource Suncoast

**Workforce Innovation Opportunity Act (WIOA)**

**Two - Year Modification**

**March 03, 2022 - June 30, 2024**

DRAFT

## **Local Workforce Development Area 18**

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**Tel (941) 358-4200**  
**Fax (941) 315-2675**

1112 Manatee Ave.E  
Bradenton, FL 34208

careersourcesuncoast.com  
[communications@careersourcesc.com](mailto:communications@careersourcesc.com)

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**Date Submitted: April 23, 2020: Modification March 03, 2022**  
**Plan Contact: Joshua Matlock, President/CEO**

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## INTRODUCTION

### **Message from Joshua Matlock, President and CEO, CareerSource Suncoast**

The Workforce Innovation and Opportunity Act (WIOA) is as important and relevant today as it was when it was adopted in 2014. Although the labor market and challenges we face today are different, WIOA authors had the foresight to ensure local workforce development areas have the flexibility and discretion to adapt to address rapidly changing conditions in our communities. This flexibility has allowed us to effectively respond to our unique local challenges.

At CareerSource Suncoast we work to equip our clients with the lifelong learning mindset and continuous skill development habits necessary for keeping them and our employers competitive for years to come.

With a tight labor market for the foreseeable future, the WIOA message on the importance of integration, collaboration, and partnership among business, economic development organizations, educational institutions, and community-based organizations is critical for addressing the challenge. Florida is a model for this collaborative approach. Locally, with unified branding and clear consistent messaging, we set a goal of having collective-impact to improve prosperity for everyone.

Coinciding with the timing requirements for the inaugural (2015) WIOA strategic planning, the CareerSource Board of Directors undertook the following:

- Review and enhance organizational vision and mission
- Develop goals and strategic priorities
- Engage stakeholders in the planning process
- Review organizational structure (board and staff)
- Provide actionable recommendations for future success

The research process included focus groups, surveys and interviews with employers, job seekers and partners. This created a baseline for the development of the strategic plan and a framework for the work over the past five years. Much of this work is reflected in the following pages, and support materials are provided as attachments.

For this 2020-2025 Plan, the board has engaged a rigorous process to update the plan. Much of the same methodology and sources have been employed so that we can measure our progress and make course corrections along the way.

Our focus remains on making high-quality workforce investments and expanding collaboration across our counties, cities, towns, governments, and partners. Thank you for the opportunity to provide this plan.

**Joshua Matlock, President/CEO**

These guidelines provide direction for local plans submitted [under Public Law 113-128, the Workforce Innovation and Opportunity Act \(WIOA\)](#). WIOA requires each local workforce development board (LWDB) to develop and deliver to the state a comprehensive four-year plan. These plans must be submitted in partnership with the chief elected official. Regulations require states and LWDBs to regularly revisit and recalibrate state plan strategies in response to changing economic conditions and workforce needs of the state ([20 CFR, Unified and Combined Plans Under Title I of the Workforce Innovation and Opportunity Act, §676.135](#)).

The law emphasizes the importance of collaboration and transparency in the development and submission of local plans. Affected entities and the public must have an opportunity to provide input in the development of the plan. Local boards must make the plan available electronically and in open meetings to ensure transparency to the public.

Local workforce development boards provide leadership and should seek broad stakeholder involvement in the development of their local plan. Local elected officials, local workforce development board members, core program partners and mandatory one-stop partners are an integral part of the planning process. WIOA encourages an enhanced, integrated system by including core programs in its planning and performance requirements. Each plan addresses how the LWDB coordinates service delivery with core programs of the Division of Vocational Rehabilitation, the Division of Blind Services and the Division of Career and Adult Education.

Each plan is based on current and projected needs of the workforce investment system, with an increased emphasis on coordination and collaboration at all levels to ensure a seamless system for employers and job seekers, including those with disabilities. Local plans identify the education and skill needs of the workforce and the employment needs of the local area. Plans include an analysis of the strengths and weaknesses of services provided to address identified needs. Assessments include the best available information, evidence of effectiveness, and performance information for specific service models and a plan to improve program effectiveness by adopting proven or promising practices as a part of the local vision. LWDBs provide a comprehensive view of the systemwide needs of the local workforce development area.

Local plans address how LWDBs foster strategic alignment, improve service integration, and ensure the workforce system is industry-relevant, responding to the economic needs of the local workforce development area and matching employers with skilled workers. Services described in local plans should lead to greater efficiencies, reduce duplication, and maximize financial and human resources. These plan guidelines require LWDBs to address current and future strategies and efficiencies to address the continuous improvement of Florida's workforce system and its focus on customer service excellence.

Local plans should align with CareerSource Florida's business and market-driven principles to be the global leader for talent. These principles include:

- Increasing the prosperity of workers and employers
- Reducing welfare dependency
- Meeting employer needs
- Enhancing productivity and competitiveness

## KEY DATES

## ON OR BEFORE

### Original Plan Approval

Key Dates Sent to Local Boards.....	October 11, 2019
Local Plan Guidelines Issued.....	November 1, 2019
Labor Market Analysis Sent to Local Boards.....	December 6, 2019
Local Plan Due.....	March 16, 2020
WIOA Statewide Unified Plan Due .....	March 30, 2020
WIOA Statewide Unified Plan Approved.....	May 1, 2020
Local Plans Approved.....	June 4, 2020
WIOA Program Year 2020 Begins .....	July 1, 2020

### CSS Plan Modification

Local Plan Posted for Public Comment.....	March 04, 2022
Local Plan Modification Approved/CSS Board of Directors .....	TBD

## PUBLIC COMMENT PROCESS

Prior to the date on which the local board submits a local plan, the local board shall:

- (1) Make copies of the proposed local plan available to the public through electronic and other means, such as public hearings and local news media (WIOA §108(d)(1)).
- (2) Provide a 30-day period for comment on the plan before its submission to CareerSource Florida, Inc., beginning on the date on which the proposed plan is made available, prior to its submission to the Governor (WIOA §108(d)(2)).
- (3) Provide a description of the process used by the board to obtain input and comment by representatives of businesses and labor organizations for the development of the plan (WIOA §108(d)(2)).
- (4) Describe efforts to coordinate with other workforce partners to obtain input into the development of the plan.
- (5) Include, as an attachment with the plan to the Governor, any comments expressing disagreement or offering recommendations for continuous improvement, the LWDB's response to those comments, and a copy of the published notice (WIOA §108(d)(3)).

## PLAN SUBMISSION TO CAREERSOURCE FLORIDA

### ONLINE FORM

CareerSource Florida, Inc., established an online form for WIOA local plan submissions, required attachments and contact information for primary and secondary points of contact for each local



workforce development board. **Please note the local plan and all attachments must be submitted in a searchable PDF format.**<sup>1</sup>

The web address for submitting local plans, required attachments and links to requested documents is <https://careersourceflorida.com/wioa-form/>

**It is recommended that those submitting local plans carefully review these instructions and those posted online prior to submitting plans.**

**All local plans must be submitted no later than 5:00 p.m. (EST) on Monday, March 16, 2020. Prior to plan submission, please ensure:**

- **The local board reviewed the plan;**
- **The board chair and the chief elected official signed the appropriate documents;**
- **The name and number of the local board and are on the plan cover page;**
- **The plan submitted or point of contact is on the cover page;**
- **The structure and numbering follow the plan instructions format;**
- **A table of contents with page numbers is included and each page of the plan is numbered;**
- **Text is typed, preferably in the fonts Arial or Calibri, with a font size of 11 or greater;**
- **Responses to all questions are informative and concise; and,**
- **The name of the local area, the page number and plan submission date are listed in the footer of the document.**

#### **ATTACHMENTS:**

**Please provide a link to the local board's website showing the attachments described below or upload attachments in a searchable PDF file with the local plan:**

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<sup>1</sup> A searchable PDF file is a PDF file that includes text that can be searched upon using the standard Adobe Reader "search" functionality [CTRL+F]. In Microsoft Word Click **File > Save As** and choose where you want the file to be saved. In the **Save As** dialog box, choose **PDF** in the Save as type list. Click **Options**, make sure the **Document structure tags for accessibility** check box is selected, and then click **OK**.

- **Executed Memoranda of Understanding for all one-stop partners** (Section III(b)(2) and Section IV(a)(1)(d) of the State of Florida WIOA Unified Plan);
- **Executed Infrastructure Funding Agreements with all applicable WIOA required partners** (Section III(b)(2) and Section IV(a)(1)(d) of the State of Florida WIOA Unified Plan);

- Executed Interlocal Agreements (in cases where there is more than one unit of general local government);
- Agreements describing how any single entity selected to operate in more than one of the following roles: local fiscal agent, local board staff, one-stop operator or direct provider of career services or training services entity will carry out its multiple responsibilities, including how it develops appropriate firewalls to guard against conflicts of interest. Also attach copies of any procedures on how roles are delineated to verify the firewalls are effective.
- The current board member roster, meeting minutes for the local plan agenda item, discussions about the plan, and the board's vote on the local plan;
- Any comments submitted during the public comment period that represent disagreement with the local plan (Public Law 113-128, Section 108(d).
- If the local area includes more than one unit of general local government in accordance with WIOA sec. 107(c)(1)(B), attach the executed agreement that defines how parties carry out roles and responsibilities of the chief elected official;
- A copy of the agreement executed between the chief elected official(s) and the Local Workforce Development Board;
- A copy of the current by-laws established by the chief elected official to address criteria contained in
- §679.310(g) of the WIOA regulations;

**NOTE: THERE IS NO REQUIREMENT TO SUBMIT HARD COPIES OF LOCAL PLANS OR ATTACHMENTS.**

If you have any questions, please contact CareerSource Florida at:

[FloridaWIOA@careersourceflorida.com](mailto:FloridaWIOA@careersourceflorida.com)

Once plans are received, the plan's official review by CareerSource Florida and the Department of Economic Opportunity (DEO) begins. All plans are reviewed for completeness and adherence to plan formatting requirements. If there are questions or concerns local boards are notified. **The content of plans is reviewed by both DEO and CareerSource Florida staff with recommendations provided to the CareerSource Florida Board of Directors at its meeting scheduled for June 4, 2020.**

A recommendation for approval is made unless the staff review indicates: (1) there are deficiencies in local workforce investment activities that are not addressed, or (2) the plan is inconsistent with WIOA and its regulations, including required public comment provisions. It is recognized that this updated plan will include strategies and activities that are fully completed, as well as some that are still being developed and implemented.

\*\* The Remainder of this page intentionally left blank\*\*

## FLORIDA'S VISION FOR IMPLEMENTING THE WORKFORCE INNOVATION AND OPPORTUNITY ACT

The implementation of WIOA ensures Florida has a business-led, market-responsive, results-oriented, and integrated workforce development system. The system fosters customer service excellence, ensures continuous improvement, and demonstrates value by enhancing employment opportunities for all individuals, including those with disabilities. This focused and deliberate collaboration among education, workforce, and economic development networks increases economic prosperity by maximizing the competitiveness of Florida businesses and the productivity of Florida's workforce.

Florida's strategic vision for WIOA implementation is realized by accomplishing these three goals:

Enhance alignment and market responsiveness of workforce, education and economic development systems through improved service integration that provides businesses with skilled, productive, and competitive talent and Floridians with employment, education, training, and support services that reduce welfare dependence and increase opportunities for self-sufficiency, high-skill and high-wage careers and lifelong learning.

Promote accountable, transparent, and data-driven workforce investment through performance measures, monitoring and evaluation that informs strategies, drives operational excellence, leads to the identification and replication of best practices, and empowers an effective and efficient workforce delivery system.

Improve career exploration, educational attainment and skills training for in-demand industries and occupations for Florida youth that lead to enhanced employment, career development, credentialing, and post-secondary education opportunities.

## ORGANIZATIONAL STRUCTURE

### (1) Chief Elected Official(s)

Identify the chief elected official(s) by name, title, mailing address, phone number and email address.

- A. The Local Workforce Development Area 18 has two local county governments – Sarasota County and Manatee County. Each county designates a commissioner to serve as the Chief Elected Official (CEO). The two CEOs serve as members of the Local Workforce Development Board (LWDB). As of March 2019, the CEOs are:

**Commissioner:**  
Christian Ziegler  
Sarasota County Commissioner  
1660 Ringling Blvd.,  
Sarasota, FL. 34236  
(941) 861-5000  
[cziegler@scgov.net](mailto:cziegler@scgov.net)

**Commissioner:**  
George Kruse  
Manatee County Commissioner  
1112 Manatee Ave. W.,  
Bradenton, FL 34205  
(941) 745-3702  
[gkruse@mymanatee.org](mailto:gkruse@mymanatee.org)

- B. If the local area includes more than one unit of general local government in accordance with WIOA sec. 107(c)(1)(B), attach the executed agreement that defines how parties carry out roles and responsibilities of the chief elected official.

[Attachment: Interlocal Agreement](#)

- C. Attach a copy of the agreement executed between the chief elected official(s) and the Local Workforce Development Board.

[Attachment: Interlocal Agreement](#)

- D. Attach a copy of the current by-laws established by the chief elected official to address criteria contained in §679.310(g) of the WIOA regulations. At a minimum the by-laws must include:

- i. The nomination process used by the chief elected official to elect the local board chair and local board members;

An ad-hoc officer nominating committee is formed in May of each year by the Board chairperson, in consultation with the President/CEO of CareerSource Suncoast. The local board chairperson and chair-elect shall be elected from among the members of the Board who are representatives of the private sector and shall have been a member of the Board for at least one (1) year prior to taking office. A treasurer and a member at-large are also nominated by this committee. Board Members are approved by the Commission Coordinating Council which includes the elected officials from each county.

- ii. The term limitations and how term appointments are staggered to ensure only a portion of memberships expire in each year;

Non-mandated board members are appointed to four-year terms, beginning upon approval of the Chief Elected Officials, and expiring on September 30 of the year the appointment ends. Subsequent appointments or re-appointments shall be for four years. A member appointed to fill a vacancy on the Board shall be appointed to serve the remainder of the term of the member they are replacing and may be appointed for a subsequent four-year term. Terms are staggered based on the year of the appointment.

Mandated board members shall hold office for as long as they meet the representative requirement mandated by law.

- iii. The process to notify the chief elected official of a board member vacancy ensuring a prompt nominee;

The President/CEO notifies the local Chief Elected Officials of a resignation by way of the Commission Coordinating Council and initiates the process to fill vacancies. The President/CEO then notifies the Board of Directors of all resignations/pending vacancies at regular board meetings as they occur. All nominations for board members are received from current board members, local business organizations, and local economic development organizations. All vacancies shall be approved by the Commission Coordinating Council, comprised of the local CEOs of the two counties, through the same process followed for all appointments. New members must be appointed to fill the same category of membership as

that in which the vacancy occurred.

- iv. The proxy and alternative designee process used when a board member is unable to attend a meeting and assigns a designee per requirements at §679.110(d)(4) of the proposed WIOA regulations;

A board member may assign a designee in their absence, but that person does not have voting rights.

- v. The use of technology, such as phone and web-based meetings used to promote board member participation;

All board members receive an Outlook calendar request one week prior to scheduled meetings. Invitations include a web-based link to the meeting, as well as a phone call-in option. Materials and documents are shared on screen.

- vi. The process to ensure board members actively participate in convening the workforce development system's stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities; and,

Committees under the CSS Board include an Executive Committee, Finance & Performance Committee, and a Talent Continuum Committee. New board members attend a Board Orientation session to become familiar with the services offered and their responsibilities. Board members are requested to participate on one of the committees based on their interests and skills. Board members are encouraged and provided opportunity to actively participate in strategic planning for the Board and educated on how to "tell our story" to the community.

- vii. Any other conditions governing appointments or membership on the local board.

Other than WIOA requirements for board composition, there are no other conditions governing appointments or membership on the local board.

- E. Describe how the chief elected official is involved in the development, review, and approval of the local plan.

Each of the two counties, Sarasota County and Manatee County, designates a commissioner to serve as the Chief Elected Official (CEO). The two CEOs serve as members of the Board of Directors. As Board members, the two CEOs are provided information, updates, and reports through the Board's committees, and board meetings throughout the year. As part of the Board, they have the opportunity to offer input and provide comments in development of the plan, as well as the opportunity to review and approve the plan.

## **(2) Local Workforce Development Board (LWDB)**

- A. Identify the chairperson of the Local Workforce Development Board by name, title, mailing address, phone number and email address. Identify the business that the chair represents.

As of September 2020, the chairperson of the LWDB is:  
Mr. Eric Troyer/ Partner  
CPA, Kerkering Barberio.  
1990 Main St. Unit 801  
Sarasota, FL 34236  
(941) 365-4617  
[Etroyer@kbggroup.com](mailto:Etroyer@kbggroup.com)

- B. If applicable, identify the vice-chair of the Local Workforce Development Board by name, title, mailing address, phone number and email address. Identify the business or organization the vice-chair represents.

As of September 2020, the vice chairperson of the LWDB is:  
Mr. Rick Mosholder  
Human Resources Director/Hoveround  
6812 Erica Ln.  
Sarasota, FL 34241  
(941) 771-6565 Ext. 2616

- C. Describe how the LWDB was involved in the development, review, and approval of the local plan.

The LWDB provided guidance and leadership in the development of the plan and modification. Upon the completion of the draft, the plan and modification are shared with board members and local partners. In addition, the plan and modification are posted and available for public comment for the required 30-day period. Any public comments received are included when the proposed plan or modification is presented to the Board for review and approval. After Board approval, the plan or modification is signed by the CEOs and Board chairperson to indicate the LWDB will operate in accordance with the plan/modification and applicable federal and state laws, rules, and regulations.

**(3) Local Grant Subrecipient** (local fiscal agent or administrative entity)

- A. Identify the entity selected to receive and disburse grant funds (local fiscal agent) if other than the chief elected official. WIOA section 107(d)(12)(B)(1)(iii); 20 CFR 679.420

The LWDB provided guidance and leadership in the development of the plan and modification. Upon the completion of the draft, the plan and modification are shared with board members. In addition, the plan and modification are posted and available for public comment for the required 30-day period. Any public comments received are included when the proposed plan or modification is presented to the Board for review and approval. After Board approval, the plan or modification is signed by the CEOs and Board chairperson to indicate the LWDB will operate in accordance with the plan/modification and applicable federal and state laws, rules, and regulations.

- B. Identify the entity selected to staff the LWDB (commonly referred to as the administrative entity) and assist it in carrying out its responsibilities as a board organized under WIOA. (May be the same as the fiscal agent). 20 CFR 679.430

Suncoast Workforce Board, Inc., doing business as CareerSource Suncoast (CSS), is also the administrative entity selected to staff the LWDB.

- C. Identify if a single entity is selected to operate in more than one of the following roles: local fiscal agent, local board staff, one-stop operator or direct provider of career services or training services, and describe how the entity will carry out its multiple responsibilities, including how it develops appropriate firewalls to guard against conflicts of interest as described in CareerSource Florida strategic policy [2012.05.24.A.2 –State and Local Workforce Development Board Contracting Conflict of Interest Policy](#).

Suncoast Workforce Board, Inc., doing business as CareerSource Suncoast (CSS), has been selected to operate in multiple roles including local fiscal agent, local board staff and direct provider of services **Conflict of Interested and Related-Party Procurement:**

No individual in a decision-making capacity or involved in the writing of specifications or administration of the procurement process, shall engage in any activity, including the participation in the selection, award, or administration of a sub-grant or contract supported by its funds, if a conflict of interest, real or apparent, would be involved.

Financial and Organizational Disclosure Statements must be completed by all board members and the CSS President/CEO. Within 30 days of their appointment or employment, and again annually, on July 1st, and at any other time that organizational affiliations change, such individuals will be notified that they must complete and file the above-mentioned disclosure form.

No board member shall cast a vote, nor participate in any decision-making capacity, on the provision of services by such member (or any organization which that member directly represents), or on any matter which would provide any direct financial benefit to the appropriate individual or organization, except when that interest has been placed in a disclosed blind trust. A conflict of interest is present if the individual, any member of the individual's immediate family, the individual's business partner, or an organization that employs or is about to employ any of these individuals has financial or other interest in the firm or organization selected for award. CSS staff and board members making the award will neither solicit nor accept gratuities, favors, or anything of monetary value from awardees, potential awardees, or parties to sub-agreements.

Any potential conflict, whether real or apparent, must be disclosed to the CSS President/CEO, or, in the case of a board member, to the Board. Such disclosure must be documented and filed.

In a "conflict of interest" situation, when the contract for services is with an "agency" (as defined in s. 112.312(2), Florida Statutes) represented by a board member, the board may approve the contract by a simple majority of those members present (subject to local quorum requirements and other local board requirements, if any), and the member with the "conflict of interest" not voting.

In addition, CareerSource Suncoast will use the CareerSource Florida Board approved the

definition of “employee” as it relates to conflict of interest as follows:

*“Employee” means a person employed full-time by a regional workforce board working in a managerial or supervisory capacity or who has direct contract management or direct fiscal involvement with the contract voted on by the board.”*

#### (4) One-Stop System

- A. Describe the local one-stop system (including the number, type, and location of the comprehensive center(s)<sup>2</sup>, and other service delivery points).

CareerSource Suncoast has one designated physical comprehensive one-stop career center, as well as other affiliated sites/specialized centers (often referred to as satellite offices.)

The designated physical comprehensive one-stop career center is:

North Sarasota Career Center  
3660 N. Washington Blvd.,  
Sarasota, FL 34234  
8:30 a.m. – 5:00 p.m. M-F

Additional service delivery centers are currently located at:

South Sarasota Career Center,  
Goodwill Manasota  
14879 Tamiami Trail,  
North Port, FL 34287  
9:00 a.m. – 5:00 p.m. M-F

Manatee Career Center (and administrative office)  
1112 Manatee Ave. E.,  
Bradenton, FL 34208  
8:30 a.m. – 5:00 p.m. M-F

Suncoast Technical College  
4748 Beneva Rd.,  
Sarasota, FL 34233  
8:00 a.m. – 5:00 p.m. M-F

<sup>2</sup>A comprehensive center is one in which all core and required partner services are available either physically at the location or by direct linkage through technology to a program staff member who can provide meaningful information or services. See Training and Employment Guidance Letter No. 16-16 ([TEGL 16-16](#)) and Training and Employment Guidance Letter No. 16-16, Change 1 ([TEGL 16-16, Change 1](#)). **Additionally, Memorandums of Understanding (MOU) and Infrastructure Funding Agreements (IFA) must be executed for all partners connected to the comprehensive centers.**

Manatee Technical College  
6305 SR 70 E., Bradenton, FL 34203  
Hours by Appointment on Wednesdays



The comprehensive one-stop career center includes staffed resource areas (with computers, fax machines, and phones) and provides job seeker services, employer services, Workforce Innovation and Opportunity (WIOA) services to include Adult, Dislocated Worker, and Youth, Welfare Transition /Temporary Assistance to Needy Families (TANF), Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T), Wagner-Peyser Services, Veteran services, Reemployment Services and Eligibility Assessment (RESEA), Reemployment Assistance (RA) services; Migrant Seasonal Farm Worker (MSFW) services are available at the Manatee location. Partners co-located within centers include senior adult employment services through AARP, and Vocational Rehabilitation Services. and Adult Education Assistance with GED Prep, Testing and ESOL through the school districts.

B. Identify the days and times when service delivery offices are open to clients. Clients must have access to programs, services, and activities during regular business days at a comprehensive one-stop center. [See section A](#)

C. Identify the entity or entities selected to operate the local one-stop center(s).

CareerSource Suncoast entered into an agreement with Sanders Bell, Independent Consultant, to fulfill the responsibilities inherent in the position of One Stop Operator as required and described in the Workforce Innovation and Opportunity Act (WIOA 2014).

D. Identify the entity or entities selected to provide career services within the local one-stop system.

As approved by CareerSource Florida, CareerSource Suncoast is the direct service provider for all career services within the local one-stop system.

E. Identify and describe what career services are provided by the selected one-stop operator and what career services, if any, are contracted out to service providers.

One-Stop Operator does not provide direct services. CSS provides direct services.

F. Pursuant to the [CareerSource Florida Administrative Policy 093 - One-Stop Career Center Certification Requirements](#), provide the required attestation that at least one comprehensive one-stop center in the local area meet the certification requirements.

Per DEO One-Stop Career Center Credentialing Policy, CareerSource Suncoast attest that the comprehensive one-stop centers meet the certification requirements. Certification requirements are reviewed annually. As of February 2019, the most recent certification completed was for PY 2018-19.

Career Center Credentialing Certification includes a detailed review of the following criteria:

1. Minimum Resource Room Requirements,
2. Posters required by Federal and State Law and Guidance,
3. Minimum Operating Hours,
4. Minimum Skills Standards/Certification for Front-Line Staff,
5. Continuing Education Credits for Front-Line Staff,
6. Minimum activities to be provided by the Career Center.

**ANALYSIS OF NEED AND AVAILABLE RESOURCES**

(1) Please provide an analysis (or existing analysis pursuant to WIOA section 108(c)) of the regional economic conditions, which must include:

A. Information on existing and emerging in-demand industry sectors and occupations; and

**Existing Demand Industries**

As of the October 2019 figures that were released on Nov. 15, 2019, the Suncoast regional industries with the most demand were all services-producing industries with trade, transportation and utilities generating the most demand (60,500 jobs), followed by education and health services (57,200 jobs), professional and business services (47,500 jobs), goods producing (44,700 jobs) and leisure and hospitality (44,000 jobs). Goods Producing had the most growth in the past year, with a 4.7% growth in employment with Education and Health Services right behind at 4.6%. Private Service Providing added 4,500 jobs in the biggest growth in terms of total employment. All of these numbers were not seasonally adjusted per figures from the Dept. Of Economic Opportunity.

As of October 2019, statewide industries with the most demand were also all services-producing industries with trade, transportation and utilities generating the most demand (1,814,900 jobs), followed by professional and business services (1,421,200 jobs) then Education and Health Services (1,380,000) and then leisure and hospitality (1,276,400 jobs). Construction (+4.6 percent) and education and health services (+4.5 percent) were the fastest growing major industries with all numbers seasonally adjusted.

**Existing Demand Industries - WORKFORCE DEVELOPMENT AREA 18 - MANATEE AND SARASOTA COUNTIES**

	<b>Employment</b>			
<b>NAICS Title</b>	<b>2018</b>	<b>2026</b>	<b>Growth</b>	<b>Percent Growth</b>
<b>Total All Industries</b>	335,855	375,058	39,203	11.7
<b>Education and Health Services</b>	55,070	66,250	11,180	20.3
<b>Construction</b>	25,562	29,152	3,590	14.0
<b>Professional and Business Services</b>	41,748	47,172	5,424	13.0

<b>Trade, Transportation, and Utilities</b>	59,412	65,023	5,611	9.4
<b>Financial Activities</b>	15,136	16,494	1,358	9.0

Source: Florida Department of Economic Opportunity, Bureau of Labor Market Statistics, Employment Projections Data

### Existing Demand Occupations

Existing demand occupations are occupations that have the highest number of projected total job openings. Total job openings reflect (1) job openings resulting from employment growth and (2) job openings resulting from replacement needs, which arise when workers retire or otherwise permanently leave an occupation. In most occupations, replacement needs provide many more job openings than employment growth does.

Existing demand occupations tend to be occupations that serve the most basic societal needs. The most common existing demand occupations in the U.S. labor market are low-skill, hourly wage occupations with high turnover. The Suncoast region follows the state and national pattern, with common existing demand occupations in the region, including retail salespersons, cashiers, waiters and waitresses, and customer service representatives. However, some existing regional demand occupations are relatively high skill. Such occupations include registered nurses, accountants, and auditors.

The top five existing demand occupations for the Suncoast region are related to customer service and hospitality. Retail salespersons is the top existing demand occupation, with 20,513 projected total job openings between 2017 and 2025.

The following table displays the top 15 existing demand occupations (based on 2019-2027 total job openings) for the CareerSource Suncoast region:

### Existing Demand Occupations

FASTEST-GROWING INDUSTRIES						
WORKFORCE DEVELOPMENT AREA 18 - MANATEE AND SARASOTA COUNTIES						
Rank	NAICS Code	NAICS Title	Employment			Percent Growth
			2021	2029	Growth	
1	721	Accommodation	2,453	3,824	1,371	55.9
2	711	Performing Arts and Spectator Sports	1,862	2,769	907	48.7
3	493	Warehousing and Storage	2,198	3,224	1,026	46.7
4	454	Nonstore Retailers	942	1,306	364	38.6
5	448	Clothing and Clothing Accessories Stores	3,213	4,395	1,182	36.8
6	236	Construction of Buildings	5,152	6,901	1,749	33.9
7	332	Fabricated Metal Product Manufacturing	4,560	5,823	1,263	27.7
8	551	Management of Companies and Enterprises	3,190	4,012	822	25.8
9	812	Personal and Laundry Services	3,948	4,934	986	25.0
10	523	Financial Investment & Related Activity	1,720	2,134	414	24.1
11	442	Furniture and Home Furnishings Stores	1,389	1,707	318	22.9
12	722	Food Services and Drinking Places	30,399	37,273	6,874	22.6
13	624	Social Assistance	4,332	5,307	975	22.5
14	713	Amusement, Gambling & Recreation Ind	6,354	7,596	1,242	19.5
15	519	Other Information Services	308	367	59	19.2
16	611	Educational Services	5,673	6,758	1,085	19.1
17	336	Transportation Equipment Manufacturing	2,187	2,598	411	18.8
18	623	Nursing and Residential Care Facilities	10,776	12,747	1,971	18.3
19	541	Professional and Technical Services	17,885	20,978	3,093	17.3
20	621	Ambulatory Health Care Services	22,195	25,782	3,587	16.2

This table includes industries with a minimum of 300 jobs in 2021.

Source: Florida Department of Economic Opportunity, Bureau of Labor Market Statistics, December 2019

## Top Emerging Industries

The top emerging industries according to Florida Department of Economic Opportunity's Bureau of Labor Market Statistics are listed below. The industry list is sorted by greatest percent change in employment to least percent change in the next 8 years. The top five are Community Food and Housing, Electronic Shopping and Mail Order Houses, Outpatient Care Centers, Ambulatory Health Care Services and Financial Investment Activities.

### Top Emerging Industries

Workforce Development Area 18 - Manatee and Sarasota Counties

Industry		Employment		2017 - 2025 Change	
Code	Title	2017	2025	Total	Percent
6242	Community Food and Housing, and Emergency and Other	351	490	139	39.6%
4541	Electronic Shopping and Mail Order Houses	370	510	140	37.8%
6214	Outpatient Care Centers	1,199	1,639	440	36.7%
6219	Other Ambulatory Health Care Services	450	583	133	29.6%
5239	Other Financial Investment Activities	851	1,081	230	27.0%
2362	Nonresidential Building Construction	1,410	1,775	365	25.9%
6215	Medical and Diagnostic Laboratories	544	681	137	25.2%
5191	Other Information Services	215	268	53	24.7%
2373	Highway, Street, and Bridge Construction	821	1,011	190	23.1%
3391	Medical Equipment and Supplies Manufacturing	1,039	1,278	239	23.0%
3315	Foundries	63	77	14	22.2%
4533	Used Merchandise Stores	877	1,071	194	22.1%
8129	Other Personal Services	860	1,050	190	22.1%
4235	Metal and Mineral (except Petroleum) Merchant Wholesale	64	78	14	21.9%
5417	Scientific Research and Development Services	430	524	94	21.9%

Source: Florida Department of Economic Opportunity, Bureau of Labor Market Statistics, December 2017

## Emerging Occupations

Emerging occupations consist of (1) new occupations in the workforce and (2) traditional occupations whose requisite knowledge, skills, and abilities are currently evolving in response to altered market conditions, new technology, and societal changes.

Some of the factors that cause occupations to emerge are changing technology, laws, demographics, and business practices. For the CareerSource Suncoast region, common emerging occupations include physician assistants, helpers-brick masons' tile and marble setters, nurse practitioner and athletic trainers. The most common industry sectors for emerging occupations are healthcare and construction.

The majority of top emerging occupations occur in healthcare (six of the top 15), and professional services (four of the top 15) industry sectors. The top 15 emerging occupations (based on 2017-2025 percent jobgrowth) for the Suncoast region are displayed in the following table:

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## Top 15 Emerging Occupations

(ranked by percent growth)

Workforce Development Area 18 - Manatee and Sarasota Counties

Rank	SOC Code	Title	Employment		2017 - 2025		Industry Sector Linkage	2017 Hourly Wage (\$)		
			2017	2025	Level Change	Percent Change		Median	Entry*	Exp**
1	291071	Physician Assistants	255	348	93	36.5	Healthcare	52.90	43.31	61.36
2	473011	Helpers - Brickmasons, and Tile & Marble Setters	83	112	29	34.9	Construction	10.29	9.14	14.03
3	291171	Nurse Practitioners	337	452	115	34.1	Healthcare	45.87	34.11	49.34
4	299091	Athletic Trainers	102	135	33	32.4	Healthcare	20.76	9.66	22.75
5	194092	Forensic Science Technicians	25	33	8	32.0	Government	20.17	17.22	23.61
6	312011	Occupational Therapy Assistants	146	192	46	31.5	Healthcare	31.58	20.96	34.69
7	192032	Materials Scientists	35	46	11	31.4	Professional Services	73.25	49.94	73.96
8	519081	Dental Laboratory Technicians	145	187	42	29.0	Manufacturing	15.81	13.24	20.79
9	251071	Health Specialties Teachers, Postsecondary	418	539	121	28.9	Education	67.97	41.31	73.03
10	152031	Operations Research Analysts	64	82	18	28.1	Professional Services	28.29	18.85	35.27
11	499041	Industrial Machinery Mechanics	413	526	113	27.4	Machinery Maintenance	20.35	13.54	23.60
12	291067	Surgeons	48	61	13	27.1	Healthcare	NA	NA	NA
13	113131	Training and Development Managers	15	19	4	26.7	Professional Services	59.78	39.11	67.56
14	151121	Computer Systems Analysts	272	344	72	26.5	Professional Services	37.79	28.54	43.54
15	312021	Physical Therapist Assistants	303	383	80	26.4	Healthcare	30.66	23.65	34.02

\* Entry Wage - The wage an entry-level worker might expect to make. It is defined as the average (mean) wage earned by the lowest third of all workers in a given occupation.

\*\* Experienced Wage - The wage an experienced worker might expect to make. It is defined as the average (mean) wage earned by the upper two-thirds of all workers in a given occupation.

NA - Not available for this occupation

Source: Florida Department of Economic Opportunity, Bureau of Labor Market Statistics, December 2017

B. The employment needs of employers in those industry sectors and occupations (WIOA §108(b)(1)(A)).

(2) Please provide an analysis of the knowledge and skills needed to meet the employment needs of the employers in the local area, including employment needs in in-demand industry sectors and occupations (WIOA §108(b)(1)(B)).

### Employers' Knowledge of Skills and Needs

The needs of employers with respect to knowledge, skills, and abilities (KSAs) are provided for each occupation in the labor market by the O\*Net system [www.onetonline.org/](http://www.onetonline.org/).

Furthermore, Florida's Dept. Of Economic Opportunity (DEO) has created a Skills Gap and Job Vacancy Data charts to break this down by industry and occupations. See below charts for info:

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**SELECT AN AREA** <sup>?</sup>

CareerSource Suncoast

These tables show the percent of vacancies in each major occupational group that experienced gaps in specific skills. The "Number of gaps per vacancy" column shows the number of skills gaps per vacancy across all skills. Major Occupational Groups are occupations that are grouped together based on similarity job duties.

**Percent of Vacancies with Soft Skills Gaps, by Major Occupational Group**

Major Occupational Group	Communication	Reliability and time management	Leadership	Problem-solving	Other	Number of gaps per vacancy
Production	39.6%	31.0%	30.0%	29.3%	11.6%	1.41
Construction and Extraction	23.0%	47.8%	24.2%	8.3%	13.8%	1.17
Building and Grounds Cleaning and Maintenance	27.0%	27.2%	27.5%	2.9%	27.6%	1.12
Personal Care and Service	27.1%	33.4%	20.4%	22.6%	4.8%	1.08
Transportation and Material Moving	19.2%	33.1%	16.5%	3.6%	25.1%	0.98
Sales and Related	24.6%	26.6%	19.9%	6.8%	8.7%	0.87
Food Preparation and Serving Related	19.2%	25.1%	17.9%	5.1%	10.2%	0.78
Installation, Maintenance, and	5.5%	18.4%	8.1%	18.5%	14.7%	0.67

**Percent of Vacancies with Hard Skills Gaps, by Major Occupational Group**

Major Occupational Group	Information technology/ Research	Workplace	Math	Other	Number of gaps per vacancy
Installation, Maintenance, and Repair	16.7%	12.4%	7.0%	19.8%	0.56
Personal Care and Service	19.1%	17.2%	17.2%	0%	0.54
Architecture and Engineering	37.3%	10.9%	0%	0%	0.48
Transportation and Material Moving	5.0%	4.4%	11.8%	12.6%	0.34
Production	10.4%	5.6%	5.6%	10.4%	0.32
Protective Service	21.4%	0%	0%	7.3%	0.29
Business and Financial Operations	10.9%	2.9%	10.9%	2.9%	0.28

**(3)** Please provide an analysis of the workforce in the local area, including current labor force employment (and unemployment) data, information on labor market trends, and the educational and skill levels of the workforce in the local area, including individuals with barriers to employment (WIOA §108(b)(1)(C)).

**\*\* The Remainder of this page intentionally left blank\*\***

## Labor Force and Unemployment

Subject	Manatee County, Florida			Sarasota County, Florida		
	<b>Total Population Estimate</b>	<b>Labor Force Participation Rate Estimate</b>	<b>Unemploy- ment Rate Estimate</b>	<b>Total Population Estimate</b>	<b>Labor Force Participation Rate Estimate</b>	<b>Unemploy- ment Rate Estimate</b>
<b>Population 16 years and over</b>	302,121	53.40%	6.60%	352,490	48.20%	5.70%
<b>AGE</b>						
<b>16 to 19 years</b>	15,075	41.00%	19.90%	14,124	41.00%	11.00%
<b>20 to 24 years</b>	18,255	76.70%	10.00%	17,240	76.20%	12.50%
<b>25 to 29 years</b>	19,153	77.60%	7.60%	17,047	82.80%	8.40%
<b>30 to 34 years</b>	18,570	80.40%	7.50%	16,615	80.90%	5.80%
<b>35 to 44 years</b>	37,998	83.50%	4.90%	35,503	84.60%	4.70%
<b>45 to 54 years</b>	46,328	78.10%	5.70%	49,064	79.60%	3.80%
<b>55 to 59 years</b>	26,147	68.10%	5.90%	28,871	69.00%	4.70%
<b>60 to 64 years</b>	25,959	51.80%	4.60%	33,306	48.80%	4.30%
<b>65 to 74 years</b>	51,532	19.40%	3.70%	71,647	19.90%	5.40%
<b>75 years andover</b>	43,104	5.30%	6.10%	69,073	5.70%	3.90%
	<b>Total Population Estimate</b>	<b>Labor Force Participation Rate Estimate</b>	<b>Unemploy- ment Rate Estimate</b>	<b>Total Population Estimate</b>	<b>Labor Force Participation Rate Estimate</b>	<b>Unemploy- ment Rate Estimate</b>
<b>RACE AND HISPANIC OR LATINO ORIGIN</b>						
<b>White alone</b>	263,319	52.00%	5.80%	326,092	47.40%	5.40%

<b>Black or African American alone</b>	23,682	60.80%	12.00%	14,028	56.00%	11.50%
<b>American Indian and Alaska Native alone</b>	837	59.70%	6.00%	618	30.40%	6.90%
<b>Asian alone</b>	5,731	61.40%	5.20%	5,471	55.00%	2.60%
<b>Native Hawaiian and Other Pacific Islander alone</b>	402	63.40%	20.80%	54	50.00%	0.00%
<b>Some other race alone</b>	4,390	77.20%	7.70%	2,812	75.10%	11.00%
<b>Two or more races</b>	3,760	63.20%	16.60%	3,415	63.80%	7.90%
<b>Hispanic or Latino origin (of any race)</b>	38,933	67.70%	6.00%	26,453	68.90%	5.50%
<b>White alone, not Hispanic or Latino</b>	230,020	50.00%	5.90%	302,788	45.80%	5.40%
	<b>Total Population Estimate</b>	<b>Labor Force Participation Rate Estimate</b>	<b>Unemployment Rate Estimate</b>	<b>Total Population Estimate</b>	<b>Labor Force Participation Rate Estimate</b>	<b>Unemployment Rate Estimate</b>
<b>Population 20 to 64 years</b>	192,410	74.30%	6.20%	197,646	73.90%	5.60%
<b>SEX</b>						
<b>Male</b>	92,820	80.20%	6.10%	94,718	78.90%	5.80%
<b>Female</b>	99,590	68.80%	6.40%	102,928	69.20%	5.30%



<b>With own children under 18 years</b>	30,355	73.80%	6.00%	28,313	75.00%	3.80%
<b>With own children under 6 years only</b>	7,060	70.40%	5.70%	5,235	68.30%	9.50%
<b>With own children under 6 years and 6 to 17 years</b>	5,853	65.60%	12.60%	5,162	67.80%	4.50%
<b>With own children under 6 to 17 years only</b>	17,442	77.90%	4.20%	17,916	79.10%	2.20%
	<b>Total Population Estimate</b>	<b>Labor Force Participation Rate Estimate</b>	<b>Unemployment Rate Estimate</b>	<b>Total Population Estimate</b>	<b>Labor Force Participation Rate Estimate</b>	<b>Unemployment Rate Estimate</b>
<b>Poverty Status in the past 12 months</b>						
<b>Below poverty level</b>	25,019	45.10%	25.70%	22,074	50.40%	25.60%
<b>At or above the poverty level</b>	165,858	79.30%	4.60%	173,762	77.60%	3.90%

DRAFT

	Total Population Estimate	Labor Force Participation Rate Estimate	Unemployment Rate Estimate	Total Population Estimate	Labor Force Participation Rate Estimate	Unemployment Rate Estimate
<b>DISABILITY STATUS</b>						
<b>With any disability</b>	20,374	34.80%	16.10%	20,580	33.70%	13.60%
	Total Population Estimate	Labor Force Participation Rate Estimate	Unemployment Rate Estimate	Total Population Estimate	Labor Force Participation Rate Estimate	Unemployment Rate Estimate
<b>EDUCATIONAL ATTAINMENT</b>						
<b>Population 25 to 64 years</b>	174,155	74.00%	5.80%	180,406	73.60%	4.90%
<b>Less than high school graduate</b>	20,939	63.30%	10.10%	13,336	63.10%	11.30%
<b>High school graduate</b>	53,629	71.20%	6.10%	55,742	69.60%	5.60%
<b>(Includes equivalency)</b>						
<b>Some college or associate degree</b>	51,886	75.80%	6.30%	55,127	76.90%	4.80%
<b>Bachelor's degree or higher</b>	47,701	80.10%	3.70%	56,201	76.90%	3.10%

United States Census Bureau, 2013-2017 American Community Survey 5-Year Estimates, 2017 Estimates. Table S2301

(4) Please provide an analysis of the workforce development activities (including education and training) in the local area, including an analysis of the strengths and weaknesses of such services and the capacity to provide such services, to address the identified education and skill needs of the workforce and employment needs of employers in the local area (WIOA §108(b)(1)(D) and WIOA §108(b)(7)).

An analysis of CareerSource Suncoast's workforce development activities demonstrates a

broad range of services offered to regional residents. The region's WIOA core partners of CareerSource Suncoast, CareerSource Florida, Department of Economic Opportunity (DEO), Florida Division of Blind Services (FDBS), Vocational Rehabilitation (VR), and Division of Career and Adult Education (DCAE) provide services that assist the region in delivering workforce, education, and training activities in a cohesive manner.

### **One-Stop Career Centers**

Florida's career center system was initially established to bring workforce and welfare transition programs together to simplify and improve access for employers seeking qualified workers and training for new or existing employees as well as for job seekers.

CareerSource Suncoast's career centers have expanded their services and programs and have invited other partners to co-locate both physically and through website linkages. Our South Sarasota Career Center is co-located within Goodwill Manasota's Job Connection office in North Port. Other co-locating partners include VR, and AARP. CareerSource Suncoast has also created "satellite" career centers that are strategically located in Manatee Technical College in Bradenton and Suncoast Technical College in Sarasota. These partnerships and co-locations have become increasingly important in laying the foundation for implementing WIOA, which emphasizes local and community partnerships and close collaboration with core partners to improve employment outcomes. All of Florida's career centers are affiliated with each other using the CareerSource Florida affiliate brand and the [employflorida.com](http://employflorida.com) web site.

WIOA emphasizes the importance of serving the business customer. CareerSource Suncoast is a key resource for businesses looking to improve their talent management process by helping them recruit, train, and retain workers. Examples of talent solutions offered include recruiting qualified candidates and partnering on grants that reimburse customized training for new or existing employees. CareerSource Suncoast also has its dedicated business services team.

### **Communications Tools**

Increasingly, digital communication and social media are replacing traditional outreach tools and media as effective and efficient methods of educating and informing current and potential customers and partners. While still employing traditional outreach tactics, such as print advertising, CareerSource Suncoast is leading in the growing trend of using digital platforms to reach both employers and career seekers.

CareerSource Suncoast's website serves as an important communications tool for accessing information about region wide initiatives and resources, the latest news, policy updates, services, hiring events, board actions, public announcements, request for proposals, and workforce system successes. CareerSource Suncoast also employs integrated communications tactics including several social media accounts as well as paid and earned media to inform the region's career seekers and businesses as well as board members, state and local partners and various stakeholders. In 2019, CareerSource Suncoast introduced a podcast called Aligned for Talent to discuss regionwide issues around workforce. Additional CareerSource Suncoast communication tools include timely and relevant updates on workforce system issues, events and news via weekly electronic messages, a monthly Bradenton Herald guest column from the President/CEO of CareerSource Suncoast, and news releases and special alerts as warranted.

CareerSource Suncoast invests in region-wide outreach to help businesses and career

seekers locate and connect with the resources and services available through the workforce development system. Through strategic advertising placements, copy and design, and a strong call to action, career seekers and employers are encouraged to visit [careersourcesuncoast.com/](http://careersourcesuncoast.com/) to access the CareerSource Suncoast network's services and resources.

In today's technology-driven marketplace, career seekers and businesses need access to services 24 hours a day, seven days a week. The Employ Florida (EF) website at [employflorida.com](http://employflorida.com) is CareerSource Suncoast's virtual job-matching tool, providing access to great employment opportunities, career development resources and many other services to help connect businesses with career seekers.

Employ Florida provides CareerSource Suncoast businesses valuable information on training grants as well as links to labor market information and talent tools available at both the state and local levels. CareerSource Suncoast's career seekers search for employment opportunities from numerous job and corporate websites as well as those placed directly on Employ Florida by businesses or through CareerSource Suncoast career centers, making Employ Florida the most comprehensive source for current job openings.

Both employers and career seekers can locate services and resources anywhere in the region via Employ Florida or by calling the toll-free Employ Florida Helpdesk, staffed by DEO.

The Florida Abilities Work portal at <https://abilitieswork.employflorida.com/> is a tool for employers and job seekers with disabilities. The micro-portal is housed on the Employ Florida (EF) website with a logo button for ease of access. The portal was specifically designed to provide resources to people with disabilities and to assist employers who are interested in hiring. The 2014 Florida Legislature appropriated funding for a help desk that is staffed by VR. The portal was developed in response to the Governor's Commission on Jobs for Floridians with Disabilities. In its first report to the governor, one of the recommendations was for a single point of contact for employers seeking to hire persons with disabilities. EF seemed like a natural fit and the Florida Abilities Work portal was conceived. This was a collaborative process with input from the APD, VR and Florida Division of Blind Services (FDBS), and the Florida Developmental Disabilities Council to name a few. Focus groups convened around the state, allowing input from stakeholder groups such as employers, field staff, customers and family members, and a communications group comprising representatives from partner agencies also met during development to ensure a consistent message. CareerSource Suncoast introduced the Social Security Administration's Ticket to Work initiative in 2019 and became an Employment Network in order to help the disabled client who is on SSDI, or SSI become employed. In September 2019, CareerSource Suncoast hired a full-time Ticket to Work Coordinator. In addition, a staff member is completing the Community Work Incentive Counselor (CWIC) certification in order to show the disabled client how work will affect their benefits.

Employ Florida is consistently upgraded to maintain relevancy and incorporate improved technology. The use of micro-portals, powered by Employ Florida, that provide specialized and targeted job matching adds value for both employers and career seekers with specific interests and needs. To date, CareerSource Florida, and DEO, in collaboration with LWDBs and other partners, maintain dedicated entry points with customized job-search information and resources for Florida veterans, job seekers age 50 and older, those interested in green jobs, and people with disabilities.

In addition to the broad range of activities above, CareerSource Suncoast's partners who serve specific populations engage in activities critical to the CareerSource network.

### **Florida Division of Vocational Rehabilitation (VR) Workforce Development Activities**

Activities for youth and students are designed to assist in developing a concept of work, navigating the community, and obtaining work experience during high school. Pre-Employment Transition Services include vocational evaluation, career guidance and counseling, work readiness training, and experiential activities such as community-based work experience and on-the-job training. Support services include assistive technology and services, transportation, and uniforms. Intensive services are designed for those who need additional support with appropriate work behavior, require repetition to acquire skills, build endurance to work, and identify the right fit or environment for work. These services include Discovery, Project SEARCH, those provided under Third-party Cooperative Arrangements with school districts, and tuition, books and supplies for Post-Secondary Education programs.

VR offers services for adults (and youth, if needed to achieve job goals) that include vocational and other assessments to help a job seeker best define their job goal. If needed to meet their goal, medical and psychological services are obtained. VR helps job seekers obtain educational or job readiness training to prepare for their career. Job search, placement, coaching, supported employment and self-employment services are available, as well as interpretive, assistive and rehabilitation technology services. VR maintains a vast network of contracted employment service providers throughout the state and has initiatives in place to increase the variety and quantity of services offered. VR has formalized a Business Relations Program, with the vision to build and sustain partnerships with business and industry through effective services that are driven by the needs of employers. These partnerships will lead to competitive integrated employment and career exploration opportunities for VR customers. Efforts are underway in the Business Relations Program to define and customize services to employers, create strategic partnerships to support workforce needs, and establish an employment-focused culture within the rehabilitation process.

### **Florida Division of Blind Services (FDBS) Workforce Development Activities**

FDBS has identified activities that are anticipated to expand, integrate, and improve services to individuals with visual disabilities within the workforce system while increasing collaboration among core partners. The activities include:

Expanding opportunities for students to receive FDBS services and secure opportunities for students and youth with disabilities to practice and improve workplace skills.

Ensuring that clients who participate in training and education programs benefit from engagement.

Expanding utilization of online job systems such as DEO's web portal, the state/federal Talent Acquisition Portal, and the Florida Jobs Connection as a means to expose employers to job ready FDBS consumers.

Encouraging and Tracking industry certifications, apprenticeships, and post-secondary outcomes.

Developing and implementing an Employment Skills Training Program at the FDBS Residential Rehabilitation Center to better prepare blind and visually impaired youth and adults for success

in future employment.

- Increasing the provision of accessibility tools, awareness, and regular follow-up with consumers to ensure equality in educational experiences and vocational opportunities.
- Implementing a comprehensive communications and outreach plan.
- Increasing outreach services to under-served and un-served populations.
- Working with each client to ensure that Individualized Plan for Employment (IPE) goals are consistent with and/or are amenable to transportation resources.
- Developing and strengthening employer relationships by providing employer training, support, education, and resources related to employing individuals with visual impairments in accordance with Section 503 regulations.
- Strengthening statewide collaborative partnerships with core partners.
- Increasing opportunities for data sharing and improving data validity and integrity.
- Promoting integrated employment in the community as the first and preferred option for individuals with disabilities under the Employment First Initiative. Maintaining and strengthening contracts with private non-profit organizations to provide four core components: Vocational Rehabilitation, Transition, Supported Employment, and Rehabilitation Engineering.
- Increasing the provision of accessibility tools, awareness, and regular follow-up with consumers to ensure equality in educational experiences and vocational opportunities.
- Increasing the number of individuals with significant and most significant disabilities receiving services.
- Supporting FDBS clients in becoming self-supporting.
- Identifying an approach to expedite eligibility and service delivery to individuals who are at risk of losing employment.
- Increasing staff development and continuing education.
- Aligning FDBS policies and procedures to address new WIOA requirements.
- Providing ongoing Employment Outcomes Professional II Training to vocational rehabilitation staff and community providers.
- Providing training and education sponsorship to eligible vocational rehabilitation clients and staff.
- Supporting community rehabilitation provider training programs designed for individuals who are blind and visually impaired.

### **Education and Training Activities for Adult Education**

Florida's adult education system provides academic instruction and education services below the post-secondary level that increases an individual's ability to read, write, and speak in English and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its equivalent. Adult education programs served 205,355 adults in 2014-15. The State has aligned content standards for adult education with state-adopted academic standards.

Training activities are provided statewide through face-to-face workshops, webinars, podcasts, and conferences. Needs assessments are conducted to assist in determining state professional development priorities. Current initiatives also determine training topics such as college and career readiness standards, integrated education and training models, essential components of reading instruction, careerpathways, mathematics instruction and GED® preparation.

Florida's Integrated Career and Academic Preparation System (FICAPS) is Florida's adult education

approach to career pathways. Students will simultaneously enroll in an adult education course (GED® Preparation) and a career and technical certificate program. Manatee and Sarasota education programs collaborate with CareerSource Suncoast to determine local high-wage high-demand careers when developing career pathways. The Division of Career and Adult Education (DCAE) also promotes implementation of non-credit bridge programs that promote the teaching of literacy skills in a career context.

CareerSource Suncoast and adult education programs work collaboratively with assessment and instructional services that are provided on-site at the centers and include counseling, advising, and otherservices related to awareness of workforce resources.

### **The Strengths and Weaknesses of Workforce Development Activities**

CareerSource Suncoast's workforce network partners are successful in serving customers and helping Floridians advance their career. Each of the WIOA core program partners performs successfully, indicating that these partnerships can be leveraged regionally to enhance any areas of weakness that emerge. The strength of CareerSource Suncoast's workforce network is demonstrated by the relationships already formed and the opportunities already identified for coordinated service delivery, as the implementation of WIOA continues. Currently, CareerSource Suncoast's WIOA partners have ample region wide coverage for all programs, with skilled and experienced professional team members. The regional workforce network is also strengthened by the state workforce board, LWDBs, VR, and Division of Blind Services (FDBS) all having established business relationship teams working together to serve employers. Additional improvements are taking place in Florida's workforce network, including a Residential Center training program within the FDBS in place by early 2016 and increased utilization of Florida's Integrated Career and Academic Preparation System.

Continuous improvement of how CareerSource Suncoast's workforce network serves customers will require continued collaboration, coordination, and re-assessment. The identification of strengths and weaknesses is an ongoing process for the core programs working to implement WIOA. At the state level, working groups have begun to address data integration issues, including confidentiality, as a potential challenge for WIOA implementation. It's also been determined there is a need to review all WIOA program services, programs, and policies to identify duplicative efforts and potential solutions to better align agency resources and efforts. In addition, CareerSource Suncoast will continue working to address accessibility of computer systems, outreach and community visibility for programs that serve career seekers with disabilities, and transportation for career seekers with disabilities.

### **Regional Workforce Development Capacity**

Given the knowledge and experience of CareerSource Suncoast's WIOA core program partners, CareerSource Suncoast is well prepared to continue delivering workforce

development services. Continued communication and enhanced collaboration among the WIOA core program partners will be paramount in building the capacity of the region's workforce system.

Capacity also depends upon the continued communication and enhanced collaboration among CareerSource Suncoast's other regional partners that are in addition to the WIOA core program partners group. These other partners include economic development organizations, chambers of commerce, industry collaboratives and associations, foundations and workforce funding collaboratives, local government, education, and community service agencies. Collectively we are working toward innovative methods for delivery of services to career seekers and employers throughout the region. A heightened focus on customer centered design and service, and business engagement is helping increase CareerSource Suncoast's workforce network capacity. CareerSource Suncoast hosts semi-monthly partners meetings, rotating between the Manatee and North Sarasota offices, to further enhance communication and collaboration. In 2019, CareerSource Suncoast introduced Crosswalk as a platform to enhance referrals between mandated partners and other community organizations working with individuals in the region. The platform will be able to facilitate referrals statewide in 2020 to better help clients working through barriers that impede employment such as housing and transportation.

Florida's Division of Vocational Rehabilitation (VR) currently has two-unit offices throughout the CareerSource Suncoast region. Factors such as staff turnover and Order of Selection waitlists affect customer service capacity, and VR's leadership uses data projection models to monitor trends and guide decision-making regarding fiscal, caseload and waitlist performance.

VR contracts with employment service providers and maintains partnerships and agreements with multiple agencies and entities throughout the region to ensure comprehensive and coordinated services for career seekers with disabilities. VR anticipates that pilot programs and Innovation and Expansion grant opportunities in the upcoming year will further increase its service capacity.

FDBS has aligned and dedicated vocational rehabilitation staff to coordinate, implement and track workforce development activities across multiple programs. Additionally, FDBS has long-established relationships with statewide Community Rehabilitation Providers that provide direct vocational rehabilitation, transition, supported employment and rehabilitation engineering services to clients statewide. Through existing staff and community rehabilitation program partners, FDBS feels certain that it has the capacity to implement the identified workforce development activities.

FDBS conducts on-going training needs assessment for the purpose of ensuring compliance of federal and state mandates and; examining individual personnel training requirements related to current job performance, future job requirements, and promotional or career advancement needs.

Adult education programs in Florida are provided by district, colleges, and community-based organizations. Some counties may not offer adult education programs, however, colleges in those service areas have been awarded federal grants to provide adult education programs in those areas. There is a FDBS satellite office location for the CareerSource Suncoast region offering services.



(5) Please provide a description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area (WIOA §108(b)(7)).

### **Employment and Training Activities for Adult and Dislocated Workers**

WIOA is designed to assist career seekers with advancing their careers through high quality career services that includes career coaching, support services and training opportunities, as well as matching employers with the skilled workers they need to compete in the regional and global economy. Under WIOA and through the regional one-stop center system, employment and training activities will target:

- Connecting career seekers with skills and credentials necessary for advancing their careers with self-sufficient and sustaining wages
- Providing access and opportunities to all career seekers, including individuals with barriers to employment such as persons with disabilities, low income or disadvantaged, the homeless, the ex-offender, the basic skills deficient or the limited English
- Enabling businesses and employers to connect with ease and hire qualified, skilled workers and access other supports, including training for their current workforce
- Engaging in continuous improvement of the regional one-stop system by identifying best strategies for various populations
- Ensuring high-quality integrated data inform decisions by regional policy makers, board members, leadership, employers and career seekers across core partners and other partners
- Basic career services are available throughout the region for all seeking services in the CareerSource Suncoast one-stop delivery system, and include:
- Eligibility determinations for receiving assistance through the adult, dislocated worker, or youth programs
- Outreach, including identification through the CareerSource Suncoast Reemployment Services and Eligibility Assessment Program (RESEA) and/or the state's reemployment assistance claimants likely to exhaust benefits, and connection to suitable career services available through the one-stop delivery system Assess skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skill gaps), and support service needs
- Labor exchange services, including career coaching, career networking, and connecting with employment opportunities
- Deliver information on in-demand industry sectors and occupations (as defined in sec. 3(23) of WIOA)
- Deliver information on nontraditional employment (as defined in sec.3(37) of WIOA);
- Deliver referrals to and coordination of activities with other programs and services, including those within the one-stop delivery system and, when appropriate, other workforce development programs within CareerSource Suncoast's regional planning area
- Deliver workforce and labor market employment statistics information, including

accurate information relating to local, regional, and national labor market areas, job listings in labor market areas; information on skills necessary to advance career; and

- information relating to regional occupations in demand and the earnings, skill requirements, and opportunities for advancement
- Deliver performance information and program cost information on eligible providers of training services by program and type of providers
- Deliver information about how the local area is performing on local performance accountability measures, as well as any additional performance information relating to the region's one-stop delivery system
- Deliver information relating to the availability of support services, and referrals to those services, including: child care; child support; medical or child health assistance available through the State's Medicaid program and Florida's Kid Care Program; benefits under the Supplemental Nutrition Assistance Program (SNAP); assistance through the earned income tax credit; housing counseling and assistance services sponsored through the U.S. Department of Housing and Urban development (HUD) ; and assistance under a State program for Temporary Assistance for Needy Families (TANF)
- Provide assistance establishing eligibility with financial aid assistance programs for training programs not provided under WIOA
- Deliver assistance with filing claims under reemployment assistance programs

Individualized career services that are appropriate for career seekers to obtain or retain employment are available to career seekers through CareerSource Suncoast career centers or partners. These services include:

- Assessments of the skill levels and needs of adults and dislocated workers, which may include: diagnostic testing and use of other assessment tools, in-depth interviewing, and evaluation to identify employment barriers and goals
- Development of an individual employment plan for identifying goals, achievement objectives, and services needed for the career seeker to advance his or her career
- Group and individual coaching and mentoring
- Career planning and modeling
- Short-term pre-vocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare individuals for the labor market
- Internships and work experiences linked to careers
- Workforce preparation activities that help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in utilizing resources, using information, working with others, understanding systems, training, or employment
- Financial literacy services
- English language acquisition and integrated education and training programs

Follow-up services are provided for participants placed in unsubsidized employment, for up to 12 months after the first day of employment or program exit whichever occurs later. Follow-up services do not extend the date of exit in performance reporting.

CareerSource Suncoast's Business Services team identifies and assists with the talent management needs of local employers. CareerSource Suncoast has a team of professionals responsible for the entire region. The team has four main components: a Business & Economic Development Director, Business Services Manager, Senior Talent Consultant, and Talent Consultants that work together to provide the most comprehensive and highest quality talent management solutions.

The Talent Consultant Local Veterans' Employment Representatives (LVERs) assist in contacting and engaging Federal contractors and employers for coordinating hiring events to create more opportunities for veterans. Veterans assessed through the one-stop system to have significant barriers to employment under DEO directive will be referred to the CareerSource Suncoast Disabled Veterans' Outreach Program (DVOP) team. Any veterans determined to not have a significant barrier are served through the CareerSource Suncoast career services team. CareerSource Suncoast uses multiple strategies for addressing the talent development and retention needs of regional employers. These strategies Work-based Training through Customized Training (CT), Incumbent Worker Training (IWT) and On-the-Job Training (OJT) programs.

Work-based Training provides opportunities for businesses to train existing employees helping companies achieve greater employee retention, maximize productivity and market competitiveness. Employees have an opportunity to acquire the knowledge and skills needed to retain employment at the completion of the training. The training is designed to assist employed workers in need of services in order to retain their self-sufficient employment. The training may be provided to a single employee or a group of employees.

The OJT Program (On-the-Job Training) gives regional employers the guidance and resources to develop productive workers. Companies are required to provide on-the-job training for a full-time salary or hourly position. The company is encouraged to retain the employee, if the employee is meeting the minimum performance standards required for the position. The program may pay up to 50% of the employee's full-time salary or hourly rate for a standard OJT period, to be determined by the staff based on salary and standard time for OJT for the position.

Apprenticeship and pre-apprenticeship are other activities under WIOA that may be a great fit for individuals and as a talent development strategy for employers. CareerSource Suncoast became an apprenticeship sponsor for Tool & Die Maker occupation in 2018 and has one employer participating under its sponsorship currently. We continue to engage more employers to look at apprenticeship, whether they sponsor it themselves or use an intermediary as a sponsor, as a tool to recruit and retain talent. CareerSource Suncoast has been a pre-apprenticeship sponsor for Construction Technology Careers in the past and has engaged both school districts to further this initiative again in the future.

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- (6) Please provide a description and assessment of the type and availability of youth workforce investment activities in the local area, including activities for youth who are individuals with disabilities. The description and assessment must include an identification of successful models of such youth workforce investment activities (WIOA§108(b)(9)).

### Youth Workforce Investment Activities

There are numerous youth workforce investment activities throughout the region, which included faith-based, community-based, education-based, as well as federal, state, and local government funded programs. We believe our role as a regional convener in how we prepare a next generation workforce begins in education. There are three areas of opportunity on how we're reaching our youth and preparing them for post-secondary employment or education.

**1. Support** – With limited funding, we provide in-kind resources to regional community groups working to provide post-secondary assistance in our community. Our efforts have primarily focused on the Local College Access Networks or LCANs as part of a statewide initiative under the Florida College Access Network. We've provided both monetary and in-kind resources to groups such as Talent4Tomorrow (Sarasota County) and REACH Manatee (Manatee County). The ultimate goal of these initiatives is for 60% of our workforce to have some sort of post-secondary credential by 2025. CareerSource Suncoast hosted a FAFSA training and staff participated in similar training at other locations in order to facilitate FAFSA completion at sponsored sessions hosted at local high schools.

**2. Program Development** – We meet annually with both district school system, individual district school's administration as: -State of Jobs Conference – We welcomed nearly 900 high school students for a full- day conference experience focused on college and career readiness. Students meet with business leaders and learn the importance of key transferable skills in the areas of leadership, communication, personal branding, and post-secondary planning. During the sector focused track portions of the conference students select one of five industries: business and entrepreneurship, arts/culture, manufacturing/engineering, healthcare, and information technology.

**3. Advocacy** – We believe if we're truly going to make a difference in our community's workforce needs we must be willing to have difficult conversations with elected officials to meet the needs of our community. For example, we're currently working with county officials on implementing free transportation for all high school students enrolled in public education because transportation seems to be a barrier to part-time employment. In addition, it helps students create habits for getting to work using public transit if it became the means of transportation for the student or adult one day.

## WORKFORCE DEVELOPMENT AREA VISION AND STRATEGIC GOALS

*Below is CSS's strategic planning process and outcomes for 2015-2020. CSS is currently undergoing the process of updating our strategic plan for 2020-2025. The strategic plan will be brought before the Board for final approval and publishing during our board meeting on February 27, 2020. After this meeting we will be amending this section to reflect CSS strategic plan for 2020-2025.*

- (1) Describe the local board's strategic vision and goals for preparing an educated and skilled workforce (including youth and individuals with barriers to employment), including goals relating to primary indicators of performance described in WIOA section 116(b)(2)(A) to support regional economic growth and economic self-sufficiency (WIOA §108(b)(1)(E)).

### Strategic Vision

The overarching strategic vision is: "Local Focus. Regional Collaboration." From the Suncoast regional level, we recognize that first and foremost all our activity and resources must be directed in support of, and consistent with, the charge to '...strengthen our state's talent pipeline and connect employers with workers who possess the right skills at the right time for the right industries' that CareerSource Florida set forth in its Annual Report 2017-2018. Local regions must be proactive in achieving the state goals, starting with a central focus on key customers and partners. Of course, this is also true at the Federal level. Collectively we will meet--and stretch to exceed--the metrics, and spirit, of the WIOA model designed with business-driven collaborative partnerships throughout the workforce system.

Among the most fundamental tenets is that Florida will have a 'business-led, market-responsive, results-oriented and integrated workforce development system.' CareerSource Suncoast has taken an assertive employer-oriented approach for the past ten years, which began with an overhaul of the entire Manatee/Sarasota system.

This shift was made possible when direct delivery of services was permitted in 2008, affording considerable financial advantage over using contracted agencies. That financial leverage allowed us to plant the early seeds to build an exceptionally strong Business Services team, which has since flexed and pivoted to serve this region's much diversified employer list. This has become even more essential because the local economy shifted rapidly from high unemployment to virtually full employment (with notable skills gaps in key sectors).

Through the recent planning process (described below) leading up to the implementation of WIOA, we have refined our Vision and Mission as follows:

- **Vision:** Employers will locate, expand, and flourish on the Suncoast because of our highly skilled workforce.
- **Mission:** To recruit, train, and retain talent for employers on the Suncoast.

### Goals for Preparing an Educated and Skilled Workforce: Regional Economic Growth; Self-Sufficiency

CareerSource Suncoast delivers services that provide employers the talent they need to succeed. We focus on five specific objectives:

1. Focus on employers as the primary customer
2. Expand regional convening to facilitate collaboration
3. 'Tell the Story'; regional workforce boards are often overlooked or misunderstood
4. Develop sustainable revenue from diversified sources to strengthen the business model
5. Build and strengthen the team at all levels

These are expanded in the narrative throughout this document, and in the attached 2020 - 2025 Strategic Plan.

### **Goals Related to Primary Indicators of Performance**

Among the many aspirations for the ambitious WIOA legislation of 2014 is to develop an ongoing business model that is sustainable and collaborative. The Suncoast region overall is fortunate to have like-minded leadership, boards, and representatives from local government, education, economic development, chambers of commerce, and other community-based organizations contribute actively to CareerSource Suncoast's overall workforce development effort.

This occurs from high-level strategic discussions through board meetings, summits, conferences, and targeted sector engagement. What sets us apart is our convening one-of-a-kind weekly tactical gatherings hosted at our Career Centers each Wednesday. The weekly gatherings average thirty-five individuals representing over twenty-five agencies to share updates, plan and promote regional events and put into practice, in a very meaningful way, one goal: COLLABORATION!

Anecdotal evidence from Mr. Larry Fairman of Fairman Consulting, a Jacksonville, Florida-based expert in workforce strategy, design, and implementation, suggests that our CareerSource Suncoast's weekly convening practice sets a high bar, and presents best practice among regions on a national field. We track regional progress by monitoring performance-oriented goals in three distinct areas:

#### **1. Capacity and Quality Goals**

In order to continue to maximize federal funding, our region strives for excellent customer experience for all the mandated, targeted programs. And that is the starting point and the first strategic imperative for success.

From that basic level of performance, we invest in the latest generation tools for career seekers and employers. Our customer-centric design leads to improving loyalty among our partners, business clients and individuals. Every day we are in an aggressive, ongoing process to ratchet up the customer experience at all levels of engagement.

Customer focus, outstanding execution, and consistent measurement is an equation that leads to great outcomes in the metrics. We continue to raise the bar on staff skills and customer service levels with additional training activities and programs focused on strategic employer sectors and target jobseeker populations. Through intense training, and consistently sharpening our focus on the customer, we are confidently developing a well-qualified staff to be the regional experts on workforce development best practices and strategies, and in turn, providing the right talent to the targeted sectors.

#### **2. Sustainability**

Pursuing innovative, bold, community-wide goals for workforce requires capital in addition to ideas and talent. We believe that in order to meet the needs of this growing region, we must seek alternative revenue sources in addition to federal funding. The following tactics are underway, or being tested, for this second strategic imperative related to sustainability:

- Develop philanthropic funding streams to develop jobseekers' skills.
- Assist when appropriate in securing incentive funding (private and public) to develop

theworkforce in target industries locally.

- Expand fee-for-service program offerings to regional employers.
- Proactively pursue funding opportunities through external resources (Community Foundations, EDOs, United Way, local government, and business and industry).
- Resolutely approach grant opportunities

No other regional group has an impact on these outcomes as does our local Board of Directors. None of our plans or progress is possible without the critical input and active engagement of the CareerSource Suncoast Board. We will continue to recruit and develop a diversified, high-quality board roster aligned with the vision, mission, and strategic goals for this community. We are grateful for their service.

### **3.Sector and Convening goals**

Of significance to meeting regional economic growth and economic self-sufficiency is focus on targeted sectors such as advanced manufacturing, healthcare, information technology (IT), and other key supply chain participants across many industry classifications. Awareness of the global perspective (and reciprocal impact) of many of our 'local' employers is critical to the region's competitiveness.

As emphasized throughout this plan, we stratify our employer clients among priority groups with the targeted sectors of our local EDOs at the top of the list. Resources are allocated according to shifting needs consistent with CareerSource Florida at the state level.

Our Board is directly engaged in this ongoing discussion and work through participation in State of Talent Conference, State of Jobs Conference, and our collective impact initiative, Aligned for Talent, that includes many community partners from EDOs, educational representatives, private business executives (often on our Board) and others. These efforts are continually reviewing regional demand data, other organizations' workforce-related activity in Sarasota/Manatee, and importantly for the larger regional footprint of Tampa Bay, Southwest Florida, and Heartland regions.

Specifically, these efforts achieve the following strategic imperatives:

- Seek additional channels to provide regional leadership on workforce development issues.
- Expand collaboration with all regional organizations focused on holistic aspects of community, family, education, and workforce.
- Continue to proactively work with EDOs, Chambers, government entities and public-private partnerships such as the Tampa Bay Partnership.
- Build, maintain and broadly distributing a regional workforce asset map of all resources and partners. We are presently developing a cooperative method with partners to enrich and update the asset map.

(2) Describe the local area's strategy to work with entities that carry out the core programs to align resources available to the local area to achieve the strategic vision and goals established by the local board.

### **Core Programs' Alignment to achieve Vision and Goals**

Suncoast Workforce Board, Inc., doing business as CareerSource Suncoast, is a private, non-profit 501(c)(3) corporation chartered by the State of Florida to develop, execute, and manage the local regional workforce system. We are responsive to both businesses and career seekers throughout the North Port-Bradenton-Sarasota MSA (Metropolitan Statistical Area). Our organization plays a key economic development role for the region's growth and well-being with a steady focus on producing and maintaining an extensive demand-driven toolkit for workforce development. We have direct responsibility for managing all core programs and for achieving the strategic goals established by the local board. An important part of the local area's strategy for working with and aligning resources among various entities is development and use of the Crosswalk referral web-based application. Crosswalk facilitates awareness of the community's human services, encourages communication with partner agencies, creates a process for interagency referral, establishes accountability and the expedition of services resulting in greater collaboration among local area entities.

- (3) Describe the actions the local board will take toward becoming or remaining a high-performing board, consistent with the factors developed by the state board pursuant to section 101(d)(6) of WIOA.

CareerSource Suncoast has developed strategic goals to offer services that provide employers with the talent they need to succeed by focusing on employers, expanding regional convening, telling our story, and building our team. Focusing on a board that is business-led, responsive to employer needs, and results-oriented will bring us to an even higher level of performance. We are committed to continually provide the highest quality of service to our customers and seek to consistently improve customer service. A strategic plan is to be a living document that will need to be realigned based on changing conditions in our local economy by way of the Board monitoring the implementation. Our budget, performance, resources, and expenditures are routinely evaluated and communicated to the various committees and full Board. Net-promoter activities help us to monitor customer satisfaction. By focusing on these actions, CareerSource Suncoast will continue to assist with our economic prosperity in a local fashion.

- (4) Describe service strategies the LWDB has in place or will develop that will improve meeting the needs of customers with disabilities as well as other population groups protected under Section 188 of WIOA and 29 CFR Part §38.

### **Meeting the Needs of Customers with Disabilities**

The career center resource rooms provide accommodations for customers with disabilities, which is reviewed as part of the annual one-stop accreditation. CSS website offers workshops online to assist individuals that may have a hardship attending workshops in one of our locations. CSS reviews opportunities to improve accessibility and are in the process of installing a translation add-on feature to our web browsers in our centers for individuals with language barriers. We also offer a no-cost interpretation service and employ bilingual staff who can speak multiple languages to accommodate limited English proficient customers in the centers. In addition to language interpretation services, CSS ensures vital written documents are translated in frequently encountered languages (as identified by periodic assessment of languages spoken by customers and potential customers in the community we serve).

The region has a strong Vocational Rehabilitation (VR) presence in each of the full-service career centers. In Sarasota County, VR is co-located with dedicated offices in the North Sarasota



Career Center to provide better coordination and sharing of services. The Manatee Career Center in Bradenton also provides a virtual presence to assist customers.

### **Employment Network (EN)**

In 2018-2019 (April 2018), CareerSource Suncoast joined the Social Security Administration's Ticket to Work program and became a Social Security qualified Employment Network (EN). Social Security acknowledges that the Disabled, who are collecting Social Security Disability Insurance (SSDI) or Supplemental Security Income (SSI), often want to return to financial independence through work but are afraid of losing their benefits. The Ticket to Work Program allows SSDI and SSI beneficiaries (Beneficiaries) between the ages 18 through 64 to try work and not lose their cash benefit or health insurance and not be subject to a medical review while working with an SSA qualified service provider and moving toward self-sufficiency. An EN is a service provider who offers a variety of free employment services such as career planning, job leads and placement, ongoing employment supports, and assistance with requesting and obtaining job accommodations. In September 2019, CareerSource Suncoast moved an experience senior career coach into the position of full-time Ticket to Work Coordinator to give Beneficiaries the concierge service they need to be successful. In addition, CareerSource Suncoast is adding another service for Beneficiaries—benefits counseling. A staff member is completing the Community Work Incentive Coordinator (CWIC) certification to be able to demonstrate to Beneficiaries how working will affect their benefits.

Two of the career centers host AARP Foundation—Senior Community Service Employment Program to assist adults 55 and over with community work experience while they are in training and looking for unsubsidized employment.

Customers are provided information on the Grievance Process, the name and contact information of the local Equal Opportunity Officer is posted in the centers as well as the CSS website, and all required information regarding the Filing a Complaint process is posted and reviewed as part of the annual one-stop accreditation.

- (5) Describe the process used to develop your area's vision and goals, including a description of participants in the process.

### **Planning Goals**

CareerSource Suncoast began an intensive strategic planning process in August 2015 to position the organization for ongoing success. Included was a review and 'Best Practice Benchmarking' of national workforce organizations to search innovative approaches. Primary project goals were to:

- Review and enhance organizational vision and mission
- Develop goals and strategic priorities
- Engage stakeholders in the planning process
- Review organizational structure (board and staff)
- Provide actionable recommendations for future success

### **Planning Process**

CareerSource's research process included focus groups, surveys and interviews with

employers, job seekers and partners. This created a baseline for the development of the strategic plan and a framework for the work over the next five years. A process recap, including Project Overview and Timeline, follows below:

## Project Overview

### **Objectives:**

- Review and enhance overall organization mission, vision and values
- Incorporate the changes in federal and state legislation in the process
- Produce a four-year regional plan to guide our ongoing work

### **Strategy:**

- Rigorous data analysis to identify strengths, weaknesses and opportunities
- Utilize a broad regional participation model to make sure all stakeholders are included
- Review internal organizational structure and adjust to meet the needs of the new economy
- Enhance and expand partnerships to fuel future success



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# Project Overview

## Research Scope:

- **Planning sessions** with members of the executive committee and board
- **Comprehensive review** of existing plans, research, results and activities and integrate into the process
- Regional **asset map** of all workforce development efforts
- National peer group **benchmarking** to identify best practices
- **Facilitated discussions** with multiple opinion leaders
  - Board, staff, business, partners, clients, regional elected officials, funders, etc.
- **Market surveys**
  - Jobseekers, employers, general public
- **Focus groups**
  - Jobseekers, employers, partners, TBD

## Timeline

### August

- Establish project team
- Initial team planning session
- Finalize the project plan/scope/timeline
- Comprehensive research schedule
  - Set logistics: dates/times/places/final costs
  - Develop and approve all topic guides/survey questions
- Conduct research

### September

- Conduct research

# Timeline

## October

- Conduct research

## November

- Research summary and analysis

## December

- Draft strategic plan
- Present draft plan; revise based on feedback

## January

- Board approval of plan
- Publish and distribute
- Begin implementation of recommendations



## **Participants and High-Level Research Findings Summary:**

Following a quantitative survey, focus groups were held in October 2015 to help gain more insight into the survey results. Both the survey and focus groups were oriented around CareerSource's three primary stakeholder groups: employers, job seekers and partners. Partners are those organizations who work alongside CareerSource with common goals such as schools, training facilities, and social service nonprofit organizations.

Employers and job seekers have an uneven understanding of what CareerSource does. Employers with a strong Business Services relationship, and some motivated job seekers, have a good sense of all that we provide, but many others do not. Even some employers with a Business Services' Talent Consultant are not aware of the full range of services either because they may not qualify or have chosen to fulfill some part of the process deliberately outside of CareerSource.

The partners are a valuable asset and willing to step up further. Job seekers and employers, however, may not see or value the network of relationships. This visibility may not be necessary, but it does show and provide value far beyond individual job-seeker services.

There is a lot of frustration with Employ Florida's functionality. Job seekers and employers cite an unclear process where candidates believe they have applied for a position, but they have not, and both end up frustrated at the lack of apparent response. Searches are hard to conduct for both. Resume uploading and printing are difficult. Employers feel they get lower quality

candidates, and job seekers say they see the same jobs over and over again with better offerings on competing sites. For nearly everyone, Indeed.com is vastly preferred to Employ Florida.

The following information highlights some of the key elements presented to the Board in January 2016 and summarized in the attached 2015-2020 Strategic Plan.



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## Project Goals

- Review and reaffirm the organizational vision, mission, and values
- Develop goals and strategic priorities
- Engage stakeholders in the planning process
- Review organizational structure
- Provide actionable recommendations

## Planning Activities

- Review of mission, vision, and values
- Regional surveys of employers, jobseekers, and partners
- Focus groups with employers, partners, and jobseekers
- Best practice benchmarking of national workforce organizations
- Interviews with regional opinion leaders to gather perceptions and feedback
- Visioning sessions with CareerSource's Board and Executive Committee
- Development of a regional asset map of all workforce providers and partners

## Enhanced Vision

- Former Vision: Florida will be the global leader for talent
- Enhanced Vision: Employers will locate, expand, and flourish on the Suncoast because of our high-talent workforce

## Enhanced Mission

- Former Mission: To recruit, train, and retain talent for the Suncoast
- Enhanced Mission: To recruit, train, and retain talent for employers on the Suncoast

## Objective

- Focus on employers
- Expand regional convening
- Tell the story
- Develop sustainable revenue
- Build the team

## Focus on Employers: Strategic Imperatives

*"We used to have to work around the workforce board and now we're working through the workforceboard as they've elevated their mission to be a coordinating resource."* ~A business executive

- Emphasize services for employers in target sectors

## Focus on Employers: Strategic Imperatives

*“We used to have to work around the workforce board and now we’re working through the workforceboard as they’ve elevated their mission to be a coordinating resource.” ~A business executive*

- Emphasize services for employers in target sectors
- Focus on Employers: Strategic Imperatives
- *“We used to have to work around the workforce board and now we’re working through the workforce board as they’ve elevated their mission to be a coordinating resource.” ~A business executive*
- Emphasize services for employers in target sectors

## Expand Regional Convening: Strategic Imperatives

*“We all know CareerSource is where we come when we work on new workforce issues.” ~ A businesspartner*

- Seek additional channels to provide regional leadership on workforce development issues
- More active communication and partnering strategies
- Support and strengthen existing industry sector discussions around workforce skills qualifications, and seek to start new discussions where needed in target sectors
- Continue to convene partner discussions
- Expand collaboration with regional organizations
- Continue to proactively reach out to Chambers, governments, EDOs
- Develop activities/events to advance the conversation and position CareerSource as the thought leader on workforce issues
- Forums, summits, and other hosted/sponsored events
- Have senior staff and board leaders conduct more frequent sessions with regional opinion leaders (one-on-one and in small groups)

## Tell the Story: Strategic Imperatives

*“I didn’t know they did that.” ~An employer regarding training services*

- Be transparent about our differentiated services
  - Continue tiered services to employers and job seekers
  - Focus jobseekers on opportunities in target sectors
- Develop and implement a focused online and offline communications strategy
  - More aggressive outreach to employers, partners, and the general public

- Tell success stories of employers, jobseekers, and partners even more prevalently in the effort to communicate about CareerSource to all constituencies
- Advocate to improve the State’s technology interface (Employ Florida)
- Broadly distribute and communicate the availability of the regional workforce assetmap to employers, jobseekers, and the media
  - Develop a cooperative method with partners to enrich and update the asset map

**Sustainable Revenue: Strategic Imperatives**

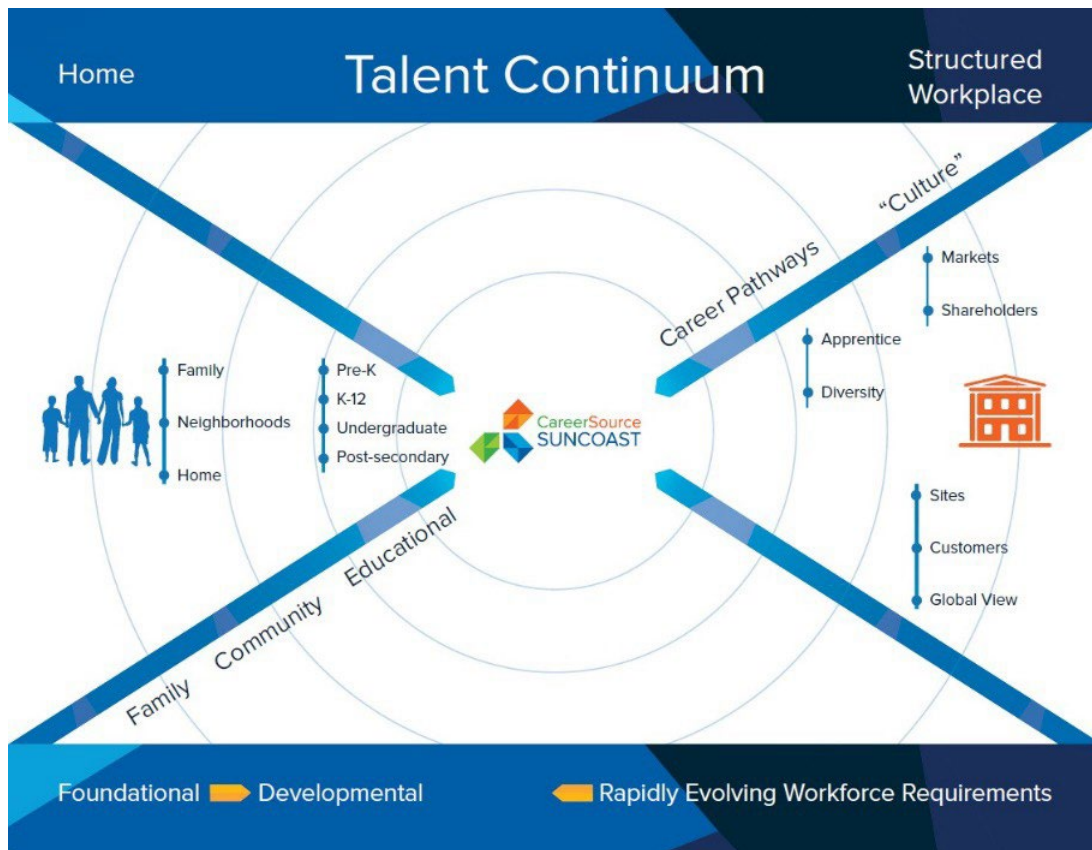
- Continue to maximize state & federal funding
  - Provide mandated, basic services cost-efficiently, including utilization of additional technology
  - Improve self-navigation tools for basic service levels
- Seek alternative revenue sources
  - Philanthropic funding to develop jobseekers’ skills
  - EDO-type funding to develop the workforce in target industries
  - Expand fee-for-service program offerings
  - Proactively pursue funding opportunities through external resources
  - Aggressively approach grant opportunities

**Build the Team: Strategic Imperatives**

- Continue to raise the bar on staff skills and customer service levels with additional training activities and programs focused on strategic employer sectors and target job seeker populations
- Develop staff to be the regional experts on workforce development best practices and strategies such as sector strategies and career pathway work
- Continue to recruit and develop high-quality board members aligned with vision, mission, and strategic goals

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(6) Describe how the LWDB's goals relate to the achievement of federal performance accountability measures to support economic growth and self-sufficiency (WIOA §108(b)(1)(E)).

Our local vision, goals, and priorities (as adjusted through the 2015 planning process) and described throughout this document, are consistent with the letter and spirit of the Florida State Plan. Overall, the approach embodies significant regional input, and emphasizes a much more inclusive, bolder strategic planning approach as mandated by the U.S. Department of Labor's Employment and Training Administration's (ETA) Guidance Letters.

(7) Indicate the negotiated local levels of performance for the federal measures (WIOA §108(b)(17)). Negotiated common federal measures for PY 2019-2020

All federally funded programs must meet the required standards across the State for compilation into Common Measures with exact thresholds. The following chart specifies the local area performance goals.

LWDA 18 - CareerSource Suncoast	
Common Measures	PY 2019-2020 Negotiated Performance Goals
<b>Adults:</b>	
Employed 2 <sup>nd</sup> Qtr. After Exit	90.2%
Employed 4th Qtr. After Exit	91.2%
Median Wage 2 <sup>nd</sup> Qtr. After Exit	\$9,300
Credential Attainment Rate	84%
<b>Dislocated Workers:</b>	
Employed 2 <sup>nd</sup> Qtr. After Exit	88.2%
Employed 4th Qtr. After Exit	86.2%
Median Wage 2 <sup>nd</sup> Qtr. After Exit	\$7,200
Credential Attainment Rate	68.2%
<b>Youth:</b>	
Employed 2 <sup>nd</sup> Qtr. After Exit	75.5%
Employed 4th Qtr. After Exit	73.2%
Credential Attainment Rate	75.5%
<b>Wagner Peyser:</b>	
Employed 2 <sup>nd</sup> Qtr. After Exit	63.2%
Employed 4th Qtr. After Exit	64.2%
Median Wage 2 <sup>nd</sup> Qtr. After Exit	\$4,850

- (8) Describe indicators used by the LWDB to measure performance and effectiveness of the local fiscal agent (where appropriate), contracted service providers, and the one-stop delivery system in the local area (WIOA §108(b)(17)).

CareerSource Suncoast is the fiscal agent and direct provider of services for this region. Financial and performance updates are provided quarterly to the Finance & Performance Committee, Executive Committee, and full Board. The Board contracts with an independent CPA firm for internal program monitoring annually. An independent CPA firm is contracted for an annual audit of financial statements and Single Audit compliance. DEO monitors programs and finance annually. Reports from these audits and monitoring are shared with the local Chief Elected Officials, Committees and Board.

- (9) Describe the definition of “self-sufficiency” used by your local area (WIOA §108(b)(1)).

Federal and State policy allows for local flexibility when determining individual programs’ guides to determine who is eligible to receive services. This is necessary when deciding which program is most beneficial to each individual. The definitions of “self-sufficiency” utilized by our local area, as included in our Procedures and Policies, are:

**Dislocated Workers:** Dislocated workers are defined as individuals who have been terminated or laid off, have received notice of termination or layoff, or are employed by a facility that has made a general announcement of a pending plant closure, or were self-employed but are unemployed as a result of general economic conditions for a natural disaster, or are displaced homemakers. Individuals can qualify if they have received notice of termination or layoff but remain temporarily on the job. The local definition of self-sufficiency for dislocated workers is re-employment that achieves 80% or more of the wage at dislocation.

**Adult Workers:** CSS will align with the sustainability wage income threshold outlined in the United Way ALICE (Asset Limited, Income Constrained Employed) Florida Report ([ALICE Project – Florida \(unitedforalice.org\)](#)) to define the local criteria for “self-sufficiency.”

The ALICE sustainability wage provides an income level that leads to long term self-sufficiency and decreases the likelihood of a family falling back on the need for public assistance. The ALICE sustainability wage estimates the costs of maintaining a viable household over time, providing long term economic stability.

CSS will base the regional self-sufficiency rate on the United Way ALICE report average sustainability wage rate of Manatee and Sarasota Counties for a working single adult, additional income based on the ALICE sustainability rate will be added as the household size increases for each additional family member.

CSS will review and adjust the self-sufficiency rate when new ALICE reports are released from the United Way.

## COORDINATION OF SERVICES

- (1) **Coordination of Programs/Partners:** Describe how individualized career services are coordinated across programs/partners in the one-stop centers, including Vocational Rehabilitation, Temporary Assistance for Needy Families (TANF) and Adult Education and Literacy activities. Specify how the local area coordinates with these programs to prevent duplication of activities and improve services to customers.

CareerSource Suncoast will work to ensure career centers are available to serve all career seeking clients regardless of obstacles to employment, level of need, or degree of career development. CareerSource Suncoast will also continue to emphasize integrated service delivery in improving services to individuals. As such, many of our career coaches are trained and work with clients in multiple programs (WIOA, WT, SNAP, and WP). Partnerships between core programs are dedicated to developing strong strategic alliances that link employers and career seeking clients to services. These services include, but are not limited to, employment, training, education, human resource assistance to employers, and career and business development to further the economic growth of the CareerSource Suncoast region.

Programs managed through direct services are:

- Labor Exchange services provided under Wagner-Peyser staff
- Trade Adjustment Assistance program
- Veteran’s Employment program

- Temporary Assistance to Needy Families (TANF)
- Reemployment Services and Eligibility Assessment (RESEA)
- Reemployment Assistance program
- WIOA Adult, Dislocated Worker, and Youth
- Supplemental Nutrition Assistance Program (SNAP)

Programs managed through a partner under MOU are:

- Division of Vocational Rehabilitation
- Adult Education and Literacy programs under Title II, local County Schools Adult and Education
- Career and post-secondary technical education programs under Carl D. Perkins Career and Technical Education Act of 2006 through multiple training partners and apprenticeship programs
- AARP's Foundation's Senior Community Service Employment Program (SCSEP)
- Division of Blind Services
- Job Corp
- Department of Housing & Urban Development – Manatee & Sarasota Counties Housing Authority
- Community Service Block Grants – Manatee Community Action Agency & Sarasota County Health & Human Services

Additionally, coordination across programs is accomplished with trained and equipped career center and partner staff. Staff training is ongoing to provide the knowledge, skills and abilities needed for delivering basic and individualized career services to career seeking clients in an integrated and regionally focused framework. Career center staff are cross trained to increase capacity, expertise, and efficiency as well as enrich the client experience. Cross-training creates an understanding of each program, sharing of staff expertise, and develops staff to better serve all clients. It is also important to ensure staff members are aware of how their function supports and contributes to CareerSource Suncoast's overall vision, goals, and desire to create integration resulting in improved coordination without duplication of services.

**(2) Coordination with Economic Development Activities:** Describe how the local board coordinates workforce investment activities carried out in the local areas with economic development activities carried out in the local area (or planning region) in which the local area is located and promotes entrepreneurial training and microenterprise services (WIOA §108(b)(5)).

CareerSource Suncoast regularly coordinates with regional EDC teams to ensure alignment with the development and pursuit of a common strategic vision for the region's economic development systems. Ongoing consultation is conducted for identifying specific economic development project priorities, targets, timelines, and objectives. Real-time coordination on economic development projects is achieved through shared reporting at semimonthly partner meetings and updates using Salesforce CRM.

Additionally, CareerSource Suncoast maintains agreements with the regional EDCs for providing referrals of new employers to the workforce system, promotion of workforce services, Incumbent Worker Training and Quick Response Training (Florida Flex) programs. Coordination is enhanced with both EDC's CEOs serving as members on CareerSource Suncoast board of directors while CareerSource Suncoast's CEO has been a past or current board member of both local EDCs. CareerSource Suncoast also maintains relationships with the economic

development professionals with both counties and the local cities. CareerSource Suncoast's Business and Economic Development Director participated in the IEDC approved Introduction to Economic Development course taught at USF in 2018. The EDCs and CareerSource Suncoast also work together on many regional taskforce, committees, collaboratives, and councils focused on skills gaps, workforce development, and investment. Partnerships with the regional EDCs, including the region's SBDC business consultants and the Community Entrepreneurial Opportunity (CEO) program, enhances promotion of entrepreneurial training, business, and microenterprise services. The EDCs make referrals to our THRIVE small business and entrepreneur accelerator. Our Entrepreneurial Services Manager has taught the past two cohorts of the CEO program and we introduce those microenterprises to SCORE and SBDC to further facilitate their growth in addition to showcasing the training opportunities available within THRIVE.

- (3) Coordination of Education and Workforce Investment Activities:** Describe how the local board coordinates education and workforce investment activities carried out in the local area with relevant secondary and postsecondary education programs and activities to coordinate strategies, enhance services, and avoid duplication of services (WIOA §108(b)(10)).

CareerSource Suncoast coordinates and is aligned well with the secondary and post-secondary education institutions, particularly the local state college and technical colleges. Examples of efforts to coordinate, enhance services, and avoid duplicating services include the following:

- The local state college and technical colleges are represented on the CareerSource Suncoast's board of directors
- The local state college and technical colleges participate in developing the local targeted occupations list that focuses on meeting the needs of regional businesses with occupations in high-demand and provide self-sustaining wages
- CareerSource Suncoast maintains satellite offices at the main campuses of Suncoast Technical College and Manatee Technical College to deliver career services to students, which includes tuition, resume, interviewing, and placement assistance
- CareerSource Suncoast participates on the technical colleges' Board of Governors/Advisory Council and their programs academic advisory committees
- CareerSource Suncoast, the local state college, and technical colleges collaboratively engage targeted employers and industries for designing customized and relevant training solutions
- CareerSource Suncoast, local state college and technical colleges collaborating on outreach events, which include career fairs, job fairs, and open houses
- CareerSource Suncoast, local state college and technical colleges work together on many regional committees, including the planning groups for CareerSource Suncoast's State of Jobs Conference and the State of Talent Conference, collaboratives and councils focused on skills gaps, workforce development and investment.

- (4) Coordination of Transportation and Other Supportive Services:** Describe how the local board coordinates workforce investment activities carried out under this title in the local area with the provision of transportation, including public transportation, and other appropriate supportive services in the local area (WIOA §108(b)(11)).

CareerSource Suncoast provides support services to eligible career seekers under governing rules and regulations for the type of funding deemed appropriate and allowable. Support

services are provided to eligible career seeking clients until funds are exhausted. Supportive Services may be provided for those clients in Welfare Transition, WIOA Adults, Dislocated Workers, and Youth participating in authorized program activities.

CareerSource Suncoast considers payment for career seeking clients' support needs that removes barriers, enables them to attend and/or to remain in training, prepare for and actively participate in work related activities that allow them to attain and remain in full-time permanent employment, including but not limited to job search and community service.

Services are coordinated for career seeking clients to receive transportation, based on need, to include gas cards or bus passes and limited vehicle repairs. Other supportive services may include GED classes/testing, assistance with training related licensure and/or certifications, clothing, medical services, and childcare services.

CareerSource Suncoast staff has represented the organization in transportation planning groups including the local two-county MPO, meetings of the Technical Advisory Group (TAG) of the Tampa Bay Area Regional Transit Authority (TBARTA) along with three other local CareerSource regions and the Manatee County 10-Year Transit Development Planning meetings that occurred across late 2017 and 2018.

- (5) Coordination of Wagner-Peyser Services:** Describe plans and strategies for, and assurances concerning maximizing coordination of services provided by the state employment service under the Wagner-Peyser Act (29 U.S.C 49 et seq.) and services provided in the local area through the one-stop delivery system to improve service delivery and avoid duplication of services (WIOA §108(b)(12)).

CareerSource Suncoast in partnership with the Department of Economic Development (DEO), provides career and business services through the one-stop system under the Wagner-Peyser Act (WP). Funding for WP employees is provided through DEO, as well as oversight for human resources and policy guidance in delivery of WP services. CareerSource Suncoast makes selection and termination recommendations pending approval from DEO, develops and trains DEO employees, and supervises day-to-day functions. The delivery of WP services within the CareerSource Suncoast one-stop system is in coordination with all other programs and services. WP employees are important contributors in CareerSource Suncoast's career centers in the delivery of labor exchange services as well as delivery of career services. WP employees work closely with board staff to ensure seamless service delivery. All WP staff identify as CareerSource Suncoast staff and are committed to delivering exceptional customer service. CareerSource Suncoast develops operational policies and procedures for WP employment services under the Wagner-Peyser Act. Staff training and supervision is consistent for board and WP staff.

CareerSource Suncoast's plans are to provide structured career coaching appointments to clients seeking that level of service, starting with orientation and assessment, continuing to labor market research and planning before action steps such as workshops on resume or interviewing. Career Coaches assist clients with job search assistance and referrals while the resource room has computers, copiers, and fax machines available who need minimal staff help in filing unemployment weeks and claims or submitting documentation for job applications or other assistance programs.

- (6) Coordination of Adult Education and Literacy:** Describe how the local board coordinates workforce investment activities carried out under this title in the local area with the provision of adult education and literacy activities under Title II in the local area, including a description of how the local board carries out, consistent with subparagraphs (A) and (B)(i) of section 107(d)(11) and

section 232, the review of local applications submitted under Title II WIOA§108(b)(10).

CareerSource Suncoast partners with Manatee and Sarasota County School Districts' adult education programs to offer a variety of alternative learning opportunities and arrangements for adult and youth career seekers to engage in academics through non-traditional means. CareerSource Suncoast is co-located and coordinates efforts with Suncoast Technical College and Manatee Technical College.

CareerSource Suncoast's Manatee and North Sarasota offices serve as satellite sites for GED programs by both school districts, day, and night classes available at both locations. The Manatee office also hosts night ESOL programming delivered by the Manatee School District. CareerSource Suncoast has also conducted meetings with the Farmworkers Career Development Program (FCDP) Adult Education division, both state and regional level, to discuss coordination of program services, referral process, and improving coordination with the career centers.

- (7) Reduction of Welfare Dependency:** Describe how the local board coordinates workforce investment activities to reduce welfare dependency, particularly how services are delivered to TANF and Supplemental Nutrition Assistance Program (SNAP) recipients, to help individuals become self-sufficient.

We provide one on one career coaching as recipients are assigned a career coach. CareerSource Suncoast coaches work with recipients to develop a plan to reach their career goals and become self-sufficient. This plan can include volunteering, work experience, attending networking sessions to enhance contacts and build essential skills related to finding and obtaining employment in addition to referrals to jobs in the area. Educational opportunities include being assigned curriculum to prepare recipients to take the national career readiness certification, GED labs conducted by instructors from the local school district and training funds to pursue higher education at local colleges for in-demand fields.

- (8) Cooperative Agreements:** Describe the replicated cooperative agreements (as defined in WIOA section 107(d)(ii)) between the local board or other local entities described in section 101(a)(11)(B) of the Rehabilitation Act of 1973 (29 U.S.C 721(a)(11)(B)) and the local office of a designated state agency or designated state unit administering programs carried out under Title I of such Act (29 U.S.C. 721(a)(11) with respect to efforts that enhance the provision of services to individuals with disabilities and to other individuals, such as cross-training staff, technical assistance, use and sharing of information, cooperative efforts with employers and other efforts of cooperation, collaboration and coordination.

The agreements below will continue to be reviewed and aligned with WIOA requirements:

- Manatee County School Board: Assist with referrals and location to provide services in Manatee County. Activities include career exploration, community service, education institution tours, employability, and life skills development.
- Sarasota County School Board: Assist with referrals and location to provide services in Sarasota County. Activities include career exploration, community service, education institution tours, employability, and life skills development.
- AARP Foundation's Senior Community Service Employment Program (SCSEP): Provides activities for participants aged 55+ to provide community service while they are actively pursuing training and unsubsidized employment off the program.

- Florida Department of Education, Division of Vocational Rehabilitation: Coordinating resources and prevent duplication of services for workforce employment and training services in Sarasota and Manatee Counties.
- Florida Department of Education, Division of Blind Services: Coordinating resources and prevent duplication of services for workforce employment and training services in Sarasota and Manatee Counties.
- Community Action Agencies: Manatee and Sarasota Counties-Coordinating resources and prevent duplication of services for individuals seeking self- sufficiency.
- Housing Authority-Manatee and Sarasota Counties: Coordinating resources and prevent duplication of services for individuals seeking self-sufficiency.
- Job Corp of Pinellas County: Coordinating resources and prevent duplication of services for individuals seeking self-sufficiency.

In addition to working with VR and other local agencies such as The Haven and Easter Seals of Southwest Florida that aid clients with disabilities, CareerSource Suncoast has employed a Ticket to Work coordinator who has completed the requisite training as a part of our agreement to be an Employment Network. We have a director currently completing her CWIC designation.

## DESCRIPTION OF THE LOCAL ONE-STOP SYSTEM

**(1) General System Description:** Describe the one-stop delivery system in your local area, including the roles and resource contributions of one-stop partners (WIOA §108(b)(6)).

A. Describe how required WIOA partners contribute to your planning and implementation efforts. If any required partner is not involved, explain the reason.

All required WIOA partners are included in CareerSource Suncoast’s one-stop delivery system. The one- stop offers access to Wagner-Peyser (WP), Migrant Seasonal Farm Worker (MSFW), Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, and Youth, Division of Vocational Rehabilitation, Trade Adjustment Assistance (TAA), Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), Title I/Career and Technical Education (CTE), Local Veterans Employment Representatives (LVER), Disabled Veterans Outreach Program (DVOP), Senior Community Service Employment Program (SCSEP), Temporary Assistance for Needy Families (TANF), Trade Adjustment Assistance (TAA), Division of Blind Services, Job Corp, Manatee Community Action Agency (CSBG), Sarasota County Health & Human Services (CSBG), and Manatee & Sarasota Counties Housing and Urban Development (HUD)

The following partners are co-located in the one-stop centers and pay a proportionate amount of infrastructure costs based on FTEs:

- WIOA Adult
- WIOA Dislocated Worker
- WIOA Youth
- Wagner-Peyser/MSFW
- Temporary Assistance to Needy Families (TANF)



- Local Veterans' Employment Representative (LVER)
- Disabled Veterans' Outreach Program (DVOP)
- Trade Adjustment Assistance Programs (TAA)
- Supplemental Nutrition & Assistance Program (SNAP)
- Reemployment Assistance Programs
- Senior Community Service Employment Program (SCSEP)
- Manatee and Sarasota Counties Adult Education and Literacy

**Virtual Presence Partners:**

- Housing Authority-Manatee and Sarasota Counties
- Community Action Agency-Manatee and Sarasota Counties
- Division of Blind Services
- Job Corp of Pinellas
- Division of Vocational Rehabilitation

B. Identify any additional partners included in the local one-stop delivery system.

CareerSource Suncoast includes Goodwill Manasota and Gulf Coast Legal Services as non-required partners in the one-stop delivery system.

C. The local workforce development board, with the agreement of the chief elected official, shall develop, and enter into a Memorandum of Understanding (MOU) between the local board and the one-stop partners.

Attachments: MOUs

**(2) Customer Access:** Describe actions taken by the LWDB to promote maximum integration of service delivery through the one-stop delivery system for both business customers and individual customers.

A. Describe how entities within the one-stop delivery system, including one-stop operators and one-stop partners comply with the Americans with Disabilities Act regarding physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities, including providing staff training and support for addressing needs of individuals with disabilities. Describe how the LWDB incorporates feedback received during consultations with local Independent Living Centers on compliance with Section 188 of WIOA (WIOA §108(b)(6)(C)).

CareerSource Suncoast ensures compliance with all requirements of the Americans with Disabilities Act (ADA) through internal audits of facilities. Compliance is also evaluated by the Department of Economic Opportunity, Office of Civil Rights through onsite inspections. Additionally, CareerSource Suncoast launched a new website October 2019, with the goal to make it easier for all customers to access our services and resources online. CareerSource Suncoast has developed and implemented online training modules for serving clients with disabilities, covering disability law basics, practical guidance, and operation of equipment such as the Sorenson videophone. These modules are completed by all CareerCoaches as part of their internal Career Coach Certification.

- B. Describe how entities within the one-stop delivery system use principles of universal design in their operation.

CareerSource Suncoast ensures the regional career center delivery system provides services to all customers consistent with principles of universal access and in accordance with all relevant laws and regulations, state policies, and procedures. CareerSource Suncoast also ensures applicable career services are offered in at least one physical career center in the workforce region. If facilities require changes to layout, equipment or furniture, a designer may be contracted to ensure the facility remains ADA compliant and is accessible to everyone, regardless of age, ability, or status in life.

Universal access principles followed by CareerSource Suncoast include:

Equitable use • Flexibility in use • Simple and intuitive use • Perceptible information  
Tolerance for error • Low physical effort • Size and space for approach and use

- C. Describe how the LWDB facilitates access to services provided through the local delivery system, including remote areas, using technology and other means (WIOA §108(b)(6)(B)).

CareerSource Suncoast facilitates access to services provided through the regional delivery system, including remote areas, by utilizing the web-based labor exchange system (Employ Florida/EF), CareerSource Suncoast website, social media, three full-service career centers and satellite offices at Suncoast Technical College and Manatee Technical College. Our outreach through technology includes a graphical element, which is accompanied by a text explanation so that website translator widgets and text-to-voice add-ons can identify the material.

- (3) Integration of Services:** Describe how one-stop career centers implemented and transitioned to an integrated, technology-enabled intake and case management information system for programs carried out under WIOA and programs carried out by one-stop career center partners (WIOA §108(b)(21)).

CareerSource Suncoast advocates development of a case management system that integrates all core WIOA partner programs. In SB 7040, the Department of Management Services is given the lead to strategically navigate the state toward a universal tracking system. A universal system would enable career centers and partner programs with shared clients have access to information and insight that may lead to more positive outcomes. Under WIOA, career centers and their partners:

- offer career seekers assessments to measure skill gaps,
- connect career seekers with opportunities to gain skills and credentials necessary to advance their career, including individuals with barriers, such as individuals with disabilities,
- offer businesses and employers talent management solutions that help them better acquire, train, and retain talent.

CareerSource Suncoast uses technology applications and platforms for scheduling workshops, streaming videos, video mock interviews, resume development, web-based assessments, and career seeker profiles. We have also purchased video development software for transforming PowerPoint and instruction content into customized videos.

Additionally, our Information Technology department creates electronic forms and automated databases to perform and process career seeker service requests and information. This

process automates various departmental forms, career seeker documents and requests, and delivers reporting capability that ultimately help to achieve more efficient and effective services.

- (4) Competitive Selection of OSO:** Describe steps taken to ensure a competitive process for selection of the one-stop operator(s) (WIOA §121(d)(2)(A)).

CareerSource Suncoast (CSS) issued and posted a Request for Proposals (RFP) to solicit one-stop operator services from interested organizations that can carry out the duties of the one-stop operator, as described in the Workforce Innovation and Opportunity Act (WIOA). The RFP was issued to assure the greatest degree of open competition and achieve the best technical proposals and services at the lowest possible cost.

Public Notice of the RFP was published in local newspapers and posted under the Public Notice section of CSS website [careersourcesuncoast.com/public-notice/](http://careersourcesuncoast.com/public-notice/) allowing for a 30-day notice. The Executive Committee reviewed and rated the one proposal received and recommended to the Board to procure one stop operator services with the vendor. The Board approved the recommendation to negotiate for contracted One Stop Operator Services with the vendor.

The One Stop Operator was under contract effective July 1, 2017.

- (5) System Improvement:** Describe additional criteria or higher levels of service than required to respond to education/training needs, labor market, economic, and demographic conditions, and trends in the local area (WIOA §108(b)(6)(A)).

Annually the region meets with area students for a State of Jobs Conference and area employers for a State of Talent Conference to discuss labor market, economic, and demographic conditions, and trends for regional convening.

## DESCRIPTION OF PROGRAM SERVICES

- (1) System Description:** Describe the local workforce development system. Identify programs included in the system and how the local board works with each entity to carry out core programs and other workforce development programs supporting alignment in provision of services. Identify programs of study authorized under [The Strengthening Career and Technical Education for the 21st Century Act \(Perkins V\)](#) (20 U.S.C. 2301 et seq.), that support the strategy identified in the Florida Unified Plan under WIOA section 102(b)(1)(E) (WIOA §108(b)(2)).

CareerSource Suncoast (CSS) is charged with serving Manatee and Sarasota counties in Florida's southwest. CSS is focused on creating a globally competitive workforce to facilitate economic development, and to promote prosperity for existing and future business and industry, as well as our communities.

CSS is the direct provider of services within our locations, and we maintain a comprehensive full-service One Stop Career Center in North Sarasota, Florida. Other locations include a Manatee One Stop Career Center in Bradenton, Florida and a South Sarasota Career Center co-located inside Goodwill Manasota's Job Connection office in North Port. These locations are staffed by Board and DEO employees. CSS works closely with partners to ensure programs and services are aligned to the greatest extent possible. Satellite locations include the LWDA's two Technical Colleges.

CSS Workforce System Programs include:

- WIOA Adult, Dislocated Worker and Youth Services
- Career Services
- Basic Career Services
- Individualized Career Services
- Follow-up Services
- Welfare Transition (TANF) services
- Applicant Services
- Mandatory Services
- Transitional Services
- Supplemental Nutrition Assistance Program
- Wagner-Peyser Labor Exchange services
- Labor Exchange
- Universal Access
- Career Seeker Services
- Business Services
- Migrant Seasonal Farm Worker
- Local Veterans Employment & Disabled Veterans Outreach Programs
- RESEA
- Trade Adjustment Assistance through merit (DEO) staff
- Reemployment Assistance Programs

Referral partnerships are in place for:

- Vocational Rehabilitation
- Division of Blind Services
- Adult Education & Literacy/Career & Technical Education

Through our online platform, [Crosswalk](#), CareerSource Suncoast and 31 other partner agencies can make confidential referrals between each other to better coordinate service for individual clients. The search functionality makes it possible to find services such as housing, education, and counseling for clients in need.

**(2) Sub-grants and Contracts:** Describe the competitive process used to award sub-grants and contracts in the local area for WIOA-funded activities (WIOA §108(b)(16)).

CareerSource Suncoast does not award subgrants or contracts for WIOA-funded activities.

**(3) Expanding Access to Employment:** Describe how the local board, working with entities carrying out core programs, expanded access to employment, training, education and supportive services for eligible individuals, particularly eligible individuals with barriers to employment. This includes how the local board facilitates developing career pathways and co-enrollment, as appropriate, in

core programs, and improves access to activities leading to recognized postsecondary credentials (including portable and stackable industry-recognized certificates or certifications) (WIOA §108(b)(3)).

CareerSource Suncoast delivers core partner programs such as; WIOA Adult, Dislocated Worker and Youth Programs, Wagner-Peyser Business Services, Adult Education and Literacy, and Vocational Rehabilitation through the one-stop system. Eligible individuals with barriers to employment are given priority of service for employment and training services. Eligible individuals can be co-enrolled into core programs that meet the need of career seekers. Credential, certificate, or certification are the required outcomes of training programs.

CareerSource Suncoast leverages long-standing partnerships with a wide variety of public and private partners from industry, education, economic development, and health and human services to maximize outcomes among jointly served career seekers and businesses. These partnerships have resulted in effective initiatives that have placed individuals on the pathway to success while simultaneously increasing available candidates with relevant knowledge, skills, and abilities.

- (4) Key Industry Sectors:** Identify how the LWDB aligns resources that support and meet training and employment needs of key industry sectors in the local area. Describe strategic or other policies that align training initiatives and Individual Training Accounts (ITAs) to sector strategies and demand occupations (WIOA §134(c)(1)(A)(v)).

CareerSource Suncoast aligns its resources to key industry sectors targeted by the two primary regional economic development organizations (EDOs), which are the Bradenton Area Economic Development Corporation and the Economic Development Corporation of Sarasota County. EDO- targeted industry sectors represent those that already have a presence in the region, feature strong revenue growth potential, and create high-wage, high-impact jobs. These key industries include advanced and specialty manufacturing, medical and life sciences, information technology, aviation/aerospace/defense, agriculture technologies, environmental sciences and sustainable development, corporate headquarters, sports performance, creative services, and web-enabled technologies.

Further, CareerSource Suncoast has identified construction, healthcare, information technology, manufacturing and finance and insurance as 5 key sectors for the region, targeting WIOA training dollars for ITAs and employer-focused activities (CT, OJT, IWT and work experience) with these sectors.

CareerSource Suncoast meets with EDOs on a regular and ongoing basis to evaluate progress on delivering talent solutions and training resources for specific projects related to key sectors. Additionally, occupations for these key industries are included in the regional targeted occupations list where career seekers interested in advancing their careers utilizing individual training accounts are informed about these high-wage career opportunities. CareerSource Suncoast also works closely with regional education and training providers on a regular and ongoing basis to assist them in their efforts to align with key industry sector training needs.

- (5) Industry Partnerships:** Describe how the LWDB identifies and collaborates with existing key industry partners in the local area. Describe how the LWDB coordinates and invests in partnership infrastructure where key industry partnerships are not yet developed (WIOA §134(c)(1)(A)(iv)). The local area must describe how the following elements are incorporated into its local strategy and operational sector strategy policy:

- A. Describe how selected industries or sectors are selected based on, and driven by, high-quality data (cite data source used);  
Through partnerships with our local economic development corporations, we try to align with those industries for our targeted sectors. Furthermore, we cite industries with high growth and high wages using data from DEO's Supply Demand Report and other data sources from the department such as Employment Projections and Occupational Employment Statistics and Wages (OES).
- B. Describe how sector strategies are founded on a shared/regional vision;  
Through collaboration with partners and listening to employer feedback and concerns, we are able to create a shared regional vision.
- C. Describe how the local area ensures that the sector strategies are driven by industry;  
We attend regional collaboration and convening meetings in targeted sectors, where individual employers can share their concerns. Our private workforce partner has a quarterly manufacturing collaborative meeting and during the past year, the Bradenton Area EDC has convened meetings by sector to hear employer concerns. Furthermore, we are part of industry groups such as SAMA, the regional manufacturing association, to gain further trust and perspective from employers.
- D. Describe how the local area ensures that sector strategies lead to strategic alignment of service delivery systems;  
By having a sector strategy at the heart of what we do, our staffing and funding resources get allocated toward the targeted industries. Traditionally, for example, nearly 75% of our WIOA ITA money has gone toward healthcare degrees and certifications. Our business services staff is assigned employers that are referred by the EDC and therefore meet targeted sectors such as manufacturing and IT, which means the majority of our, IWT, Customized Training and OJT funding goes to employers in those sectors.
- E. Describe how the local area transforms services delivered to job seekers/workers and employers through sector strategies: and  
By hearing the needs of employers in targeted sectors, we have been able to transform services to meet their needs. Examples include becoming a sponsor for a registered apprenticeship around Tool & Die Maker after hearing it discussed in a manufacturing roundtable held by the Bradenton Area EDC and through the need of one local employer. We have also positioned business services staff to deliver youth services such as work experience and On-the-Job Training to meet employer needs to recruit their future workforce as existing employees hit retirement. We are creating an internship collaborative and targeting construction and hospitality sectors through feedback shared at a meeting of industry partners such as the chambers and EDCs as well as key employer stakeholders in the community.
- F. Describe how the local area measures, improves, and sustains sector strategies.  
We are yearly tracking training dollars in WIOA by industry and occupation as well as ROI for targeted employers by industry through our Salesforce software. Furthermore, we continually participate in events like the Construction Rodeo, an employer led event targeting high school students for hands on exposure and demonstration of construction careers, to sustain those partnerships.

**(6) In-demand Training:** Describe how the local board ensures training provided is linked to in-demand industry sectors or occupations in the local area, or in another area to which a participant is willing to relocate (WIOA §134(c)(G)(iii)).

DEO- Labor Market Statistics provides statewide and regional projections dashboard. The dashboard provides top occupations by size and growth rate which CSS filters by region and education level. Utilizing this employment projection provides information needed to ensure Florida and our region's workforce is prepared to fulfill our occupational demands. CareerSource Suncoast disseminates the list to board members, employer groups and educational partners to solicit and receive comments regarding request for additions or deletions using a prescribed format. After the comment period has passed, requests are reviewed, and additions are made to develop the "Local Targeted Occupations List" (LTOL). CareerSource Suncoast then publicizes a "Request for Applications" for training providers interested in becoming approved training providers for programs included on the LTOL for the program year (July 1 – June 30).

A specific due date for submitting completed applications is determined; applications may be submitted and reviewed on a semi-annual basis. Staff compiles a data sheet listing pertinent information, verifies submitted program applications are for local targeted occupations, and assures the minimum criteria has been met. Applications that meet the required criteria are presented to a volunteer committee for review and recommendation to the Board of Directors for final approval. Once approved, providers are contracted for the program year through an executed Training Provider Agreement.

**(7) Employer Engagement:** Describe strategies and services used in the local area to:

A. Facilitate engagement of employers, including small employers and employers in in-demand industry sectors and occupations, in workforce development programs;

CareerSource Suncoast has aligned itself with its two main economic development organizations so that those two entities will refer employers in targeted industries to the workforce board. CareerSource Suncoast provides job order entry, referrals, placements, On-the-Job Training, Employed Worker Training and Paid Work Experience to these employers to engage them. We host multiple job fairs yearly and offer on-site hiring events to engage smaller employers. CareerSource Suncoast staff is active in local associations like SAMA (Sarasota Area Manufacturers Association) and SHRA (Suncoast Human Resources Association) as well as committees with organizations like the Manatee Chamber of Commerce and EDC of Sarasota County to conduct outreach to other employers. We actively use social media such as LinkedIn to make connections with new businesses as well. The introduction of THRIVE in 2018 has provided CareerSource Suncoast an outlet to reach entrepreneurs by offering training, coworking and office lease space. THRIVE staff has taught the CEO program to entrepreneurs for the past year and has referral relationships with SCORE and the Florida SBDC staff.

B. Support a local workforce development system that meets the needs of businesses in the local area;

CareerSource Suncoast hosts a State of Talent Conference yearly where we bring in speakers to address employers in the audience on topics they've requested, such as how to better recruit and retain their workforce. We also do a conference called State of Jobs yearly for high school students, aligning them by desired industry and giving them content from employers in our local area in those sectors to better highlight jobs in the community. Local and statewide higher education institutions sponsor and support the conference to further highlight how the

high school students can educate themselves to obtain these jobs as adults. Becoming more engaged in apprenticeships and internships is another way the workforce board is trying to be responsive to employer needs.

C. Better coordinate workforce development programs and economic development; and,

CareerSource Suncoast provides a tiered level of service to businesses, where referrals from economic development organizations receive a preference for a wider array of services such as On-the-Job Training, Employed Worker Training and Paid Work Experience. Referrals from economic development organizations are assigned a talent consultant from CareerSource Suncoast to receive 1:1 attention. Projects for employers referred by economic development organizations are tracked in the Salesforce Customer Relationship Management software to gauge value of services rendered and dollars of training reimbursed. CareerSource Suncoast hosts a semi-monthly partner meeting to include economic development staff where both sides share updates on economic development projects.

D. Strengthen linkages between the one-stop delivery system and unemployment insurance programs (WIOA §134(c)).

CareerSource Suncoast business services staff conducts WARN visits to employers that have announced layoffs or intentions to close facilities. Those employees to be affected are provided information on filing for reemployment assistance and how to use the one-stop system to aid in finding new employment. In addition to presentations, CareerSource Suncoast staff can also bring employability workshops onsite to employers that may be in the process of laying off staff or bring job fairs onsite to employers that may be experiencing plant closures or mass layoffs.

**(8) Priority of Service:** Describe local policies and procedures to prioritize services for veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for individualized career and training services in the adult program.

Veterans/eligible spouses have priority of service for WIOA, and other designated job training programs funded in whole or in part by USDOL. Priority of service for WIOA adult training funds shall be given to customers who are public assistance recipients, and/or low-income adults; and/or individuals who are basic skills deficient. Our online scholarship request portal for ITAs further breakdowns applicants so that low-income veterans and individuals on public assistance are highlighted at the top and contacted first to ease the ability to provide priority of service to them for these WIOA services.

**(9) Training Services:** Describe how training services are provided, including how contracts for training services are used, and how such contracts are coordinated with the use of ITAs (WIOA §134(c)(1)(A)(v)).

Classroom training can be provided by approved training providers for programs on the Regional Targeted Occupations List that prepare customers to enter high-wage and demand occupations. The list of training providers is updated throughout the year by a locally approved Eligible Training Providers List (ETPL). Training Provider Agreements are executed for approved training providers. Training services are offered to eligible customers through an Individual Training Account (ITA) process. The ITA is issued by CSS to the approved training provider for a specific customer enrolled in an approved training program.



**(10) Customer Choice Process:** Describe processes the local board uses to ensure customer choice in the selection of training programs, regardless of how the training services are to be provided (WIOA §108(b)(19)).

Customers may select the desired training provider/program from the list of approved training providers/programs as described above. If a customer wishes to enter training at a private institution or a type of training that is more costly, s/he cannot be prohibited from doing so (customer choice) but can only be issued an ITA for the maximum amount as determined by policy and cannot exceed the maximum amount without the prior approval. If training cost will exceed the ITA amount allowed, the customer would need to seek additional funds for the remaining costs via grants, financial aid, etc. Client and career coach must document a clear plan for how education will be paid for to assure that the client can finish training.

**(11) Individual Training Accounts:** Describe the process and criteria for issuing Individual Training Accounts (ITAs) (WIOA §108(b)(19)).

A. Describe any ITA limitations established by the board;  
ITA limitations established by the board are:

- \$15,000 per client maximum lifetime limit
- Two (2) year maximum training program.
- Registered Apprenticeship Programs are excluded from the two-year maximum.
- Clients who are enrolled in a two-year training program will divide the \$15,000 limit over the multiple CSS program years in which it falls; Unless the client is self-enrolled, and they are in their final year of training.

ITAs cannot exceed a maximum lifetime limit of \$15,000 per client without written approval of the President/CEO or the Chief Operating Officer.

All work-based learning/training expenditures for an individual client are included in the \$15,000 per client maximum lifetime limit.

The process includes clients completing an Online Scholarship request form to show priority of service status, general eligibility and are considering an approved Program at an eligible training provider. Applicants are assigned a Career Coach and make an appointment to complete a WIOA application and provide all necessary documentation to support eligibility for the WIOA program (Adult, Youth, Dislocated Worker or Statewide Grant). Coaches then provide WIOA basic and individualized services to determine if the client needs training services and if an ITA is necessary for the client to obtain self-sufficient employment. If there is a justification to provide training services, and ITA is then issued through our accounting software.

A. Describe any exceptions to the use of ITAs.

None

**(12) Microenterprise and Entrepreneurial Training:** Describe mechanisms currently in place or in consideration that provide microenterprise and entrepreneurial training. Describe mechanisms in place that support programs and co-enrollment, where appropriate, in core programs as described in WIOA section 134(a)(3)(A)(i) (WIOA §108(b)(5)).

CareerSource Suncoast recognizes the importance of entrepreneurial training and microenterprise services for long-term regional economic growth. Part of our plan for long-

term economic growth is to continue our partnership with SCORE, City of Sarasota, Sarasota County, SunTrust Foundation, and Wells Fargo to deliver the Community Entrepreneur Opportunity (CEO) program. The CEO program was launched in 2005 to support budding entrepreneurs by delivering technical assistance and resources needed to start and grow a business. The CEO program is a series of 10 workshops delivered by experts in the field to help new businesses or potential entrepreneurs evaluate their business ideas. Participants have a chance to network with each other and receive 1-on-1 counseling from instructors. The program provides evaluations both pre and post program as well as written evaluations.

Furthermore, CareerSource Suncoast instituted an entrepreneur and small business accelerator called THRIVE in 2018 to further enable these microenterprises. The accelerator offered coaching and business plan development with seminars and workshops. Online curriculum was developed and offered to enable the entrepreneurs to advance at their own pace. WIOA grant funds via the state workforce entity CareerSource Florida established the accelerator and local WIOA formula dollars and other grants will sustain THRIVE going forward.

**(13) Enhancing Apprenticeships:** Describe how the LWDB enhances the use of apprenticeships to support the local economy. Describe how the LWDB works with industry representatives and local businesses to develop registered apprenticeships, in collaboration with apprenticeship training representatives from the Florida Department of Economic Opportunity and other partners, including educational partners. Describe how job seekers are made aware of apprenticeship opportunities.

CareerSource Suncoast saw the need to further apprenticeships, so we have sponsored one in Tool & Die Maker that has led to 5 registered apprentices at our largest local manufacturing company. We have been on panels with the state apprenticeship coordinator talking about apprenticeships to industry and fellow workforce colleagues. Our local apprenticeship rep used to be housed at one of our CareerSource Suncoast offices and we maintain regular contact with him to help employers navigate the process of registering an apprenticeship. We have done joint meetings with our ATR and the school districts to discuss apprenticeship with employers.

CareerSource Suncoast will continue to include registered apprenticeship programs on the eligible training provider list for WIOA Adult, Youth and Dislocated Worker programs as long as they remain registered and achieve the minimum standard of performance outcomes. CareerSource Suncoast will continue to include registered apprenticeship program representatives as members of the board ensuring significant contributions to our strategic planning activities for the regional workforce system. CareerSource Suncoast will also continue to recognize registered apprenticeship completion certificates as a post- secondary credential as allowed by WIOA.

**(14) Other Program Initiatives:** Describe services provided that include implementing initiatives such as incumbent worker training programs, on-the-job training programs, customized training programs, work-based training, industry and sector strategies, career pathway initiatives, utilization of effective business intermediaries, and other initiatives supporting the board's vision and strategic goals described in Section III WIOA §134(c).

CareerSource Suncoast implements the incumbent worker training programs, on-the- job training programs, customized training programs, industry and sector strategies, career pathway initiatives, and other initiatives to support strategic goals through its business services team. CareerSource Suncoast also offers these programs to provide training to employees of

regional businesses. Training addresses skill gaps of incumbent workers, impacts company competitiveness, and enhances employees' value, capabilities, and contributions. On-the-job training provides a win-win solution for employers and career seekers by offering a timely and cost-effective means to meet the needs of both. CareerSource Suncoast has been providing OJT funds to employers through WIOA since 2010. On-the-job training is an effective option for acquiring skills, occupational development, and employment retention. Incumbent worker training assists with retaining employment in an occupation with changing skill requirements or upgrading skills and qualifying them for advancement with the employer. Improved knowledge, skills, and abilities with a certification obtained from training adds value to the company and often leads to career advancement and/or wages increases.

**(15) Service Provider Continuous Improvement:** Describe the local board's efforts to ensure the continuous improvement of eligible providers of services, including contracted services providers and providers on the eligible training provider list, so they meet the needs of local employers, workers, and job seekers (WIOA §108(b)(6)(A)).

CareerSource Suncoast uses a number of methods for monitoring and evaluating the continuous improvement of services for eligible service providers and providers on the eligible training provider list to ensure local employers', employees' and career seekers' needs are met. Methods include:

- Tracking outcomes related to placement, wage, and industry data for career seekers who participated in training;
- Employer feedback regarding candidate quality and readiness;
- Sharing provider performance with CareerSource Suncoast board
- Regularly review regional demand and regional targeted occupations list for responding to changing economic conditions; Evaluate reports on service providers' enrollment, outcomes, expenditures, and make recommendations for improvement when needed; Address issues related to training service providers

**(15) Youth Program Design:** Describe the design framework for local youth programs and how the 14 program elements required in §681.460 of the WIOA regulations are made available within that framework (WIOA §129(c)(1)).

CareerSource Suncoast's youth program aligns with USDOL's goals of preparing workers for good jobs and the attainment of the skills and knowledge that ensure workers succeed in a knowledge-based economy. CareerSource Suncoast targets at-risk youth with barriers using a model designed as a holistic approach for providing in-depth career exploration of high demand occupations with potential for

vocational training in manufacturing/machining and healthcare/biomedical careers and exposure to construction and information technology industries. Youth receive instruction on financial literacy, life skills, and employability/work readiness; additional activities include education and industry tours, mentoring, community service, and work experience. Youth participate in the continuum of services designed to set them on their chosen career pathway. This model can be effectively measured by any or all five of the WIOA performance measures that include:

**Employment Rate– 2<sup>nd</sup> and 4<sup>th</sup> Quarter After Exit** (2 measures) - The percentage of program participants who are in unsubsidized employment during the second quarter after exit from the program (for title I Youth, the indicator is the percentage of program participants who are in

education or training activities, or in unsubsidized employment, during the second quarter after exit from the program);

**Median Earnings – 2<sup>nd</sup> Quarter After Exit** - The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program;

**Credential Attainment** - The percentage of those participants enrolled in an education or training program (excluding those in on-the-job training (OJT) and customized training) who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant is also employed or enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program;

**Measurable Skills Gains** - The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, toward such a credential or employment.

CareerSource Suncoast has incorporated the following 14 program elements of WIOA into the youth program model:

1. tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential;
2. alternative secondary school services, or dropout recovery services, as appropriate;
3. paid and unpaid work experiences that have as a component academic and occupational education, which may include—
  - a. summer employment opportunities and other employment opportunities available throughout the school year;
  - b. pre-apprenticeship programs;
  - c. internships and job shadowing; and
  - d. on-the-job training opportunities;
4. occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in demand industry sectors or occupations in the local area involved, if the local board determines

that the programs meet the quality criteria described in section 123;

5. education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
6. leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;
7. support services;
8. adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
9. follow-up services for not less than 12 months after the completion of participation, as appropriate;
10. comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate;
11. financial literacy education;
12. entrepreneurial skills training; services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
13. activities that help youth prepare for and transition to postsecondary education and training.

All of the activities discussed in the program model and throughout the fourteen program elements are designed to prepare youth for transition to postsecondary education and training and/or a career path. Partners, who include employers, local school districts, community colleges, private schools, education foundations, other government-funded programs, and community-based and faith-based organizations, provide a system of support for youth to succeed in advancing their career.

- A. **Define the term “a youth who is unable to compute or solve problems, or read, write, or speak English at a level necessary to function on the job, in the individual’s family, or in society.”**

Describe how the local board defines whether a youth is unable to demonstrate these skills sufficiently to function on the job, in their family, or in society and what assessment instruments are used to make this determination (20 C.F.R. §681.290).

When a Youth approaches a CSS staff member for services and he/she cannot understand the youth, a translator or translation services for the appropriate language will be located and an initial assessment performed to determine the youth’s ability to speak and understand English.

This assessment is a matter of observation by the translator. If the youth indicate an ability to read English, then a Test of Adult Basic Education (TABE) will be administered to determine whether the youth perform above a basic skills deficient level. We would also accept documentation from the youth's current or previous school to Youth who score below a ninth-grade level are referred to Adult Basic Education programs for assistance in the areas of need. Career Coaches will assess an individual's verbal, written and computer skills during the WIOA prescreening, suitability, application, and enrollment process. Career Coaches will also discuss other barriers to employment that require services or additional counseling from partner agencies.

**B. Define "requires additional assistance."**

Describe how the local board defines the term "requires additional assistance" used in determining eligibility for WIOA-funded youth programs (20 CFR §681.300).

Definition of requires additional assistance in determining eligibility for WIOA-funded youth programs include:

- Is Gang involved/affiliated/affected;
- Experiences personal/family substance abuse;
- Is an emancipated minor;
- Is a victim of domestic violence or sexual/child abuse;
- Has been alienated due to sexual preference/orientations, gender identity, or transgender;
- Is a member of a migrant family; or first-generation immigrant family;
- Employment Challenges: An individual who is lacking a significant or positive work history defined as:
- Has been fired from 1 or more jobs within the last three (3) months, OR;
- Has a history of sporadic employment:
  - Youth who has not held the same job for more than three months in the past year prior to application or;
  - Has held 3 or more jobs within the last 12 months and is no longer employed or;
  - Has actively been seeking employment for at least one (1) month but remains unemployed or underemployed or;
- Have a family history of teen pregnancy (parent or sibling was a teen parent);
- Dysfunctional family defined as:
  - One or more DCF cases occurring in their home or;
  - Acts as a primary caregiver to a non-biological or sibling child under the age of 18;
- Child of incarcerated parent(s):
  - Has a parent that is currently incarcerated or;
  - Has a parent that was incarcerated 1/3 or more of the youth's life;
- Residing in subsidized/public housing, an empowerment zone, or high crime area;
- Resides in a non-traditional household setting (i.e., lives with unofficial non-natural parent guardian, grandparents, domestic partners, etc.);
- Experienced personal/family related Mental Health Issues;
- Victim of human trafficking;
- Victim of hate crime;
- Experiencing an Adverse Childhood Event (ACE's) defined as:
  - experiencing violence, abuse, or neglect;
  - witnessing violence in the home or community;;
  - having a family member attempt or die by suicide
  - instability due to parental separation/divorce;

- death of a parent/sibling during childhood;
- any event deemed traumatic by a healthcare professional that has adversely affected the youth's development;
- Is a dependent child living in their single parents/guardian's home;
- Students who are at risk of dropping out of school due to the following factors:
  - Having difficulties due to family circumstances such as:
    - lack of resources due to family's dependency on public assistance;
    - parents with criminal history or substance abuse;
    - parents that are long- term unemployed (at least thirteen (13) weeks);
  - Academically deficient and/or is not making substantial progress in mastering basic skills that are appropriate for students of the same age;
    - GPA is below 3.0;
    - Two (2) or more years behind in reading, math, science from their current grade level or;
    - Has failed to pass one or more sections of the state standardized test or;
    - Retained 1 or more times in school during the last 5 years;
  - Enrolled in a drop-out prevention program;
  - Determined to be at risk by school staff based on assessment that health, social, or family problems are impairing the student's ability to succeed in school;
  - Truancy or excessive absences (as defined by state law);
- School discipline problem – (placed on probation, suspended from school, or expelled from school one or more times during the past two years);
- Frequently moves between schools; moved two (2) or more times in a single academic school year;
- Parents or siblings dropped out of school.

**(1) Please include the following attachments with your local plans:**

- A. Executed Memoranda of Understanding for all one-stop partners.  
 Executed Infrastructure Funding Agreements with all applicable WIOA required partners

**\*\*The remainder of this page intentionally left blank\*\***

**SIGNATURE PAGE**

This plan represents the efforts of CareerSource Suncoast to implement the WorkforceInnovation and Opportunity Act in the following counties:

- Sarasota County
- Manatee County

We will operate in accordance with this plan and applicable federal and state laws, rules, and regulations.

**Workforce Development Board Chair**

Name Printed: Eric Troyer

Title Printed: Chair, Suncoast Workforce Board, Inc. dba CareerSource Suncoast

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Chief Elected Official (Sarasota County)**

Name Printed: Christian Ziegler

Title: Sarasota County Commissioner

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Chief Elected Official (Manatee County)**

Name Printed: George Kruse

Title: Manatee County Commissioner

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**END OF LOCAL PLAN INSTRUCTIONS**



## Summary of Modifications

1. CSS Board of Directors Chair and Vice Chair updates are represented in the plan.
2. Letter from the CEO has been updated with newly appointed CEO, Joshua Matlock's message.
3. **Section: (16.) Youth Program Design (B): Define "requires additional assistance."**  
Describe how the local board defines the term "requires additional assistance" used in determining eligibility for WIOA-funded youth programs (20 CFR §681.300).
  - Definition has been modified and expanded as noted in plan above.
4. **Section: (11) Individual Training Accounts: Describe the process and criteria for issuing Individual Training Accounts (ITAs) (WIOA §108(b)(19)).**  
Describe any ITA limitations established by the board;
  - Definition has been modified and expanded as noted in plan above.
5. **Section: (9) Describe the definition of "self-sufficiency" used by your local area (WIOA §108(b)(1)).**
  - Definition has been modified and expanded as noted in plan above.

DRAFT

**CareerSource Suncoast  
One-Stop Career Center  
Memorandum of Understanding**

MOU # :19-37  
IFA #:19-37A  
Effective  
Date:

**I. Purpose**

It is the purpose of this Memorandum of Understanding (MOU) to state the conditions under which the Career Center Partner, **The School District of Manatee County – Adult Education and Literacy Services**, will implement and provide services, as shall be described herein, in partnership with the Suncoast Workforce Board, Inc. dba CareerSource Suncoast (CSS), to eligible clients in Florida Workforce Region 18 as required under the Workforce Innovation and Opportunity Act (WIOA, [2014]). The cornerstone of the Act is its one- stop customer service delivery system. The One-stop System assures coordination between the activities authorized in and linked to this Act. The attached Infrastructure Funding Agreement (IFA) is a mandatory component of the MOU and contains an infrastructure costs budget, an important part of the overall operating budget which includes applicable career services and shared operating costs and services among the partners.

Activities within this MOU include the cooperative workforce training, employment and economic development efforts of CSS and the Partner and the actions to be taken by each to assure the coordination of their efforts in accordance with state issued requirements, guidelines and policies. This agreement is intended to coordinate resources and to prevent duplication and ensure the effective and efficient delivery of workforce services in Manatee and Sarasota Counties. In addition, this agreement will establish joint processes and procedures that will enable the Partner to integrate with the current Career Center service delivery system resulting in a seamless and comprehensive array of education, human service, job training, and other workforce development services to persons with disabilities and significant barriers to employment within Manatee and Sarasota Counties.

The parties to this document agree to coordinate and perform the activities and services described herein within the scope of legislative requirements governing their respective programs, services, and agencies.

**II. Services Provided**

Career Source Suncoast has been designated by the Manatee Board of County Commissioners and the Sarasota Board of County Commissioners to act as the administrative entity, grant recipient and fiscal agent for this area.

**CareerSource Suncoast will perform the following functions:**

1. Coordinate with the Partner to provide access to workforce services and programs through the One-stop System in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-stop System. Workforce services and programs include, but are not limited to, the allowable activities described in the WIOA and related legislation for: WIOA adult, dislocated worker and youth programs; Wagner-Peyser; Unemployment Insurance (UI); Veterans programs; Trade Adjustment Assistance (TAA); Temporary Assistance for Needy Families (TANF) program; adult education and family literacy; Perkins Act programs; and Vocational Rehabilitation.
2. Coordinate with the Partner to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to appropriate technology and materials that are available through the One-stop Career Center System.
3. Coordinate with the Partner for the funding of the infrastructure costs of the one-stop career centers and the funding of shared services and operating costs in accordance with 29 U.S.C § 3151 and any state infrastructure funding mechanism requirements issued by the State of Florida as indicated

**CareerSource Suncoast  
One-Stop Career Center  
Memorandum of Understanding**

MOU # :19-37  
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Date:

on the attached Infrastructure Funding Agreement (IFA).

CSS Provides:

2 Computer Lab spaces for GED Prep/ESOL, space, furniture, and computers at the Bradenton Career Center with access to labs Monday – Friday 8:30 am – 2:30 pm and Monday – Thursday 5:30 pm – 8:00 pm.

Annual Lab Space, Equipment/Furniture, Infrastructure Cost: \$ 37,086.00

1 CSS Career Coach-1 day per week Salary & Fringe Benefits: \$ 10,090.00

Total CCS In-Kind: \$47,176.00

4. Maintain the statewide "CareerSource Suncoast" branding of each center.
5. Maintain and operate at least one comprehensive one-stop career center within the local workforce development area that shall be open to the public from 8:30 am until 5:00 pm, Monday through Friday (excluding recognized holidays and emergency situations.)
6. Provide an area in the career center for the Partner's meetings and/or co-location as space permits.
7. Model CareerSource Suncoast core values and maintain a professional working environment and abide by all of its policies, rules, and procedures and applicable Florida statutes and rules.
8. MCSD personnel using CSS's Computer Lab will follow CareerSource's policies and procedures, will maintain a professional working environment while provided instruction at CSS's Computer Lab, will abide by all of MCSD's policies, rules, procedures, and will abide by any and all applicable Florida statutes and rules.
9. Review this MOU annually and solicit feedback from the Partner regarding improvements, changes, and/or additions.

**The Partner agrees to perform the following functions:**

1. Coordinate with CareerSource Suncoast to provide access to its workforce services and programs through the One-stop System in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-stop System.
2. Coordinate with CareerSource Suncoast to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the One-stop System.
3. To identify low income individuals who are unemployed or under employed and to provide referrals and assistance to employment services offered by CSS through the Family Self-Sufficiency Program.
4. Coordinate with CSS for the funding of the infrastructure costs of the One-Stop Career Centers in accordance with the terms of this MOU. MCSD will coordinate the funding of shared services and operating costs as described in this Agreement and in accordance with 29 U.S.C. §3151 and any infrastructure funding mechanism requirements issued the by the State of Florida. Under this MOU, the Partner and CSS will each be providing in-kind contributions.

**CareerSource Suncoast  
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Manatee County School District Provides: A GED & ESOL Instructor, GED/ESOL materials/supplies at the Bradenton Career Center during the above location and hours of operation, and furnishes CSS staff office space @ MTC Main Campus:

Annual GED Instructor Salary & FB	: \$ 43,789
Annual ESOL Instructor Salary & FB	: \$ 12,816
Materials and Supplies	: \$ 14,410
CSS Office Space @ MTC Main Campus:	\$ 17,245
(for career & placement assistance)	
Total MCSD In-Kind	\$ 88,260

5. Provide CareerSource Suncoast management feedback regarding the performance of the partnership, including its effectiveness and success.
6. Participate in career center periodic meetings to provide updates on the partners' programs and procedures to CareerSource staff.

### **III. Methods of Internal Referral**

Initial cross-referral procedures will be developed and/or reassessed based upon availability of funding for services and program need to ensure that high quality and convenient services are available to potentially eligible customers of the One-Stop Career Center system. These procedures include active use of the Crosswalk online referral system and access to the reports generated by this system as agreed upon with CSS staff.

### **IV. Confidentiality of Records and Data Sharing**

If either party to this MOU obtains access to any records, files, or other information of the other party in connection with, or during the performance of this MOU, then that party shall keep all such records, files or other information confidential to the extent allowable by law, and shall comply with all laws and regulations concerning the confidentiality of such records, files or other information to the same extent as such laws and regulations apply to the other party. Sharing of aggregate data that does not include personal identifiable information (PII) is permissible between parties to this MOU. Sharing of specific client information that includes personal identifiable information requires a client signed release of information held by one of the two parties that specifically allows for the sharing of such information.

### **V. Infrastructure Costs and Insurance**

Costs of the infrastructure of one-stop centers will be funded in accordance with the requirements of the Workforce Innovation and Opportunity Act; federal cost principles; and all other applicable legal requirements. For Partners co-located physically in the career center, the Partner agrees to provide CSS a copy of a Certificate of Insurance for General Liability listing CSS as additional insured. Additionally, Partner shall carry contents insurance for contents located in CSS Career Centers. CSS is not responsible for lost or damaged contents.

### **VI. Term**

This MOU is effective May 15, 2020 through June 30, 2021, or signature date. Upon review by both parties, this MOU will be automatically renewed for successive one-year terms not to exceed three years, as noted by agency representatives. This MOU may be terminated for convenience at any time by either party upon thirty (30) days written notice.

### **VII. Amendments and Modifications**

**CareerSource Suncoast  
One-Stop Career Center  
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Effective  
Date:

Neither this IFA nor any provision hereof may be changed, waived, discharged or terminated orally, but only by an instrument in writing signed by each of the parties to this Agreement sent via certified U. S. Mail.

**VIII. Merger**

This MOU constitutes and expresses the entire and integrated understanding and agreement between the parties hereto, superseding, incorporating and merging all prior understandings, agreements, and discussions relating to the transactions contemplated hereby, and no agreements, understandings, prior negotiations, prior discussions, warranties, representations or covenants not herein expressed shall be binding upon the parties.

**IX. Third Party Beneficiary**

This MOU is for the benefit of CareerSource Suncoast, the Partner, and the Manatee Board of County Commissioners and the Sarasota Board of County Commissioners and no third party is an intended beneficiary.

**X. Governance**

The accountability and responsibility for the One-stop System's organizational activity and accomplishments will rest with CareerSource Suncoast, the Manatee Board of County Commissioners, and the Sarasota Board of County Commissioners. Pursuant to the Workforce Innovation and Opportunity Act of 2014, the local Board in partnership with the CEOs shall conduct oversight with respect to the One-stop System.

**Partner Contact: Doug Wagner**

**Name : Manatee County School District**

**Phone: 941-751-6550**

**E-Mail: wagnerd@manateeschools.net**

**CareerSource Suncoast Centers**

**Bradenton**

1112 Manatee Avenue East  
Bradenton, FL 34208  
Phone: (941) 358-4200  
Fax: (941) 315-2675

**North Port – Goodwill Manasota**

14879 Tamiami Trail  
North Port, FL 34287  
Phone: (941) 358-4200  
Fax: (941) 315-2675

**Suncoast Technical College**

4748 Beneva Road  
Sarasota, FL 34233  
Phone: (941) 927-5286

**Sarasota**

3660 North Washington Boulevard  
Sarasota, FL 34234  
Phone: (941) 358-4200  
Fax: (941) 315-2675

**Manatee Technical College**

6305 State Road 70 East  
Bradenton, FL 34203  
Phone 941 751-7900 ext. 1150  
By Appointment Only

**CareerSource Suncoast  
One-Stop Career Center  
Memorandum of Understanding**

MOU # :19-37  
IFA #:19-37A  
Effective  
Date:

**Signatures**

**CareerSource Suncoast**

**School District of Manatee  
County**

Name: Ted Ehrlichman  
Title: President/CEO

Name: Doug Wagner  
Title: Deputy  
Superintendent

Date: 05/01/2020

Date: 05/01/2020

Signature: Ted Ehrlichman

Signature: Doug Wagner

**Elected Officials**

Name: Reggie Bellamy  
Title: Manatee County Commissioner  
Commissioner

Name: Christian Ziegler  
Title: Sarasota County  
Commissioner

Date: 05/02/2020

Date: 05/04/2020

Signature: Reggie Bellamy

Signature: Christian Ziegler

**INFRASTRUCTURE AGREEMENT  
ONE-STOP CAREER CENTER SYSTEM  
BY AND BETWEEN CAREERSOURCE SUNCOAST AND  
SCHOOL DISTRICT OF MANATEE COUNTY**

**I. PARTIES**

This Infrastructure Agreement ("IFA") is made pursuant to the Workforce Innovation Act of 2014 ("the Act"), and is entered into by School District of Manatee County and Suncoast Workforce Board, Inc dba CareerSource Suncoast ("CSS").

The contact information for Partner is as follows:

**Name:** Doug Wagner  
**Title:** Deputy Superintendent  
**Phone:** 941-751-6550  
**Email:** [wagnerd@manateeschools.net](mailto:wagnerd@manateeschools.net)

**II. PURPOSE**

The Workforce Innovation & Opportunity Act (WIOA) is an affirmation of the work that has been done in Florida to build the workforce development system. The cornerstone of the Act is its American Job Center (AJC) One-Stop customer delivery system. The AJC One-Stop system assures coordination between the activities authorized in and linked to the Act.

WIOA requires Local Workforce Development Boards (LWDB) to develop and finalize Infrastructure Funding Agreements (IFA) with all required partners that carry out their programs in the local area.

The purpose of this agreement is to establish a financial plan, including terms and conditions, to fund the services and operating costs of the AJC One-Stop customer delivery system. The Parties to this Infrastructure Agreement (IFA) agree that joint funding is a necessary foundation for an integrated service delivery system. The goal of the operating budget is to develop a funding mechanism that:

- Establishes and maintains the local workforce delivery system at a level that meets the needs of the job seekers and businesses in the Local area,
- Reduces duplication and maximizes program impact through the sharing of services, resources, and technologies among Partners (thereby improving each program's effectiveness),
- Reduces duplication by establishing data sharing as it relates to participant records for outcome information,
- Reduces overhead costs for any one partner by streamlining and sharing financial, procurement, and facility costs, and Ensures that costs are appropriately shared by determining contributions based on the proportionate use of the One-Stop centers and relative benefits received and requiring that all funds are spent solely for allowable purposes in a manner consistent with the applicable authorizing statutes and all other applicable legal requirements, including the Uniform Guidance.

The Partners consider this One-Stop operating budget the master budget that is necessary to maintain the high standard One-Stop delivery system. It includes the following cost categories, as required by WIOA and its implementing regulations:

- Infrastructure costs (also separately outlined in the Infrastructure Funding Agreement (IFA)),
- Career services, and
- Shared services.

All costs included in the IFA, allocated according to Partners' proportionate use and relative benefits received, and will be reconciled on a quarterly basis. The One-Stop operating budget is transparent and negotiated among Partners on an equitable basis to ensure costs are shared appropriately. All Partners negotiated in good faith and sought to establish outcomes that are reasonable and fair.

### **III. PARTNERS**

*Each Partner commits to cross-training of staff, as appropriate, and to providing other professional learning opportunities that promote continuous quality improvement.*

Partners will further promote system integration to the maximum extent feasible through:

- Effective communication, information sharing, and collaboration with the One-Stop operator,
- Joint planning, policy development, and system design processes,
- Commitment to the joint goals, strategies, and performance measures,
- The use of common and/or linked data management systems and data sharing methods, as appropriate
- Leveraging of resources including other public agency and non-profit organization services.
- Participation in a continuous improvement process designed to boost outcomes and increase customer satisfaction, and
- Participation in scheduled Partner meetings to exchange information in support of the above and encourage program and staff integration.

### **IV. ONE-STOP OPERATING BUDGET**

The purpose of this section is to establish a financial plan, including terms and conditions, to fund the services and operating cost of the One-Stop Centers. The Local Workforce Development Board based the budget on all costs associated with operating the America Job Center.



<b>CareerSource Suncoast</b>		
<b>One Stop Operating Budget</b>		
<b>Infrastructure Funding Agreement Budget</b>		
<b>PY 2019-2020 for Comprehensive American Job Center</b>		
<b>North Sarasota County Career Center</b>		
<b>3660 North Washington Blvd</b>		
<b>Sarasota, FL</b>		
	<b>Estimated</b>	
<b>Description</b>	<b>IFA Budget</b>	
<b>Infrastructure Costs:</b>		
Office Rent includes Utilities, Bldg Maintenance, & Utilities	\$187,632	
Copier Usage and Maintenance for Clients	\$1,836	
Internet	\$48,445	
Phones & Long Distance	\$9,683	
Fax	\$276	
Atlas Maintenance	\$8,667	
Website Maintenance	\$437	
Deep Freeze Maintenance - Labs	\$400	
Windows 10 Maintenance	\$800	
MS Office Software Maintenance - Labs	\$2,600	
<b>Total Infrastrure Costs</b>		<b>\$260,775</b>
<b>Additional Services:</b>		
Career Services - Resource Rm (2)	\$89,080	
IT Services - Crosswalk Maintenance	\$1,225	
<b>Total Additional Services</b>		<b>\$90,305</b>
<b>Total One Stop Operating Budget</b>		<b>\$351,080</b>
<b>FTEs Supporting the American Job Center (as of Jan 2020)</b>		<b>22.2</b>
<b>Cost per FTE = \$351,080/22.2 FTEs (as of Jan 2020)</b>		<b>\$15,814</b>
<b>Direct Linkage/Virtual Presence = 0.1 x Cost per FTE (as of Jan 2020)</b>		<b>\$1,581</b>

**V. COST ALLOCATION METHODOLOGY**

All required Partners have agreed to provide access to their programs in the comprehensive One-Stop Career Center and contribute to the infrastructure costs. Partners will have staff co-located in the Center (on a full or part-time basis) or will provide access via direct linkage as outlined in Attachment A (Partner On-site Representation Schedule) and will fund operating costs based on a percentage of the partner's annual FTE. (All costs included in the IFA, allocated according to Partners' proportionate use and relative benefits received, and will be reconciled on a quarterly basis.)

Required partners who have elected not to have staff co-located in the AJC will utilize a "direct linkage" that will allow customers to connect with partner program staff to access services. Cross-trained front-desk and other physically co-located staff can assist in providing information and referrals to the direct-linkage partners. Partners utilizing direct linkage must contribute to the infrastructure cost equivalent to a minimum of 0.1 FTE or 4 hours per week (1 FTE is equivalent to 40 hours/week)

The LWDB selected the cost allocation bases to determine overall Partner contributions. This was done in an effort:

- a) To remedy the imbalance of non-physically represented Partners, and
- b) To comply with the requirement of Partners' contributions having to be in proportion to the Partners' use of the AJC and relative benefits received.

As outlined in the MOU, the costs of the infrastructure of AJC One-Stop Center will be funded in accordance with the requirements of the Workforce Innovation and Opportunity Act; federal cost principles; and all other applicable legal requirements.

**VI. PARTNER CONTRIBUTION** (Based on all costs associated with the operation of the American Job Center)

Below is the partner contribution cost determination:

Estimated Cost per FTE	Estimated Infrastructure Costs Total Partner FTE / =
<b>Partner Physical Presence Contribution</b> <i>(partners who elected to have their representatives in the One-Stop on a FT or PT basis to serve customers)</i>	1 FTE x Estimated Cost per FTE 1 FTE x \$15,814 = \$15,814 <b>(1 FTE represents 40 hours/week commitment)</b>
<b>Partner Direct Linkage/Visual Presence Contribution</b> <i>(Partner who elects not to have their representative in the one-stop but offer a technology option to serve customers.)</i>	Minimum of 0.1 FTE or 4 hours per week 0.1 FTE x \$ 15,814 = \$1,581 <b>(0.1 FTE represents 4 hours/week commitment)</b>

## FUNDING TYPES AND SOURCES

The permissible types of funds used for infrastructure costs and additional costs of operating a local One-Stop delivery system (i.e. partner's program or administrative funds) may differ depending upon the partners program's authorizing law and implementing regulations. The funds that may be used also differ based on whether the amount that must be contributed by a partner for infrastructure costs is determined under the Local Funding Model or the State Funding Model. (Copy of the TEGL 17-16: Infrastructure Funding of the One-Stop Delivery System can be found at:

[https://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=4968](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=4968).

**Types.** Funding for infrastructure costs and additional costs may be in the form of:

- CASH, NON-CASH and THIRD-PARTY IN-KIND CONTRIBUTIONS\*
- Funding from philanthropic organizations or other private entities; or
- Other alternative financing options (described in WIOA sec. 121(c)(2)(A)(ii) and 20 CFR 678.715, 34 CFR 361.715, and 34 CFR 463.715.

Some partner programs may have statutory or regulatory prohibitions against using certain types of these contribution or on how the program may treat these contributions for fiscal accountability purposes under the respective program's requirements.

\*

### Cash

Cash funds provided to the Local WDB or its designee by one-stop Partners, either directly or by an interagency transfer, or by a third party.

### Non-Cash

- Expenditures incurred by one-stop Partners on behalf of the one-stop center; and
- Non-cash contributions or goods or services contributed by a Partner program and used by the One-Stop center.

The value of non-cash and third-party in-kind contributions must be fairly evaluated in accordance with the Uniform Guidance at 2 CFR 200.306.

### Third-party In-kind

Contributions of space, equipment, technology, non-personnel services, or other like items to support the infrastructure costs associated with one-stop operations, by a non-one-stop Partner to:

- Support the One-Stop Center in general; or
- Support the proportionate share of One-Stop infrastructure costs of a specific partner.

[20 CFR 678.720; 20 CFR 678.760; 34 CFR 361.720; 34 CFR 361.760; 34 CFR 463.720; and 34 CFR 463.760]

**Sources.** The source of funds that may be used to pay for infrastructure costs depends on the requirements regarding use of funds under the law authorizing the partner program that is contributing the funding. The infrastructure funding may be from funds classified as administrative, program, or both, depending on the partner program's requirements.

## VII. COST RECONCILIATION

All Parties agree that a bi-annual reconciliation of budgeted and actual costs and update of the allocation bases will be provided for the review.

The LWDB will submit invoices to the Partners and send a copy of the updated budget to all Parties. Partners will communicate any disputes with costs in the invoice or the budget to the LWDB in writing. The LWDB will review the disputed cost items and respond accordingly to the Partner. When necessary, the LWDB will revise the invoice and the adjusted budget upon resolution of the dispute.

One-Stop delivery system infrastructure costs are defined as non-personnel costs that are necessary for the general operation of the OSCC, including, but not limited to: Rental of the facilities; Utilities and maintenance; Equipment, including assessment-related products and assistive technology for individuals with disabilities; and, Technology to facilitate access to the One-Stop delivery system, including technology used for the center's planning and outreach activities. This may also include the costs associated with the development and use of the common identifier (i.e., American Job Center signage) and supplies, as defined in Uniform Guidance at 2 CFR 200.94, to support the general operation of the One-Stop center (WIOA sec.121 (h)(4) and 20 CFR 678.700(a), and 34 CFR 446.700(a)).

Non-personnel costs are costs that are not compensation for personnel costs. For example, technology-related services performed by vendors or contractors are non-personnel costs and may be identified as infrastructure costs if they are necessary for the general operation of the One-Stop center. Such costs would include service contracts with vendors or contractors, equipment and supplies.

Personnel services include salaries, wages, and fringe benefits of the employees of partner programs or their subrecipients, as described in 2 CFR 200.430-200.431 of the Uniform Guidance. For example, allocable salary and fringe costs of partner program staff who work on information technology systems (e.g., common performance and reporting outcomes) for use by the One-Stop center as a whole would be personnel costs. The costs of a shared welcome desk or greeter directing employers and customers to the services or staff that are available in that One-Stop center is a personnel expense. These costs, therefore, could not be included in infrastructure costs but are included in "additional costs."

All Parties to this IFA recognize that infrastructure costs are applicable to all required Partners, whether they are physically located in the One-Stop Career Center (OSCC) or not. Each partner's contributions to these costs, however, may vary, as these contributions are based on the proportionate use and relative benefit received, consistent with the Partner programs' authorizing laws and regulations and the Uniform Guidance.

## VIII. TERM

The Term of this IFA shall commence on May 15, 2020, or the date last executed by both parties, whichever is later, through June 30, 2021 will be reviewed and renewed annually for successive one-year terms. This IFA may be terminated for convenience at any time by either party upon thirty (30) days written notice. Neither this IFA nor any provision hereof may be changed, waived, discharged or terminated orally, but only by an instrument in writing signed by each of the parties to this Agreement.

## IX. AMENDMENTS AND MODIFICATIONS

Neither this IFA nor any provision hereof may be changed, waived, discharged or terminated orally, but only by an instrument in writing signed by each of the parties to this Agreement sent via certified U. S. Mail.

## **X. MERGER**

This IFA constitutes and expresses the entire and integrated understanding and agreement between the parties hereto, superseding, incorporating and merging all prior understandings, agreements, and discussions relating to the transactions contemplated hereby, and no agreements, understandings, prior negotiations, prior discussions, warranties, representations or covenants not herein expressed shall be binding upon the parties.

## **XI. THIRD PARTY BENEFICIARY**

The Parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this IFA. None of the Parties intend to directly or substantially benefit a third party by this IFA. The Parties agree that there are no third-party beneficiaries to this IFA and that no third party shall be entitled to assert a claim against any of the Parties based upon this IFA.

## **XII. GOVERNANCE**

The accountability and responsibility for the One-Stop career center system's organizational activity and accomplishments will rest with CSS. Pursuant to the Act CareerSource shall conduct oversight with respect to the One-Stop delivery system. Any dispute concerning this IFA will be resolved in accordance with CSS.

## **XIII. DISPUTE RESOLUTION**

If an issue arises involving this IFA, both parties will make every effort to reach a resolution in a timely and efficient manner. Either partner may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing.

If not resolved, the issue and the efforts to resolve will be documented and forwarded to the President/CEO of CareerSource Suncoast and the Director of the Partner organization. A joint decision shall be issued within 60 calendar days of receipt.

If dissatisfied with the decision, the dispute may be filed with the State of Florida Department of Economic Opportunity (DEO) to review concerns and determine resolution. DEO and DOE may remand the issue back to the President/CEO of CareerSource Suncoast and to the Director of the Partner organization, Partner or impose other remedies to resolve the issue.

**XIV. SIGNATURES**

**IN WITNESS WHEREOF**, Partner and CSS have caused this IFA to be duly executed as of the date set forth below.

APPROVED BY:

CareerSource Suncoast

*Ted Ehrlichman*

By: \_\_\_\_\_

Name: Ted Ehrlichman

Title: President/CEO

Date: 05/01/2020

APPROVED BY PARTNER:

School District of Manatee County

*Doug Wagner*

By: \_\_\_\_\_

Name: Doug Wagner

Title: Deputy Superintendent

Date: 05/01/2020

APPROVED BY:  
COUNTY LOCAL ELECTED OFFICIALS:

Manatee County Commissioner

*Reggie Bellamy*

Reggie Bellamy

Date: 05/02/2020

Sarasota County Commissioner

*Christian Ziegler*

Christian Ziegler

Date: 05/04/2020

**Attachment A**

**Partner On-Site Representation Schedule**

**Comprehensive One Stop Center - American Job Center**      **Estimated Infrastructure Cost**      **\$351,080**

**Sarasota Location**

<b>Required Program Partners</b>	<b>Governance</b>	<b>Local Grantee</b>	<b># of Staff</b>	<b>% of Total FTEs</b>	<b>Partner Contribution</b>	<b>Physical or Virtual Presence</b>
WIOA Adult, Youth, Dislocated Wkr - Formual Funds, TANF, SNAP, RESEA	DOL & HHS	CSS	14.25	64.19%	\$225,355	Physical
Wagner Peyser	DOL	CSS	2.69	12.12%	\$42,541	Physical
Veteran Program	DOL	CSS	1.00	4.50%	\$15,814	Physical
Trade Adjustment Act - TAA	DOL	CSS	0.06	0.27%	\$949	Physical
Senior Community Employment Program	DOL	AARP - Manatee/Sarasota	0.40	1.80%	\$6,326	Physical
Adult Education & Literacy-GED	DOE	SCSB	1.00	4.50%	\$15,814	Physical
Adult Education & Literacy-GED	DOE	MCSB	2.00	9.01%	\$31,629	Physical
Migrant Seasonal Farmworker Jobs Program	DOL/DOE	MCSB	0.10	0.45%	\$1,581	Virtual
Vocational Rehabilitation	DOE	VR	0.10	0.45%	\$1,581	Virtual
Division of Blind Services	DOE	FL Div BS	0.10	0.45%	\$1,581	Virtual
Job Corp	DOL	JC Pinellas Co	0.10	0.45%	\$1,581	Virtual
CSBG	HHS	SC Health & Human Svs	0.10	0.45%	\$1,581	Virtual
CSBG	HHS	Manatee Community Action Agency	0.10	0.45%	\$1,581	Virtual
Dept Housing & Urban Development	HUD	MC Housing Authority	0.10	0.45%	\$1,581	Virtual
Dept Housing & Urban Development	HUD	SC Housing Authority	0.10	0.45%	\$1,581	Virtual
<b>Totals</b>			<b>22.20</b>	<b>100.00%</b>	<b>\$351,080</b>	
<b>Estimated Cost per FTE - Physical Presence</b>	<b>\$15,814</b>					
<b>Estimated Cost for 0.10 FTE - Virtual Presence</b>	<b>\$1,581</b>					

# Signature Certificate

Document Ref.: HY8YA-RBPKE-Q5AXW-QYCXP

Document signed by:

	<b>Ted Ehrlichman</b> Verified E-mail: tehrlichman@careersourcesc.com <small>IP: 73.28.132.247      Date: 04 May 2020 15:59:51 UTC</small>	<i>Ted Ehrlichman</i> 
	<b>Reggie Bellamy</b> Verified E-mail: reggie.bellamy@mymanatee.org <small>IP: 74.117.68.159      Date: 04 May 2020 21:10:34 UTC</small>	<i>Reggie Bellamy</i> 
	<b>Doug Wagner</b> Verified E-mail: wagnerd@manateeschools.net <small>IP: 168.213.254.21      Date: 04 May 2020 21:52:15 UTC</small>	<i>Doug Waquer</i> 
	Verified E-mail: ctieglar@scgov.net <small>IP: 73.27.169.19      Date: 05 May 2020 02:29:55 UTC</small>	<i>Christian Ziegler</i> 

Document completed by all parties on:

05 May 2020 02:29:55 UTC

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**CareerSource Suncoast  
One-Stop Career Center  
Memorandum of Understanding**

MOU # :19-40  
IFA #:19-40A  
Effective  
Date:

**I. Purpose**

It is the purpose of this Memorandum of Understanding (MOU) to state the conditions under which the Career Center Partner, the **Manatee Housing Authority**, will implement and provide services, as shall be described herein, in partnership with the Suncoast Workforce Board, Inc. dba CareerSource Suncoast (CSS), to eligible clients in Florida Workforce Region 18 as required under the Workforce Innovation and Opportunity Act (WIOA, [2014]). The cornerstone of the Act is its one- stop customer service delivery system. The One-stop System assures coordination between the activities authorized in and linked to this Act. The attached Infrastructure Funding Agreement (IFA) is a mandatory component of the MOU and contains an infrastructure costs budget, an important part of the overall operating budget which includes applicable career services and shared operating costs and services among the partners.

Activities within this MOU include the cooperative workforce training, employment and economic development efforts of CSS and the Partner and the actions to be taken by each to assure the coordination of their efforts in accordance with state issued requirements, guidelines and policies. This agreement is intended to coordinate resources and to prevent duplication and ensure the effective and efficient delivery of workforce services in Manatee and Sarasota Counties. In addition, this agreement will establish joint processes and procedures that will enable the Partner to integrate with the current Career Center service delivery system resulting in a seamless and comprehensive array of education, human service, job training, and other workforce development services to persons with disabilities and significant barriers to employment within Manatee and Sarasota Counties.

The parties to this document agree to coordinate and perform the activities and services described herein within the scope of legislative requirements governing their respective programs, services, and agencies.

**II. Services Provided**

Career Source Suncoast has been designated by the Manatee Board of County Commissioners and the Sarasota Board of County Commissioners to act as the administrative entity, grant recipient and fiscal agent for this area.

**CareerSource Suncoast will perform the following functions:**

1. Coordinate with the Partner to provide access to workforce services and programs through the One-stop System in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-stop System. Workforce services and programs include, but are not limited to, the allowable activities described in the WIOA and related legislation for: WIOA adult, dislocated worker and youth programs; Wagner-Peyser; Unemployment Insurance (UI); Veterans programs; Trade Adjustment Assistance (TAA); Temporary Assistance for Needy Families (TANF) program; adult education and family literacy; Perkins Act programs; and Vocational Rehabilitation.
2. Coordinate with the Partner to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to appropriate technology and materials that are available through the One-stop Career Center System.
3. Coordinate with the Partner for the funding of the infrastructure costs of the one-stop career centers and the funding of shared services and operating costs in accordance with 29 U.S.C

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§ 3151 and any state infrastructure funding mechanism requirements issued by the State of Florida as indicated on the attached Infrastructure Funding Agreement (IFA).

4. Maintain the statewide "CareerSource Suncoast" branding of each center.
5. Maintain and operate at least one comprehensive one-stop career center within the local workforce development area that shall be open to the public from 8:30 am until 5:00 pm, Monday through Friday (excluding recognized holidays and emergency situations.)
6. Provide an area in the career center for the Partner's meetings and/or co-location as space permits.
7. Model CareerSource Suncoast core values and maintain a professional working environment and abide by all of its policies, rules, and procedures and applicable Florida statutes and rules.
8. Review this MOU annually and solicit feedback from the Partner regarding improvements, changes, and/or additions.
9. Coordinate with Manatee County Housing Authority to identify eligible Section 3 participants and/or businesses

**The Partner agrees to perform the following functions:**

1. Coordinate with CareerSource Suncoast to provide access to its workforce services and programs through the One-stop System in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-stop System.
2. Coordinate with CareerSource Suncoast to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the One-stop System.
3. Provide all logistical support necessary for its staff located within the local area to be fully integrated within the One-stop System.
4. Provide CareerSource Suncoast management feedback regarding the performance of the partnership, including its effectiveness and success.
5. Participate in career center periodic meetings to provide updates on the partners' programs and procedures to CareerSource staff.

**III. Methods of Internal Referral**

Initial cross-referral procedures will be developed and/or reassessed based upon availability of funding for services and program need to ensure that high quality and convenient services are available to potentially eligible customers of the One-Stop Career Center system. These procedures

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include active use of the Crosswalk online referral system and access to the reports generated by this system as agreed upon with CSS staff.

**IV. Confidentiality of Records and Data Sharing**

If either party to this MOU obtains access to any records, files, or other information of the other party in connection with, or during the performance of this MOU, then that party shall keep all such records, files or other information confidential to the extent allowable by law, and shall comply with all laws and regulations concerning the confidentiality of such records, files or other information to the same extent as such laws and regulations apply to the other party. Sharing of aggregate data that does not include personal identifiable information (PII) is permissible between parties to this MOU. Sharing of specific client information that includes personal identifiable information requires a client signed release of information held by one of the two parties that specifically allows for the sharing of such information.

**V. Infrastructure Costs and Insurance**

Costs of the infrastructure of one-stop centers will be funded in accordance with the requirements of the Workforce Innovation and Opportunity Act; federal cost principles; and all other applicable legal requirements. For Partners co-located physically in the career center, the Partner agrees to provide CSS a copy of a Certificate of Insurance for General Liability listing CSS as additional insured. Additionally, Partner shall carry contents insurance for contents located in CSS Career Centers. CSS is not responsible for lost or damaged contents.

**VI. Term**

This MOU is effective April 15, 2020 through June 15, 2021, or signature date. Upon review by both parties, this MOU will be automatically renewed for successive one-year terms not to exceed three years, as noted by agency representatives. This MOU may be terminated for convenience at any time by either party upon thirty (30) days written notice.

**VII. Amendments and Modifications**

Neither this IFA nor any provision hereof may be changed, waived, discharged or terminated orally, but only by an instrument in writing signed by each of the parties to this Agreement sent via certified U. S. Mail.

**VIII. Merger**

This MOU constitutes and expresses the entire and integrated understanding and agreement between the parties hereto, superseding, incorporating and merging all prior understandings, agreements, and discussions relating to the transactions contemplated hereby, and no agreements, understandings, prior negotiations, prior discussions, warranties, representations or covenants not herein expressed shall be binding upon the parties.

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**IX. Third Party Beneficiary**

This MOU is for the benefit of CareerSource Suncoast, the Partner, and the Manatee Board of County Commissioners and the Sarasota Board of County Commissioners and no third party is an intended beneficiary.

**X. Governance**

The accountability and responsibility for the One-stop System's organizational activity and accomplishments will rest with CareerSource Suncoast, the Manatee Board of County Commissioners, and the Sarasota Board of County Commissioners. Pursuant to the Workforce Innovation and Opportunity Act of 2014, the local Board in partnership with the CEOs shall conduct oversight with respect to the One-stop System.

**Partner Contact: Lori Hostetler**

**Phone: 941-756-3974 x 227**

**E-Mail: [lori.h@manateehousing.com](mailto:lori.h@manateehousing.com)**

**CareerSource Suncoast Centers**

**Bradenton**

1112 Manatee Avenue East  
Bradenton, FL 34208  
Phone: (941) 358-4200  
Fax: (941) 315-2675

**North Port – Goodwill Manasota**

14879 Tamiami Trail  
North Port, FL 34287  
Phone: (941) 358-4200  
Fax: (941) 315-2675

**Suncoast Technical College**

4748 Beneva Road  
Sarasota, FL 34233  
Phone: (941) 927-5286

**Sarasota**

3660 North Washington Boulevard  
Sarasota, FL 34234  
Phone: (941) 358-4200  
Fax: (941) 315-2675

**Manatee Technical College**

6305 State Road 70 East  
Bradenton, FL 34203  
Phone 941 751-7900 ext. 1150  
By Appointment Only

**CareerSource Suncoast  
One-Stop Career Center  
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MOU # :19-40  
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Date:

**Signatures**

**CareerSource Suncoast**

**Name:** Ted Ehrlichman

**Title:** President/CEO

**Date:** 05/04/2020

**Signature:** Ted Ehrlichman

**Manatee County**

**Housing Authority**

**Name:** Willie Calhoun Jr.

**Title:** Executive Director

**Date:** 05/04/2020

**Signature:** Willie Calhoun Jr.

**Elected Officials**

**Name:** Reggie Bellamy

**Title:** Manatee County Commissioner

**Date:** 05/04/2020 Reggie Bellamy

**Signature:** \_\_\_\_\_

**Name:** Christian Ziegler

**Title:** Sarasota County Commissioner

**Date:** 05/04/2020 Christian Ziegler

**Signature:** \_\_\_\_\_

**INFRASTRUCTURE AGREEMENT  
ONE-STOP CAREER CENTER SYSTEM  
BY AND BETWEEN CAREERSOURCE SUNCOAST AND  
MANATEE COUNTY HOUSING AUTHORITY**

**I. PARTIES**

This Infrastructure Agreement ("IFA") is made pursuant to the Workforce Innovation Act of 2014 ("the Act"), and is entered into by Manatee County Housing Authority and Suncoast Workforce Board, Inc dba CareerSource Suncoast ("CSS").

The contact information for Partner is as follows:

**Name: Lori Hostetler**  
**Title: ROSS Coordinator**  
**Phone: 941-756-3974 x 227**  
**Email: lori.h@manateehousing.com**

**II. PURPOSE**

The Workforce Innovation & Opportunity Act (WIOA) is an affirmation of the work that has been done in Florida to build the workforce development system. The cornerstone of the Act is its American Job Center (AJC) One-Stop customer delivery system. The AJC One-Stop system assures coordination between the activities authorized in and linked to the Act.

WIOA requires Local Workforce Development Boards (LWDB) to develop and finalize Infrastructure Funding Agreements (IFA) with all required partners that carry out their programs in the local area.

The purpose of this agreement is to establish a financial plan, including terms and conditions, to fund the services and operating costs of the AJC One-Stop customer delivery system. The Parties to this Infrastructure Agreement (IFA) agree that joint funding is a necessary foundation for an integrated service delivery system. The goal of the operating budget is to develop a funding mechanism that:

- Establishes and maintains the local workforce delivery system at a level that meets the needs of the job seekers and businesses in the Local area,
- Reduces duplication and maximizes program impact through the sharing of services, resources, and technologies among Partners (thereby improving each program's effectiveness),
- Reduces duplication by establishing data sharing as it relates to participant records for outcome information,
- Reduces overhead costs for any one partner by streamlining and sharing financial, procurement, and facility costs, and
- Ensures that costs are appropriately shared by determining contributions based on the proportionate use of the One-Stop centers and relative benefits received and requiring that all funds are spent solely for allowable purposes in a manner consistent with the applicable authorizing statutes and all other applicable legal requirements, including the Uniform Guidance.

The Partners consider this One-Stop operating budget the master budget that is necessary to maintain the high standard One-Stop delivery system. It includes the following cost categories, as required by WIOA and its implementing regulations:

- Infrastructure costs (also separately outlined in the Infrastructure Funding Agreement (IFA)),
- Career services, and
- Shared services.

All costs included in the IFA, allocated according to Partners' proportionate use and relative benefits received, and will be reconciled on a quarterly basis. The One-Stop operating budget is transparent and negotiated among Partners on an equitable basis to ensure costs are shared appropriately. All Partners negotiated in good faith and sought to establish outcomes that are reasonable and fair.

### **III. PARTNERS**

*Each Partner commits to cross-training of staff, as appropriate, and to providing other professional learning opportunities that promote continuous quality improvement.*

Partners will further promote system integration to the maximum extent feasible through:

- Effective communication, information sharing, and collaboration with the One-Stop operator,
- Joint planning, policy development, and system design processes,
- Commitment to the joint goals, strategies, and performance measures,
- The use of common and/or linked data management systems and data sharing methods, as appropriate
- Leveraging of resources including other public agency and non-profit organization services.
- Participation in a continuous improvement process designed to boost outcomes and increase customer satisfaction, and
- Participation in scheduled Partner meetings to exchange information in support of the above and encourage program and staff integration.

### **IV. ONE-STOP OPERATING BUDGET**

The purpose of this section is to establish a financial plan, including terms and conditions, to fund the services and operating cost of the One-Stop Centers. The Local Workforce Development Board based the budget on all costs associated with operating the America Job Center.

<b>CareerSource Suncoast</b>		
<b>One Stop Operating Budget</b>		
<b>Infrastructure Funding Agreement Budget</b>		
<b>PY 2019-2020 for Comprehensive American Job Center</b>		
<b>North Sarasota County Career Center</b>		
<b>3660 North Washington Blvd</b>		
<b>Sarasota, FL</b>		
	<b>Estimated</b>	
<b>Description</b>	<b>IFA Budget</b>	
<b>Infrastructure Costs:</b>		
Office Rent includes Utilities, Bldg Maintenance, & Utilities	\$187,632	
Copier Usage and Maintenance for Clients	\$1,836	
Internet	\$48,445	
Phones & Long Distance	\$9,683	
Fax	\$276	
Atlas Maintenance	\$8,667	
Website Maintenance	\$437	
Deep Freeze Maintenance - Labs	\$400	
Windows 10 Maintenance	\$800	
MS Office Software Maintenance - Labs	\$2,600	
<b>Total Infrastructure Costs</b>		<b>\$260,775</b>
<b>Additional Services:</b>		
Career Services - Resource Rm (2)	\$89,080	
IT Services - Crosswalk Maintenance	\$1,225	
<b>Total Additional Services</b>		<b>\$90,305</b>
<b>Total One Stop Operating Budget</b>		<b>\$351,080</b>
<b>FTEs Supporting the American Job Center (as of Jan 2020)</b>		<b>22.2</b>
<b>Cost per FTE = \$351,080/22.2 FTEs (as of Jan 2020)</b>		<b>\$15,814</b>
<b>Direct Linkage/Virtual Presence = 0.1 x Cost per FTE (as of Jan 2020)</b>		<b>\$1,581</b>



**V. COST ALLOCATION METHODOLOGY**

All required Partners have agreed to provide access to their programs in the comprehensive One-Stop Career Center and contribute to the infrastructure costs. Partners will have staff co-located in the Center (on a full or part-time basis) or will provide access via direct linkage as outlined in Attachment A (Partner On-site Representation Schedule) and will fund operating costs based on a percentage of the partner's annual FTE. (All costs included in the IFA, allocated according to Partners' proportionate use and relative benefits received, and will be reconciled on a quarterly basis.)

Required partners who have elected not to have staff co-located in the AJC will utilize a "direct linkage" that will allow customers to connect with partner program staff to access services. Cross-trained front-desk and other physically co-located staff can assist in providing information and referrals to the direct-linkage partners. Partners utilizing direct linkage must contribute to the infrastructure cost equivalent to a minimum of 0.1 FTE or 4 hours per week (1 FTE is equivalent to 40 hours/week)

The LWDB selected the cost allocation bases to determine overall Partner contributions. This was done in an effort:

- a) To remedy the imbalance of non-physically represented Partners, and
- b) To comply with the requirement of Partners' contributions having to be in proportion to the Partners' use of the AJC and relative benefits received.

As outlined in the MOU, the costs of the infrastructure of AJC One-Stop Center will be funded in accordance with the requirements of the Workforce Innovation and Opportunity Act; federal cost principles; and all other applicable legal requirements.

**VI. PARTNER CONTRIBUTION (Based on all costs associated with the operation of the American Job Center)**

Below is the partner contribution cost determination:

Estimated Cost per FTE	Estimated Infrastructure Costs Total Partner FTE / =
<b>Partner Physical Presence Contribution</b> <i>(partners who elected to have their representatives in the One-Stop on a FT or PT basis to serve customers)</i>	1 FTE x Estimated Cost per FTE 1 FTE x \$15,814 = \$15,814 <b>(1 FTE represents 40 hours/week commitment)</b>
<b>Partner Direct Linkage/Visual Presence Contribution</b> <i>(Partner who elects not to have their representative in the one-stop but offer a technology option to serve customers.)</i>	Minimum of 0.1 FTE or 4 hours per week 0.1 FTE x \$ 15,814 = \$1,581 <b>(0.1 FTE represents 4 hours/week commitment)</b>

## FUNDING TYPES AND SOURCES

The permissible types of funds used for infrastructure costs and additional costs of operating a local One-Stop delivery system (i.e. partner's program or administrative funds) may differ depending upon the partners program's authorizing law and implementing regulations. The funds that may be used also differ based on whether the amount that must be contributed by a partner for infrastructure costs is determined under the Local Funding Model or the State Funding Model. (Copy of the TEGL 17-16: Infrastructure Funding of the One-Stop Delivery System can be found at: [https://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=4968](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=4968).)

**Types.** Funding for infrastructure costs and additional costs may be in the form of:

- CASH, NON-CASH and THIRD-PARTY IN-KIND CONTRIBUTIONS\*
- Funding from philanthropic organizations or other private entities; or
- Other alternative financing options (described in WIOA sec. 121(c)(2)(A)(ii) and 20 CFR 678.715, 34 CFR 361.715, and 34 CFR 463.715.

Some partner programs may have statutory or regulatory prohibitions against using certain types of these contribution or on how the program may treat these contributions for fiscal accountability purposes under the respective program's requirements.

\*

### Cash

Cash funds provided to the Local WDB or its designee by one-stop Partners, either directly or by an interagency transfer, or by a third party.

### Non-Cash

- Expenditures incurred by one-stop Partners on behalf of the one-stop center; and
- Non-cash contributions or goods or services contributed by a Partner program and used by the One-Stop center.

The value of non-cash and third-party in-kind contributions must be fairly evaluated in accordance with the Uniform Guidance at 2 CFR 200.306.

### Third-party In-kind

Contributions of space, equipment, technology, non-personnel services, or other like items to support the infrastructure costs associated with one-stop operations, by a non-one-stop Partner to:

- Support the One-Stop Center in general; or
- Support the proportionate share of One-Stop infrastructure costs of a specific partner.

[20 CFR 678.720; 20 CFR 678.760; 34 CFR 361.720; 34 CFR 361.760; 34 CFR 463.720; and 34 CFR 463.760]

**Sources.** The source of funds that may be used to pay for infrastructure costs depends on the requirements regarding use of funds under the law authorizing the partner program that is contributing the funding. The infrastructure funding may be from funds classified as administrative, program, or both, depending on the partner program's requirements.

## **VII. COST RECONCILIATION**

All Parties agree that a bi-annual reconciliation of budgeted and actual costs and update of the allocation bases will be provided for the review.

The LWDB will submit invoices to the Partners and send a copy of the updated budget to all Parties. Partners will communicate any disputes with costs in the invoice or the budget to the LWDB in writing. The LWDB will review the disputed cost items and respond accordingly to the Partner. When necessary, the LWDB will revise the invoice and the adjusted budget upon resolution of the dispute.

One-Stop delivery system infrastructure costs are defined as non-personnel costs that are necessary for the general operation of the OSCC, including, but not limited to: Rental of the facilities; Utilities and maintenance; Equipment, including assessment-related products and assistive technology for individuals with disabilities; and, Technology to facilitate access to the One-Stop delivery system, including technology used for the center's planning and outreach activities. This may also include the costs associated with the development and use of the common identifier (i.e., American Job Center signage) and supplies, as defined in Uniform Guidance at 2 CFR 200.94, to support the general operation of the One-Stop center (WIOA sec.121 (h)(4) and 20 CFR 678.700(a), and 34 CFR 446.700(a)).

Non-personnel costs are costs that are not compensation for personnel costs. For example, technology-related services performed by vendors or contractors are non-personnel costs and may be identified as infrastructure costs if they are necessary for the general operation of the One-Stop center. Such costs would include service contracts with vendors or contractors, equipment and supplies.

Personnel services include salaries, wages, and fringe benefits of the employees of partner programs or their subrecipients, as described in 2 CFR 200.430-200.431 of the Uniform Guidance. For example, allocable salary and fringe costs of partner program staff who work on information technology systems (e.g., common performance and reporting outcomes) for use by the One-Stop center as a whole would be personnel costs. The costs of a shared welcome desk or greeter directing employers and customers to the services or staff that are available in that One-Stop center is a personnel expense. These costs, therefore, could not be included in infrastructure costs but are included in "additional costs."

All Parties to this IFA recognize that infrastructure costs are applicable to all required Partners, whether they are physically located in the One-Stop Career Center (OSCC) or not. Each partner's contributions to these costs, however, may vary, as these contributions are based on the proportionate use and relative benefit received, consistent with the Partner programs' authorizing laws and regulations and the Uniform Guidance.

## **VIII. TERM**

The Term of this IFA shall commence on May 15, 2020, or the date last executed by both parties, whichever is later, through June 30, 2021 will be reviewed and renewed annually for successive one-year terms. This IFA may be terminated for convenience at any time by either party upon thirty (30) days written notice. Neither this IFA nor any provision hereof may be changed, waived, discharged or terminated orally, but only by an instrument in writing signed by each of the parties to this Agreement.

## **IX. AMENDMENTS AND MODIFICATIONS**

Neither this IFA nor any provision hereof may be changed, waived, discharged or terminated orally, but only by an instrument in writing signed by each of the parties to this Agreement sent via certified U. S. Mail.

## **X. MERGER**

This IFA constitutes and expresses the entire and integrated understanding and agreement between the parties hereto, superseding, incorporating and merging all prior understandings, agreements, and discussions relating to the transactions contemplated hereby, and no agreements, understandings, prior negotiations, prior discussions, warranties, representations or covenants not herein expressed shall be binding upon the parties.

## **XI. THIRD PARTY BENEFICIARY**

The Parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this IFA. None of the Parties intend to directly or substantially benefit a third party by this IFA. The Parties agree that there are no third-party beneficiaries to this IFA and that no third party shall be entitled to assert a claim against any of the Parties based upon this IFA.

## **XII. GOVERNANCE**

The accountability and responsibility for the One-Stop career center system's organizational activity and accomplishments will rest with CSS. Pursuant to the Act CareerSource shall conduct oversight with respect to the One-Stop delivery system. Any dispute concerning this IFA will be resolved in accordance with CSS.

## **XIII. DISPUTE RESOLUTION**

If an issue arises involving this IFA, both parties will make every effort to reach a resolution in a timely and efficient manner. Either partner may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing.

If not resolved, the issue and the efforts to resolve will be documented and forwarded to the President/CEO of CareerSource Suncoast and the Director of the Partner organization. A joint decision shall be issued within 60 calendar days of receipt.

If dissatisfied with the decision, the dispute may be filed with the State of Florida Department of Economic Opportunity (DEO) to review concerns and determine resolution. DEO and DOE may remand the issue back to the President/CEO of CareerSource Suncoast and to the Director of the Partner organization, Partner or impose other remedies to resolve the issue.

**XIV. SIGNATURES**

**IN WITNESS WHEREOF**, Partner and CSS have caused this IFA to be duly executed as of the date set forth below.

APPROVED BY:

CareerSource Suncoast

By: Ted Ehrlichman

Name: Ted Ehrlichman

Title: President/CEO

Date: 05/04/2020

APPROVED BY PARTNER:

Manatee County  
Housing Authority

By: Willie Calhoun Jr.

Name: Willie Calhoun Jr

Title: Executive Director

Date: 05/04/2020

APPROVED BY:  
COUNTY LOCAL ELECTED OFFICIALS:

Manatee County Commissioner

Reggie Bellamy  
Reggie Bellamy

Date: 05/04/2020

Sarasota County Commissioner

Christian Ziegler  
Christian Ziegler

Date: 05/04/2020

**Attachment A**

**Partner On-Site Representation Schedule**

<b>Comprehensive One Stop Center - American Job Center Sarasota Location</b>	<b>Estimated Infrastructure Cost</b>	<b>\$351,080</b>
--	--------------------------------------	------------------

<b>Required Program Partners</b>	<b>Governance</b>	<b>Local Grantee</b>	<b># of Staff</b>	<b>% of Total FTEs</b>	<b>Partner Contribution</b>	<b>Physical or Virtual Presence</b>
WIOA Adult, Youth, Dislocated Wkr - Formual Funds, TANF, SNAP, RESEA	DOL & HHS	CSS	14.25	64.19%	\$225,355	Physical
Wagner Peyser	DOL	CSS	2.69	12.12%	\$42,541	Physical
Veteran Program	DOL	CSS	1.00	4.50%	\$15,814	Physical
Trade Adjustment Act - TAA	DOL	CSS	0.06	0.27%	\$949	Physical
Senior Community Employment Program	DOL	AARP - Manatee/Sarasota	0.40	1.80%	\$6,326	Physical
Adult Education & Literacy-GED	DOE	SCSB	1.00	4.50%	\$15,814	Physical
Adult Education & Literacy-GED	DOE	MCSB	2.00	9.01%	\$31,629	Physical
Migrant Seasonal Farmworker Jobs Program	DOL/DOE	MCSB	0.10	0.45%	\$1,581	Virtual
Vocational Rehabilitation	DOE	VR	0.10	0.45%	\$1,581	Virtual
Division of Blind Services	DOE	FL Div BS	0.10	0.45%	\$1,581	Virtual
Job Corp	DOL	JC Pinellas Co	0.10	0.45%	\$1,581	Virtual
CSBG	HHS	SC Health & Human Svs	0.10	0.45%	\$1,581	Virtual
CSBG	HHS	Manatee Community Action Agency	0.10	0.45%	\$1,581	Virtual
Dept Housing & Urban Development	HUD	MC Housing Authority	0.10	0.45%	\$1,581	Virtual
Dept Housing & Urban Development	HUD	SC Housing Authority	0.10	0.45%	\$1,581	Virtual
<b>Totals</b>			<b>22.20</b>	<b>100.00%</b>	<b>\$351,080</b>	
<b>Estimated Cost per FTE - Physical Presence</b>	<b>\$15,814</b>					
<b>Estimated Cost for 0.10 FTE - Virtual Presence</b>	<b>\$1,581</b>					

# Signature Certificate

Document Ref.: FJECU-TAPTL-BLIKF-AHNUD

Document signed by:

	<b>William Calhoun</b> Verified E-mail: w.calhoun@manateehousing.com IP: 47.206.3.24      Date: 04 May 2020 15:44:13 UTC	<i>Willie Calhoun Jr.</i> 
	<b>Ted Ehrlichman</b> Verified E-mail: tehrlichman@careersourcesc.com IP: 73.28.132.247      Date: 04 May 2020 15:48:33 UTC	<i>Ted Ehrlichman</i> 
	<b>Reggie Bellamy</b> Verified E-mail: reggie.bellamy@mymanatee.org IP: 74.117.68.159      Date: 04 May 2020 21:09:27 UTC	<i>Reggie Bellamy</i> 
	Verified E-mail: ctieglar@scgov.net IP: 73.27.169.19      Date: 05 May 2020 02:31:06 UTC	<i>Christian Ziegler</i> 

Document completed by all parties on:

05 May 2020 02:31:06 UTC

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**CareerSource Suncoast  
One-Stop Career Center  
Memorandum of Understanding**

MOU # :19-38  
IFA #:19-38A  
Effective  
Date:

**I. Purpose**

It is the purpose of this Memorandum of Understanding (MOU) to state the conditions under which the Career Center Partner, **The School Board of Manatee County – Farmworkers Career Development Program (FCDP)**, will implement and provide services, as shall be described herein, in partnership with the Suncoast Workforce Board, Inc. dba CareerSource Suncoast (CSS), to eligible clients in Florida Workforce Region18 as required under the Workforce Innovation and Opportunity Act (WIOA, [2014]). The cornerstone of the Act is its One-Stop customer service delivery system. The One-Stop System assures coordination between the activities authorized in and linked to this Act. The attached Infrastructure Funding Agreement (IFA) is a mandatory component of the MOU and contains an infrastructure costs budget, an important part of the overall operating budget which includes applicable career services and shared operating costs and services among the partners.

Activities within this MOU include the cooperative workforce training, employment and economic development efforts of CSS and FCDP and the actions to be taken by each to assure the coordination of their efforts in accordance with state issued requirements, guidelines and policies. This agreement is intended to coordinate resources and to prevent duplication and ensure the effective and efficient delivery of workforce services in Manatee and Sarasota Counties. In addition, this agreement will establish joint processes and procedures that will enable FCDP to integrate with the current Career Center service delivery system resulting in a seamless and comprehensive array of education, human service, job training, and other workforce development services to migrant and seasonal farmworkers, and persons with disabilities and significant barriers to employment within Manatee and Sarasota Counties.

The parties to this document agree to coordinate and perform the activities and services described herein within the scope of legislative requirements governing their respective programs, services, and agencies.

**II. Services Provided**

Career Source Suncoast has been designated by the Manatee Board of County Commissioners and the Sarasota Board of County Commissioners to act as the administrative entity, grant recipient and fiscal agent for this area.

**CareerSource Suncoast will perform the following functions:**

1. Coordinate with FCDP to provide access to workforce services and programs through the One-Stop System in accordance with published policies and procedures which include the way the services will be coordinated and delivered through the One-Stop System. Workforce services and programs include, but are not limited to, the allowable activities described in the WIOA and related legislation for: WIOA adult, dislocated worker and youth programs; Wagner-Peyser; Unemployment Insurance (UI); Veterans programs; Trade Adjustment Assistance (TAA); Temporary Assistance for Needy Families (TANF) program; adult education and family literacy; Perkins Act programs; and Vocational Rehabilitation.
2. Coordinate with the FCDP to ensure that the needs of job seekers, migrant and seasonal farmworkers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to appropriate technology and materials that are available through the One-Stop Career Center System.
3. Coordinate with the FCDP for the funding of the infrastructure costs of the One-Stop Career Centers and the funding of shared services and operating costs in accordance with 29 U.S.C § 3151 and any state infrastructure funding mechanism requirements issued by the State of Florida as indicated on the attached Infrastructure Funding Agreement (IFA).



**CareerSource Suncoast  
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4. Maintain the statewide "CareerSource Suncoast" branding of each center.
5. Maintain and operate at least one comprehensive One-Stop Career Center within the local workforce development area that shall be open to the public from 8:30 am until 5:00 pm, Monday through Friday (excluding recognized holidays and emergency situations.)
6. Provide an area in the career center for the FCDP's meetings and/or co-location as space permits.
7. Model CareerSource Suncoast core values and maintain a professional working environment and abide by all its policies, rules, and procedures and applicable Florida statutes and rules.
8. Review this MOU annually and solicit feedback from the FCDP regarding improvements, changes, and/or additions.

**The Partner agrees to perform the following functions:**

1. Coordinate with CareerSource Suncoast to provide access to its workforce services and programs through the One-Stop System in accordance with published policies and procedures which include the way the services will be coordinated and delivered through the One-Stop System.
2. Coordinate with CareerSource Suncoast to ensure that the needs of job seekers, migrant and seasonal farmworkers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the One-Stop System.
3. Provide all logistical support necessary for its staff located within the local area to be fully integrated within the One-Stop System.
4. Provide CareerSource Suncoast management feedback regarding the performance of the partnership, including its effectiveness and success.
5. Participate in career center periodic meetings to provide updates on the FCDP programs and procedures to CareerSource staff.

**III. Methods of Internal Referral**

Initial cross-referral procedures will be developed and/or reassessed based upon availability of funding for services and program need to ensure that high quality and convenient services are available to potentially eligible customers of the One-Stop Career Center System. These procedures include active use of the Crosswalk online referral system and access to the reports generated by this system as agreed upon with CSS staff.

**IV. Confidentiality of Records and Data Sharing**

If either party to this MOU obtains access to any records, files, or other information of the other party in connection with, or during the performance of this MOU, then that party shall keep all such records, files or other information confidential to the extent allowable by law, and shall comply with all laws and regulations concerning the confidentiality of such records, files or other information to the same extent as such laws and

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regulations apply to the other party. Sharing of aggregate data that does not include personal identifiable information (PII) is permissible between parties to this MOU. Sharing of specific client information that includes personal identifiable information requires a client signed release of information held by one of the two parties that specifically allows for the sharing of such information.

**V. Infrastructure Costs and Insurance**

Costs of the infrastructure of One-Stop centers will be funded in accordance with the requirements of the Workforce Innovation and Opportunity Act; federal cost principles; and all other applicable legal requirements. For Partners co-located physically in the career center, the Partner agrees to provide CSS a copy of a Certificate of Insurance for General Liability listing CSS as additional insured. Additionally, Partner shall carry contents insurance for contents located in CSS Career Centers. CSS is not responsible for lost or damaged contents.

**VI. Term**

This MOU is effective May15, 2020 through June 30, 2021, or signature date. Upon review by both parties, this MOU will be automatically renewed for successive one-year terms not to exceed three years, as noted by agency representatives. This MOU may be terminated for convenience at any time by either party upon thirty (30) days written notice.

**VII. Amendments and Modifications**

Neither this IFA nor any provision hereof may be changed, waived, discharged or terminated orally, but only by an instrument in writing signed by each of the parties to this Agreement sent via certified U. S. Mail.

**VIII. Merger**

This MOU constitutes and expresses the entire and integrated understanding and agreement between the parties hereto, superseding, incorporating and merging all prior understandings, agreements, and discussions relating to the transactions contemplated hereby, and no agreements, understandings, prior negotiations, prior discussions, warranties, representations or covenants not herein expressed shall be binding upon the parties.

**CareerSource Suncoast  
One-Stop Career Center  
Memorandum of Understanding**

MOU # :19-38  
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Date:

**IX. Third Party Beneficiary**

This MOU is for the benefit of CareerSource Suncoast, the Farmworker Career Development Program, and the Manatee Board of County Commissioners and the Sarasota Board of County Commissioners and no third party is an intended beneficiary.

**X. Governance**

The accountability and responsibility for the One-Stop System's organizational activity and accomplishments will rest with CareerSource Suncoast, the Manatee Board of County Commissioners, and the Sarasota Board of County Commissioners. Pursuant to the Workforce Innovation and Opportunity Act of 2014, the local Board in partnership with the CEOs shall conduct oversight with respect to the One-Stop System.

**Partner Contact: Antonio Roman-Perez, Program Coordinator,  
Farmworker Career Development Program  
Phone: 941-751-7947 x 42099  
E-Mail: roman-pereza@manateeschools.net**

**CareerSource Suncoast Centers**

**Bradenton**  
1112 Manatee Avenue East  
Bradenton, FL 34208  
Phone: (941) 358-4200  
Fax: (941) 315-2675

**North Port – Goodwill Manasota**  
14879 Tamiami Trail  
North Port, FL 34287  
Phone: (941) 358-4200  
Fax: (941) 315-2675

**Suncoast Technical College**  
4748 Beneva Road  
Sarasota, FL 34233  
Phone: (941) 927-5286

**Sarasota**  
3660 North Washington Boulevard  
Sarasota, FL 34234  
Phone: (941) 358-4200  
Fax: (941) 315-2675

**Manatee Technical College**  
6305 State Road 70 East  
Bradenton, FL 34203  
Phone: (941) 751-7900 ext. 1150  
By Appointment Only

**CareerSource Suncoast  
One-Stop Career Center  
Memorandum of Understanding**

MOU # :19-38  
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Date:

**Signatures**

**CareerSource Suncoast**

Signature: *Ted Ehrlichman*  
Ted Ehrlichman (Apr 28, 2020)

Name: Ted Ehrlichman

Title: President/CEO

Date: Apr 28, 2020

**FCDP – Manatee County  
School District**

Signature: *Doug Wagner*  
Doug Wagner (Apr 28, 2020)

Name: Doug Wagner

Title: Deputy Superintendent

Date: Apr 28, 2020

**Elected Officials**

Name: **Reggie Bellamy**

Title: **Manatee County Commissioner**

Signature: *Reggie J Bellamy*  
Reggie J Bellamy (Apr 28, 2020)

Date: Apr 28, 2020

Name: **Christian Ziegler**

Title: **Sarasota County Commissioner**

Signature: *Christian Ziegler*  
Christian Ziegler (Apr 29, 2020)

Date: Apr 29, 2020

**INFRASTRUCTURE AGREEMENT  
ONE-STOP CAREER CENTER SYSTEM  
BY AND BETWEEN CAREERSOURCE SUNCOAST AND  
Farmworker Career Development Program**

**I. PARTIES**

This Infrastructure Agreement ("IFA") is made pursuant to the Workforce Innovation Act of 2014 ("the Act"), and is entered into by School District of Manatee County and Suncoast Workforce Board, Inc dba CareerSource Suncoast ("CSS").

The contact information for Partner is as follows:

Name: Antonio Roman-Perez  
Title: Program Coordinator  
Phone: 941-751-7947x42099  
Email: roman-pereza@manateeschools.net

**II. PURPOSE**

The Workforce Innovation & Opportunity Act (WIOA) is an affirmation of the work that has been done in Florida to build the workforce development system. The cornerstone of the Act is its American Job Center (AJC) One-Stop customer delivery system. The AJC One-Stop system assures coordination between the activities authorized in and linked to the Act.

WIOA requires Local Workforce Development Boards (LWDB) to develop and finalize Infrastructure Funding Agreements (IFA) with all required partners that carry out their programs in the local area.

The purpose of this agreement is to establish a financial plan, including terms and conditions, to fund the services and operating costs of the AJC One-Stop customer delivery system. The Parties to this Infrastructure Agreement (IFA) agree that joint funding is a necessary foundation for an integrated service delivery system. The goal of the operating budget is to develop a funding mechanism that:

- Establishes and maintains the local workforce delivery system at a level that meets the needs of the job seekers and businesses in the Local area,
- Reduces duplication and maximizes program impact through the sharing of services, resources, and technologies among Partners (thereby improving each program's effectiveness),
- Reduces duplication by establishing data sharing as it relates to participant records for outcome information,
- Reduces overhead costs for any one partner by streamlining and sharing financial, procurement, and facility costs, and
- Ensures that costs are appropriately shared by determining contributions based on the proportionate use of the One-Stop centers and relative benefits received and requiring that all funds are spent solely for allowable purposes in a manner consistent with the applicable authorizing statutes and all other applicable legal requirements, including the Uniform Guidance.

The Partners consider this One-Stop operating budget the master budget that is necessary to maintain the high standard One-Stop delivery system. It includes the following cost categories, as required by WIOA and its implementing regulations:

- Infrastructure costs (also separately outlined in the Infrastructure Funding Agreement (IFA)),
- Career services, and
- Shared services.

All costs included in the IFA, allocated according to Partners' proportionate use and relative benefits received, and will be reconciled on a quarterly basis. The One-Stop operating budget is transparent and negotiated among Partners on an equitable basis to ensure costs are shared appropriately. All Partners negotiated in good faith and sought to establish outcomes that are reasonable and fair.

### **III. PARTNERS**

*Each Partner commits to cross-training of staff, as appropriate, and to providing other professional learning opportunities that promote continuous quality improvement.*

Partners will further promote system integration to the maximum extent feasible through:

- Effective communication, information sharing, and collaboration with the One-Stop operator,
- Joint planning, policy development, and system design processes,
- Commitment to the joint goals, strategies, and performance measures,
- The use of common and/or linked data management systems and data sharing methods, as appropriate
- Leveraging of resources including other public agency and non-profit organization services.
- Participation in a continuous improvement process designed to boost outcomes and increase customer satisfaction, and
- Participation in scheduled Partner meetings to exchange information in support of the above and encourage program and staff integration.

### **IV. ONE-STOP OPERATING BUDGET**

The purpose of this section is to establish a financial plan, including terms and conditions, to fund the services and operating cost of the One-Stop Centers. The Local Workforce Development Board based the budget on all costs associated with operating the America Job Center.

<b>CareerSource Suncoast</b>		
<b>One Stop Operating Budget</b>		
<b>Infrastructure Funding Agreement Budget</b>		
<b>PY 2019-2020 for Comprehensive American Job Center</b>		
<b>North Sarasota County Career Center</b>		
<b>3660 North Washington Blvd</b>		
<b>Sarasota, FL</b>		
	<b>Estimated</b>	
<b>Description</b>	<b>IFA Budget</b>	
<b>Infrastructure Costs:</b>		
Office Rent includes Utilities, Bldg Maintenance, & Utilities	\$187,632	
Copier Usage and Maintenance for Clients	\$1,836	
Internet	\$48,445	
Phones & Long Distance	\$9,683	
Fax	\$276	
Atlas Maintenance	\$8,667	
Website Maintenance	\$437	
Deep Freeze Maintenance - Labs	\$400	
Windows 10 Maintenance	\$800	
MS Office Software Maintenance - Labs	\$2,600	
<b>Total Infrastructure Costs</b>		<b>\$260,775</b>
<b>Additional Services:</b>		
Career Services - Resource Rm (2)	\$89,080	
IT Services - Crosswalk Maintenance	\$1,225	
<b>Total Additional Services</b>		<b>\$90,305</b>
<b>Total One Stop Operating Budget</b>		<b>\$351,080</b>
<b>FTEs Supporting the American Job Center (as of Jan 2020)</b>		<b>22.2</b>
<b>Cost per FTE = \$351,080/22.2 FTEs (as of Jan 2020)</b>		<b>\$15,814</b>
<b>Direct Linkage/Virtual Presence = 0.1 x Cost per FTE (as of Jan 2020)</b>		<b>\$1,581</b>

**V. COST ALLOCATION METHODOLOGY**

All required Partners have agreed to provide access to their programs in the comprehensive One-Stop Career Center and contribute to the infrastructure costs. Partners will have staff co-located in the Center (on a full or part-time basis) or will provide access via direct linkage as outlined in Attachment A (Partner On-site Representation Schedule) and will fund operating costs based on a percentage of the partner's annual FTE. (All costs included in the IFA, allocated according to Partners' proportionate use and relative benefits received, and will be reconciled on a quarterly basis.)

Required partners who have elected not to have staff co-located in the AJC will utilize a "direct linkage" that will allow customers to connect with partner program staff to access services. Cross-trained front-desk and other physically co-located staff can assist in providing information and referrals to the direct-linkage partners. Partners utilizing direct linkage must contribute to the infrastructure cost equivalent to a minimum of 0.1 FTE or 4 hours per week (1 FTE is equivalent to 40 hours/week)

The LWDB selected the cost allocation bases to determine overall Partner contributions. This was done in an effort:

- a) To remedy the imbalance of non-physically represented Partners, and
- b) To comply with the requirement of Partners' contributions having to be in proportion to the Partners' use of the AJC and relative benefits received.

As outlined in the MOU, the costs of the infrastructure of AJC One-Stop Center will be funded in accordance with the requirements of the Workforce Innovation and Opportunity Act; federal cost principles; and all other applicable legal requirements.

**VI. PARTNER CONTRIBUTION** (Based on all costs associated with the operation of the American Job Center)

Below is the partner contribution cost determination:

Estimated Cost per FTE	Estimated Infrastructure Costs Total Partner FTE / =
<b>Partner Physical Presence Contribution</b> <i>(partners who elected to have their representatives in the One-Stop on a FT or PT basis to serve customers)</i>	1 FTE x Estimated Cost per FTE 1 FTE x \$15,814 = \$15,814 <b>(1 FTE represents 40 hours/week commitment)</b>
<b>Partner Direct Linkage/Visual Presence Contribution</b> <i>(Partner who elects not to have their representative in the one-stop but offer a technology option to serve customers.)</i>	Minimum of 0.1 FTE or 4 hours per week 0.1 FTE x \$ 15,814 = \$1,581 <b>(0.1 FTE represents 4 hours/week commitment)</b>



## FUNDING TYPES AND SOURCES

The permissible types of funds used for infrastructure costs and additional costs of operating a local One-Stop delivery system (i.e. partner's program or administrative funds) may differ depending upon the partners program's authorizing law and implementing regulations. The funds that may be used also differ based on whether the amount that must be contributed by a partner for infrastructure costs is determined under the Local Funding Model or the State Funding Model. (Copy of the TEGL 17-16: Infrastructure Funding of the One-Stop Delivery System can be found at: [https://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=4968](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=4968).)

**Types.** Funding for infrastructure costs and additional costs may be in the form of:

- CASH, NON-CASH and THIRD-PARTY IN-KIND CONTRIBUTIONS\*
- Funding from philanthropic organizations or other private entities; or
- Other alternative financing options (described in WIOA sec. 121(c)(2)(A)(ii) and 20 CFR 678.715, 34 CFR 361.715, and 34 CFR 463.715.

Some partner programs may have statutory or regulatory prohibitions against using certain types of these contributions or on how the program may treat these contributions for fiscal accountability purposes under the respective program's requirements.

\*

### Cash

Cash funds provided to the Local WDB or its designee by one-stop Partners, either directly or by an interagency transfer, or by a third party.

### Non-Cash

- Expenditures incurred by one-stop Partners on behalf of the one-stop center; and
- Non-cash contributions or goods or services contributed by a Partner program and used by the One-Stop center.

The value of non-cash and third-party in-kind contributions must be fairly evaluated in accordance with the Uniform Guidance at 2 CFR 200.306.

### Third-party In-kind

Contributions of space, equipment, technology, non-personnel services, or other like items to support the infrastructure costs associated with one-stop operations, by a non-one-stop Partner to:

- Support the One-Stop Center in general; or
- Support the proportionate share of One-Stop infrastructure costs of a specific partner.

[20 CFR 678.720; 20 CFR 678.760; 34 CFR 361.720; 34 CFR 361.760; 34 CFR 463.720; and 34 CFR 463.760]

**Sources.** The source of funds that may be used to pay for infrastructure costs depends on the requirements regarding use of funds under the law authorizing the partner program that is contributing the funding. The infrastructure funding may be from funds classified as administrative, program, or both, depending on the partner program's requirements.

## **VII. COST RECONCILIATION**

All Parties agree that a bi-annual reconciliation of budgeted and actual costs and update of the allocation bases will be provided for the review.

The LWDB will submit invoices to the Partners and send a copy of the updated budget to all Parties. Partners will communicate any disputes with costs in the invoice or the budget to the LWDB in writing. The LWDB will review the disputed cost items and respond accordingly to the Partner. When necessary, the LWDB will revise the invoice and the adjusted budget upon resolution of the dispute.

One-Stop delivery system infrastructure costs are defined as non-personnel costs that are necessary for the general operation of the OSCC, including, but not limited to: Rental of the facilities; Utilities and maintenance; Equipment, including assessment-related products and assistive technology for individuals with disabilities; and, Technology to facilitate access to the One-Stop delivery system, including technology used for the center's planning and outreach activities. This may also include the costs associated with the development and use of the common identifier (i.e., American Job Center signage) and supplies, as defined in Uniform Guidance at 2 CFR 200.94, to support the general operation of the One-Stop center (WIOA sec.121 (h)(4) and 20 CFR 678.700(a), and 34 CFR 446.700(a)).

Non-personnel costs are costs that are not compensation for personnel costs. For example, technology-related services performed by vendors or contractors are non-personnel costs and may be identified as infrastructure costs if they are necessary for the general operation of the One-Stop center. Such costs would include service contracts with vendors or contractors, equipment and supplies.

Personnel services include salaries, wages, and fringe benefits of the employees of partner programs or their subrecipients, as described in 2 CFR 200.430-200.431 of the Uniform Guidance. For example, allocable salary and fringe costs of partner program staff who work on information technology systems (e.g., common performance and reporting outcomes) for use by the One-Stop center would be personnel costs. The costs of a shared welcome desk or greeter directing employers and customers to the services or staff that are available in that One-Stop center is a personnel expense. These costs, therefore, could not be included in infrastructure costs but are included in "additional costs."

All Parties to this IFA recognize that infrastructure costs are applicable to all required Partners, whether they are physically located in the One-Stop Career Center (OSCC) or not. Each partner's contributions to these costs, however, may vary, as these contributions are based on the proportionate use and relative benefit received, consistent with the Partner programs' authorizing laws and regulations and the Uniform Guidance.

## **VIII. TERM**

The Term of this IFA shall commence on May 15, 2020, or the date last executed by both parties, whichever is later, through June 30, 2021 will be reviewed and renewed annually for successive one-year terms. This IFA may be terminated for convenience at any time by either party upon thirty (30) days written notice. Neither this IFA nor any provision hereof may be changed, waived, discharged or terminated orally, but only by an instrument in writing signed by each of the parties to this Agreement.

## **IX. AMENDMENTS AND MODIFICATIONS**

Neither this IFA nor any provision hereof may be changed, waived, discharged or terminated orally, but only by an instrument in writing signed by each of the parties to this Agreement sent via certified U. S. Mail.

## **X. MERGER**

This IFA constitutes and expresses the entire and integrated understanding and agreement between the parties hereto, superseding, incorporating and merging all prior understandings, agreements, and discussions relating to the transactions contemplated hereby, and no agreements, understandings, prior negotiations, prior discussions, warranties, representations or covenants not herein expressed shall be binding upon the parties.

## **XI. THIRD PARTY BENEFICIARY**

The Parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this IFA. None of the Parties intend to directly or substantially benefit a third party by this IFA. The Parties agree that there are no third-party beneficiaries to this IFA and that no third party shall be entitled to assert a claim against any of the Parties based upon this IFA.

## **XII. GOVERNANCE**

The accountability and responsibility for the One-Stop career center system's organizational activity and accomplishments will rest with CSS. Pursuant to the Act CareerSource shall conduct oversight with respect to the One-Stop delivery system. Any dispute concerning this IFA will be resolved in accordance with CSS.

## **XIII. DISPUTE RESOLUTION**

If an issue arises involving this IFA, both parties will make every effort to reach a resolution in a timely and efficient manner. Either partner may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing.

If not resolved, the issue and the efforts to resolve will be documented and forwarded to the President/CEO of CareerSource Suncoast and the Director of the Partner organization. A joint decision shall be issued within 60 calendar days of receipt.

If dissatisfied with the decision, the dispute may be filed with the State of Florida Department of Economic Opportunity (DEO) to review concerns and determine resolution. DEO and DOE may remand the issue back to the President/CEO of CareerSource Suncoast and to the Director of the Partner organization, Partner or impose other remedies to resolve the issue.

**XIV. SIGNATURES**

**IN WITNESS WHEREOF**, Partner and CSS have caused this IFA to be duly executed as of the date set forth below.

APPROVED BY:

APPROVED BY PARTNER:

**Farmworker Career Development Program**

By: *Doug Wagner*  
Doug Wagner (Apr 28, 2020)

Name: Doug Wagner

Title: Deputy Superintendent

Date: Apr 28, 2020

**CareerSource Suncoast**

By: *Ted Ehrlichman*  
Ted Ehrlichman (Apr 28, 2020)

Name: Ted Ehrlichman

Title: President/CEO

Date: Apr 28, 2020

APPROVED BY:

COUNTY LOCAL ELECTED OFFICIALS:

**Manatee County Commissioner**

*ReggieJBellamy*  
ReggieJBellamy (Apr 28, 2020)

Name: Reggie Bellamy

Date: Apr 28, 2020

**Sarasota County Commissioner**

*Christian Ziegler*  
Christian Ziegler (Apr 29, 2020)

Name: Christian Ziegler

Date: Apr 29, 2020

Attachment A

Partner On-Site Representation Schedule

Comprehensive One Stop Center - American Job Center Sarasota Location	Estimated Infrastructure Cost	\$351,080
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Required Program Partners	Governance	Local Grantee	# of Staff	% of Total FTEs	Partner Contribution	Physical or Virtual Presence
WIOA Adult, Youth, Dislocated Wkr - Formual Funds, TANF, SNAP, RESEA	DOL & HHS	CSS	14.25	64.19%	\$225,355	Physical
Wagner Peyser	DOL	CSS	2.69	12.12%	\$42,541	Physical
Veteran Program	DOL	CSS	1.00	4.50%	\$15,814	Physical
Trade Adjustment Act - TAA	DOL	CSS	0.06	0.27%	\$949	Physical
Senior Community Employment Program	DOL	AARP - Manatee/Sarasota	0.40	1.80%	\$6,326	Physical
Adult Education & Literacy-GED	DOE	SCSB	1.00	4.50%	\$15,814	Physical
Adult Education & Literacy-GED	DOE	MCSB	2.00	9.01%	\$31,629	Physical
Migrant Seasonal Farmworker Jobs Program	DOL/DOE	MCSB	0.10	0.45%	\$1,581	Virtual
Vocational Rehabilitation	DOE	VR	0.10	0.45%	\$1,581	Virtual
Division of Blind Services	DOE	FL Div BS	0.10	0.45%	\$1,581	Virtual
Job Corp	DOL	JC Pinellas Co	0.10	0.45%	\$1,581	Virtual
CSBG	HHS	SC Health & Human Svs	0.10	0.45%	\$1,581	Virtual
CSBG	HHS	Manatee Community Action Agency	0.10	0.45%	\$1,581	Virtual
Dept Housing & Urban Development	HUD	MC Housing Authority	0.10	0.45%	\$1,581	Virtual
Dept Housing & Urban Development	HUD	SC Housing Authority	0.10	0.45%	\$1,581	Virtual
<b>Totals</b>			<b>22.20</b>	<b>100.00%</b>	<b>\$351,080</b>	
<b>Estimated Cost per FTE - Physical Presence</b>	<b>\$15,814</b>					
<b>Estimated Cost for 0.10 FTE - Virtual Presence</b>	<b>\$1,581</b>					










# Update19-38-R Manatee County School Board - Farmworkers Career Development - Final Edition


Final Audit Report

2020-04-29

Created:	2020-04-28
By:	Tracey Barta (TBarta@careersourcesc.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA4HppkT_xfAvfLJ4zvR9IBIYNY3fClwTR

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DRAFT

**CareerSource Suncoast  
One-Stop Career Center  
Memorandum of Understanding**

MOU # :19-41  
IFA #:19-41A  
Effective  
Date:

**I. Purpose**

It is the purpose of this Memorandum of Understanding (MOU) to state the conditions under which the Career Center Partner, **Sarasota Housing Authority**, will implement and provide services, as shall be described herein, in partnership with the Suncoast Workforce Board, Inc. dba CareerSource Suncoast (CSS), to eligible clients in Florida Workforce Region 18 as required under the Workforce Innovation and Opportunity Act (WIOA, [2014]). The cornerstone of the Act is its one- stop customer service delivery system. The One-stop System assures coordination between the activities authorized in and linked to this Act. The attached Infrastructure Funding Agreement (IFA) is a mandatory component of the MOU and contains an infrastructure costs budget, an important part of the overall operating budget which includes applicable career services and shared operating costs and services among the partners.

Activities within this MOU include the cooperative workforce training, employment and economic development efforts of CSS and the Partner and the actions to be taken by each to assure the coordination of their efforts in accordance with state issued requirements, guidelines and policies. This agreement is intended to coordinate resources and to prevent duplication and ensure the effective and efficient delivery of workforce services in Manatee and Sarasota Counties. In addition, this agreement will establish joint processes and procedures that will enable the Partner to integrate with the current Career Center service delivery system resulting in a seamless and comprehensive array of education, human service, job training, and other workforce development services to persons with disabilities and significant barriers to employment within Manatee and Sarasota Counties.

The parties to this document agree to coordinate and perform the activities and services described herein within the scope of legislative requirements governing their respective programs, services, and agencies.

**II. Services Provided**

Career Source Suncoast has been designated by the Manatee Board of County Commissioners and the Sarasota Board of County Commissioners to act as the administrative entity, grant recipient and fiscal agent for this area.

**CareerSource Suncoast will perform the following functions:**

1. Coordinate with the Partner to provide access to workforce services and programs through the One-stop System in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-stop System. Workforce services and programs include, but are not limited to, the allowable activities described in the WIOA and related legislation for: WIOA adult, dislocated worker and youth programs; Wagner-Peyser; Unemployment Insurance (UI); Veterans programs; Trade Adjustment Assistance (TAA); Temporary Assistance for Needy Families (TANF) program; adult education and family literacy; Perkins Act programs; and Vocational Rehabilitation.
2. Coordinate with the Partner to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to appropriate technology and materials that are available through the One-stop Career Center System.
3. Coordinate with the Partner for the funding of the infrastructure costs of the one-stop career centers and the funding of shared services and operating costs in accordance with 29 U.S.C § 3151 and any state infrastructure funding mechanism requirements issued by the State of



**CareerSource Suncoast  
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Florida as indicated on the attached Infrastructure Funding Agreement (IFA).

4. Maintain the statewide "CareerSource Suncoast" branding of each center.
5. Maintain and operate at least one comprehensive one-stop career center within the local workforce development area that shall be open to the public from 8:30 am until 5:00 pm, Monday through Friday (excluding recognized holidays and emergency situations.)
6. Provide an area in the career center for the Partner's meetings and/or co-location as space permits.
7. Model CareerSource Suncoast core values and maintain a professional working environment and abide by all of its policies, rules, and procedures and applicable Florida statutes and rules.
8. Review this MOU annually and solicit feedback from the Partner regarding improvements, changes, and/or additions.

**The Partner agrees to perform the following functions:**

1. Coordinate with CareerSource Suncoast to provide access to its workforce services and programs through the One-stop System in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-stop System.
2. Coordinate with CareerSource Suncoast to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the One-stop System.
3. Provide all logistical support necessary for its staff located within the local area to be fully integrated within the One-stop System.
4. Provide CareerSource Suncoast management feedback regarding the performance of the partnership, including its effectiveness and success.
5. Participate in career center periodic meetings to provide updates on the partners' programs and procedures to CareerSource staff.

**III. Methods of Internal Referral**

Initial cross-referral procedures will be developed and/or reassessed based upon availability of funding for services and program need to ensure that high quality and convenient services are available to potentially eligible customers of the One-Stop Career Center system. These procedures include active use of the Crosswalk online referral system and access to the reports generated by this system as agreed upon with CSS staff.

**IV. Confidentiality of Records and Data Sharing**

**CareerSource Suncoast  
One-Stop Career Center  
Memorandum of Understanding**

MOU # :19-41  
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Date:

If either party to this MOU obtains access to any records, files, or other information of the other party in connection with, or during the performance of this MOU, then that party shall keep all such records, files or other information confidential to the extent allowable by law, and shall comply with all laws and regulations concerning the confidentiality of such records, files or other information to the same extent as such laws and regulations apply to the other party. Sharing of aggregate data that does not include personal identifiable information (PII) is permissible between parties to this MOU. Sharing of specific client information that includes personal identifiable information requires a client signed release of information held by one of the two parties that specifically allows for the sharing of such information.

**V. Infrastructure Costs and Insurance**

Costs of the infrastructure of one-stop centers will be funded in accordance with the requirements of the Workforce Innovation and Opportunity Act; federal cost principles; and all other applicable legal requirements. For Partners co-located physically in the career center, the Partner agrees to provide CSS a copy of a Certificate of Insurance for General Liability listing CSS as additional insured. Additionally, Partner shall carry contents insurance for contents located in CSS Career Centers. CSS is not responsible for lost or damaged contents.

**VI. Term**

This MOU is effective April 15, 2020 through April 15, 2021, or signature date. Upon review by both parties, this MOU will be automatically renewed for successive one-year terms not to exceed three years, as noted by agency representatives. This MOU may be terminated for convenience at any time by either party upon thirty (30) days written notice.

**VII. Amendments and Modifications**

Neither this IFA nor any provision hereof may be changed, waived, discharged or terminated orally, but only by an instrument in writing signed by each of the parties to this Agreement sent via certified U. S. Mail.

**VIII. Merger**

This MOU constitutes and expresses the entire and integrated understanding and agreement between the parties hereto, superseding, incorporating and merging all prior understandings, agreements, and discussions relating to the transactions contemplated hereby, and no agreements, understandings, prior negotiations, prior discussions, warranties, representations or covenants not herein expressed shall be binding upon the parties.

**IX. Third Party Beneficiary**

This MOU is for the benefit of CareerSource Suncoast, the Partner, and the Manatee Board of County Commissioners and the Sarasota Board of County Commissioners and no third party is an intended beneficiary.

**X. Governance**

The accountability and responsibility for the One-stop System's organizational activity and accomplishments will rest with CareerSource Suncoast, the Manatee Board of County Commissioners, and the Sarasota Board of County Commissioners. Pursuant to the Workforce Innovation and Opportunity Act of 2014, the local Board in partnership with the CEOs shall conduct oversight with respect to the One-stop System.

**CareerSource Suncoast  
One-Stop Career Center  
Memorandum of Understanding**

MOU # :19-41  
IFA #:19-41A  
Effective  
Date:

**Partner Contact: Ken Waters**

**Phone: 941-361-6210 x 261**

**E-Mail: [kwaters@sarasotahousing.org](mailto:kwaters@sarasotahousing.org)**

**CareerSource Suncoast Centers**

**Bradenton**

1112 Manatee Avenue East  
Bradenton, FL 34208  
Phone: (941) 358-4200  
Fax: (941) 315-2675

**North Port – Goodwill Manasota**

14879 Tamiami Trail  
North Port, FL 34287  
Phone: (941) 358-4200  
Fax: (941) 315-2675

**Suncoast Technical College**

4748 Beneva Road  
Sarasota, FL 34233  
Phone: (941) 927-5286

**Sarasota**

3660 North Washington Boulevard  
Sarasota, FL 34234  
Phone: (941) 358-4200  
Fax: (941) 315-2675

**Manatee Technical College**

6305 State Road 70 East  
Bradenton, FL 34203  
Phone (941) 751-7900 ext. 1150  
By Appointment Only

DRY

**CareerSource Suncoast  
One-Stop Career Center  
Memorandum of Understanding**

MOU # :19-41  
IFA #:19-41A  
Effective  
Date:

**Signatures**

**CareerSource Suncoast**

**Name: Ted Ehrlichman**

**Title: President/CEO**

**Date:** 05/04/2020

**Signature:** *Ted Ehrlichman*

**Sarasota Housing  
Authority**

**Name:** Ken Waters

**Title:** VP of resident Services

**Date:** 05/06/2020

**Signature:** *Ken Waters*

**Elected Officials**

**Name: Reggie Bellamy**

**Title: Manatee County Commissioner**

**Date:** 05/04/2020

**Signature:** *Reggie Bellamy*

**Name: Christian Ziegler**

**Title: Sarasota County Commissioner**

**Date:** 05/08/2020

**Signature:** *Christian Ziegler*

**INFRASTRUCTURE AGREEMENT  
ONE-STOP CAREER CENTER SYSTEM  
BY AND BETWEEN CAREERSOURCE SUNCOAST AND  
SARASOTA HOUSING AUTHORITY**

**I. PARTIES**

This Infrastructure Agreement ("IFA") is made pursuant to the Workforce Innovation Act of 2014 ("the Act"), and is entered into by Sarasota Housing Authority and Suncoast Workforce Board, Inc dba CareerSource Suncoast ("CSS").

The contact information for Partner is as follows:

**Name: Ken Waters**  
**Title: VP Residential Services**  
**Phone: 941-361-6210 x261**  
**Email: kwaters@sarasotahouseing.org**

**II. PURPOSE**

The Workforce Innovation & Opportunity Act (WIOA) is an affirmation of the work that has been done in Florida to build the workforce development system. The cornerstone of the Act is its American Job Center (AJC) One-Stop customer delivery system. The AJC One-Stop system assures coordination between the activities authorized in and linked to the Act.

WIOA requires Local Workforce Development Boards (LWDB) to develop and finalize Infrastructure Funding Agreements (IFA) with all required partners that carry out their programs in the local area.

The purpose of this agreement is to establish a financial plan, including terms and conditions, to fund the services and operating costs of the AJC One-Stop customer delivery system. The Parties to this Infrastructure Agreement (IFA) agree that joint funding is a necessary foundation for an integrated service delivery system. The goal of the operating budget is to develop a funding mechanism that:

- Establishes and maintains the local workforce delivery system at a level that meets the needs of the job seekers and businesses in the Local area,
- Reduces duplication and maximizes program impact through the sharing of services, resources, and technologies among Partners (thereby improving each program's effectiveness),
- Reduces duplication by establishing data sharing as it relates to participant records for outcome information,
- Reduces overhead costs for any one partner by streamlining and sharing financial, procurement, and facility costs, and
- Ensures that costs are appropriately shared by determining contributions based on the proportionate use of the One-Stop centers and relative benefits received and requiring that all funds are spent solely for allowable purposes in a manner consistent with the applicable authorizing statutes and all other applicable legal requirements, including the Uniform Guidance.

The Partners consider this One-Stop operating budget the master budget that is necessary to maintain the high standard One-Stop delivery system. It includes the following cost categories, as required by WIOA and its implementing regulations:

- Infrastructure costs (also separately outlined in the Infrastructure Funding Agreement (IFA)),
- Career services, and
- Shared services.

All costs included in the IFA, allocated according to Partners' proportionate use and relative benefits received, and will be reconciled on a quarterly basis. The One-Stop operating budget is transparent and negotiated among Partners on an equitable basis to ensure costs are shared appropriately. All Partners negotiated in good faith and sought to establish outcomes that are reasonable and fair.

### **III. PARTNERS**

*Each Partner commits to cross-training of staff, as appropriate, and to providing other professional learning opportunities that promote continuous quality improvement.*

Partners will further promote system integration to the maximum extent feasible through:

- Effective communication, information sharing, and collaboration with the One-Stop operator,
- Joint planning, policy development, and system design processes,
- Commitment to the joint goals, strategies, and performance measures,
- The use of common and/or linked data management systems and data sharing methods, as appropriate
- Leveraging of resources including other public agency and non-profit organization services.
- Participation in a continuous improvement process designed to boost outcomes and increase customer satisfaction, and
- Participation in scheduled Partner meetings to exchange information in support of the above and encourage program and staff integration.

### **IV. ONE-STOP OPERATING BUDGET**

The purpose of this section is to establish a financial plan, including terms and conditions, to fund the services and operating cost of the One-Stop Centers. The Local Workforce Development Board based the budget on all costs associated with operating the America Job Center.

<b>CareerSource Suncoast</b>		
<b>One Stop Operating Budget</b>		
<b>Infrastructure Funding Agreement Budget</b>		
<b>PY 2019-2020 for Comprehensive American Job Center</b>		
<b>North Sarasota County Career Center</b>		
<b>3660 North Washington Blvd</b>		
<b>Sarasota, FL</b>		
	<b>Estimated</b>	
<b>Description</b>	<b>IFA Budget</b>	
<b>Infrastructure Costs:</b>		
Office Rent includes Utilities, Bldg Maintenance, & Utilities	\$187,632	
Copier Usage and Maintenance for Clients	\$1,836	
Internet	\$48,445	
Phones & Long Distance	\$9,683	
Fax	\$276	
Atlas Maintenance	\$8,667	
Website Maintenance	\$437	
Deep Freeze Maintenance - Labs	\$400	
Windows 10 Maintenance	\$800	
MS Office Software Maintenance - Labs	\$2,600	
<b>Total Infrastructure Costs</b>		<b>\$260,775</b>
<b>Additional Services:</b>		
Career Services - Resource Rm (2)	\$89,080	
IT Services - Crosswalk Maintenance	\$1,225	
<b>Total Additional Services</b>		<b>\$90,305</b>
<b>Total One Stop Operating Budget</b>		<b>\$351,080</b>
<b>FTEs Supporting the American Job Center (as of Jan 2020)</b>		<b>22.2</b>
<b>Cost per FTE = \$351,080/22.2 FTEs (as of Jan 2020)</b>		<b>\$15,814</b>
<b>Direct Linkage/Virtual Presence = 0.1 x Cost per FTE (as of Jan 2020)</b>		<b>\$1,581</b>

**V. COST ALLOCATION METHODOLOGY**

All required Partners have agreed to provide access to their programs in the comprehensive One-Stop Career Center and contribute to the infrastructure costs. Partners will have staff co-located in the Center (on a full or part-time basis) or will provide access via direct linkage as outlined in Attachment A (Partner On-site Representation Schedule) and will fund operating costs based on a percentage of the partner's annual FTE. (All costs included in the IFA, allocated according to Partners' proportionate use and relative benefits received, and will be reconciled on a quarterly basis.)

Required partners who have elected not to have staff co-located in the AJC will utilize a "direct linkage" that will allow customers to connect with partner program staff to access services. Cross-trained front-desk and other physically co-located staff can assist in providing information and referrals to the direct-linkage partners. Partners utilizing direct linkage must contribute to the infrastructure cost equivalent to a minimum of 0.1 FTE or 4 hours per week (1 FTE is equivalent to 40 hours/week)

The LWDB selected the cost allocation bases to determine overall Partner contributions. This was done in an effort:

- a) To remedy the imbalance of non-physically represented Partners, and
- b) To comply with the requirement of Partners' contributions having to be in proportion to the Partners' use of the AJC and relative benefits received.

As outlined in the MOU, the costs of the infrastructure of AJC One-Stop Center will be funded in accordance with the requirements of the Workforce Innovation and Opportunity Act; federal cost principles; and all other applicable legal requirements.

**VI. PARTNER CONTRIBUTION (Based on all costs associated with the operation of the American Job Center)**

Below is the partner contribution cost determination:

Estimated Cost per FTE	Estimated Infrastructure Costs Total Partner FTE / =
<b>Partner Physical Presence Contribution</b> <i>(partners who elected to have their representatives in the One-Stop on a FT or PT basis to serve customers)</i>	1 FTE x Estimated Cost per FTE 1 FTE x \$15,814 = \$15,814 <b>(1 FTE represents 40 hours/week commitment)</b>
<b>Partner Direct Linkage/Visual Presence Contribution</b> <i>(Partner who elects not to have their representative in the one-stop but offer a technology option to serve customers.)</i>	Minimum of 0.1 FTE or 4 hours per week 0.1 FTE x \$ 15,814 = \$1,581 <b>(0.1 FTE represents 4 hours/week commitment)</b>



## FUNDING TYPES AND SOURCES

The permissible types of funds used for infrastructure costs and additional costs of operating a local One-Stop delivery system (i.e. partner's program or administrative funds) may differ depending upon the partners program's authorizing law and implementing regulations. The funds that may be used also differ based on whether the amount that must be contributed by a partner for infrastructure costs is determined under the Local Funding Model or the State Funding Model. (Copy of the TEGL 17-16: Infrastructure Funding of the One-Stop Delivery System can be found at:

[https://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=4968](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=4968).

**Types.** Funding for infrastructure costs and additional costs may be in the form of:

- CASH, NON-CASH and THIRD-PARTY IN-KIND CONTRIBUTIONS\*
- Funding from philanthropic organizations or other private entities; or
- Other alternative financing options (described in WIOA sec. 121(c)(2)(A)(ii) and 20 CFR 678.715, 34 CFR 361.715, and 34 CFR 463.715.

Some partner programs may have statutory or regulatory prohibitions against using certain types of these contribution or on how the program may treat these contributions for fiscal accountability purposes under the respective program's requirements.

\*

### Cash

Cash funds provided to the Local WDB or its designee by one-stop Partners, either directly or by an interagency transfer, or by a third party.

### Non-Cash

- Expenditures incurred by one-stop Partners on behalf of the one-stop center; and
- Non-cash contributions or goods or services contributed by a Partner program and used by the One-Stop center.

The value of non-cash and third-party in-kind contributions must be fairly evaluated in accordance with the Uniform Guidance at 2 CFR 200.306.

### Third-party In-kind

Contributions of space, equipment, technology, non-personnel services, or other like items to support the infrastructure costs associated with one-stop operations, by a non-one-stop Partner to:

- Support the One-Stop Center in general; or
- Support the proportionate share of One-Stop infrastructure costs of a specific partner.

[20 CFR 678.720; 20 CFR 678.760; 34 CFR 361.720; 34 CFR 361.760; 34 CFR 463.720; and 34 CFR 463.760]

**Sources.** The source of funds that may be used to pay for infrastructure costs depends on the requirements regarding use of funds under the law authorizing the partner program that is contributing the funding. The infrastructure funding may be from funds classified as administrative, program, or both, depending on the partner program's requirements.

## VII. COST RECONCILIATION

All Parties agree that a bi-annual reconciliation of budgeted and actual costs and update of the allocation bases will be provided for the review.

The LWDB will submit invoices to the Partners and send a copy of the updated budget to all Parties. Partners will communicate any disputes with costs in the invoice or the budget to the LWDB in writing. The LWDB will review the disputed cost items and respond accordingly to the Partner. When necessary, the LWDB will revise the invoice and the adjusted budget upon resolution of the dispute.

One-Stop delivery system infrastructure costs are defined as non-personnel costs that are necessary for the general operation of the OSCC, including, but not limited to: Rental of the facilities; Utilities and maintenance; Equipment, including assessment-related products and assistive technology for individuals with disabilities; and, Technology to facilitate access to the One-Stop delivery system, including technology used for the center's planning and outreach activities. This may also include the costs associated with the development and use of the common identifier (i.e., American Job Center signage) and supplies, as defined in Uniform Guidance at 2 CFR 200.94, to support the general operation of the One-Stop center (WIOA sec.121 (h)(4) and 20 CFR 678.700(a), and 34 CFR 446.700(a)).

Non-personnel costs are costs that are not compensation for personnel costs. For example, technology-related services performed by vendors or contractors are non-personnel costs and may be identified as infrastructure costs if they are necessary for the general operation of the One-Stop center. Such costs would include service contracts with vendors or contractors, equipment and supplies.

Personnel services include salaries, wages, and fringe benefits of the employees of partner programs or their subrecipients, as described in 2 CFR 200.430-200.431 of the Uniform Guidance. For example, allocable salary and fringe costs of partner program staff who work on information technology systems (e.g., common performance and reporting outcomes) for use by the One-Stop center as a whole would be personnel costs. The costs of a shared welcome desk or greeter directing employers and customers to the services or staff that are available in that One-Stop center is a personnel expense. These costs, therefore, could not be included in infrastructure costs but are included in "additional costs."

All Parties to this IFA recognize that infrastructure costs are applicable to all required Partners, whether they are physically located in the One-Stop Career Center (OSCC) or not. Each partner's contributions to these costs, however, may vary, as these contributions are based on the proportionate use and relative benefit received, consistent with the Partner programs' authorizing laws and regulations and the Uniform Guidance.

## VIII. TERM

The Term of this IFA shall commence on May 15, 2020, or the date last executed by both parties, whichever is later, through June 30, 2021 will be reviewed and renewed annually for successive one-year terms. This IFA may be terminated for convenience at any time by either party upon thirty (30) days written notice. Neither this IFA nor any provision hereof may be changed, waived, discharged or terminated orally, but only by an instrument in writing signed by each of the parties to this Agreement.

## IX. AMENDMENTS AND MODIFICATIONS

Neither this IFA nor any provision hereof may be changed, waived, discharged or terminated orally, but only by an instrument in writing signed by each of the parties to this Agreement sent via certified U. S. Mail.

## **X. MERGER**

This IFA constitutes and expresses the entire and integrated understanding and agreement between the parties hereto, superseding, incorporating and merging all prior understandings, agreements, and discussions relating to the transactions contemplated hereby, and no agreements, understandings, prior negotiations, prior discussions, warranties, representations or covenants not herein expressed shall be binding upon the parties.

## **XI. THIRD PARTY BENEFICIARY**

The Parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this IFA. None of the Parties intend to directly or substantially benefit a third party by this IFA. The Parties agree that there are no third-party beneficiaries to this IFA and that no third party shall be entitled to assert a claim against any of the Parties based upon this IFA.

## **XII. GOVERNANCE**

The accountability and responsibility for the One-Stop career center system's organizational activity and accomplishments will rest with CSS. Pursuant to the Act CareerSource shall conduct oversight with respect to the One-Stop delivery system. Any dispute concerning this IFA will be resolved in accordance with CSS.

## **XIII. DISPUTE RESOLUTION**

If an issue arises involving this IFA, both parties will make every effort to reach a resolution in a timely and efficient manner. Either partner may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing.

If not resolved, the issue and the efforts to resolve will be documented and forwarded to the President/CEO of CareerSource Suncoast and the Director of the Partner organization. A joint decision shall be issued within 60 calendar days of receipt.

If dissatisfied with the decision, the dispute may be filed with the State of Florida Department of Economic Opportunity (DEO) to review concerns and determine resolution. DEO and DOE may remand the issue back to the President/CEO of CareerSource Suncoast and to the Director of the Partner organization, Partner or impose other remedies to resolve the issue.

**XIV. SIGNATURES**

**IN WITNESS WHEREOF**, Partner and CSS have caused this IFA to be duly executed as of the date set forth below.

APPROVED BY:

CareerSource Suncoast

By: Ted Ehrlichman

Name: Ted Ehrlichman

Title: President/CEO

Date: 05/04/2020

APPROVED BY PARTNER:

Sarasota Housing Authority

By: Ken Waters

Name: Ken Waters

Title: VP of Resident Services

Date: 05/06/2020

APPROVED BY:  
COUNTY LOCAL ELECTED OFFICIALS:

Manatee County Commissioner

Reggie Bellamy  
Reggie Bellamy

Date: 05/04/2020

Sarasota County Commissioner

Christian Ziegler  
Christian Ziegler

Date: 05/08/2020

**Attachment A**

**Partner On-Site Representation Schedule**

**Comprehensive One Stop Center - American Job Center**      **Estimated Infrastructure Cost**      **\$351,080**

**Sarasota Location**

<b>Required Program Partners</b>	<b>Governance</b>	<b>Local Grantee</b>	<b># of Staff</b>	<b>% of Total FTEs</b>	<b>Partner Contribution</b>	<b>Physical or Virtual Presence</b>
WIOA Adult, Youth, Dislocated Wkr - Formual Funds, TANF, SNAP, RESEA	DOL & HHS	CSS	14.25	64.19%	\$225,355	Physical
Wagner Peyser	DOL	CSS	2.69	12.12%	\$42,541	Physical
Veteran Program	DOL	CSS	1.00	4.50%	\$15,814	Physical
Trade Adjustment Act - TAA	DOL	CSS	0.06	0.27%	\$949	Physical
Senior Community Employment Program	DOL	AARP - Manatee/Sarasota	0.40	1.80%	\$6,326	Physical
Adult Education & Literacy-GED	DOE	SCSB	1.00	4.50%	\$15,814	Physical
Adult Education & Literacy-GED	DOE	MCSB	2.00	9.01%	\$31,629	Physical
Migrant Seasonal Farmworker Jobs Program	DOL/DOE	MCSB	0.10	0.45%	\$1,581	Virtual
Vocational Rehabilitation	DOE	VR	0.10	0.45%	\$1,581	Virtual
Division of Blind Services	DOE	FL Div BS	0.10	0.45%	\$1,581	Virtual
Job Corp	DOL	JC Pinellas Co	0.10	0.45%	\$1,581	Virtual
CSBG	HHS	SC Health & Human Svs	0.10	0.45%	\$1,581	Virtual
CSBG	HHS	Manatee Community Action Agency	0.10	0.45%	\$1,581	Virtual
Dept Housing & Urban Development	HUD	MC Housing Authority	0.10	0.45%	\$1,581	Virtual
Dept Housing & Urban Development	HUD	SC Housing Authority	0.10	0.45%	\$1,581	Virtual
<b>Totals</b>			<b>22.20</b>	<b>100.00%</b>	<b>\$351,080</b>	
<b>Estimated Cost per FTE - Physical Presence</b>	<b>\$15,814</b>					
<b>Estimated Cost for 0.10 FTE - Virtual Presence</b>	<b>\$1,581</b>					


# Signature Certificate

Document Ref.: YDXGJ-L24VX-DZUPL-CMX4B

Document signed by:

	<b>Ted Ehrlichman</b> Verified E-mail: tehrlichman@careersourcesc.com	<i>Ted Ehrlichman</i>
IP: 73.28.132.247	Date: 04 May 2020 15:46:54 UTC	

	<b>Reggie Bellamy</b> Verified E-mail: reggie.bellamy@mymanatee.org	<i>Reggie Bellamy</i>
IP: 74.117.68.159	Date: 04 May 2020 21:01:24 UTC	

	<b>Ken Waters</b> Verified E-mail: kwaters@sarasotahousing.org	<i>Ken Waters</i>
IP: 50.197.233.145	Date: 06 May 2020 15:03:49 UTC	

	Verified E-mail: ctieglar@scgov.net	<i>Christiau Ziegler</i>
IP: 73.27.169.19	Date: 08 May 2020 16:20:01 UTC	

Document completed by all parties on:

08 May 2020 16:20:01 UTC

Page 1 of 1



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**CareerSource Suncoast  
One-Stop Career Center  
Memorandum of Understanding**

MOU # :21-32  
IFA #:21-32A  
Effective  
Date: July 1<sup>st</sup>, 2021

**I. Purpose**

It is the purpose of this Memorandum of Understanding (MOU) to state the conditions under which the Career Center Partner, Step Up Suncoast, Inc. (SUS), will implement and provide services, as shall be described herein, in partnership with the Suncoast Workforce Board, Inc. dba CareerSource Suncoast (CSS), to eligible clients in Florida Workforce Region 18 as required under the Workforce Innovation and Opportunity Act (WIOA, [2014]). The cornerstone of the Act is its one- stop customer service delivery system. The One-stop System assures coordination between the activities authorized in and linked to this Act. The attached Infrastructure Funding Agreement (IFA) is a mandatory component of the MOU and contains an infrastructure costs budget, an important part of the overall operating budget which includes applicable career services and shared operating costs and services among the partners.

Activities within this MOU include the cooperative workforce training, employment and economic development efforts of CSS and the Partner and the actions to be taken by each to assure the coordination of their efforts in accordance with state issued requirements, guidelines, and policies. This agreement is intended to coordinate resources and to prevent duplication and ensure the effective and efficient delivery of workforce services in Manatee and Sarasota Counties. In addition, this agreement will establish joint processes and procedures that will enable the Partner to integrate with the current Career Center service delivery system resulting in a seamless and comprehensive array of education, human service, job training, and other workforce development services to persons with disabilities and significant barriers to employment within Manatee and Sarasota Counties.

The parties to this document agree to coordinate and perform the activities and services described herein within the scope of legislative requirements governing their respective programs, services, and agencies.

**II. Services Provided**

Career Source Suncoast has been designated by the Manatee Board of County Commissioners and the Sarasota Board of County Commissioners to act as the administrative entity, grant recipient and fiscal agent for this area.

**CareerSource Suncoast will perform the following functions:**

1. Coordinate with the Partner to provide access to workforce services and programs through the One-stop System in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-stop System. Workforce services and programs include, but are not limited to, the allowable activities described in the WIOA and related legislation for: WIOA adult, dislocated worker, and youth programs; Wagner-Peyser; Unemployment Insurance (UI); Veterans programs; Trade Adjustment Assistance (TAA); Temporary Assistance for Needy Families (TANF) program; adult education and family literacy; Perkins Act programs; and Vocational Rehabilitation.
2. Coordinate with the Partner to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to appropriate technology and materials that are available through the One-stop Career Center System.
3. Coordinate with the Partner for the funding of the infrastructure costs of the one-stop career centers and the funding of shared services and operating costs in accordance with 29 U.S.C § 3151 and any state infrastructure funding mechanism requirements issued by the State of Florida as indicated on the attached Infrastructure Funding Agreement (IFA).

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4. Maintain the statewide "CareerSource Suncoast" branding of each center.
5. Maintain and operate at least one comprehensive one-stop career center within the local workforce development area that shall be open to the public from 8:30 am until 5:00 pm, Monday through Friday (excluding recognized holidays and emergency situations.)
6. Provide an area in the career center for the Partner's meetings and/or co-location as space permits.
7. Model CareerSource Suncoast core values and maintain a professional working environment and abide by all of its policies, rules, and procedures and applicable Florida statutes and rules.
8. Review this MOU annually and solicit feedback from the Partner regarding improvements, changes, and/or additions.

**The Partner agrees to perform the following functions:**

1. Coordinate with CareerSource Suncoast to provide access to its workforce services and programs through the One-stop System in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-stop System.
2. Coordinate with CareerSource Suncoast to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the One-stop System.
3. Provide Logistical support necessary for its staff located within the local area to be fully integrated within the One-stop system.
4. Provide CareerSource Suncoast management feedback regarding the performance of the partnership, including its effectiveness and success.
5. Participate in career center periodic meetings to provide updates on the partners' programs and procedures to CareerSource staff.

**III. Methods of Internal Referral**

Initial cross-referral procedures will be developed and/or reassessed based upon availability of funding for services and program need to ensure that high quality and convenient services are available to potentially eligible customers of the One-Stop Career Center system. These procedures include active use of the Crosswalk online referral system and access to the reports generated by this system as agreed upon with CSS staff.

**IV. Confidentiality of Records and Data Sharing**

If either party to this MOU obtains access to any records, files, or other information of the other party in connection with, or during the performance of this MOU, then that party shall keep all such records, files, or other information confidential to the extent allowable by law and shall comply with all laws and regulations concerning the confidentiality of such records, files, or other information to the same extent as such laws and regulations apply to the other party. Sharing of aggregate data that does not include personal identifiable information (PII) is permissible between parties to this MOU. Sharing of specific



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client information that includes personal identifiable information requires a client signed release of information held by one of the two parties that specifically allows for the sharing of such information.

**V. Infrastructure Costs and Insurance**

Costs of the infrastructure of one-stop centers will be funded in accordance with the requirements of the Workforce Innovation and Opportunity Act; federal cost principles; and all other applicable legal requirements. For Partners co-located physically in the career center, the Partner agrees to provide CSS a copy of a Certificate of Insurance for General Liability listing CSS as additional insured. Additionally, Partner shall carry contents insurance for contents located in CSS Career Centers. CSS is not responsible for lost or damaged contents.

**VI. Term**

This MOU is effective retroactive July 01, 2021, through June 30, 2022. Upon review by both parties, this MOU will be automatically renewed for successive one-year terms not to exceed three years, as noted by agency representatives. This MOU may be terminated for convenience at any time by either party upon thirty (30) days written notice.

**VII. Amendments and Modifications**

Neither this IFA nor any provision hereof may be changed, waived, discharged, or terminated orally, but only by an instrument in writing signed by each of the parties to this Agreement sent via certified U. S. Mail.

**VIII. Merger**

This MOU constitutes and expresses the entire and integrated understanding and agreement between the parties hereto, superseding, incorporating, and merging all prior understandings, agreements, and discussions relating to the transactions contemplated hereby, and no agreements, understandings, prior negotiations, prior discussions, warranties, representations, or covenants not herein expressed shall be binding upon the parties.

**IX. Third Party Beneficiary**

This MOU is for the benefit of CareerSource Suncoast, the Partner, and the Manatee Board of County Commissioners and the Sarasota Board of County Commissioners and no third party is an intended beneficiary.

**X. Governance**

The accountability and responsibility for the One-stop System's organizational activity and accomplishments will rest with CareerSource Suncoast, the Manatee Board of County Commissioners, and the Sarasota Board of County Commissioners. Pursuant to the Workforce Innovation and Opportunity Act of 2014, the local Board in partnership with the CEOs shall conduct oversight with respect to the One-stop System.

**Partner Contact:**

**Name:** Amy Yount

**Phone:** 941-827-2887 x 7901

**E-Mail:** [ayount@stepupsuncoast.org](mailto:ayount@stepupsuncoast.org)

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One-Stop Career Center  
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**CareerSource Suncoast Centers**

**Bradenton**

1112 Manatee Avenue East  
Bradenton, FL 34208  
Phone: (941) 358-4200  
Fax: (941) 315-2675

**North Port – Goodwill Manasota**

14879 Tamiami Trail  
North Port, FL 34287  
Phone: (941) 358-4200  
Fax: (941) 315-2675

**Suncoast Technical College**

4748 Beneva Road  
Sarasota, FL 34233  
Phone: (941) 927-5286

**Sarasota**

3660 North Washington Boulevard  
Sarasota, FL 34234  
Phone: (941) 358-4200  
Fax: (941) 315-2675

**Manatee Technical College**

6305 State Road 70 East  
Bradenton, FL 34203  
Phone (941) 751-7900 ext. 1150  
By Appointment Only

**Signatures**

**CareerSource Suncoast**

**Name: Ted Ehrlichman**

**Title: President/CEO**

**Date: 12/29/22**

**Signature:**   
Ted Ehrlichman (Dec 29, 2021 16:47 EST)

**Step Up Suncoast**

**Name: Amy Yount**

**Title: President/CEO**

**Date: 12/29/2021**

**Signature:**   
Amy Yount (Dec 29, 2021 16:36 EST)

**Elected Officials**

**Name: George Kruse**

**Title: Manatee County Commissioner**

**Date: 01/03/2022**

**Signature:**   
George W Kruse (Jan 3, 2022 08:20 EST)

**Name: Christian Ziegler**

**Title: Sarasota County Commissioner**

**Date: 01/06/2022**

**Signature:**   
Christian Ziegler (Jan 6, 2022 11:28 EST)

**INFRASTRUCTURE AGREEMENT  
ONE-STOP CAREER CENTER SYSTEM  
BY AND BETWEEN CAREERSOURCE SUNCOAST AND  
Step Up Suncoast , Inc.**

**I. PARTIES**

This Infrastructure Agreement ("IFA") is made pursuant to the Workforce Innovation Act of 2014 ("the Act"), and is entered into by Step Up Suncoast ,Inc. (SUS) and Suncoast Workforce Board, Inc ., dba CareerSource Suncoast ("CSS").

The contact information for Partner is as follows:

**Name:** Amy Yount  
**Title:** President/CEO  
**Telephone:** (941)827-2887 x7901  
**Email:** [ayount@stepupsuncoast.org](mailto:ayount@stepupsuncoast.org)

**II. PURPOSE**

The Workforce Innovation & Opportunity Act (WIOA) is an affirmation of the work that has been done in Florida to build the workforce development system. The cornerstone of the Act is its American Job Center (AJC) One-Stop customer delivery system. The AJC One-Stop system assures coordination between the activities authorized in and linked to the Act.

WIOA requires Local Workforce Development Boards (LWDB) to develop and finalize Infrastructure Funding Agreements (IFA) with all required partners that carry out their programs in the local area.

The purpose of this agreement is to establish a financial plan, including terms and conditions, to fund the services and operating costs of the AJC One-Stop customer delivery system. The Parties to this Infrastructure Agreement (IFA) agree that joint funding is a necessary foundation for an integrated service delivery system. The goal of the operating budget is to develop a funding mechanism that:

- Establishes and maintains the local workforce delivery system at a level that meets the needs of the job seekers and businesses in the Local area,
- Reduces duplication and maximizes program impact through the sharing of services, resources, and technologies among Partners (thereby improving each program's effectiveness),
- Reduces duplication by establishing data sharing as it relates to participant records for outcome information,
- Reduces overhead costs for any one partner by streamlining and sharing financial, procurement, and facility costs, and
- Ensures that costs are appropriately shared by determining contributions based on the proportionate use of the One-Stop centers and relative benefits received and requiring that all funds are spent

solely for allowable purposes in a manner consistent with the applicable authorizing statutes and all other applicable legal requirements, including the Uniform Guidance.

The Partners consider this One-Stop operating budget the master budget that is necessary to maintain the high standard One-Stop delivery system. It includes the following cost categories, as required by WIOA and its implementing regulations:

- Infrastructure costs (also separately outlined in the Infrastructure Funding Agreement (IFA)),
- Career services, and
- Shared services.

All costs included in the IFA, allocated according to Partners' proportionate use and relative benefits received, and will be reconciled on a quarterly basis. The One-Stop operating budget is transparent and negotiated among Partners on an equitable basis to ensure costs are shared appropriately. All Partners negotiated in good faith and sought to establish outcomes that are reasonable and fair.

### III. **PARTNERS**

Each Partner commits to cross-training of staff, as appropriate, and to providing other professional learning opportunities that promote continuous quality improvement.

Partners will further promote system integration to the maximum extent feasible through:

- Effective communication, information sharing, and collaboration with the One- Stop operator,
- Joint planning, policy development, and system design processes,
- Commitment to the joint goals, strategies, and performance measures,
- The use of common and/or linked data management systems and data sharing methods, as appropriate
- Leveraging of resources including other public agency and non-profit organization services.
- Participation in a continuous improvement process designed to boost outcomes and increase customer satisfaction, and
- Participation in scheduled Partner meetings to exchange information in support of the above and encourage program and staff integration.

iv. **ONE-STOP OPERATING BUDGET**

The purpose of this section is to establish a financial plan, including terms and conditions, to fund the services and operating cost of the One-Stop Centers. The Local Workforce Development Board based the budget on all costs associated with operating the America Job Center.

**CareerSource Suncoast  
 One Stop Operating Budget  
 Infrastructure Funding Agreement Budget  
 PY 2021-2022 for Comprehensive American Job Center  
 North Sarasota County Career Center  
 3660 North Washington Blvd  
 Sarasota, FL**

Description	Estimated IFA Budget
<b>Infrastructure Costs:</b>	
Office Rent includes Utilities, Bldg Maintenance, & Utilities	\$239,771
Copier Usage and Maintenance for Clients	\$1,836
Internet	\$24,648
Phones & Long Distance	\$10,735
Fax	\$276
Atlas Maintenance	\$8,667
Website Maintenance	\$700
Deep Freeze Maintenance - Labs	\$400
Windows 10 Maintenance	\$800
Antivirus Software	\$229
MS Office Software Maintenance - Labs	\$2,600
<b>Total Infrastructure Costs</b>	<b>\$290,662</b>
<b>Additional Services:</b>	
Career Services - Resource Rm (2)	\$89,760
IT Services - Crosswalk Maintenance	\$1,295
<b>Total Additional Services</b>	<b>\$91,055</b>
<b>Total One Stop Operating Budget</b>	<b>\$381,717</b>
<b>FTEs Supporting the American Job Center (as of Mar 2021)</b>	<b>30.2</b>
<b>Cost per FTE = \$381,717/30.3 FTEs (as of Mar 2021)</b>	<b>\$12,640</b>
<b>Direct Linkage-Virtual Presence = 0.1 x Cost per FTE (as of Mar 2021)</b>	<b>\$1,264</b>

**V. COST ALLOCATION METHODOLOGY**

All required Partners have agreed to provide access to their programs in the comprehensive One-Stop Career Center and contribute to the infrastructure costs. Partners will have staff co-located in the Center (on a full or part-time basis) or will provide access via direct linkage as outlined in Attachment A (Partner On-site Representation Schedule) and will fund operating costs based on a percentage of the partner's annual FTE. (All costs included in the IFA, allocated according to Partners' proportionate use and relative benefits received, and will be reconciled on a quarterly basis.)

Required partners who have elected not to have staff co-located in the AJC will utilize a "direct linkage" that will allow customers to connect with partner program staff to access services. Cross-trained front-desk and other physically co-located staff can assist in providing information and referrals to the direct-linkage partners. Partners utilizing direct linkage must contribute to the infrastructure cost equivalent to a minimum of 0.1 FTE or 4 hours per week (1 FTE is equivalent to 40 hours/week)

The LWDB selected the cost allocation bases to determine overall Partner contributions. This was done in an effort:

- a) To remedy the imbalance of non-physically represented Partners, and
- b) To comply with the requirement of Partners' contributions having to be in proportion to the Partners' use of the AJC and relative benefits received.

As outlined in the MOU, the costs of the infrastructure of AJC One-Stop Center will be funded in accordance with the requirements of the Workforce Innovation and Opportunity Act; federal cost principles; and all other applicable legal requirements.

**VI. PARTNER CONTRIBUTION (Based on all costs associated with the operation of the American Job Center)**

Below is the partner contribution cost determination:

Estimated Cost per FTE	Estimated Infrastructure Costs Total Partner FTE / =
<b>Partner Physical Presence Contribution</b> <i>(partners who elected to have their representatives in the One-Stop on a FT or PT basis to serve customers)</i>	1 FTE x Estimated Cost per FTE 1 FTE x \$12,640 = \$12,640 <b>(1 FTE represents 40 hours/week commitment)</b>
<b>Partner Direct Linkage/Visual Presence Contribution</b> <i>(Partner who elects not to have their representative in the one-stop but offer a technology option to serve customers.)</i>	Minimum of 0.1 FTE or 4 hours per week  0.1 FTE x \$ 12,640 = \$1,264 <b>(0.1 FTE represents 4 hours/week commitment)</b>

## FUNDING TYPES AND SOURCES

The permissible types of funds used for infrastructure costs and additional costs of operating a local One-Stop delivery system (i.e. partner's program or administrative funds) may differ depending upon the partner's program's authorizing law and implementing regulations. The funds that may be used also differ based on whether the amount that must be contributed by a partner for infrastructure costs is determined under the Local Funding Model or the State Funding Model. (Copy of the TEG 17-16: Infrastructure Funding of the One-Stop Delivery System can be found at: [https://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=4968](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=4968).)

**Types.** Funding for infrastructure costs and additional costs may be in the form of:

- (1) CASH, NON-CASH and THIRD-PARTY IN-KIND CONTRIBUTIONS\*
- (2) Funding from philanthropic organizations or other private entities; or
- (3) Other alternative financing options (described in WIOA sec. 121(c)(2)(A)(ii) and 20 CFR 678.715, 34 CFR 361.715, and 34 CFR 463.715.

Some partner programs may have statutory or regulatory prohibitions against using certain types of these contribution or on how the program may treat these contributions for fiscal accountability purposes under the respective program's requirements.

\*

### Cash

Cash funds provided to the Local WDB or its designee by one-stop Partners, either directly or by an interagency transfer, or by a third party.

### Non-Cash

- Expenditures incurred by one-stop Partners on behalf of the one-stop center; and
- Non-cash contributions or goods or services contributed by a Partner program and used by the One-Stop center.

The value of non-cash and third-party in-kind contributions must be fairly evaluated in accordance with the Uniform Guidance at 2 CFR 200.306.

### Third-party In-kind

Contributions of space, equipment, technology, non-personnel services, or other like items to support the infrastructure costs associated with one-stop operations, by a non-one-stop Partner to:

- Support the One-Stop Center in general; or
- Support the proportionate share of One-Stop infrastructure costs of a specific partner.

[20 CFR 678.720; 20 CFR 678.760; 34 CFR 361.720; 34 CFR 361.760; 34 CFR 463.720; and 34 CFR 463.760]

**Sources.** The source of funds that may be used to pay for infrastructure costs depends on the requirements regarding use of funds under the law authorizing the partner program that is contributing the funding. The infrastructure funding may be from funds classified as administrative, program, or both, depending on the partner program's requirements.

## **VII. COST RECONCILIATION**

All Parties agree that a bi-annual reconciliation of budgeted and actual costs and update of the allocation bases will be provided for the review.

The LWDB will submit invoices to the Partners and send a copy of the updated budget to all Parties. Partners will communicate any disputes with costs in the invoice or the budget to the LWDB in writing. The LWDB will review the disputed cost items and respond accordingly to the Partner. When necessary, the LWDB will revise the invoice and the adjusted budget upon resolution of the dispute.

One-Stop delivery system infrastructure costs are defined as non-personnel costs that are necessary for the general operation of the OSCC, including, but not limited to: Rental of the facilities; Utilities and maintenance; Equipment, including assessment-related products and assistive technology for individuals with disabilities; and, Technology to facilitate access to the One-Stop delivery system, including technology used for the center's planning and outreach activities. This may also include the costs associated with the development and use of the common identifier (i.e., American Job Center signage) and supplies, as defined in Uniform Guidance at 2 CFR 200.94, to support the general operation of the One-Stop center (WIOA sec.121 (h)(4) and 20 CFR 678.700(a), and 34 CFR 446.700(a)).

Non-personnel costs are costs that are not compensation for personnel costs. For example, technology-related services performed by vendors or contractors are non-personnel costs and may be identified as infrastructure costs if they are necessary for the general operation of the One-Stop center. Such costs would include service contracts with vendors or contractors, equipment and supplies.

Personnel services include salaries, wages, and fringe benefits of the employees of partner programs or their sub-recipients, as described in 2 CFR 200.430-200.431 of the Uniform Guidance. For example, allocable salary and fringe costs of partner program staff who work on information technology systems (e.g., common performance and reporting outcomes) for use by the One-Stop center as a whole would be personnel costs. The costs of a shared welcome desk or greeter directing employers and customers to the services or staff that are available in that One-Stop center is a personnel expense. These costs, therefore, could not be included in infrastructure costs but are included in "additional costs."

All Parties to this IFA recognize that infrastructure costs are applicable to all required Partners, whether they are physically located in the One-Stop Career Center (OSCC) or not. Each partner's contributions to these costs, however, may vary, as these contributions are based on the proportionate use and relative benefit received, consistent with the Partner programs' authorizing laws and regulations and the Uniform Guidance.

## **VIII. TERM**

The Term of this IFA shall commence retroactive on July 1, 2021 through June 30, 2022. IFA's will be reviewed and renewed annually for successive one-year terms. This IFA may be terminated for convenience at any time by either party upon thirty (30) days written notice. Neither this IFA nor any provision hereof may be changed, waived, discharged or terminated orally, but only by an instrument in writing signed by each of the parties to this Agreement.

## **IX. AMENDMENTS AND MODIFICATIONS**

Neither this IFA nor any provision hereof may be changed, waived, discharged or terminated orally, but only by an instrument in writing signed by each of the parties to this Agreement sent via certified U. S. Mail.



## **X. MERGER**

This IFA constitutes and expresses the entire and integrated understanding and agreement between the parties hereto, superseding, incorporating and merging all prior understandings, agreements, and discussions relating to the transactions contemplated hereby, and no agreements, understandings, prior negotiations, prior discussions, warranties, representations or covenants not herein expressed shall be binding upon the parties.

## **XI. THIRD PARTY BENEFICIARY**

The Parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this IFA. None of the Parties intend to directly or substantially benefit a third party by this IFA. The Parties agree that there are no third-party beneficiaries to this IFA and that no third party shall be entitled to assert a claim against any of the Parties based upon this IFA.

## **XII. GOVERNANCE**

The accountability and responsibility for the One-Stop career center system's organizational activity and accomplishments will rest with CSS. Pursuant to the Act CareerSource shall conduct oversight with respect to the One-Stop delivery system. Any dispute concerning this IFA will be resolved in accordance with CSS.

## **XIII. DISPUTE RESOLUTION**

If an issue arises involving this IFA, both parties will make every effort to reach a resolution in a timely and efficient manner. Either partner may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved and no further action is deemed necessary *by* the partners, the issue and the resolution will be documented in writing.


If not resolved, the issue and the efforts to resolve will be documented and forwarded to the President/CEO of CareerSource Suncoast and the Director of the Partner organization. A joint decision shall be issued within 60 calendar days of receipt.

If dissatisfied with the decision, the dispute may be filed with the State of Florida Department of Economic Opportunity (DEO) and the Commissioner of the Director of the Partner organization to review concerns and determine resolution. DEO and DOE may remand the issue back to the President/CEO of CareerSource Suncoast and to the Director of the Partner organization, Partner or impose other remedies to resolve the issue.

**XIV. SIGNATURES**

**IN WITNESS WHEREOF**, Partner and CSS have caused this IFA to be duly executed as of the date set forth below.

APPROVED BY:  
CareerSource Suncoast

By:   
Ted Ehrlichman (Dec 29, 2021 16:47 EST)

Name: Ted Ehrlichman

Title: President/CEO

Date: 12/29/21

APPROVED BY PARTNER:  
Step Up Suncoast

By:   
Amy Yount (Dec 29, 2021 16:36 EST)

Name: Amy Yount

Title: President/CEO

Date: 12/29/2021

APPROVED BY:  
COUNTY LOCAL ELECTED OFFICIALS:

Manatee County Commissioner

  
George W. Kruse (Jan 3, 2022 08:20 EST)

George Kruse

Date: 01/03/2022

Sarasota County Commissioner

  
Christian Ziegler (Jan 6, 2022 11:28 EST)

Christian Ziegler

Date: 01/06/2022

**Attachment A**

**Partner On-Site Representation Schedule  
Comprehensive One Stop Center - American Job  
Center  
Sarasota Location  
PY 21-22**

**Estimated Infrastructure  
Cost \$381,717**

<b>Required Program Partners</b>	<b>Governance</b>	<b>Local Grantee</b>	<b># of Staff</b>	<b>% of Total FTEs</b>	<b>Partner Contribution</b>	<b>Physical or Virtual Presence</b>
WIOA Adult, Youth, Dislocated Wkr - Formula Funds, TANF, SNAP, RESEA	DOL & HHS	CSS	22.25	73.68%	\$281,232	Physical
Wagner Peyser	DOL	CSS	2.69	8.91%	\$34,001	Physical
Veteran Program	DOL	CSS	1.00	3.31%	\$12,640	Physical
Trade Adjustment Act - TAA	DOL	CSS	0.06	0.20%	\$758	Physical
Senior Community Employment Program	DOL	AARP - Manatee/Sarasota	0.40	1.32%	\$5,056	Physical
Adult Education & Literacy-GED	DOE	SCSB	1.00	3.31%	\$12,640	Physical
Adult Education & Literacy-GED	DOE	MCSB	2.00	6.62%	\$25,279	Physical
Migrant Seasonal Farmworker Jobs Program	DOL/DOE	MCSB	0.10	0.33%	\$1,264	Virtual
Vocational Rehabilitation	DOE	VR	0.10	0.33%	\$1,264	Virtual
Division of Blind Services	DOE	FL Division of Blind Services	0.10	0.33%	\$1,264	Virtual
Job Corp	DOL	JC Pinellas Co	0.10	0.33%	\$1,264	Virtual
CSBG	HHS	SC Health & Human Services	0.10	0.33%	\$1,264	Virtual
CSBG	HHS	Manatee Community Action Agency	0.10	0.33%	\$1,264	Virtual
Dept. Housing & Urban Development	HUD	MC Housing Authority	0.10	0.33%	\$1,264	Virtual
Dept. Housing & Urban Development	HUD	SC Housing Authority	0.10	0.33%	\$1,264	Virtual
<b>Totals</b>			<b>30.20</b>	<b>100.00%</b>	<b>\$381,717</b>	

**Estimated Annual Cost per FTE -  
Physical Presence \$12,640**

**Estimated Annual Cost for 0.10 FTE -  
Virtual Presence \$1,264**

**CareerSource Suncoast  
One-Stop Career Center  
Memorandum of Understanding**

MOU # :21-02  
IFA #:21-02A  
Effective  
Date:

**I. Purpose**

It is the purpose of this Memorandum of Understanding (MOU) to state the conditions under which the Career Center Partner, **The School Board of Sarasota County – Adult Education and Literacy Services (the Partner)**, will implement and provide services, as shall be described herein, in partnership with the **Suncoast Workforce Board, Inc. dba CareerSource Suncoast (CareerSource or CSS)**, to eligible clients in Florida Workforce Region 18 as required under the Workforce Innovation and Opportunity Act (WIOA, [2014]). The cornerstone of the Act is its One-stop customer service delivery system. The One-stop System assures coordination between the activities authorized in and linked to this Act. The attached Infrastructure Funding Agreement (IFA) is a mandatory component of the MOU and contains an infrastructure costs budget, an important part of the overall operating budget which includes applicable career services and shared operating costs and services among the partners.

Activities within this MOU include the cooperative workforce training, employment and economic development efforts of CSS and the Partner and the actions to be taken by each to assure the coordination of their efforts in accordance with state issued requirements, guidelines and policies. This agreement is intended to coordinate resources and to prevent duplication and ensure the effective and efficient delivery of workforce services in Manatee and Sarasota Counties. In addition, this agreement will establish joint processes and procedures that will enable the Partner to integrate with the current Career Center service delivery system resulting in a seamless and comprehensive array of education, human service, job training, and other workforce development services to persons with disabilities and significant barriers to employment within Manatee and Sarasota Counties.

The parties to this document agree to coordinate and perform the activities and services described herein within the scope of legislative requirements governing their respective programs, services, and agencies.

**II. Services Provided**

CSS has been designated by the Manatee Board of County Commissioners and the Sarasota Board of County Commissioners to act as the administrative entity, grant recipient and fiscal agent for this area. As the duly authorized agent of the recipient, CSS, agrees to be responsible for satisfying the requirements of 34 CRF 361.505 and CFR 361-720.

**CareerSource will perform the following functions:**

1. Coordinate with the Partner to provide access to workforce services and programs through the One-stop System in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-stop System. Workforce services and programs include, but are not limited to, the allowable activities described in the WIOA and related legislation for: WIOA adult, dislocated worker and youth programs; Wagner-Peyser; Unemployment Insurance (UI); Veterans programs; Trade Adjustment Assistance (TAA); Temporary Assistance for Needy Families (TANF) program; adult education and family literacy; Perkins Act programs; and Vocational Rehabilitation.
2. Coordinate with the Partner to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to appropriate technology and materials that are available through the One-stop Career Center System.

**CareerSource Suncoast  
One-Stop Career Center  
Memorandum of Understanding**

MOU # :21-02  
IFA #:21-02A  
Effective  
Date:

3. Coordinate with the Partner for the funding of the infrastructure costs of the one-stop career centers and the funding of shared services and operating costs in accordance with 29 U.S.C § 3151 and any state infrastructure funding mechanism requirements issued by the State of Florida as indicated on the attached Infrastructure Funding Agreement (IFA).
4. Maintain the statewide "CareerSource Suncoast" branding of each center.
5. Maintain and operate at least one comprehensive one-stop career center within the local workforce development area that shall be open to the public from 8:30 am until 5:00 pm, Monday through Friday (excluding recognized holidays and emergency situations.)
6. Provide an area in the career center for the Partner's meetings and/or co-location as space permits.
7. Model CareerSource core values and maintain a professional working environment and abide by all of its policies, rules, and procedures and applicable Florida statutes and rules.
8. Review this MOU annually and solicit feedback from the Partner regarding improvements, changes, and/or additions.

**The Partner agrees to perform the following functions:**

1. Coordinate with CareerSource to provide access to its workforce services and programs through the One-stop System in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-stop System.
2. Coordinate with CareerSource to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the One-stop System.
3. Provide all logistical support necessary for its staff located within the local area to be fully integrated within the One-stop System.
4. Coordinate with CareerSource for the funding of the infrastructure costs of the one-stop career centers and the funding of shared services and operating costs in accordance with 29 U.S.C § 3151 and any infrastructure funding mechanism requirements issued by the State of Florida. Under this MOU, the Partner and CSS will each be providing in-kind contributions:
5. Provide CareerSource management feedback regarding the performance of the partnership, including its effectiveness and success.
6. Participate in career center periodic meetings to provide updates on the partners' programs and procedures to CareerSource staff.

**CareerSource Suncoast  
One-Stop Career Center  
Memorandum of Understanding**

MOU # :21-02  
IFA #:21-02A  
Effective  
Date:

**III. Methods of Internal Referral**

Initial cross-referral procedures will be developed and/or reassessed based upon availability of funding for services and program need to ensure that high quality and convenient services are available to potentially eligible customers of the One-Stop Career Center system. These procedures include active use of the Crosswalk online referral system and access to the reports generated by this system as agreed upon with CSS staff.

**IV. Confidentiality of Records and Data Sharing**

If either party to this MOU obtains access to any records, files, or other information of the other party in connection with, or during the performance of this MOU, then that party shall keep all such records, files or other information confidential to the extent allowable by law, and shall comply with all laws and regulations concerning the confidentiality of such records, files or other information to the same extent as such laws and regulations apply to the other party. Sharing of aggregate data that does not include personal identifiable information (PII) is permissible between parties to this MOU. Sharing of specific client information that includes personal identifiable information requires a client signed release of information held by one of the two parties that specifically allows for the sharing of such information.

The Parties shall fully comply with the requirements of §1002.22 and §1002.221, Florida Statutes, the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g, and the federal regulations issued pursuant thereto (34 CFR Part 99); and any other law or regulation, either federal or State of Florida, regarding confidentiality of student information and records. The Parties shall (i) hold the student records and information in strict confidence and not use or disclose except as required by this Agreement or permitted by law and disclose student records only to those who have a need to access the information in order to perform their assigned duties; (ii) safeguard the student records through administrative, physical and technological safety standards to ensure adequate controls are in place to protect these student records in accordance with FERPA's privacy requirements; and (iii) continually monitor its operations and take all actions necessary to assure that the student information and records are safeguarded in accordance with the terms of this Agreement.

**V. Infrastructure Costs and Insurance**

Costs of the infrastructure of one-stop centers will be funded in accordance with the requirements of the Workforce Innovation and Opportunity Act; federal cost principles; and all other applicable legal requirements. For Partners co-located physically in the career center, the Partner agrees to provide CSS a copy of a Certificate of Insurance or documentation that the partner is self-insured. Additionally, The School Board of Sarasota County shall assume responsibility for its contents located in CSS Career Centers. CSS is not responsible for lost or damaged contents.

CareerSource and the Partner hereby acknowledge their respective entitlement to sovereign immunity and the limited waiver of sovereign immunity as to certain tort and negligence claims pursuant to section 768.28 of the Florida Statutes. Nothing herein shall be construed as a waiver of any such immunity nor as an agreement by either party to indemnify or defend the other. Furthermore, nothing herein shall be construed as an obligation of either party to defend, sue, or consent to be sued by a third party. This section shall survive the termination or expiration of this Agreement.

**VI. Term**

This MOU is effective June 1, 2021 through June 30, 2022, and shall commence upon execution by all parties. Upon review by both parties, this MOU will be automatically renewed for successive one-year

**CareerSource Suncoast  
One-Stop Career Center  
Memorandum of Understanding**

MOU # :21-02  
IFA #:21-02A  
Effective  
Date:

terms not to exceed three years, as noted by agency representatives. This MOU may be terminated for convenience at any time by either party upon thirty (30) days written notice.

**VII. Amendments and Modifications**

Neither this MOU or IFA nor any provision hereof may be changed, waived, discharged or terminated orally, but only by an instrument in writing signed by each of the parties to this Agreement sent via certified U. S. Mail.

**VIII. Merger**

This MOU and the IFA constitute and express the entire and integrated understanding and agreement between the parties hereto, superseding, incorporating and merging all prior understandings, agreements, and discussions relating to the transactions contemplated hereby, and no agreements, understandings, prior negotiations, prior discussions, warranties, representations or covenants not herein expressed shall be binding upon the parties.

**IX. Third Party Beneficiary**

This MOU is for the benefit of CareerSource, the Partner, and the Manatee Board of County Commissioners and the Sarasota Board of County Commissioners and no third party is an intended beneficiary.

**X. Governance**

The accountability and responsibility for the One-stop System's organizational activity and accomplishments will rest with CareerSource, the Manatee Board of County Commissioners, and the Sarasota Board of County Commissioners. Pursuant to the Workforce Innovation and Opportunity Act of 2014, the local Board in partnership with the CEOs shall conduct oversight with respect to the One-stop System.

**Partner Contact: Eric McClendon**

**Name : Eric McClendon**

**Phone: 941.924.1365 xt.62494**

**E-Mail: Eric.McClendon@sarasotacountyschools.net**

**CareerSource Suncoast Centers**

Bradenton  
1112 Manatee Avenue East  
Bradenton, FL 34208  
Phone: (941) 358-4200  
Fax: (941) 315-2675

North Port – Goodwill Manasota  
14879 Tamiami Trail  
North Port, FL 34287  
Phone: (941) 358-4200  
Fax: (941) 315-2675

Suncoast Technical College  
4748 Beneva Road  
Sarasota, FL 34233  
Phone: (941) 927-5286

**CareerSource Suncoast  
One-Stop Career Center  
Memorandum of Understanding**

MOU # :21-02  
IFA #:21-02A  
Effective  
Date:

Sarasota  
3660 North Washington Boulevard  
Sarasota, FL 34234  
Phone: (941) 358-4200  
Fax: (941) 315-2675

Manatee Technical College  
6305 State Road 70 East  
Bradenton, FL 34203  
Phone (941) 751-7900 ext. 1150  
By Appointment Only

**Signatures**

**Suncoast Workforce Board, Inc. d/b/a  
CareerSource Suncoast**

**Name: Ted Ehrlichman**

**Title: President/CEO**

**Date:** 05 / 24 / 2021

**Signature:** Ted Ehrlichman

**The School Board of Sarasota County,  
Florida**

**Name: Shirley Brown**

**Title: Board Chair**

**Date:** 6/15/21

**Signature:** Shirley Brown

Approved for Legal Content  
May 14, 2021 by  
Shumaker, Loop & Kendrick, LLP  
Attorneys for The School Board  
of Sarasota County, Florida  
Signed: MAC

**Elected Officials**

**Name: George Kruse**

**Title: Manatee County Commissioner**

**Date:** 05 / 21 / 2021

**Signature:** George Kruse

**Name: Christian Ziegler**

**Title: Sarasota County Commissioner**

**Signature:** Christian Ziegler

**Date:** 05 / 28 / 2021



CONTRACT NO. 2021-008

10/20/20

MOU #: 19-42  
IFA #: 19-42A

BCC APPROVED

Effective  
Date:

Agreement 20-22

**Memorandum of Understanding  
with  
Sarasota County Government  
(Operating as the Sarasota County Community Action Agency)  
and  
Suncoast Workforce Board, Inc. dba CareerSource Suncoast**

This Memorandum of Understanding is entered into this \_\_\_\_ day of \_\_\_\_\_, 2020, by and between Sarasota County, a political subdivision of the State of Florida, operating as the Sarasota County Community Action Agency (the "SCCAA") and Suncoast Workforce Board, Inc. dba CareerSource Suncoast (the "CSS")

**I. Purpose**

- A. It is the purpose of this Memorandum of Understanding (MOU) to state the conditions under which the SCCAA will implement and provide services, as shall be described herein, in partnership with the CSS, to eligible clients in Florida Workforce Region 18 as required under the Workforce Innovation and Opportunity Act (WIOA, [2014]). The cornerstone of the Act is its one stop customer service delivery system. The One-stop System assures coordination between the activities authorized in and linked to this Act. The attached Infrastructure Funding Agreement (IFA) is a mandatory component of the MOU and contains an infrastructure costs budget, an important part of the overall operating budget which includes applicable career services and shared operating costs and services among the partners.
- B. Activities within this MOU include the cooperative workforce training, employment and economic development efforts of CSS and the SCCAA and the actions to be taken by each to assure the coordination of their efforts in accordance with state issued requirements, guidelines and policies. This MOU is intended to coordinate resources and to prevent duplication and ensure the effective and efficient delivery of workforce services in Sarasota County. In addition, this MOU will establish joint processes and procedures that will enable the SCCAA to integrate with the current Career Center service delivery system resulting in a seamless and comprehensive array of education, human service, job training, and other workforce development services to persons with disabilities and significant barriers to employment within Sarasota County.
- C. This MOU describes the actions that will be taken by SCCAA and CSS and all the SCCAA's Community Service Block Grant (CSBG) subcontractors which provide direct services to CSBG-eligible households. This MOU supersedes the MOU executed on January 30, 2018 (Contract No. 2018-088).
- D. The parties to this document agree to coordinate and perform the activities and services described herein within the scope of legislative requirements governing their respective programs, services, and agencies.

**II. CSS Services Provided**

- A. CSS has been designated by the Sarasota Board of County Commissioners to act as the administrative entity, grant recipient and fiscal agent for this area.
- B. CSS shall perform the following services:
  - 1. Coordinate with the SCCAA to provide access to workforce services and programs through the One-stop System in accordance with published policies and procedures which include the

manner in which the services will be coordinated and delivered through the One-stop System. Workforce services and programs include, but are not limited to, the allowable activities described in the WIOA and related legislation for: WIOA adult, dislocated worker and youth programs; Wagner-Peyser; Unemployment Insurance (UI); Veterans programs; Trade Adjustment Assistance (TAA); Temporary Assistance for Needy Families (TANF) program; adult education and family literacy; Perkins Act programs; and Vocational Rehabilitation.

2. Coordinate with SCCAA to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to appropriate technology and materials that are available through the One-stop Career Center System.
3. Coordinate with SCCAA for the funding of the infrastructure costs of the one-stop career centers and the funding of shared services and operating costs in accordance with 29 U.S.C § 3151 and any state infrastructure funding mechanism requirements issued by the State of Florida as indicated on the attached Infrastructure Funding Agreement (IFA).
4. Maintain, update and distribute identified resources for SCCAA and its subcontractors when referring clients, including but not limited to website link sharing, electronic and printed documents, brochures, and flyers.
5. Provide training programs and employment assistance, as appropriate, to CSBG eligible clients.
6. Maintain the statewide "CareerSource Suncoast" branding of each career center.
7. Maintain and operate at least one comprehensive one-stop career center within the local workforce development area that shall be open to the public from 8:30 am until 5:00 pm, Monday through Friday (excluding recognized holidays and emergency situations.)
8. Provide an area in the career center for SCCAA meetings and/or co-location as space permits.
9. Model CSS core values and maintain a professional working environment and abide by all its policies, rules, and procedures and applicable Florida statutes and rules.
10. Review this MOU annually and solicit feedback from SCCAA regarding improvements, changes, and/or additions.

### **III. SCCAA Services Provided**

- A. SCCAA shall perform the following services:
  1. Coordinate with CSS to provide access to its workforce services and programs through the One-stop System in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-stop System.
  2. Coordinate with CSS to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the One-stop System.

3. Coordinate with CSS for the funding of the infrastructure costs of the one-stop career centers and the funding of shared services and operating costs in accordance with 29 U.S.C § 3151 and any state infrastructure funding mechanism requirements issued by the State of Florida as indicated on the attached Infrastructure Funding Agreement (IFA).
4. Maintain, update and distribute identified resources for CSS when referring clients, including but not limited to website link sharing, electronic and printed documents, brochures, and flyers.
5. Provide training programs and employment assistance, as appropriate, to CSBG eligible clients.
6. Provide all logistical support necessary for its staff located within the local area to be fully integrated within the One-stop System.
7. Provide CSS management feedback regarding the performance of the partnership, including its effectiveness and success.
8. Participate in career center periodic meetings to provide updates on the partners' programs and procedures to CareerSource staff.

**IV. Methods of Internal Referral**

Initial cross-referral procedures will be developed and/or reassessed based upon availability of funding for services and program need to ensure that high quality and convenient services are available to potentially eligible customers on the One-Stop Career Center system. These procedures may include active use of the Crosswalk online referral system and access to the reports generated by this system as agreed upon with CSS staff.

**V. Confidentiality of Records and Data Sharing**

If either party to this MOU obtains access to any records, files, or other information of the other party in connection with, or during the performance of this MOU, then that party shall keep all such records, files or other information confidential to the extent allowable by law, and shall comply with all laws and regulations concerning the confidentiality of such records, files or other information to the same extent as such laws and regulations apply to the other party. Sharing of aggregate data that does not include personal identifiable information (PII) is permissible between parties to this MOU. Sharing of specific client information that includes personal identifiable information requires a client signed release of information held by one of the two parties that specifically allows for the sharing of such information.

**VI. Infrastructure Costs and Insurance**

Costs of the infrastructure of one-stop centers will be funded in accordance with the requirements of the Workforce Innovation and Opportunity Act; federal cost principles; and all other applicable legal requirements.

**VII. Term**

This MOU is effective **October 1, 2020** through **September 30, 2021** and will be automatically renewed for successive one-year terms not to exceed three years. This MOU may be terminated

for convenience at any time by either party upon thirty (30) days written notice.

**VII. Amendments and Modifications**

Neither this MOU nor any provision hereof may be changed, waived, discharged or terminated orally, but only by an instrument in writing signed by each of the parties to this Agreement.

**VIII. Merger**

This MOU and its attachments constitute and express the entire and integrated understanding and agreement between the parties hereto, superseding, incorporating and merging all prior understandings, agreements, and discussions relating to the transactions contemplated hereby, and no agreements, understandings, prior negotiations, prior discussions, warranties, representations or covenants not herein expressed shall be binding upon the parties.

**IX. Third Party Beneficiary**

This MOU is for the benefit of CSS, the SCCAA, and the Sarasota Board of County Commissioners and no third party is an intended beneficiary.

**X. Governance**

The accountability and responsibility for the One-stop System's organizational activity and accomplishments will rest with CSS and the Sarasota Board of County Commissioners. Pursuant to the Workforce Innovation and Opportunity Act of 2014, the local Board in partnership with the CEOs shall conduct oversight with respect to the One-stop System.

**XI. Notices**

All notices, information, or requests to SCCAA from CSS under the terms of this MOU shall be addressed to:

Nancy DeLoach or Barbara E. Kopp  
Sarasota County Human Services  
2200 Ringling Blvd., Suite 207  
Sarasota, Florida 34237  
Phone: 941.861.2576 or 941.861.2580  
E-Mail: [ndeloach@scgov.net](mailto:ndeloach@scgov.net) or [bkopp@scgov.net](mailto:bkopp@scgov.net)

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals as of the day and year first above written.

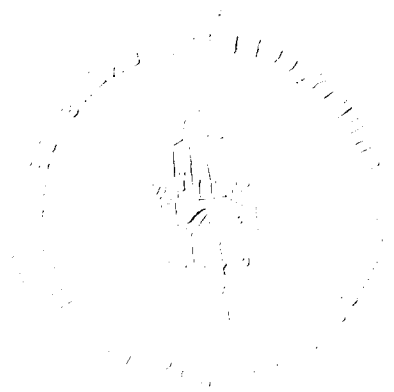
WITNESS:  
Signed By: [Signature]  
Print Name: Tracey Barta

CareerSource Suncoast  
Signed By: [Signature]  
Print Name: Ted Ehrlichman  
Title: President/CEO  
Date: 11/3/20

SARASOTA COUNTY SEAL  
BOARD OF COUNTY COMMISSIONERS  
OF SARASOTA COUNTY, FLORIDA  
BY: [Signature]  
Michael A. Moran,  
Chairman  
DATE: 10/20/2020

Approved as to form and correctness:  
BY: [Signature]  
COUNTY ATTORNEY

ATTEST  
KAREN E. RUSHING, Clerk of  
The Circuit Court and  
Ex-Officio Clerk of the Board  
Of County Commissioners of  
Sarasota County, Florida  
By: [Signature]  
Deputy Clerk



## **ATTACHMENT A**

### **Infrastructure Funding Agreement**

#### **PURPOSE**

The Workforce Innovation & Opportunity Act (WIOA) is an affirmation of the work that has been done in Florida to build the workforce development system. The cornerstone of the Act is its American Job Center (AJC) One-Stop customer delivery system. The AJC One-Stop system assures coordination between the activities authorized in and linked to the Act.

WIOA requires Local Workforce Development Boards (LWDB) to develop and finalize Infrastructure Funding Agreements (IFA) with all required partners that carry out their programs in the local area.

The purpose of this agreement is to establish a financial plan, including terms and conditions, to fund the services and operating costs of the AJC One-Stop customer delivery system. The Parties to this Infrastructure Agreement (IFA) agree that joint funding is a necessary foundation for an integrated service delivery system. The goal of the operating budget is to develop a funding mechanism that:

- Establishes and maintains the local workforce delivery system at a level that meets the needs of the job seekers and businesses in the Local area,
- Reduces duplication and maximizes program impact through the sharing of services, resources, and technologies among Partners (thereby improving each program's effectiveness),
- Reduces duplication by establishing data sharing as it relates to participant records for outcome information,
- Reduces overhead costs for any one partner by streamlining and sharing financial, procurement, and facility costs, and
- Ensures that costs are appropriately shared by determining contributions based on the proportionate use of the One-Stop centers and relative benefits received and requiring that all funds are spent solely for allowable purposes in a manner consistent with the applicable authorizing statutes and all other applicable legal requirements, including the Uniform Guidance.

The Partners consider this One-Stop operating budget the master budget that is necessary to maintain the high standard One-Stop delivery system. It includes the following cost categories, as required by WIOA and its implementing regulations:

- Infrastructure costs (also separately outlined in the Infrastructure Funding Agreement (IFA)),
- Career services, and
- Shared services.

All costs included in the IFA, allocated according to Partners' proportionate use and relative benefits received will be reconciled on a quarterly basis. The One-Stop operating budget is transparent and negotiated among Partners on an equitable basis to ensure costs are shared appropriately. All Partners negotiated in good faith and sought to establish outcomes that are reasonable and fair.

**PARTNERS**

Each Partner commits to cross-training of staff, as appropriate, and to providing other professional learning opportunities that promote continuous quality improvement.

Partners will further promote system integration to the maximum extent feasible through:

- Effective communication, information sharing, and collaboration with the One- Stop operator,
- Joint planning, policy development, and system design processes,
- Commitment to the joint goals, strategies, and performance measures,
- The use of common and/or linked data management systems and data sharing methods, as appropriate
- Leveraging of resources including other public agency and non-profit organization services.
- Participation in a continuous improvement process designed to boost outcomes and increase customer satisfaction, and
- Participation in scheduled Partner meetings to exchange information in support of the above and encourage program and staff integration.

**ONE-STOP OPERATING BUDGET**

This section establishes a financial plan, including terms and conditions, to fund the services and operating cost of the One-Stop Centers. The Local Workforce Development Board based the budget on all costs associated with operating the America Job Center.

CareerSource Suncoast  
 One Stop Operating Budget  
 Infrastructure Funding Agreement Budget  
 PY 2019-2020 for Comprehensive American Job Center  
 North Sarasota County Career Center  
 3660 North Washington Blvd  
 Sarasota, FL

Description	Estimated IFA Budget
<b>Infrastructure Costs:</b>	
Office Rent includes Utilities, Bldg Maintenance, & Utilities	\$187,632
Copier Usage and Maintenance for Clients	\$1,836
Internet	\$48,445
Phones & Long Distance	\$9,683
Fax	\$276
Atlas Maintenance	\$8,667
Website Maintenance	\$437
Deep Freeze Maintenance - Labs	\$400
Windows 10 Maintenance	\$800
MS Office Software Maintenance - Labs	\$2,600
<b>Total Infrastructure Costs</b>	<b>\$260,775</b>
<b>Additional Services:</b>	
Career Services - Resource Rm (2)	\$89,080
IT Services - Crosswalk Maintenance	\$1,225
<b>Total Additional Services</b>	<b>\$90,305</b>
<b>Total One Stop Operating Budget</b>	<b>\$351,080</b>
<b>FTEs Supporting the American Job Center (as of Jan 2020)</b>	<b>22.2</b>
<b>Cost per FTE = \$351,080/22.2 FTEs (as of Jan 2020)</b>	<b>\$15,814</b>
<b>Direct Linkage/Virtual Presence = 0.1 x Cost per FTE (as of Jan 2020)</b>	<b>\$1,581</b>



**COST ALLOCATION METHODOLOGY**

All required Partners have agreed to provide access to their programs in the comprehensive One-Stop Career Center and contribute to the infrastructure costs. Partners will have staff co-located in the Center (on a full or part-time basis) or will provide access via direct linkage as outlined in Attachment A (Partner On-site Representation Schedule) and will fund operating costs based on a percentage of the partner's annual FTE. (All costs included in the IFA, allocated according to Partners' proportionate use and relative benefits received, and will be reconciled on a quarterly basis.)

Required partners who have elected not to have staff co-located in the AJC will utilize a "direct linkage" that will allow customers to connect with partner program staff to access services. Cross-trained front-desk and other physically co-located staff can assist in providing information and referrals to the direct-linkage partners.

Partners utilizing direct linkage must contribute to the infrastructure cost equivalent to a minimum of 0.1 FTE or 4 hours per week (1 FTE is equivalent to 40 hours/week)The LWDB selected the cost allocation basis to determine overall Partner contributions. This was done in an effort:

- a) To remedy the imbalance of non-physically represented Partners, and
- b) To comply with the requirement of Partners' contributions having to be in proportion to the Partners' use of the AJC and relative benefits received.

As outlined in the MOU, the costs of the infrastructure of AJC One-Stop Center will be funded in accordance with the requirements of the Workforce Innovation and Opportunity Act; federal cost principles; and all other applicable legal requirements.

**PARTNER CONTRIBUTION (Based on all costs associated with the operation of the American JobCenter)**

Below is the partner contribution cost determination:

Estimated Cost per FTE	Estimated Infrastructure Costs Total Partner FTE / =
<b>Partner Physical Presence Contribution</b> ( <i>partners who elected to have their representatives in the One-Stop on a FT or PT basis to serve customers</i> )	1 FTE x Estimated Cost per FTE 1 FTE x \$15,814 = \$15,814 <b>(1 FTE represents 40 hours/week commitment)</b>
<b>Partner Direct Linkage/Visual Presence Contribution</b> ( <i>Partner who elects not to have their representative in the one-stop but offer a technology option to serve customers.</i> )	Minimum of 0.1 FTE or 4 hours per week 0.1 FTE x \$ 15,814 = \$1,581 <b>(0.1 FTE represents 4 hours/week commitment)</b>

**FUNDING TYPES AND SOURCES**

The permissible types of funds used for infrastructure costs and additional costs of operating a local One-Stop delivery system (i.e. partner's program or administrative funds) may differ depending upon the partners program's authorizing law and implementing regulations. The funds that may be used also differ based on whether the amount that must be contributed by a partner for infrastructure costs is determined under the Local Funding Model or the State Funding Model. (Copy of the TEGL 17- 16: Infrastructure Funding of the One-Stop Delivery System can be found at:

[https://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=4968](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=4968).

**Types** Funding for infrastructure costs and additional costs may be in the form of:

- CASH, NON-CASH and THIRD-PARTY IN-KIND CONTRIBUTIONS\*
- Funding from philanthropic organizations or other private entities; or
- Other alternative financing options (described in WIOA sec. 121(c)(2)(A)(ii) and 20 CFR 678.715, 34 CFR 361.715, and 34 CFR 463.715.

Some partner programs may have statutory or regulatory prohibitions against using certain types of these contribution or on how the program may treat these contributions for fiscal accountability purposes under the respective program's requirements.

<p><b>Cash</b></p> <p>Cash funds provided to the Local WDB or its designee by one-stop Partners, either directly or by an interagency transfer, or by a third party.</p> <p><b>Non-Cash</b></p> <ul style="list-style-type: none"><li>• Expenditures incurred by one-stop Partners on behalf of the one-stop center; and</li><li>• Non-cash contributions or goods or services contributed by a Partner program and used by the One-Stop center.</li></ul> <p>The value of non-cash and third-party in-kind contributions must be fairly evaluated in accordance with the Uniform Guidance at 2 CFR 200.306.</p> <p><b>Third-party In-kind</b></p> <p>Contributions of space, equipment, technology, non-personnel services, or other like items to support the infrastructure costs associated with one-stop operations, by a non- one-stop Partner to:</p> <ul style="list-style-type: none"><li>• Support the One-Stop Center in general; or</li><li>• Support the proportionate share of One-Stop infrastructure costs of a specific partner.</li></ul> <p>[20 CFR 678.720; 20 CFR 678.760; 34 CFR 361.720; 34 CFR 361.760; 34 CFR 463.720; and 34 CFR 463.760]</p>
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**Sources.** The source of funds that may be used to pay for infrastructure costs depends on the requirements regarding use of funds under the law authorizing the partner program that is contributing the funding. The infrastructure funding may be from funds classified as administrative, program, or both, depending on the partner program's requirements.

#### **COST RECONCILIATION**

All Parties agree that a bi-annual reconciliation of budgeted and actual costs and update of the allocation bases will be provided for the review.

The LWDB will submit invoices to the Partners and send a copy of the updated budget to all Parties. Partners will communicate any disputes with costs in the invoice or the budget to the LWDB in writing. The LWDB will review the disputed cost items and respond accordingly to the Partner. When necessary, the LWDB will revise the invoice and the adjusted budget upon resolution of the dispute.

One-Stop delivery system infrastructure costs are defined as non-personnel costs that are necessary for the general operation of the OSCC, including, but not limited to: Rental of the facilities; Utilities and maintenance; Equipment, including assessment-related products and assistive technology for individuals with disabilities; and, Technology to facilitate access to the One-Stop delivery system, including technology used for the center's planning and outreach activities. This may also include the costs associated with the development and use of the common identifier (i.e., American Job Center signage) and supplies, as defined in Uniform Guidance at 2 CFR 200.94, to support the general operation of the One-Stop center (WIOA sec.121 (h)(4) and 20 CFR 678.700(a), and 34 CFR 446.700(a)).

Non-personnel costs are costs that are not compensation for personnel costs. For example, technology-related services performed by vendors or contractors are non- personnel costs and may be identified as infrastructure costs if they are necessary for the general operation of the One-Stop center. Such costs would include service contracts with vendors or contractors, equipment and supplies.

Personnel services include salaries, wages, and fringe benefits of the employees of partner programs or their sub-recipients, as described in 2 CFR 200.430-200.431 of the Uniform Guidance. For example, allocable salary and fringe costs of partner program staff who work on information technology systems (e.g., common performance and reporting outcomes) for use by the One-Stop center as a whole would be personnel costs. The costs of a shared welcome desk or greeter directing employers and customers to the services or staff that are available in that One-Stop center is a personnel expense. These costs, therefore, could not be included in infrastructure costs but are included in "additional costs."

All Parties to this IFA recognize that infrastructure costs are applicable to all required Partners, whether they are physically located in the One-Stop Career Center (OSCC) or not. Each partner's contributions to these costs, however, may vary, as these contributions are based on the proportionate use and relative benefit received, consistent with the Partner programs' authorizing laws and regulations and the Uniform Guidance.

#### **DISPUTE RESOLUTION**

If an issue arises involving this IFA, both parties will make every effort to reach a resolution in a timely and efficient manner. Either partner may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing.

If not resolved, the issue and the efforts to resolve will be documented and forwarded to the President/CEO of CareerSource Suncoast and the Director of the Partner organization. A joint decision shall be issued within 60 calendar days of receipt.

If dissatisfied with the decision, the dispute may be filed with the State of Florida Department of Economic Opportunity (DEO) to review concerns and determine resolution. DEO and DOE may remand the issue back to the President/CEO of CareerSource Suncoast and to the Director of the Partner organization, Partner or impose other remedies to resolve the issue.

**Partner On-Site Representation Schedule**

**Comprehensive One Stop Center - American Job Center  
Sarasota Location**

**Estimated Infrastructure Cost \$351,080**

Required Program Partners	Governance	Local Grantee	# of Staff	% of Total FTEs	Partner Contribution	Physical or Virtual Presence
WIOA Adult, Youth, Dislocated Wkr - Formual Funds, TANF, SNAP, RESEA	DOL & HHS	CSS	14.25	64.19%	\$225,355	Physical
Wagner Peyser	DOL	CSS	2.69	12.12%	\$42,541	Physical
Veteran Program	DOL	CSS	1.00	4.50%	\$15,814	Physical
Trade Adjustment Act - TAA	DOL	CSS	0.06	0.27%	\$949	Physical
Senior Community Employment Program	DOL	AARP - Manatee/Sarasota	0.40	1.80%	\$6,326	Physical
Adult Education & Literacy-GED	DOE	SCSB	1.00	4.50%	\$15,814	Physical
Adult Education & Literacy-GED	DOE	MCSB	2.00	9.01%	\$31,629	Physical
Migrant Seasonal Farmworker Jobs Program	DOL/DOE	MCSB	0.10	0.45%	\$1,581	Virtual
Vocational Rehabilitation	DOE	VR	0.10	0.45%	\$1,581	Virtual
Division of Blind Services	DOE	FL Div BS	0.10	0.45%	\$1,581	Virtual
Job Corp	DOL	JC Pinellas Co	0.10	0.45%	\$1,581	Virtual
CSBG	HHS	SC Health & Human Svcs	0.10	0.45%	\$1,581	Virtual
CSBG	HHS	Manatee Community Action Agency	0.10	0.45%	\$1,581	Virtual
Dept Housing & Urban Development	HUD	MC Housing Authority	0.10	0.45%	\$1,581	Virtual
Dept Housing & Urban Development	HUD	SC Housing Authority	0.10	0.45%	\$1,581	Virtual
<b>Totals</b>			<b>22.20</b>	<b>100.00%</b>	<b>\$351,080</b>	

**Estimated Cost per FTE - Physical Presence \$15,814**  
**Estimated Cost for 0.10 FTE - Virtual Presence \$1,581**

**CareerSource Suncoast  
One-Stop Career Center  
Memorandum of Understanding**

MOU # :19-44  
IFA #:19-44A  
DOE # SA-263

**I. Purpose**

It is the purpose of this Memorandum of Understanding (MOU) to state the conditions under which the Career Center Partner, the Florida Department of Education, Division of Vocational Rehabilitation (DOE/VR) Region 5, will implement and provide services, as shall be described herein, in partnership with the Suncoast Workforce Board, Inc. dba CareerSource Suncoast (CSS), to eligible clients in Florida Workforce Region 18 as required under the Workforce Innovation and Opportunity Act (WIOA, [2014]). The cornerstone of the Act is its one- stop customer service delivery system. The One-stop System assures coordination between the activities authorized in and linked to this Act. The attached Infrastructure Funding Agreement (IFA) is a mandatory component of the MOU and contains an infrastructure costs budget, an important part of the overall operating budget which includes applicable career services and shared operating costs and services among the partners.

Activities within this MOU include the cooperative workforce training, employment and economic development efforts of CSS and the Partner and the actions to be taken by each to assure the coordination of their efforts in accordance with state issued requirements, guidelines and policies. This agreement is intended to coordinate resources and to prevent duplication and ensure the effective and efficient delivery of workforce services in Manatee and Sarasota Counties. In addition, this agreement will establish joint processes and procedures that will enable the Partner to integrate with the current Career Center service delivery system resulting in a seamless and comprehensive array of education, human service, job training, and other workforce development services to persons with disabilities and significant barriers to employment within Manatee and Sarasota Counties.

The parties to this document agree to coordinate and perform the activities and services described herein within the scope of legislative requirements governing their respective programs, services, and agencies.

**II. Services Provided**

Career Source Suncoast has been designated by the Manatee Board of County Commissioners and the Sarasota Board of County Commissioners to act as the administrative entity, grant recipient and fiscal agent for this area.

**CareerSource Suncoast will perform the following functions:**

1. Coordinate with the Partner to provide access to workforce services and programs through the One-stop System in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-stop System. Workforce services and programs include, but are not limited to, the allowable activities described in the WIOA and related legislation for: WIOA adult, dislocated worker and youth programs; Wagner-Peyser; Unemployment Insurance (UI); Veterans programs; Trade Adjustment Assistance (TAA); Temporary Assistance for Needy Families (TANF) program; adult education and family literacy; Perkins Act programs; and Vocational Rehabilitation.
2. Coordinate with the Partner to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to appropriate technology and materials that are available through the One-stop Career Center System.

**CareerSource Suncoast  
One-Stop Career Center  
Memorandum of Understanding**

MOU # :19-44  
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3. Coordinate with the Partner for the funding of the infrastructure costs of the one-stop career centers and the funding of shared services and operating costs in accordance with 29 U.S.C § 3151 and any state infrastructure funding mechanism requirements issued by the State of Florida as indicated on the attached Infrastructure Funding Agreement (IFA).
4. Maintain the statewide "CareerSource Suncoast" branding of each center.
5. Maintain and operate at least one comprehensive one-stop career center within the local workforce development area that shall be open to the public from 8:30 am until 5:00 pm, Monday through Friday (excluding recognized holidays and emergency situations.)
6. Provide an area in the career center for the Partner's meetings and/or co-location as space permits.
7. Model CareerSource Suncoast core values and maintain a professional working environment and abide by all of its policies, rules, and procedures and applicable Florida statutes and rules.
8. Review this MOU annually and solicit feedback from the Partner regarding improvements, changes, and/or additions.

**The Partner agrees to perform the following functions:**

1. Coordinate with CareerSource Suncoast to provide access to its workforce services and programs through the One-stop System in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-stop System.
2. Coordinate with CareerSource Suncoast to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the One-stop System.
3. Provide all logistical support necessary for its staff located within the local area to be fully integrated within the One-stop System.
4. Provide CareerSource Suncoast management feedback regarding the performance of the partnership, including its effectiveness and success.
5. Participate in career center periodic meetings to provide updates on the partners' programs and procedures to CareerSource staff.

**III. Methods of Internal Referral**

Initial cross-referral procedures will be developed and/or reassessed based upon availability of funding for services and program need to ensure that high quality and convenient services are available to potentially eligible customers of the One-Stop Career Center system. These procedures may include active use of the Crosswalk online referral system and access to the reports generated by this system as agreed upon with CSS staff.

**CareerSource Suncoast  
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**IV. Confidentiality of Records and Data Sharing**

If either party to this MOU obtains access to any records, files, or other information of the other party in connection with, or during the performance of this MOU, then that party shall keep all such records, files or other information confidential to the extent allowable by law, and shall comply with all laws and regulations concerning the confidentiality of such records, files or other information to the same extent as such laws and regulations apply to the other party. Sharing of aggregate data that does not include personal identifiable information (PII) is permissible between parties to this MOU. Sharing of specific client information that includes personal identifiable information requires a client signed release of information held by one of the two parties that specifically allows for the sharing of such information.

**V. Infrastructure Costs and Insurance**

Costs of the infrastructure of one-stop centers will be funded in accordance with the requirements of the Workforce Innovation and Opportunity Act; federal cost principles; and all other applicable legal requirements. For Partners co-located physically in the career center, the Partner agrees to provide CSS a copy of a Certificate of Insurance for General Liability listing CSS as additional insured. Additionally, Partner shall carry contents insurance for contents located in CSS Career Centers. CSS is not responsible for lost or damaged contents. See attached IFA and Attachment #1. CSS recognizes that the Department of Education is self-insured through The Department of Risk Management and a current certificate may be provided upon request.

**VI. Term**

This MOU is effective for an initial three year term on October 1, 2020 or the date last executed by both parties, whichever is later through September 30, 2023. At the end of the initial term following review by both parties, this MOU may be renewed in writing for successive one-year terms not to exceed three years, as noted by agency representatives. This MOU may be terminated for convenience at any time by either party upon thirty (30) days written notice.

**VII. Amendments and Modifications**

Neither this IFA nor any provision hereof may be changed, waived, discharged or terminated orally, but only by an instrument in writing signed by each of the parties to this Agreement sent via certified U. S. Mail.

**VIII. Merger**

This MOU constitutes and expresses the entire and integrated understanding and agreement between the parties hereto, superseding, incorporating and merging all prior understandings, agreements, and discussions relating to the transactions contemplated hereby, and no agreements, understandings, prior negotiations, prior discussions, warranties, representations or covenants not herein expressed shall be binding upon the parties.

**IX. Third Party Beneficiary**

This MOU is for the benefit of CareerSource Suncoast, the Partner, and the Manatee Board of County Commissioners and the Sarasota Board of County Commissioners and no third party is an intended beneficiary.

**CareerSource Suncoast  
One-Stop Career Center  
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MOU # :19-44  
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**X. Governance**

The accountability and responsibility for the One-stop System's organizational activity and accomplishments will rest with CareerSource Suncoast, the Manatee Board of County Commissioners, and the Sarasota Board of County Commissioners. Pursuant to the Workforce Innovation and Opportunity Act of 2014, the local Board in partnership with the CEOs shall conduct oversight with respect to the One-stop System.

**Partner Contact: Monica L. Moye**

**Phone: (850) 245-7004**

**E-Mail: [Monica.Moye@vr.fldoe.org](mailto:Monica.Moye@vr.fldoe.org)**

**Suncoast CareerSource Centers**

Bradenton  
1112 Manatee Avenue East  
Bradenton, FL 34208  
Phone: (941) 358-4200  
Fax: (941) 315-2675

North Port – Goodwill Manasota  
14879 Tamiami Trail  
North Port, FL 34287  
Phone: (941) 358-4200  
Fax: (941) 315-2675

Suncoast Technical College  
4748 Beneva Road  
Sarasota, FL 34233  
Phone: (941) 927-5286

Sarasota  
3660 North Washington Boulevard  
Sarasota, FL 34234  
Phone: (941) 358-4200  
Fax: (941) 315-2675

Manatee Technical College  
6305 State Road 70 East  
Bradenton, FL 34203  
Phone (941) 751-7900 ext. 1150  
By Appointment Only



**CareerSource Suncoast  
One-Stop Career Center  
Memorandum of Understanding**

MOU # :19-44  
IFA #:19-44A  
DOE # SA-263

**Signatures**

APPROVED BY:

**CareerSource Suncoast**

By: *Ted Ehrlichman*

Name: Ted Ehrlichman

Title: President/CEO

11/04/2020

Date: \_\_\_\_\_

APPROVED BY PARTNER:

**Florida Department of Education  
Division of Vocational Rehabilitation**

By: *Cathy McCarroll*  
Name: Allison Flanagan

Title: Division Director for Florida Vocational Rehabilitation

Date: \_\_\_\_\_

**Florida Department of Education**

By: \_\_\_\_\_

Name: Richard Corcoran  
Title: Florida Commissioner of Education

*J. Alex Kelly, Cheryl Stutz*

Date: *12/22/20*

APPROVED BY:

COUNTY LOCAL ELECTED OFFICIALS:

Manatee County Commissioner

*Reggie Bellamy*  
Reggie Bellamy

Date: 11/25/2020

Sarasota County Commissioner

*Christian Ziegler*  
Christian Ziegler

Date: 11/25/2020

**INFRASTRUCTURE  
AGREEMENT ONE-STOP  
CAREER CENTER SYSTEM  
BY AND BETWEEN CAREERSOURCE  
SUNCOAST AND  
FDOE Division of Vocational Rehabilitation**

**I. PARTIES**

This Infrastructure Agreement ("IFA") is made pursuant to the Workforce Innovation Act of 2014 ("the Act"), and is entered into by the Florida Department of Education Division of Vocational Rehabilitation and Suncoast Workforce Board, Inc dba CareerSource Suncoast ("CSS").

The contact information for Partner is as follows:

DOE - Tallahassee

Name: Allison Flanagan

Title: DOE-Division of Vocational Rehabilitation Division Director

Phone: 850-245-3285

Email: [Allison.Flanagan@vr.fldoe.org](mailto:Allison.Flanagan@vr.fldoe.org)

Sarasota/Manatee Counties

Name: George Barthalow

Phone: 941-356-7811

Email: [GeorgeBarthalow@vr.fldoe.org](mailto:GeorgeBarthalow@vr.fldoe.org)

**II. PURPOSE**

The Workforce Innovation & Opportunity Act (WIOA) is an affirmation of the work that has been done in Florida to build the workforce development system. The cornerstone of the Act is its American Job Center (AJC) One-Stop customer delivery system. The AJC One-Stop system assures coordination between the activities authorized in and linked to the Act.

WIOA requires Local Workforce Development Boards (LWDB) to develop and finalize Infrastructure Funding Agreements (IFA) with all required partners that carry out their programs in the local area.

The purpose of this agreement is to establish a financial plan, including terms and conditions, to fund the services and operating costs of the AJC One-Stop customer delivery system. The Parties to this Infrastructure Agreement (IFA) agree that joint funding is a necessary foundation for an integrated service delivery system. The goal of the

operating budget is to develop a funding mechanism that:

- Establishes and maintains the local workforce delivery system at a level that meets the needs of the job seekers and businesses in the Local area,
- Reduces duplication and maximizes program impact through the sharing of services, resources, and technologies among Partners (thereby improving each program's effectiveness),
- Reduces duplication by establishing data sharing as it relates to participant records for outcome information,
- Reduces overhead costs for any one partner by streamlining and sharing financial, procurement, and facility costs, and Ensures that costs are appropriately shared by determining contributions based on the proportionate use of the One-Stop centers and relative benefits received and requiring that all funds are spent solely for allowable purposes in a manner consistent with the applicable authorizing statutes and all other applicable legal requirements, including the Uniform Guidance.

The Partners consider this One-Stop operating budget the master budget that is necessary to maintain the high standard One-Stop delivery system. It includes the following cost categories, as required by WIOA and its implementing regulations:

- Infrastructure costs (also separately outlined in the Infrastructure Funding Agreement (IFA)),
- Career services, and
- Shared services.

All costs included in the IFA, allocated according to Partners' proportionate use and relative benefits received, and will be reconciled on a quarterly basis. The One-Stop operating budget is transparent and negotiated among Partners on an equitable basis to ensure costs are shared appropriately. All Partners negotiated in good faith and sought to establish outcomes that are reasonable and fair.

### III. PARTNERS

*Each Partner commits to cross-training of staff, as appropriate, and to providing other professional learning opportunities that promote continuous quality improvement.*

Partners will further promote system integration to the maximum extent feasible through:

- Effective communication, information sharing, and collaboration with the One- Stop operator,

- Joint planning, policy development, and system design processes,
- Commitment to the joint goals, strategies, and performance measures,
- The use of common and/or linked data management systems and data sharing methods, as appropriate
- Leveraging of resources including other public agency and non-profit organization services.
- Participation in a continuous improvement process designed to boost outcomes and increase customer satisfaction, and
- Participation in scheduled Partner meetings to exchange information in support of the above and encourage program and staff integration.

## **V. ONE-STOP OPERATING BUDGET**

The purpose of this section is to establish a financial plan, including terms and conditions, to fund the services and operating cost of the One-Stop Centers. The Local Workforce Development Board based the budget on all costs associated with operating the America Job Center.

<b>CareerSource Suncoast</b> <b>One Stop Operating Budget</b> <b>Infrastructure Funding Agreement Budget</b> <b>PY 2019-2020 for Comprehensive American Job Center</b> <b>North Sarasota County Career Center</b> <b>3660 North Washington Blvd</b> <b>Sarasota, FL</b>		
Description	Estimated IFA Budget	
<b>Infrastructure Costs:</b>		
Office Rent includes Utilities, Bldg Maintenance, & Utilities	\$187,632	
Copier Usage and Maintenance for Clients	\$1,836	
Internet	\$48,445	
Phones & Long Distance	\$9,683	
Fax	\$276	
Atlas Maintenance	\$8,667	
Website Maintenance	\$437	
Deep Freeze Maintenance - Labs	\$400	
Windows 10 Maintenance	\$800	
MS Office Software Maintenance - Labs	\$2,600	
<b>Total Infrastructure Costs</b>		<b>\$260,775</b>
<b>Additional Services:</b>		
Career Services - Resource Rm (2)	\$89,080	
IT Services - Crosswalk Maintenance	\$1,225	
<b>Total Additional Services</b>		<b>\$90,305</b>
<b>Total One Stop Operating Budget</b>		<b>\$351,080</b>
<b>FTEs Supporting the American Job Center (as of Jan 2020)</b>		<b>22.2</b>
<b>Cost per FTE = \$351,080/22.2 FTEs (as of Jan 2020)</b>		<b>\$15,814</b>
<b>Direct Linkage/Virtual Presence = 0.1 x Cost per FTE (as of Jan 2020)</b>		<b>\$1,581</b>

**V. COST ALLOCATION METHODOLOGY**

All required Partners have agreed to provide access to their programs in the comprehensive One-Stop Career Center and contribute to the infrastructure costs. Partners will have staff co-located in the Center (on a full or part-time basis) or will provide access via direct linkage as outlined in Attachment A (Partner On-site Representation Schedule) and will fund operating costs based on a percentage of the partner's annual FTE. (All costs included in the IFA, allocated according to Partners' proportionate use and relative benefits received, and will be reconciled on a quarterly basis.)

Required partners who have elected not to have staff co-located in the AJC will utilize a "direct linkage" that will allow customers to connect with partner program staff to access services. Cross-trained front-desk and other physically co-located staff can assist in providing information and referrals to the direct-linkage partners. Partners utilizing direct linkage must contribute to the infrastructure cost equivalent to a minimum of 0.1 FTE or 4 hours per week (1 FTE is equivalent to 40 hours/week)

The LWDB selected the cost allocation bases to determine overall Partner contributions. This was done in an effort:

- a) To remedy the imbalance of non-physically represented Partners, and
- b) To comply with the requirement of Partners' contributions having to be in proportion to the Partners' use of the AJC and relative benefits received.

As outlined in the MOU, the costs of the infrastructure of AJC One-Stop Center will be funded in accordance with the requirements of the Workforce Innovation and Opportunity Act; federal cost principles; and all other applicable legal requirements.

**VI. PARTNER CONTRIBUTION (Based on all costs associated with the operation of the Florida Department of Education, Division of Voc Rehab )**

Below is the partner contribution cost determination:

Estimated Cost per FTE	Estimated Infrastructure Costs Total Partner FTE / =
<b>Partner Physical Presence Contribution</b> <i>(partners who elected to have their representatives in the One-Stop on a FT or PT basis to serve customers)</i>	1 FTE x Estimated Cost per FTE 1 FTE x \$15,814 = \$15,814 <b>(1 FTE represents 40 hours/week commitment)</b>
<b>Partner Direct Linkage/Visual Presence Contribution</b> <i>(Partner who elects not to have their representative in the one-stop but offer a technology option to serve customers.)</i>	Minimum of 0.1 FTE or 4 hours per week 0.1 FTE x \$ 15,814 = \$1,581 <b>(0.1 FTE represents 4 hours/week commitment)</b>

Based on the above table, the Division of Vocational Rehabilitation will be responsible for an annual payment of \$ 1,581.00 under this IFA.

## FUNDING TYPES AND SOURCES

The permissible types of funds used for infrastructure costs and additional costs of operating a local One-Stop delivery system (i.e. partner's program or administrative funds) may differ depending upon the partner's program's authorizing law and implementing regulations. The funds that may be used also differ based on whether the amount that must be contributed by a partner for infrastructure costs is determined under the Local Funding Model or the State Funding Model. (Copy of the TEGL 17-16: Infrastructure Funding of the One-Stop Delivery System can be found at: [https://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=4968](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=4968).)

**Types.** Funding for infrastructure costs and additional costs may be in the form of:

- (1) CASH, NON-CASH and THIRD-PARTY IN-KIND CONTRIBUTIONS\*
- (2) Funding from philanthropic organizations or other private entities; or
- (3) Other alternative financing options (described in WIOA sec. 121(c)(2)(A)(ii) and 20 CFR 678.715, 34 CFR 361.715, and 34 CFR 463.715.

Some partner programs may have statutory or regulatory prohibitions against using certain types of these contribution or on how the program may treat these contributions for fiscal accountability purposes under the respective program's requirements.

\*

### Cash

Cash funds provided to the Local WDB or its designee by one-stop Partners, either directly or by an interagency transfer, or by a third party.

### Non-Cash

- Expenditures incurred by one-stop Partners on behalf of the one-stop center; and
- Non-cash contributions or goods or services contributed by a Partner program and used by the One-Stop center.

The value of non-cash and third-party in-kind contributions must be fairly evaluated in accordance with the Uniform Guidance at 2 CFR 200.306.

### Third-party In-kind

Contributions of space, equipment, technology, non-personnel services, or other like items to support the infrastructure costs associated with one-stop operations, by a non-one-stop Partner to:

- Support the One-Stop Center in general; or
- Support the proportionate share of One-Stop infrastructure costs of a specific partner.

[20 CFR 678.720; 20 CFR 678.760; 34 CFR 361.720; 34 CFR 361.760; 34 CFR 463.720; and 34 CFR 463.760]

**Sources.** The source of funds that may be used to pay for infrastructure costs depends on the requirements regarding use of funds under the law authorizing the partner program that is contributing the funding. The infrastructure funding may be from funds classified as administrative, program, or both, depending on the partner program's requirements.

## VII. COST RECONCILIATION

All Parties agree that a bi-annual reconciliation of budgeted and actual costs and update of the allocation bases will be provided for the review.

The LWDB will submit invoices to the Partners and send a copy of the updated budget to all Parties. Partners will communicate any disputes with costs in the invoice or the budget to the LWDB in writing. The LWDB will review the disputed cost items and respond accordingly to the Partner. When necessary, the LWDB will revise the invoice and the adjusted budget upon resolution of the dispute.

One-Stop delivery system infrastructure costs are defined as non-personnel costs that are necessary for the general operation of the OSCC, including, but not limited to: Rental of the facilities; Utilities and maintenance; Equipment, including assessment-related products and assistive technology for individuals with disabilities; and, Technology to facilitate access to the One-Stop delivery system, including technology used for the center's planning and outreach activities. This may also include the costs associated with the development and use of the common identifier (i.e., American Job Center signage) and supplies, as defined in Uniform Guidance at 2 CFR 200.94, to support the general operation of the One-Stop center (WIOA sec.121 (h)(4) and 20 CFR 678.700(a), and 34 CFR 446.700(a)).

Non-personnel costs are costs that are not compensation for personnel costs. For example, technology-related services performed by vendors or contractors are non- personnel costs and may be identified as infrastructure costs if they are necessary for the general operation of the One-Stop center. Such costs would include service contracts with vendors or contractors, equipment and supplies.

Personnel services include salaries, wages, and fringe benefits of the employees of partner programs or their sub-recipients, as described in 2 CFR 200.430-200.431 of the Uniform Guidance. For example, allocable salary and fringe costs of partner program staff who work on information technology systems (e.g., common performance and reporting outcomes) for use by the One-Stop center as a whole would be personnel costs. The costs of a shared welcome desk or greeter directing employers and customers to the services or staff that are available in that One-Stop center is a personnel expense. These costs, therefore, could not be included in infrastructure costs but are included in "additional costs."

All Parties to this IFA recognize that infrastructure costs are applicable to all required Partners, whether they are physically located in the One-Stop Career Center (OSCC) or not. Each partner's contributions to these costs, however, may vary, as these contributions are based on the proportionate use and relative benefit received, consistent with the Partner programs' authorizing laws and regulations and the Uniform Guidance.

## VIII. TERM

The Term of this IFA shall commence on October 1, 2020, or the date last executed by both parties, whichever is later, through September 30, 2021. This IFA will be reviewed annually and may be renewed for three successive one-year terms. This IFA may be terminated for convenience at any time by either party upon thirty (30) days written notice. Neither this IFA nor any provision hereof may be changed, waived, discharged or terminated orally, but only by an instrument in writing signed by each of the parties to this Agreement.



**IX. AMENDMENTS AND MODIFICATIONS**

Neither this IFA nor any provision hereof may be changed, waived, discharged or terminated orally, but only by an instrument in writing signed by each Of the parties to this Agreement sent via certified U. S. Mail.

**X. MERGER**

This IFA constitutes and expresses the entire and integrated understanding and agreement between the parties hereto, superseding, incorporating and merging all prior understandings, agreements, and discussions relating to the transactions contemplated hereby, and no agreements, understandings, prior negotiations, prior discussions, warranties, representations or covenants not herein expressed shall be binding upon the parties.

**XI. THIRD PARTY BENEFICIARY**

The Parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this IFA. None of the Parties intend to directly or substantially benefit a third party by this IFA. The Parties agree that there are no third-party beneficiaries to this IFA and that no third party shall be entitled to assert a claim against any of the Parties based upon this IFA.

**XII. GOVERNANCE**

The accountability and responsibility for the One-Stop career center system's organizational activity and accomplishments will rest with CSS. Pursuant to the Act CareerSource shall conduct oversight with respect to the One-Stop delivery system. Any dispute concerning this IFA will be resolved in accordance with CSS.

**XIII. DISPUTE RESOLUTION**

If an issue arises involving this IFA, both parties will make every effort to reach a resolution in a timely and efficient manner. Either partner may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing.

If not resolved, the issue and the efforts to resolve will be documented and forwarded to the President/CEO of CareerSource Suncoast and the Director of the Partner organization. A joint decision shall be issued within 60 calendar days of receipt.

If dissatisfied with the decision, the dispute may be filed with the State of Florida Department of Economic Opportunity (DEO) and the Commissioner of the Department of Education to review concerns and determine resolution. DEO and DOE may remand the issue back to the President/CEO of CareerSource Suncoast and to the Director of the Partner organization, Partner or impose other remedies to resolve the issue.

If Partners in a local area have employed the dispute resolution process and have failed to reach consensus on an issue pertaining to the IFA, then an impasse is declared and the State Funding Mechanism is triggered and the IFA will be appealed through the process established by the Governor.

**XIV. SIGNATURES**

**IN WITNESS WHEREOF**, Partner and CSS have caused this IFA to be duly executed as of the date set forth below.

APPROVED BY:

CareerSource Suncoast

*Ted Ehrlichman*

By: \_\_\_\_\_  
Name: Ted Ehrlichman

Title: President/CEO

11/04/2020  
Date: \_\_\_\_\_

APPROVED BY PARTNER:

Florida Department of Education  
Division of Vocational Rehabilitation

By: *Cothy M. Carlson*  
Name: Allison Flanagan

Title: Division Director for Florida Vocational Rehabilitation

Date: \_\_\_\_\_

Florida Department of Education

By: \_\_\_\_\_  
Name: Richard Corcoran

*J. Alex Kelly, Chief of Staff*

Title: Florida Commissioner of Education

Date: 12/22/20

APPROVED BY:

COUNTY LOCAL ELECTED OFFICIALS:

Manatee County Commissioner  
*Reggie Bellamy*

Reggie Bellamy  
11/25/2020  
Date: \_\_\_\_\_

Sarasota County Commissioner  
*Christian Ziegler*

Christian Ziegler  
11/25/2020  
Date: \_\_\_\_\_

Attachment A

**Partner On-Site Representation Schedule**

**Comprehensive One Stop Center - American Job Center  
 Sarasota Location**

**Estimated Infrastructure Cost: \$351,080**

Required Program Partners	Governance	Local Grantee	# of Staff	% of Total FTEs	Partner Contribution	Physical or Virtual Presence
WIOA Adult, Youth, Dislocated Wkr - Formual Funds, TANF, SNAP, RESEA	DOL & HHS	CSS	14.25	64.19%	\$225,355	Physical
Wagner Peyser	DOL	CSS	2.69	12.12%	\$42,541	Physical
Veteran Program	DOL	CSS	1.00	4.50%	\$15,814	Physical
Trade Adjustment Act - TAA	DOL	CSS	0.06	0.27%	\$949	Physical
Senior Community Employment Program	DOL	AARP - Manatee/Sarasota	0.40	1.80%	\$6,326	Physical
Adult Education & Literacy-GED	DOE	SCSB	1.00	4.50%	\$15,814	Physical
Adult Education & Literacy-GED	DOE	MCSB	2.00	9.01%	\$31,629	Physical
Migrant Seasonal Farmworker Jobs Program	DOL/DOE	MCSB	0.10	0.45%	\$1,581	Virtual
Vocational Rehabilitation	DOE	VR	0.10	0.45%	\$1,581	Virtual
Division of Blind Services	DOE	FL Div BS	0.10	0.45%	\$1,581	Virtual
Job Corp	DOL	JC Pinellas Co	0.10	0.45%	\$1,581	Virtual
CSBG	HHS	SC Health & Human Svs	0.10	0.45%	\$1,581	Virtual
CSBG	HHS	Manatee Community Action Agency	0.10	0.45%	\$1,581	Virtual
Dept Housing & Urban Development	HUD	MC Housing Authority	0.10	0.45%	\$1,581	Virtual
Dept Housing & Urban Development	HUD	SC Housing Authority	0.10	0.45%	\$1,581	Virtual
<b>Totals</b>			<b>22.20</b>	<b>100.00%</b>	<b>\$351,080</b>	
<b>Estimated Cost per FTE - Physical Presence</b>	<b>\$15,814</b>					
<b>Estimated Cost for 0.10 FTE - Virtual Presence</b>	<b>\$1,581</b>					

# Signature Certificate

Document Ref.: JS36V-DD6KG-H77G4-WXIBN

Document signed by:

	<p><b>Reggie Bellamy</b> Verified E-mail: reggie.bellamy@mymanatee.org</p> <p>IP: 74.117.88.159      Date: 25 Nov 2020 14:58:49 UTC</p>	 
	<p><b>Christian Ziegler</b> Verified E-mail: cziegler@scgov.net</p> <p>IP: 192.34.135.251      Date: 26 Nov 2020 01:38:33 UTC</p>	 

Document completed by all parties on:  
26 Nov 2020 01:38:33 UTC

Page 1 of 1



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**CareerSource Suncoast  
One-Stop Career Center  
Memorandum of Understanding  
SA-004**

**I. Purpose**

It is the purpose of this Memorandum of Understanding (MOU) to state the conditions under which the Career Center Partner, **Florida Department of Education – Division of Blind Services**, will implement and provide services, as shall be described herein, in partnership with the Suncoast Workforce Board, Inc. dba CareerSource Suncoast (CSS), to eligible clients in Florida Workforce Region 18 as required under the Workforce Innovation and Opportunity Act (WIOA, [2014]). The cornerstone of the Act is its one-stop customer service delivery system. The One-stop System assures coordination between the activities authorized in and linked to this Act. The attached Infrastructure Funding Agreement (IFA) is a mandatory component of the MOU and contains an infrastructure costs budget, an important part of the overall operating budget which includes applicable career services and shared operating costs and services among the partners.

Activities within this MOU include the cooperative workforce training, employment and economic development efforts of CSS and the Partner and the actions to be taken by each to assure the coordination of their efforts in accordance with state issued requirements, guidelines and policies. This agreement is intended to coordinate resources and to prevent duplication and ensure the effective and efficient delivery of workforce services in Manatee and Sarasota Counties. In addition, this agreement will establish joint processes and procedures that will enable the Partner to integrate with the current Career Center service delivery system resulting in a seamless and comprehensive array of education, human service, job training, and other workforce development services to persons with disabilities and significant barriers to employment within Manatee and Sarasota Counties.

The parties to this document agree to coordinate and perform the activities and services described herein within the scope of legislative requirements governing their respective programs, services, and agencies.

**II. Services Provided**

Career Source Suncoast has been designated by the Manatee Board of County Commissioners and the Sarasota Board of County Commissioners to act as the administrative entity, grant recipient and fiscal agent for this area.

**CareerSource Suncoast will perform the following functions:**

1. Coordinate with the Partner to provide access to workforce services and programs through the One-stop System in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-stop System. Workforce services and programs include, but are not limited to, the allowable activities described in the WIOA and related legislation for: WIOA adult, dislocated worker and youth programs; Wagner-Peyser; Unemployment Insurance (UI); Veterans programs; Trade Adjustment Assistance (TAA); Temporary Assistance for Needy Families (TANF) program; adult education and family literacy; Perkins Act programs; and Vocational Rehabilitation.
2. Coordinate with the Partner to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to appropriate technology and materials that are available through the One-stop Career Center System.

3. Coordinate with the Partner for the funding of the infrastructure costs of the one-stop career centers and the funding of shared services and operating costs in accordance with 29 U.S.C § 3151 and any state infrastructure funding mechanism requirements issued by the State of Florida as indicated on the attached Infrastructure Funding Agreement (IFA). Funding will occur at the state level through the Department of Economic Opportunity (DEO) for disbursement to the local area workforce boards.
4. Maintain the statewide "CareerSource Suncoast" branding of each center.
5. Maintain and operate at least one comprehensive one-stop career center within the local workforce development area that shall be open to the public from 8:30 am until 5:00 pm, Monday through Friday (excluding recognized holidays and emergency situations.)
6. Provide an area in the career center for the Partner's meetings and/or co-location as space permits.
7. Model CareerSource Suncoast core values and maintain a professional working environment and abide by all of its policies, rules, and procedures and applicable Florida statutes and rules.
8. Review this MOU annually and solicit feedback from the Partner regarding improvements, changes, and/or additions.

**The Partner agrees to perform the following functions:**

1. Coordinate with CareerSource Suncoast to provide access to its workforce services and programs through the One-stop System in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-stop System.
2. Coordinate with CareerSource Suncoast to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the One-stop System.
3. Coordinate with CareerSource Suncoast for the funding of the infrastructure costs of the one-stop career centers and the funding of shared services and operating costs in accordance with 29 U.S.C § 3151 and any state infrastructure funding mechanism requirements issued by the State of Florida as indicated on the attached Infrastructure Funding Agreement (IFA). Funding will occur at the state level through the Department of Economic Opportunity (DEO) for disbursement to the local area workforce boards.
4. Provide all logistical support necessary for its staff located within the local area to be fully integrated within the One-stop System.
5. Provide CareerSource Suncoast management feedback regarding the performance of the partnership, including its effectiveness and success.
6. Participate in career center periodic meetings to provide updates on the partners' programs and procedures to CareerSource staff.

### **III. Methods of Internal Referral**

Initial cross-referral procedures will be developed and/or reassessed based upon availability of funding for services and program need to ensure that high quality and convenient services are available to potentially eligible customers of the One-Stop Career Center system. These procedures include active use of the Crosswalk online referral system and access to the reports generated by this system as agreed upon with CSS staff.

### **IV. Confidentiality of Records and Data Sharing**

If either party to this MOU obtains access to any records, files, or other information of the other party in connection with, or during the performance of this MOU, then that party shall keep all such records, files or other information confidential to the extent allowable by law, and shall comply with all laws and regulations concerning the confidentiality of such records, files or other information to the same extent as such laws and regulations apply to the other party. Sharing of aggregate data that does not include personal identifiable information (PII) is permissible between parties to this MOU. Sharing of specific client information that includes personal identifiable information requires a client signed release of information held by one of the two parties that specifically allows for the sharing of such information.

### **V. Infrastructure Costs and Insurance**

Costs of the infrastructure of one-stop centers will be funded in accordance with the requirements of the Workforce Innovation and Opportunity Act; federal cost principles; and all other applicable legal requirements. The Department of Education will transfer its total statewide infrastructure cost contribution, minus funds committed in MOUs containing lease agreements, to the Department of Economic Opportunity for disbursement to local area workforce boards as it deems appropriate.

For Partners co-located physically in a CSS career center, the Partner agrees to provide CSS a copy of a Certificate of Insurance for General Liability listing CSS as additional insured. Additionally, Partner shall carry contents insurance for contents located in CSS Career Centers. CSS is not responsible for lost or damaged contents.

### **VI. Term**

This MOU shall commence the date last executed by both parties through June 30, 2021, or signature date. This MOU will be reviewed and renewed annually for successive one-year terms not to exceed three years, as noted by agency representatives. This MOU may be terminated for convenience at any time by either party upon thirty (30) days written notice.

### **VII. Amendments and Modifications**

Neither this IFA nor any provision hereof may be changed, waived, discharged or terminated orally, but only by an instrument in writing signed by each of the parties to this Agreement sent via certified U. S. Mail.

### **VIII. Merger**

This MOU constitutes and expresses the entire and integrated understanding and agreement between the parties hereto, superseding, incorporating and merging all prior understandings, agreements, and discussions relating to the transactions contemplated hereby, and no agreements, understandings, prior negotiations, prior discussions, warranties, representations or covenants not herein expressed shall be binding upon the parties.

### **IX. Third Party Beneficiary**

This MOU is for the benefit of CareerSource Suncoast, the Partner, and the Manatee Board of County Commissioners and the Sarasota Board of County Commissioners and no third party is an intended beneficiary.

## X. Governance

The accountability and responsibility for the One-stop System's organizational activity and accomplishments will rest with CareerSource Suncoast, the Manatee Board of County Commissioners, and the Sarasota Board of County Commissioners. Pursuant to the Workforce Innovation and Opportunity Act of 2014, the local Board in partnership with the CEOs shall conduct oversight with respect to the One-stop System.

## XI. Dispute Resolution

If an issue arises involving this IFA, both parties will make every effort to reach a resolution in a timely and efficient manner. Either partner may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing. If not resolved, the issue and the efforts to resolve will be documented and forwarded to the President/CEO of CareerSource Suncoast and the Director of the Partner organization. A joint decision shall be issued within 60 calendar days of receipt. If dissatisfied with the decision, the dispute may be filed with the State of Florida Department of Economic Opportunity (DEO) to review concerns and determine resolution. DEO and DOE may remand the issue back to the President/CEO of CareerSource Suncoast and to the Director of the Partner organization, Partner or impose other remedies to resolve the issue.

### Partner Contact:

Name : Ana Saint Fort

Phone: 850-245-0376

E-Mail: [Ana.Saint-Fort@dbs.fldoe.org](mailto:Ana.Saint-Fort@dbs.fldoe.org)

### CareerSource Suncoast Centers

Bradenton  
1112 Manatee Avenue East  
Bradenton, FL 34208  
Phone: (941) 358-4200  
Fax: (941) 315-2675

North Port – Goodwill Manasota  
14879 Tamiami Trail  
North Port, FL 34287  
Phone: (941) 358-4200  
Fax: (941) 315-2675

Suncoast Technical College  
4748 Beneva Road  
Sarasota, FL 34233  
Phone: (941) 927-5286

Sarasota  
3660 North Washington Boulevard  
Sarasota, FL 34234  
Phone: (941) 358-4200  
Fax: (941) 315-2675

Manatee Technical College  
6305 State Road 70 East  
Bradenton, FL 34203  
Phone: (941) 751-7900 ext. 1150  
By Appointment Only



Signatures

CareerSource Suncoast

Florida Dept. of Education

Name: Ted Ehrlichman

Name: Richard Corcoran *J. Alcala*

Title: President/CEO

Title: Commissioner of Education

Date: 07/08/2020

Date: 8/21/20 *Chico P. S. R.*

Signature: *Ted Ehrlichman*

Signature: *[Signature]*

Florida Dept. of Education

Florida Dept. of Education Division of Blind Services

Name: Robert L. Doyle, III

Title: Director of Division of Blind Services

Date: 07/23/2020

Signature: *[Signature]*

Elected Officials

Name: Reggie Bellamy

Title: Manatee County Commissioner

Date: 07/07/2020

Signature: *Reggie Bellamy*

Name: Christian Ziegler

Title: Sarasota County Commissioner

Date: 07/21/2020

Signature: *Christian Ziegler*

**INFRASTRUCTURE AGREEMENT  
ONE-STOP CAREER CENTER SYSTEM  
BY AND BETWEEN CAREERSOURCE SUNCOAST AND  
SCHOOL DISTRICT OF MANATEE COUNTY**

**I. PARTIES**

This Infrastructure Agreement ("IFA") is made pursuant to the Workforce Innovation Act of 2014 ("the Act"), and is entered into by Florida Department of Education Division of Blind Services and Suncoast Workforce Board, Inc dba CareerSource Suncoast ("CSS").

The contact information for Partner is as follows:

**Name:** Ana Saint-Fort  
**Title:** Program Administrator, DBS  
**Phone:** 850-245-0376  
**Email:** ana.Saint-Fort@dbs.fldoe.org

**II. PURPOSE**

The Workforce Innovation & Opportunity Act (WIOA) is an affirmation of the work that has been done in Florida to build the workforce development system. The cornerstone of the Act is its American Job Center (AJC) One-Stop customer delivery system. The AJC One-Stop system assures coordination between the activities authorized in and linked to the Act.

WIOA requires Local Workforce Development Boards (LWDB) to develop and finalize Infrastructure Funding Agreements (IFA) with all required partners that carry out their programs in the local area.

The purpose of this agreement is to establish a financial plan, including terms and conditions, to fund the services and operating costs of the AJC One-Stop customer delivery system. The Parties to this Infrastructure Agreement (IFA) agree that joint funding is a necessary foundation for an integrated service delivery system. The goal of the operating budget is to develop a funding mechanism that:

- Establishes and maintains the local workforce delivery system at a level that meets the needs of the job seekers and businesses in the Local area,
- Reduces duplication and maximizes program impact through the sharing of services, resources, and technologies among Partners (thereby improving each program's effectiveness),
- Reduces duplication by establishing data sharing as it relates to participant records for outcome information,
- Reduces overhead costs for any one partner by streamlining and sharing financial, procurement, and facility costs, and
- Ensures that costs are appropriately shared by determining contributions based on the proportionate use of the One-Stop centers and relative benefits received and requiring that all funds are spent solely for allowable purposes in a manner consistent with the applicable authorizing statutes and all other applicable legal

requirements, including the Uniform Guidance.

The Partners consider this One-Stop operating budget the master budget that is necessary to maintain the high standard One-Stop delivery system. It includes the following cost categories, as required by WIOA and its implementing regulations:

- Infrastructure costs (also separately outlined in the Infrastructure Funding Agreement (IFA)),
- Career services, and
- Shared services.

All costs included in the IFA, allocated according to Partners' proportionate use and relative benefits received, and will be reconciled on a quarterly basis. The One-Stop operating budget is transparent and negotiated among Partners on an equitable basis to ensure costs are shared appropriately. All Partners negotiated in good faith and sought to establish outcomes that are reasonable and fair.

### **III. PARTNERS**

*Each Partner commits to cross-training of staff, as appropriate, and to providing other professional learning opportunities that promote continuous quality improvement.*

Partners will further promote system integration to the maximum extent feasible through:

- Effective communication, information sharing, and collaboration with the One-Stop operator,
- Joint planning, policy development, and system design processes,
- Commitment to the joint goals, strategies, and performance measures,
- The use of common and/or linked data management systems and data sharing methods, as appropriate
- Leveraging of resources including other public agency and non-profit organization services.
- Participation in a continuous improvement process designed to boost outcomes and increase customer satisfaction, and
- Participation in scheduled Partner meetings to exchange information in support of the above and encourage program and staff integration.

### **IV. ONE-STOP OPERATING BUDGET**

The purpose of this section is to establish a financial plan, including terms and conditions, to fund the services and operating cost of the One-Stop Centers. The Local Workforce Development Board based the budget on all costs associated with operating the America Job Center.

<b>CareerSource Suncoast</b> <b>One Stop Operating Budget</b> <b>Infrastructure Funding Agreement Budget</b> <b>PY 2019-2020 for Comprehensive American Job Center</b> <b>North Sarasota County Career Center</b> <b>3660 North Washington Blvd</b> <b>Sarasota, FL</b>	
<b>Description</b>	<b>Estimated IFA Budget</b>
<b>Infrastructure Costs:</b>	
Office Rent includes Utilities, Bldg Maintenance, & Utilities	\$187,632
Copier Usage and Maintenance for Clients	\$1,836
Internet	\$48,445
Phones & Long Distance	\$9,683
Fax	\$276
Atlas Maintenance	\$8,667
Website Maintenance	\$437
Deep Freeze Maintenance - Labs	\$400
Windows 10 Maintenance	\$800
MS Office Software Maintenance - Labs	\$2,600
<b>Total Infrastructure Costs</b>	<b>\$260,775</b>
<b>Additional Services:</b>	
Career Services - Resource Rm (2)	\$89,080
IT Services - Crosswalk Maintenance	\$1,225
<b>Total Additional Services</b>	<b>\$90,305</b>
<b>Total One Stop Operating Budget</b>	<b>\$351,080</b>
<b>FTEs Supporting the American Job Center (as of Jan 2020)</b>	<b>22.2</b>
<b>Cost per FTE = \$351,080/22.2 FTEs (as of Jan 2020)</b>	<b>\$15,814</b>
<b>Direct Linkage/Virtual Presence = 0.1 x Cost per FTE (as of Jan 2020)</b>	<b>\$1,581</b>

**V. COST ALLOCATION METHODOLOGY**

All required Partners have agreed to provide access to their programs in the comprehensive One-Stop Career Center and contribute to the infrastructure costs. Partners will have staff co-located in the Center (on a full or part-time basis) or will provide access via direct linkage as outlined in Attachment A (Partner On-site Representation Schedule) and will fund operating costs based on a percentage of the partner's annual FTE. (All costs included in the IFA, allocated according to Partners' proportionate use and relative benefits received, and will be reconciled on a quarterly basis.)

Required partners who have elected not to have staff co-located in the AJC will utilize a "direct linkage" that will allow customers to connect with partner program staff to access services. Cross-trained front-desk and other physically co-located staff can assist in providing information and referrals to the direct-linkage partners. Partners utilizing direct linkage must contribute to the infrastructure cost equivalent to a minimum of 0.1 FTE or 4 hours per week (1 FTE is equivalent to 40 hours/week)

The LWDB selected the cost allocation bases to determine overall Partner contributions. This was done in an effort:

- a) To remedy the imbalance of non-physically represented Partners, and
- b) To comply with the requirement of Partners' contributions having to be in proportion to the Partners' use of the AJC and relative benefits received.

As outlined in the MOU, the costs of the infrastructure of AJC One-Stop Center will be funded in accordance with the requirements of the Workforce Innovation and Opportunity Act; federal cost principles; and all other applicable legal requirements.

**VI. PARTNER CONTRIBUTION (Based on all costs associated with the operation of the American JobCenter)**

Below is the partner contribution cost determination:

Estimated Cost per FTE	Estimated Infrastructure Costs Total Partner FTE / =
<b>Partner Physical Presence Contribution</b> <i>(partners who elected to have their representatives in the One-Stop on a FT or PT basis to serve customers)</i>	1 FTE x Estimated Cost per FTE 1 FTE x \$15,814 = \$15,814 <b>(1 FTE represents 40 hours/week commitment)</b>
<b>Partner Direct Linkage/Visual Presence Contribution</b> <i>(Partner who elects not to have their representative in the one-stop but offer a technology option to serve customers.)</i>	Minimum of 0.1 FTE or 4 hours per week 0.1 FTE x \$ 15,814 = \$1,581 <b>(0.1 FTE represents 4 hours/week commitment)</b>

## FUNDING TYPES AND SOURCES

The permissible types of funds used for infrastructure costs and additional costs of operating a local One-Stop delivery system (i.e. partner's program or administrative funds) may differ depending upon the partner's program's authorizing law and implementing regulations. The funds that may be used also differ based on whether the amount that must be contributed by a partner for infrastructure costs is determined under the Local Funding Model or the State Funding Model. (Copy of the TEGL 17-16: Infrastructure Funding of the One-Stop Delivery System can be found at:

[https://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=4968](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=4968).

**Types.** Funding for infrastructure costs and additional costs may be in the form of:

- CASH, NON-CASH and THIRD-PARTY IN-KIND CONTRIBUTIONS\*
- Funding from philanthropic organizations or other private entities; or
- Other alternative financing options (described in WIOA sec. 121(c)(2)(A)(ii) and 20 CFR 678.715, 34 CFR 361.715, and 34 CFR 463.715.

Some partner programs may have statutory or regulatory prohibitions against using certain types of these contribution or on how the program may treat these contributions for fiscal accountability purposes under the respective program's requirements.

\*

### Cash

Cash funds provided to the Local WDB or its designee by one-stop Partners, either directly or by an interagency transfer, or by a third party.

### Non-Cash

- Expenditures incurred by one-stop Partners on behalf of the one-stop center; and
- Non-cash contributions or goods or services contributed by a Partner program and used by the One-Stop center.

The value of non-cash and third-party in-kind contributions must be fairly evaluated in accordance with the Uniform Guidance at 2 CFR 200.306.

### Third-party In-kind

Contributions of space, equipment, technology, non-personnel services, or other like items to support the infrastructure costs associated with one-stop operations, by a non-one-stop Partner to:

- Support the One-Stop Center in general; or
- Support the proportionate share of One-Stop infrastructure costs of a specific partner.

[20 CFR 678.720; 20 CFR 678.760; 34 CFR 361.720; 34 CFR 361.760; 34 CFR 463.720; and 34 CFR 463.760]

**Sources.** The source of funds that may be used to pay for infrastructure costs depends on the requirements regarding use of funds under the law authorizing the partner program that is contributing the funding. The infrastructure funding may be from funds classified as administrative, program, or both, depending on the partner program's requirements.

## **VII. COST RECONCILIATION**

All Parties agree that a bi-annual reconciliation of budgeted and actual costs and update of the allocation bases will be provided for the review.

The LWDB will submit invoices to the Partners and send a copy of the updated budget to all Parties. Partners will communicate any disputes with costs in the invoice or the budget to the LWDB in writing. The LWDB will review the disputed cost items and respond accordingly to the Partner. When necessary, the LWDB will revise the invoice and the adjusted budget upon resolution of the dispute.

One-Stop delivery system infrastructure costs are defined as non-personnel costs that are necessary for the general operation of the OSCC, including, but not limited to: Rental of the facilities; Utilities and maintenance; Equipment, including assessment-related products and assistive technology for individuals with disabilities; and, Technology to facilitate access to the One-Stop delivery system, including technology used for the center's planning and outreach activities. This may also include the costs associated with the development and use of the common identifier (i.e., American Job Center signage) and supplies, as defined in Uniform Guidance at 2 CFR 200.94, to support the general operation of the One-Stop center (WIOA sec.121 (h)(4) and 20 CFR 678.700(a), and 34 CFR 446.700(a)).

Non-personnel costs are costs that are not compensation for personnel costs. For example, technology-related services performed by vendors or contractors are non-personnel costs and may be identified as infrastructure costs if they are necessary for the general operation of the One-Stop center. Such costs would include service contracts with vendors or contractors, equipment and supplies.

Personnel services include salaries, wages, and fringe benefits of the employees of partner programs or their subrecipients, as described in 2 CFR 200.430-200.431 of the Uniform Guidance. For example, allocable salary and fringe costs of partner program staff who work on information technology systems (e.g., common performance and reporting outcomes) for use by the One-Stop center as a whole would be personnel costs. The costs of a shared welcome desk or greeter directing employers and customers to the services or staff that are available in that One-Stop center is a personnel expense. These costs, therefore, could not be included in infrastructure costs but are included in "additional costs."

All Parties to this IFA recognize that infrastructure costs are applicable to all required Partners, whether they are physically located in the One-Stop Career Center (OSCC) or not. Each partner's contributions to these costs, however, may vary, as these contributions are based on the proportionate use and relative benefit received, consistent with the Partner programs' authorizing laws and regulations and the Uniform Guidance.

## **VIII. TERM**

The Term of this IFA shall commence the date last executed by both parties, whichever is later, through June 30, 2021 will be reviewed and renewed annually for successive one-year terms not to exceed three years. This IFA may be terminated for convenience at any time by either party upon thirty (30) days written notice. Neither this IFA nor any provision hereof may be changed, waived, discharged or terminated orally, but only by an instrument in writing signed by each of the parties to this Agreement.

## **IX. AMENDMENTS AND MODIFICATIONS**

Neither this IFA nor any provision hereof may be changed, waived, discharged or terminated orally, but only by an instrument in writing signed by each of the parties to this Agreement sent via certified U. S. Mail.

## **X. MERGER**

This IFA constitutes and expresses the entire and integrated understanding and agreement between the parties hereto, superseding, incorporating and merging all prior understandings, agreements, and discussions relating to the transactions contemplated hereby, and no agreements, understandings, prior negotiations, prior discussions, warranties, representations or covenants not herein expressed shall be binding upon the parties.

## **XI. THIRD PARTY BENEFICIARY**

The Parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this IFA. None of the Parties intend to directly or substantially benefit a third party by this IFA. The Parties agree that there are no third-party beneficiaries to this IFA and that no third party shall be entitled to assert a claim against any of the Parties based upon this IFA.

## **XII. GOVERNANCE**

The accountability and responsibility for the One-Stop career center system's organizational activity and accomplishments will rest with CSS. Pursuant to the Act CareerSource shall conduct oversight with respect to the One-Stop delivery system. Any dispute concerning this IFA will be resolved in accordance with CSS.

## **XIII. DISPUTE RESOLUTION**

If an issue arises involving this IFA, both parties will make every effort to reach a resolution in a timely and efficient manner. Either partner may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing.

If not resolved, the issue and the efforts to resolve will be documented and forwarded to the President/CEO of CareerSource Suncoast and the Director of the Partner organization. A joint decision shall be issued within 60 calendar days of receipt.

If dissatisfied with the decision, the dispute may be filed with the State of Florida Department of Economic Opportunity (DEO) to review concerns and determine resolution. DEO and DOE may remand the issue back to the President/CEO of CareerSource Suncoast and to the Director of the Partner organization, Partner or impose other remedies to resolve the issue.



**XIV. SIGNATURES**

**IN WITNESS WHEREOF**, Partner and CSS have caused this IFA to be duly executed as of the date set forth below.

APPROVED BY:

CareerSource Suncoast

By: Ted Ehrlichman

Name: Ted Ehrlichman

Title: President/CEO

Date: 07/08/2020

APPROVED BY PARTNER:

Florida Department of Education

By: J. Alcala

Name: J. Alcala  
Title: Chief of Staff

Date: 8/21/20

APPROVED BY PARTNER:

Florida Department of Education  
Division of Blind Services

By: Robert L. Doyle

Name: Robert L. Doyle

Title: Division Director

Date: 07/23/2020

APPROVED BY:  
COUNTY LOCAL ELECTED OFFICIALS:

Manatee County Commissioner

Reggie Bellamy  
Reggie Bellamy

Date: 07/07/2020

Sarasota County Commissioner

Christian Ziegler  
Christian Ziegler

Date: 07/21/2020

Attachment A

**Partner On-Site Representation Schedule**

**Comprehensive One Stop Center - American Job Center**      **Estimated Infrastructure Cost**      **\$351,080**

**Sarasota Location**

Required Program Partners	Governance	Local Grantee	# of Staff	% of Total FTEs	Partner Contribution	Physical or Virtual Presence
WIOA Adult, Youth, Dislocated Wkr - Formual Funds, TANF, SNAP, RESEA	DOL & HHS	CSS	14.25	64.19%	\$225,355	Physical
Wagner Peyser	DOL	CSS	2.69	12.12%	\$42,541	Physical
Veteran Program	DOL	CSS	1.00	4.50%	\$15,814	Physical
Trade Adjustment Act - TAA	DOL	CSS	0.06	0.27%	\$949	Physical
Senior Community Employment Program	DOL	AARP - Manatee/Sarasota	0.40	1.80%	\$6,326	Physical
Adult Education & Literacy-GED	DOE	SCSB	1.00	4.50%	\$15,814	Physical
Adult Education & Literacy-GED	DOE	MCSB	2.00	9.01%	\$31,629	Physical
Migrant Seasonal Farmworker Jobs Program	DOL/DOE	MCSB	0.10	0.45%	\$1,581	Virtual
Vocational Rehabilitation	DOE	VR	0.10	0.45%	\$1,581	Virtual
Division of Blind Services	DOE	FL Div BS	0.10	0.45%	\$1,581	Virtual
Job Corp	DOL	JC Pinellas Co	0.10	0.45%	\$1,581	Virtual
CSBG	HHS	SC Health & Human Svcs	0.10	0.45%	\$1,581	Virtual
CSBG	HHS	Manatee Community Action Agency	0.10	0.45%	\$1,581	Virtual
Dept Housing & Urban Development	HUD	MC Housing Authority	0.10	0.45%	\$1,581	Virtual
Dept Housing & Urban Development	HUD	SC Housing Authority	0.10	0.45%	\$1,581	Virtual
<b>Totals</b>			<b>22.20</b>	<b>100.00%</b>	<b>\$351,080</b>	
<b>Estimated Cost per FTE - Physical Presence</b>	<b>\$15,814</b>					
<b>Estimated Cost for 0.10 FTE - Virtual Presence</b>	<b>\$1,581</b>					

# Signature Certificate

Document Ref.: NFD4T-HUNNX-PDZ4Y-WSCSF

Document signed by:

	Verified E-mail: ctieglar@scgov.net	
IP 73.27.169.19	Date 22 Jul 2020 12:53:57 UTC	

Document completed by all parties on:

22 Jul 2020 12:53:57 UTC

Page 1 of 1



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**CareerSource Suncoast  
One-Stop Career Center  
Memorandum of Understanding**

MOU # :19-43  
IFA #:19-43A  
Effective  
Date:

**I. Purpose**

It is the purpose of this Memorandum of Understanding (MOU) to state the conditions under which the Career Center Partner, the AARP Foundation SCSEP hereinafter referred to as the AARP Foundation or Partner, will implement and provide services, as shall be described herein, in partnership with the Suncoast Workforce Board, Inc. dba CareerSource Suncoast (CSS), to eligible clients in Florida Workforce Region 18 as required under the Workforce Innovation and Opportunity Act (WIOA, [2014]). The cornerstone of the Act is its one- stop customer service delivery system. The One-stop System assures coordination between the activities authorized in and linked to this Act. The attached Infrastructure Funding Agreement (IFA) is a mandatory component of the MOU and contains an infrastructure costs budget, an important part of the overall operating budget which includes applicable career services and shared operating costs and services among the partners.

Activities within this MOU include the cooperative workforce training, employment and economic development efforts of CSS and the Partner and the actions to be taken by each to assure the coordination of their efforts in accordance with state issued requirements, guidelines and policies. This agreement is intended to coordinate resources and to prevent duplication and ensure the effective and efficient delivery of workforce services in Manatee and Sarasota Counties. In addition, this agreement will establish joint processes and procedures that will enable the Partner to integrate with the current Career Center service delivery system resulting in a seamless and comprehensive array of education, human service, job training, and other workforce development services to persons with disabilities and significant barriers to employment within Manatee and Sarasota Counties.

The parties to this document agree to coordinate and perform the activities and services described herein within the scope of legislative requirements governing their respective programs, services, and agencies.

**II. Services Provided**

Career Source Suncoast has been designated by the Manatee Board of County Commissioners and the Sarasota Board of County Commissioners to act as the administrative entity, grant recipient and fiscal agent for this area.

**CareerSource Suncoast will perform the following functions:**

1. Coordinate with the Partner to provide access to workforce services and programs through the One-stop System in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-stop System. Workforce services and programs include, but are not limited to, the allowable activities described in the WIOA and related legislation for: WIOA adult, dislocated worker and youth programs; Wagner-Peyser; Unemployment Insurance (UI); Veterans programs; Trade Adjustment Assistance (TAA); Temporary Assistance for Needy Families (TANF) program; adult education and family literacy; Perkins Act programs; and Vocational Rehabilitation.
2. Coordinate with the Partner to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to appropriate technology and materials that are available through the One-stop Career Center System.
3. Coordinate with the Partner for the funding of the infrastructure costs of the one-stop career

**CareerSource Suncoast  
One-Stop Career Center  
Memorandum of Understanding**

MOU # :19-43  
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centers and the funding of shared services and operating costs in accordance with 29 U.S.C § 3151 and any state infrastructure funding mechanism requirements issued by the State of Florida as indicated on the attached Infrastructure Funding Agreement (IFA).

4. Maintain the statewide "CareerSource Suncoast" branding of each center.
5. Maintain and operate at least one comprehensive one-stop career center within the local workforce development area that shall be open to the public from 8:30 am until 5:00 pm, Monday through Friday (excluding recognized holidays and emergency situations.)
6. Provide an area in the career center for the Partner's meetings and/or co-location as space permits.
7. Model CareerSource Suncoast core values and maintain a professional working environment and abide by all of its policies, rules, and procedures and applicable Florida statutes and rules.
8. Review this MOU annually and solicit feedback from the Partner regarding improvements, changes, and/or additions.

**The Partner agrees to perform the following functions:**

1. Coordinate with CareerSource Suncoast to provide access to its workforce services and programs through the One-stop System in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-stop System.
2. Coordinate with CareerSource Suncoast to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the One-stop System.
3. Coordinate with CareerSource for the funding of the infrastructure costs of the one stop career centers and the funding of shared services and operating costs in accordance with 29 U.S.C § 3151 and any state infrastructure funding mechanism requirements issued by the State of Florida as indicated on the attached Infrastructure Funding Agreement (IFA). Partner is co-located in the Bradenton Career Center located at 1112 Manatee Ave East, Bradenton, FL 34208. See Section V – Infrastructure Costs.
4. Provide all logistical support necessary for its staff located within the local area to be fully integrated within the One-stop System.
5. Provide CareerSource Suncoast management feedback regarding the performance of the partnership, including its effectiveness and success.
6. Participate in career center periodic meetings to provide updates on the partners' programs and procedures to CareerSource staff.

**CareerSource Suncoast  
One-Stop Career Center  
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**III. Methods of Internal Referral**

Initial cross-referral procedures will be developed and/or reassessed based upon availability of funding for services and program need to ensure that high quality and convenient services are available to potentially eligible customers of the One-Stop Career Center system. These procedures include active use of the Crosswalk online referral system and access to the reports generated by this system as agreed upon with CSS staff.

**IV. Confidentiality of Records and Data Sharing**

If either party to this MOU obtains access to any records, files, or other information of the other party in connection with, or during the performance of this MOU, then that party shall keep all such records, files or other information confidential to the extent allowable by law, and shall comply with all laws and regulations concerning the confidentiality of such records, files or other information to the same extent as such laws and regulations apply to the other party. Sharing of aggregate data that does not include personal identifiable information (PII) is permissible between parties to this MOU. Sharing of specific client information that includes personal identifiable information requires a client signed release of information held by one of the two parties that specifically allows for the sharing of such information.

**V. Infrastructure Costs and Insurance**

Costs of the infrastructure of one-stop centers will be funded in accordance with the requirements of the Workforce Innovation and Opportunity Act; federal cost principles; and all other applicable legal requirements. For Partners co-located physically in the career center, the Partner agrees to provide CSS a copy of a Certificate of Insurance for General Liability listing CSS as additional insured. Additionally, Partner shall carry contents insurance for contents located in CSS Career Centers. CSS is not responsible for lost or damaged contents. The Partner agrees to pay CSS \$ 6,326 per year or \$ 527.17 per month for infrastructure costs and rent for one office. See Attachment 1 for allocated infrastructure cost at one stop/career center:  
Bradenton Career Center – 1112 Manatee Ave. East, Bradenton, FL 34208

**VI. Term**

This MOU is effective April 15, 2020 through April 15, 2021, or signature date. Upon review by both parties, this MOU will be automatically renewed for successive one-year terms not to exceed three years, as noted by agency representatives. This MOU may be terminated for convenience at any time by either party upon thirty (30) days written notice.

**VII. Amendments and Modifications**

Neither this IFA nor any provision hereof may be changed, waived, discharged or terminated orally, but only by an instrument in writing signed by each of the parties to this Agreement sent via certified U. S. Mail.

**VIII. Merger**

This MOU constitutes and expresses the entire and integrated understanding and agreement between the parties hereto, superseding, incorporating and merging all prior understandings, agreements, and discussions relating to the transactions contemplated hereby, and no agreements, understandings, prior negotiations, prior discussions, warranties, representations or covenants not herein expressed shall be binding upon the parties.

**CareerSource Suncoast  
One-Stop Career Center  
Memorandum of Understanding**

MOU # :19-43  
IFA #:19-43A  
Effective  
Date:

**IX. Third Party Beneficiary**

This MOU is for the benefit of CareerSource Suncoast, the Partner, and the Manatee Board of County Commissioners and the Sarasota Board of County Commissioners and no third party is an intended beneficiary.

**X. Governance**

The accountability and responsibility for the One-stop System's organizational activity and accomplishments will rest with CareerSource Suncoast, the Manatee Board of County Commissioners, and the Sarasota Board of County Commissioners. Pursuant to the Workforce Innovation and Opportunity Act of 2014, the local Board in partnership with the CEOs shall conduct oversight with respect to the One-stop System.

**Partner Contact: Maxine Haynes**

**Phone: (813) 215-6313**

**E-Mail: [mhaynes@aarp.org](mailto:mhaynes@aarp.org)**

**CareerSource Suncoast Centers**

**Bradenton**

1112 Manatee Avenue East  
Bradenton, FL 34208  
Phone: (941) 358-4200  
Fax: (941) 315-2675

**North Port – Goodwill Manasota**

14879 Tamiami Trail  
North Port, FL 34287  
Phone: (941) 358-4200  
Fax: (941) 315-2675

**Suncoast Technical College**

4748 Beneva Road  
Sarasota, FL 34233  
Phone: (941) 927-5286

**Sarasota**

3660 North Washington Boulevard  
Sarasota, FL 34234  
Phone: (941) 358-4200  
Fax: (941) 315-2675

**Manatee Technical College**

6305 State Road 70 East  
Bradenton, FL 34203  
Phone☎(941) 751-7900 ext. 1150  
By Appointment Only

**CareerSource Suncoast  
One-Stop Career Center  
Memorandum of Understanding**

MOU # :19-43  
IFA #:19-43A  
Effective  
Date:

**Signatures**

**CareerSource Suncoast**

**AARP Foundation**

**Name:** Ted Ehrlichman

**Name:** Maxine A Haynes

**Title:** President/CEO

**Title:** Regional Manager

**Date:** 08/04/2020

**Date:** 08/10/2020

**Signature:** Ted Ehrlichman

**Signature:** Maxine Haynes

**Elected Officials**

**Name:** Reggie Bellamy

**Title:** Manatee County Commissioner

**Date:** 08/04/2020

**Signature:** Reggie Bellamy

**Name:** Christian Ziegler

**Title:** Sarasota County Commissioner

**Date:** 09/17/2020

**Signature:** Christian Ziegler



**INFRASTRUCTURE AGREEMENT  
ONE-STOP CAREER CENTER SYSTEM  
BY AND BETWEEN CAREERSOURCE SUNCOAST AND  
AARP Foundation SCSEP**

**I. PARTIES**

This Infrastructure Agreement ("IFA") is made pursuant to the Workforce Innovation Act of 2014 ("the Act"), and is entered into by AARP Foundation and Suncoast Workforce Board, Inc dba CareerSource Suncoast ("CSS").

The contact information for Partner is as follows:

**Name: Maxine Haynes**  
**Title: Regional Manager**  
**Phone: 855-742-7060 cell 813-215-6313**  
**Email: mhaynes@aarp.org**

**II. PURPOSE**

The Workforce Innovation & Opportunity Act (WIOA) is an affirmation of the work that has been done in Florida to build the workforce development system. The cornerstone of the Act is its American Job Center (AJC) One-Stop customer delivery system. The AJC One-Stop system assures coordination between the activities authorized in and linked to the Act.

WIOA requires Local Workforce Development Boards (LWDB) to develop and finalize Infrastructure Funding Agreements (IFA) with all required partners that carry out their programs in the local area.

The purpose of this agreement is to establish a financial plan, including terms and conditions, to fund the services and operating costs of the AJC One-Stop customer delivery system. The Parties to this Infrastructure Agreement (IFA) agree that joint funding is a necessary foundation for an integrated service delivery system. The goal of the operating budget is to develop a funding mechanism that:

- Establishes and maintains the local workforce delivery system at a level that meets the needs of the job seekers and businesses in the Local area,
- Reduces duplication and maximizes program impact through the sharing of services, resources, and technologies among Partners (thereby improving each program's effectiveness),
- Reduces duplication by establishing data sharing as it relates to participant records for outcome information,
- Reduces overhead costs for any one partner by streamlining and sharing financial, procurement, and facility costs, and
- Ensures that costs are appropriately shared by determining contributions based on the proportionate use of the One-Stop centers and relative benefits received and requiring that all funds are spent solely for allowable purposes in a manner consistent with the applicable authorizing statutes and all other applicable legal requirements, including the Uniform Guidance.

The Partners consider this One-Stop operating budget the master budget that is necessary to maintain the high standard One-Stop delivery system. It includes the following cost categories, as required by WIOA and its implementing regulations:

- Infrastructure costs (also separately outlined in the Infrastructure Funding Agreement (IFA)),
- Career services, and
- Shared services.

All costs included in the IFA, allocated according to Partners' proportionate use and relative benefits received, and will be reconciled on a quarterly basis. The One-Stop operating budget is transparent and negotiated among Partners on an equitable basis to ensure costs are shared appropriately. All Partners negotiated in good faith and sought to establish outcomes that are reasonable and fair.

### **III. PARTNERS**

*Each Partner commits to cross-training of staff, as appropriate, and to providing other professional learning opportunities that promote continuous quality improvement.*

Partners will further promote system integration to the maximum extent feasible through:

- Effective communication, information sharing, and collaboration with the One-Stop operator,
- Joint planning, policy development, and system design processes,
- Commitment to the joint goals, strategies, and performance measures,
- The use of common and/or linked data management systems and data sharing methods, as appropriate
- Leveraging of resources including other public agency and non-profit organization services.
- Participation in a continuous improvement process designed to boost outcomes and increase customer satisfaction, and
- Participation in scheduled Partner meetings to exchange information in support of the above and encourage program and staff integration.

### **IV. ONE-STOP OPERATING BUDGET**

The purpose of this section is to establish a financial plan, including terms and conditions, to fund the services and operating cost of the One-Stop Centers. The Local Workforce Development Board based the budget on all costs associated with operating the America Job Center.

<b>CareerSource Suncoast</b>		
<b>One Stop Operating Budget</b>		
<b>Infrastructure Funding Agreement Budget</b>		
<b>PY 2019-2020 for Comprehensive American Job Center</b>		
<b>North Sarasota County Career Center</b>		
<b>3660 North Washington Blvd</b>		
<b>Sarasota, FL</b>		
	<b>Estimated</b>	
<b>Description</b>	<b>IFA Budget</b>	
<b>Infrastructure Costs:</b>		
Office Rent includes Utilities, Bldg Maintenance, & Utilities	\$187,632	
Copier Usage and Maintenance for Clients	\$1,836	
Internet	\$48,445	
Phones & Long Distance	\$9,683	
Fax	\$276	
Atlas Maintenance	\$8,667	
Website Maintenance	\$437	
Deep Freeze Maintenance - Labs	\$400	
Windows 10 Maintenance	\$800	
MS Office Software Maintenance - Labs	\$2,600	
<b>Total Infrastructure Costs</b>		<b>\$260,775</b>
<b>Additional Services:</b>		
Career Services - Resource Rm (2)	\$89,080	
IT Services - Crosswalk Maintenance	\$1,225	
<b>Total Additional Services</b>		<b>\$90,305</b>
<b>Total One Stop Operating Budget</b>		<b>\$351,080</b>
<b>FTEs Supporting the American Job Center (as of Jan 2020)</b>		<b>22.2</b>
<b>Cost per FTE = \$351,080/22.2 FTEs (as of Jan 2020)</b>		<b>\$15,814</b>
<b>Direct Linkage/Virtual Presence = 0.1 x Cost per FTE (as of Jan 2020)</b>		<b>\$1,581</b>

**V. COST ALLOCATION METHODOLOGY**

All required Partners have agreed to provide access to their programs in the comprehensive One-Stop Career Center and contribute to the infrastructure costs. Partners will have staff co-located in the Center (on a full or part-time basis) or will provide access via direct linkage as outlined in Attachment A (Partner On-site Representation Schedule) and will fund operating costs based on a percentage of the partner's annual FTE. (All costs included in the IFA, allocated according to Partners' proportionate use and relative benefits received, and will be reconciled on a quarterly basis.)

Required partners who have elected not to have staff co-located in the AJC will utilize a "direct linkage" that will allow customers to connect with partner program staff to access services. Cross-trained front-desk and other physically co-located staff can assist in providing information and referrals to the direct-linkage partners. Partners utilizing direct linkage must contribute to the infrastructure cost equivalent to a minimum of 0.1 FTE or 4 hours per week (1 FTE is equivalent to 40 hours/week)

The LWDB selected the cost allocation bases to determine overall Partner contributions. This was done in an effort:

- a) To remedy the imbalance of non-physically represented Partners, and
- b) To comply with the requirement of Partners' contributions having to be in proportion to the Partners' use of the AJC and relative benefits received.

As outlined in the MOU, the costs of the infrastructure of AJC One-Stop Center will be funded in accordance with the requirements of the Workforce Innovation and Opportunity Act; federal cost principles; and all other applicable legal requirements.

**VI. PARTNER CONTRIBUTION** (Based on all costs associated with the operation of the American JobCenter)

Below is the partner contribution cost determination:

Estimated Cost per FTE	Estimated Infrastructure Costs Total Partner FTE / =
<b>Partner Physical Presence Contribution</b> <i>(partners who elected to have their representatives in the One-Stop on a FT or PT basis to serve customers)</i>	1 FTE x Estimated Cost per FTE 1 FTE x \$15,814 = \$15,814 <b>(1 FTE represents 40 hours/week commitment)</b>
<b>Partner Direct Linkage/Visual Presence Contribution</b> <i>(Partner who elects not to have their representative in the one-stop but offer a technology option to serve customers.)</i>	Minimum of 0.1 FTE or 4 hours per week 0.1 FTE x \$ 15,814 = \$1,581 <b>(0.1 FTE represents 4 hours/week commitment)</b>

## FUNDING TYPES AND SOURCES

The permissible types of funds used for infrastructure costs and additional costs of operating a local One-Stop delivery system (i.e. partner's program or administrative funds) may differ depending upon the partners program's authorizing law and implementing regulations. The funds that may be used also differ based on whether the amount that must be contributed by a partner for infrastructure costs is determined under the Local Funding Model or the State Funding Model. (Copy of the TEGL 17-16: Infrastructure Funding of the One-Stop Delivery System can be found at: [https://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=4968](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=4968).)

**Types.** Funding for infrastructure costs and additional costs may be in the form of:

- CASH, NON-CASH and THIRD-PARTY IN-KIND CONTRIBUTIONS\*
- Funding from philanthropic organizations or other private entities; or
- Other alternative financing options (described in WIOA sec. 121(c)(2)(A)(ii) and 20 CFR 678.715, 34 CFR 361.715, and 34 CFR 463.715.

Some partner programs may have statutory or regulatory prohibitions against using certain types of these contribution or on how the program may treat these contributions for fiscal accountability purposes under the respective program's requirements.

\*

### Cash

Cash funds provided to the Local WDB or its designee by one-stop Partners, either directly or by an interagency transfer, or by a third party.

### Non-Cash

- Expenditures incurred by one-stop Partners on behalf of the one-stop center; and
- Non-cash contributions or goods or services contributed by a Partner program and used by the One-Stop center.

The value of non-cash and third-party in-kind contributions must be fairly evaluated in accordance with the Uniform Guidance at 2 CFR 200.306.

### Third-party In-kind

Contributions of space, equipment, technology, non-personnel services, or other like items to support the infrastructure costs associated with one-stop operations, by a non-one-stop Partner to:

- Support the One-Stop Center in general; or
- Support the proportionate share of One-Stop infrastructure costs of a specific partner.

[20 CFR 678.720; 20 CFR 678.760; 34 CFR 361.720; 34 CFR 361.760; 34 CFR 463.720; and 34 CFR 463.760]

**Sources.** The source of funds that may be used to pay for infrastructure costs depends on the requirements regarding use of funds under the law authorizing the partner program that is contributing the funding. The infrastructure funding may be from funds classified as administrative, program, or both, depending on the partner program's requirements.

## VII. COST RECONCILIATION

All Parties agree that a bi-annual reconciliation of budgeted and actual costs and update of the allocation bases will be provided for the review.

The LWDB will submit invoices to the Partners and send a copy of the updated budget to all Parties. Partners will communicate any disputes with costs in the invoice or the budget to the LWDB in writing. The LWDB will review the disputed cost items and respond accordingly to the Partner. When necessary, the LWDB will revise the invoice and the adjusted budget upon resolution of the dispute.

One-Stop delivery system infrastructure costs are defined as non-personnel costs that are necessary for the general operation of the OSCC, including, but not limited to: Rental of the facilities; Utilities and maintenance; Equipment, including assessment-related products and assistive technology for individuals with disabilities; and, Technology to facilitate access to the One-Stop delivery system, including technology used for the center's planning and outreach activities. This may also include the costs associated with the development and use of the common identifier (i.e., American Job Center signage) and supplies, as defined in Uniform Guidance at 2 CFR 200.94, to support the general operation of the One-Stop center (WIOA sec.121 (h)(4) and 20 CFR 678.700(a), and 34 CFR 446.700(a)).

Non-personnel costs are costs that are not compensation for personnel costs. For example, technology-related services performed by vendors or contractors are non-personnel costs and may be identified as infrastructure costs if they are necessary for the general operation of the One-Stop center. Such costs would include service contracts with vendors or contractors, equipment and supplies.

Personnel services include salaries, wages, and fringe benefits of the employees of partner programs or their subrecipients, as described in 2 CFR 200.430-200.431 of the Uniform Guidance. For example, allocable salary and fringe costs of partner program staff who work on information technology systems (e.g., common performance and reporting outcomes) for use by the One-Stop center as a whole would be personnel costs. The costs of a shared welcome desk or greeter directing employers and customers to the services or staff that are available in that One-Stop center is a personnel expense. These costs, therefore, could not be included in infrastructure costs but are included in "additional costs."

All Parties to this IFA recognize that infrastructure costs are applicable to all required Partners, whether they are physically located in the One-Stop Career Center (OSCC) or not. Each partner's contributions to these costs, however, may vary, as these contributions are based on the proportionate use and relative benefit received, consistent with the Partner programs' authorizing laws and regulations and the Uniform Guidance.

## VIII. TERM

The Term of this IFA shall commence on May 15, 2020, or the date last executed by both parties, whichever is later, through June 30, 2021 will be reviewed and renewed annually for successive one-year terms. This IFA may be terminated for convenience at any time by either party upon thirty (30) days written notice. Neither this IFA nor any provision hereof may be changed, waived, discharged or terminated orally, but only by an instrument in writing signed by each of the parties to this Agreement.

## IX. AMENDMENTS AND MODIFICATIONS

Neither this IFA nor any provision hereof may be changed, waived, discharged or terminated orally, but only by an instrument in writing signed by each of the parties to this Agreement sent via certified U. S. Mail.

## **X. MERGER**

This IFA constitutes and expresses the entire and integrated understanding and agreement between the parties hereto, superseding, incorporating and merging all prior understandings, agreements, and discussions relating to the transactions contemplated hereby, and no agreements, understandings, prior negotiations, prior discussions, warranties, representations or covenants not herein expressed shall be binding upon the parties.

## **XI. THIRD PARTY BENEFICIARY**

The Parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this IFA. None of the Parties intend to directly or substantially benefit a third party by this IFA. The Parties agree that there are no third-party beneficiaries to this IFA and that no third party shall be entitled to assert a claim against any of the Parties based upon this IFA.

## **XII. GOVERNANCE**

The accountability and responsibility for the One-Stop career center system's organizational activity and accomplishments will rest with CSS. Pursuant to the Act CareerSource shall conduct oversight with respect to the One-Stop delivery system. Any dispute concerning this IFA will be resolved in accordance with CSS.

## **XIII. DISPUTE RESOLUTION**

If an issue arises involving this IFA, both parties will make every effort to reach a resolution in a timely and efficient manner. Either partner may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing.

If not resolved, the issue and the efforts to resolve will be documented and forwarded to the President/CEO of CareerSource Suncoast and the Director of the Partner organization. A joint decision shall be issued within 60 calendar days of receipt.

If dissatisfied with the decision, the dispute may be filed with the State of Florida Department of Economic Opportunity (DEO) to review concerns and determine resolution. DEO and DOE may remand the issue back to the President/CEO of CareerSource Suncoast and to the Director of the Partner organization, Partner or impose other remedies to resolve the issue.

**XIV. SIGNATURES**

**IN WITNESS WHEREOF**, Partner and CSS have caused this IFA to be duly executed as of the date set forth below.

APPROVED BY:  
CareerSource Suncoast  
By: Ted Ehrlichman  
Name: Ted Ehrlichman  
Title: President/CEO  
Date: 08/04/2020

APPROVED BY PARTNER:  
AARP Foundation SCSEP  
By: Maxine Haynes  
Name: Maxine A Haynes  
Title: Regional Manager  
Date: 08/10/2020

APPROVED BY:  
COUNTY LOCAL ELECTED OFFICIALS:  
Manatee County Commissioner  
Reggie Bellamy  
Reggie Bellamy  
Date: 08/04/2020

Sarasota County Commissioner  
Christian Ziegler  
Christian Ziegler  
Date: 09/17/2020



**Attachment A**

**Partner On-Site Representation Schedule**

**Comprehensive One Stop Center - American Job Center**      **Estimated Infrastructure Cost**      **\$351,080**

**Sarasota Location**

Required Program Partners	Governance	Local Grantee	# of Staff	% of Total FTEs	Partner Contribution	Physical or Virtual Presence
WIOA Adult, Youth, Dislocated Wkr - Formual Funds, TANF, SNAP, RESEA	DOL & HHS	CSS	14.25	64.19%	\$225,355	Physical
Wagner Peyser	DOL	CSS	2.69	12.12%	\$42,541	Physical
Veteran Program	DOL	CSS	1.00	4.50%	\$15,814	Physical
Trade Adjustment Act - TAA	DOL	CSS	0.06	0.27%	\$949	Physical
Senior Community Employment Program	DOL	AARP - Manatee/Sarasota	0.40	1.80%	\$6,326	Physical
Adult Education & Literacy-GED	DOE	SCSB	1.00	4.50%	\$15,814	Physical
Adult Education & Literacy-GED	DOE	MCSB	2.00	9.01%	\$31,629	Physical
Migrant Seasonal Farmworker Jobs Program	DOL/DOE	MCSB	0.10	0.45%	\$1,581	Virtual
Vocational Rehabilitation	DOE	VR	0.10	0.45%	\$1,581	Virtual
Division of Blind Services	DOE	FL Div BS	0.10	0.45%	\$1,581	Virtual
Job Corp	DOL	JC Pinellas Co	0.10	0.45%	\$1,581	Virtual
CSBG	HHS	SC Health & Human Svs	0.10	0.45%	\$1,581	Virtual
CSBG	HHS	Manatee Community Action Agency	0.10	0.45%	\$1,581	Virtual
Dept Housing & Urban Development	HUD	MC Housing Authority	0.10	0.45%	\$1,581	Virtual
Dept Housing & Urban Development	HUD	SC Housing Authority	0.10	0.45%	\$1,581	Virtual
<b>Totals</b>			<b>22.20</b>	<b>100.00%</b>	<b>\$351,080</b>	
<b>Estimated Cost per FTE - Physical Presence</b>	<b>\$15,814</b>					
<b>Estimated Cost for 0.10 FTE - Virtual Presence</b>	<b>\$1,581</b>					

# Signature Certificate

Document Ref.: D73OJ-WUB2J-SJXDC-VVSAV

Document signed by:

	<p><b>Christian Ziegler</b> Verified E-mail: cziegler@scgov.net</p> <p>IP: 73.27.169.19      Date: 17 Sep 2020 21:04:35 UTC</p>	<p><i>Christian Ziegler</i></p> 
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Document completed by all parties on:  
17 Sep 2020 21:04:35 UTC

Page 1 of 1



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**Attachment 1  
Infrastructure Cost Budget**

VR Manatee County - 1112 Manatee Ave East, Bradenton, FL 34208				
<b>Total FTEs at Bradenton Career Center</b>	<b>54.2</b>			
<b>VR FTEs</b>	<b>0.1</b>	0.1 FTE used for allocating costs at Bradenton		
<b>% to Allocate VR @ Bradenton</b>	<b>0.18%</b>			
	<b>Center Annual Costs</b>	<b>Notes</b>		<b>Annual VR Cost</b>
		Cost of the space - '100 sq ft + 30% circulation fee = 130 sq ft. Use - half day every two weeks = 13 days a yr . 13 days/260 days yr = 5% of the year. \$13.33 sq foot x 130 sq ft = \$1,733 x 5% = \$86.65		\$87
Office Space 10x10	\$4,053	Cost allocated based on FTEs in Center	0.18%	\$7
Equipment Maintenace	\$52,215	Cost allocated based on FTEs in Center	0.18%	\$96
IT Communications	\$45,360	Cost allocated based on FTEs in Center	0.18%	\$84
IT Maintenance	\$17,820	Cost allocated based on FTEs in Center	0.18%	\$33
Phone Lines & LD	\$73,152	Cost allocated based on FTEs in Center	0.18%	\$135
Utilities & Cleaning	\$10,714	Cost allocated based on FTEs in Center	0.18%	\$20
Ins-Liability & Property	\$6,775	Cost allocated based on FTEs in Center	0.18%	\$13
Bldg Maintenance				
<b>Total for Bradenton Career Center</b>	<b>\$210,089</b>	<b>Total VR Cost</b>		<b>\$474</b>

VR Sarasota County - 3660 N. Washington Blvd., Sarasota, FL 34234				
<b>Total FTEs at Sarasota Career Center</b>	<b>19</b>			
<b>VR FTEs</b>	<b>0</b>	1 FTE used for allocating costs at Sarasota		
<b>% to Allocate VR @ Sarasota</b>	<b>0.00%</b>			
	<b>Center Annual Costs</b>	<b>Notes</b>	<b>VR FTE</b>	<b>Annual VR Cost</b>
		VR leases office space directly from DEO allocated	0	\$0
Office Space	\$37,188		0	\$0
IT Communications - Internet	\$7,800	3 Kiosks in Sarasota @\$2,600 yr-allocated	0	\$0
IT Maintenance- Atlas Kiosk only				
<b>Total for Sarasota Career Center</b>	<b>\$44,988</b>	<b>Total VR Cost</b>		<b>\$0</b>

**WORKFORCE INNOVATION AND OPPORTUNITY ACT****INTERLOCAL AGREEMENT BETWEEN BCC APPROVED 7-11-17****THE BOARDS OF COUNTY COMMISSIONERS OF  
MANATEE AND SARASOTA COUNTIES**

THIS AGREEMENT is made and entered into pursuant to the authority of Section 163.01, Florida Statutes (F.S.), by and between Manatee County, a political subdivision of the State of Florida, and Sarasota County, a political subdivision of the State of Florida, which shall take effect on the date executed by both parties.

WHEREAS, the Workforce Innovation and Opportunity Act (WIOA), Pub. L. No. 113-128, 128 Stat. 1425 (2014) and the Florida Workforce Innovation Act of 2000, Chapter 445, F.S., as amended, hereinafter collectively referred to as the "Acts", direct Florida's workforce development strategy; and

WHEREAS, Manatee County and Sarasota County (hereinafter the "Counties") support an integrated public workforce service-delivery system designed to help jobseekers access employment, education, training and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy; and

WHEREAS, the Governor of the State of Florida has designated the Counties as local workforce development area 18 (LWDA 18), and the Boards of County Commissioners of Manatee County and Sarasota County desire that the Counties continue to be designated a local workforce development area; and

WHEREAS, Suncoast Workforce Board, Inc., doing business as CareerSource Suncoast (CSS), has been established as the Local Workforce Development Board (LWDB) to perform specific policy, oversight, and administrative functions for the LWDA 18 in accordance with Section 445.007, F.S.; and

WHEREAS, it is the responsibility of each County in the LWDA 18 to appoint members to the LWDB in accordance with the Acts; and

WHEREAS, Section 107(c)(1)(B) of the WIOA provides that if a local workforce development area includes more than one unit of general local government, the elected officials of such local governments may execute an agreement that specifies their respective roles; and

WHEREAS, the Boards of County Commissioners of Manatee County and Sarasota County executed an Interlocal Agreement, effective July 8, 2003 (hereinafter referred to as the "2003 Interlocal Agreement"), to establish joint policies between the Counties to comply with federal and state laws governing workforce development; and

WHEREAS, changes to federal and state laws governing workforce development necessitate revising and updating the 2003 Interlocal Agreement.

NOW, THEREFORE, in consideration of the conditions herein set forth, the parties agree as follows:

1. Purpose

The purpose of this Interlocal Agreement is to establish joint policies between the Counties required for compliance with the Acts. This Interlocal Agreement is intended only in furtherance of the fulfillment of the Counties' obligations pursuant to the authorities recited herein and remains subject to the rights of the Counties to amend this Interlocal Agreement as may be permitted by law and agreed to by the Counties.

2. Joint Responsibilities

- A. There is hereby created a Commissioners Coordinating Council (CCC) composed of one member of each of the Boards of County Commissioners of Manatee County and Sarasota County. Annually, each Board of County Commissioners will appoint a member of its Board to serve on the Commissioners Coordinating Council of the LWDB 18.
- B. The Counties hereby delegate the duties of the "Chief Elected Official", as such position is defined in Section 3(9) of the WIOA, to the CCC, except as otherwise specifically provided herein.
- C. Where the consent, approval, concurrence or other action of the "Chief Elected Official" of the Counties is required, a motion approved on the record by the CCC, shall be sufficient to provide such consent, approval, concurrence or other action required. Such matters include, but are not limited to, the selection and appointment of the LWDB members, the LWDB local plan and amendments thereto, and the LWDB annual budget. Each County Commissioner appointed to the CCC shall report periodically to their respective County Commission regarding such matters.
- D. All decisions of the CCC shall require the approval of both members of the CCC. In the event the members of the CCC cannot reach agreement, the Boards of County Commissioners of the Counties shall either hold a joint meeting or appoint an ad hoc committee to resolve the impasse.
- E. All meetings of the CCC shall be subject to the Florida Government in the Sunshine Act, Section 286.011, F.S. LWDB staff shall provide each member of the CCC with adequate advance notice of all meetings and matters before the CCC.
- F. To facilitate the dissemination of information, the LWDB staff shall provide

each member of the CCC with a reading file containing the current LWDB meeting packet with all enclosures, together with a copy of the adopted minutes of each meeting of the LWDB. LWDB staff shall provide a copy of the current LWDB budget and a copy of the LWDB annual independent financial audit to each member of the CCC.

G. Each Board of County Commissioners may, at its election, conduct periodic, interim audits or select third parties to conduct periodic interim audits, of the LWDB's records and files to verify the performance by the LWDB of its duties required pursuant to any Federal or State Law, regulation, rule, order or Agreement. The extent and scope of any audits conducted under this paragraph shall be within the sole discretion of the requesting Board of County Commissioners. The LWDB shall be provided the opportunity to respond to the preliminary results of any such audit, prior to its final issuance.

3. Local Workforce Development Board Formation

A. The designation of Suncoast Workforce Board, Inc., doing business as CareerSource Suncoast (CSS) as the Local Workforce Development Board (LWDB) for the LWDA 18 is hereby ratified and acknowledged.

4. Board Composition

A. The composition of the LWDB shall be consistent with the provisions of federal and state requirements as dictated by the Acts and CSF administrative policies.

B. In the event that representatives cannot be obtained to fill all the positions set forth in the minimum guidelines, it is the intent of the parties that the LWDB shall continue to function while good faith efforts are made to fill such vacant positions.

5. Nomination Procedures/Appointment Process

A. Nominations and/or applications for the LWDB shall be solicited in compliance with the requirements of the Acts.

B. Upon approval by the Commissioners Coordinating Council, appointments shall be effective as provided herein.

6. Terms of Office

A. All appointments to the LWDB shall be for four (4) years and shall commence on October 1st of the year in which the appointment is

made, and terminate on September 30th of the year such appointment ends.

- B. Vacancies in the LWDB membership created by death, resignation or disqualification shall be filled by an appointment made in the same manner as the original appointment, and the appointee shall serve the remainder of the unexpired term.

7. Board Activities

- A. The LWDB and the activities that are authorized hereby shall comply with the Acts, and any subsequent agreements that may be entered into with the parties hereto.
- B. The LWDB shall follow the adopted Bylaws governing its operation and for the discipline and removal of members, including removal for failure to attend meetings.

8. Notices and Representations

- A. All notices under this Interlocal Agreement shall be provided in writing to the Counties' representatives. Each representative, and the mailing address, is identified as follows:

Manatee County: Director of the Neighborhood Services Department, Post Office Box 1000, Bradenton, Florida 34206

Sarasota County: General Manager of Human Resources, 1660 Ringling Boulevard, 151 Floor, Sarasota, Florida 34236

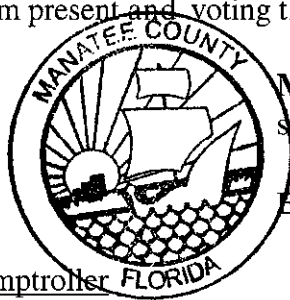
- B. Either party, by and through its County Administrator, may designate a different representative by providing written notice to the CCC.

9. Amendments, Term and Termination

- A. The Counties each reserve the right to terminate this Interlocal Agreement at any time by providing written notice to the other party. Prior to providing such notice of termination, the parties covenant and agree to each give due consideration to the consequence arising as the result of such termination, including the effect upon both Counties, the potential loss of programs and program funding, and the possibility of agreed to amendments, or delegation of authority to the other party. All terminations shall provide 90 days written notice to the other parties.

- B. This Interlocal Agreement may be amended or modified in writing, signed by duly authorized representatives, and filed with participating Counties.
- C. This Interlocal Agreement contains the entire agreement of the parties with respect to the matters addressed herein. Previous agreements and understandings of the parties with respect to such matters are null and void and of no effect. As required by subsection 163.01(11), F.S., this Interlocal Agreement and all amendments thereto shall be filed with the Clerk of the Circuit Court for each County.
- D. Upon its complete execution, this Interlocal Agreement shall repeal and replace the 2003 Interlocal Agreement between the parties and shall continue in effect until terminated by agreement of the parties.

**APPROVED**, with a quorum present and voting this the 25<sup>th</sup> day of July, 2017.



**MANATEE COUNTY**, a political subdivision of the State of Florida

ATTEST:  
Angelina Coloneso,  
 Clerk of Circuit Court and Comptroller

By: Its Board of County Commissioners

By: Robin Roth, Jr  
 Deputy Clerk

By: [Signature]  
 Chairman

**APPROVED**, with a quorum present and voting this the 11<sup>th</sup> day of July, 2017.

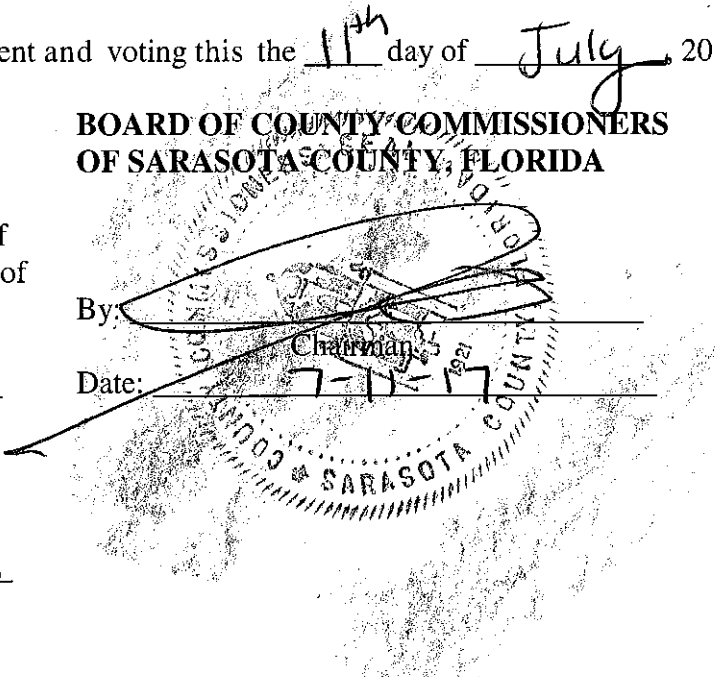
ATTEST:  
**KAREN E. RUSHING**, Clerk of Circuit Court and Ex-Officio Clerk of the Board of County Commissioners of Sarasota County, Florida

**BOARD OF COUNTY COMMISSIONERS OF SARASOTA COUNTY, FLORIDA**

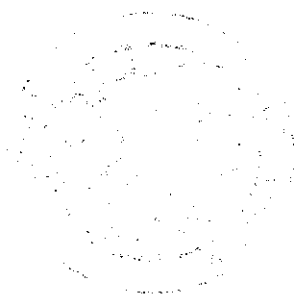
By: [Signature]  
 Deputy Clerk

By: [Signature]  
 Chairman  
 Date: 7-11-17

Approved as to form and correctness:  
 By: [Signature]  
 County Attorney







**2021-2022 Suncoast Workforce Board Member  
Committee and Contact Information**

	Commit-tee	Last Name	First Name	Title	Business / Entity	Address	City	ST	Zip	email	Phone	Fax
1		Bos	Jim	President	MBJ Group Inc.	7604 Fairway Woods Dr	Sarasota	FL	34238	<a href="mailto:jim@mbjgroup.com">jim@mbjgroup.com</a>	922-1777	N/A
2		Brown	Ashley	President	Womens Resoure Center of Manatee	1926 Manatee Ave W	Bradenton	FL	34205	<a href="mailto:abrown@mywrc.org">abrown@mywrc.org</a>	256-9721	N/A
3	Past Board Chair	Cardillo	Christy	Partner/CPA	Carr, Riggs & Ingram, LLC.	1001 3rd Avenue West, Suite 500	Bradenton	FL	34205	<a href="mailto:ccardillo@cricpa.com">ccardillo@cricpa.com</a>	747-0500	746-0202
4		Clark	Terri	Dean	State College of Florida	7131 Professional Parkway E	Sarasota	FL	34240	<a href="mailto:clarkt@scf.edu">clarkt@scf.edu</a>	363-7200	N/A
5		Clyne	Christine	HR Director	Lifestar Living LLC	1819 Main St, Suite 400	Sarasota	FL	34236	<a href="mailto:cclyne@lifestarliving.com">cclyne@lifestarliving.com</a>	486-5490	na
6		Dezelski	Jacki	President/CEO	Manatee Chamber of Commerce	P.O. Box 321	Bradenton	FL	34206	<a href="mailto:JackiD@Manateechamber.com">JackiD@Manateechamber.com</a>	941-748-3411	941-745-1877
7		DiPillo	Ronald	Executive Director	Sarasota County Schools	4748 Beneva Road	Sarasota	FL	34233	<a href="mailto:ron.dilillo@sarasotacountyschools.net">ron.dilillo@sarasotacountyschools.net</a>	941-924-1365	941-921-7902
8		Eding	Lisa	Consultant		1111 N. Gulfstream Ave, Apt #7c	Sarasota	FL	34236	<a href="mailto:floralisa@verizon.net">floralisa@verizon.net</a>		
9		Font	Luis	Labor Organizing Coordinator	Labor Union International	2020 NW 32nd St, 1461 Olympia Rd	Pompano Beach Venice	FL	33064 34292	<a href="mailto:lfont@ovssr.org">lfont@ovssr.org</a>	615-618-4535	
10				STAR Student				FL				
11		Guenther	Roscelyn	Director of Program Services	Boys & Girls Clubs of Sarasota County	3130 Fruitville Road	Sarasota	FL	34237	<a href="mailto:rguenther@bgcsarasota.com">rguenther@bgcsarasota.com</a>	941-650-7168	
12	Finance & Perf/At Large	Hayes	Peter	President	Tandem Construction	5391 Lakewood Ranch Blvd, Borth Suite 200	Sarasota	FL	34240	<a href="mailto:peter.hayes@tandemconstruction.com">peter.hayes@tandemconstruction.com</a>	941-954-1599	941-954-5511
13	At Large	Hillstrom	Sharon	President/CEO	Bradenton Area EDC	4215 Concept Court	Lakewood Ranch	FL	34211	<a href="mailto:sharonH@bradentonareaedc.com">sharonH@bradentonareaedc.com</a>	803-9031	750-6041
14		Kahns	Jamie	Marketing Manager	Bank of America	1201 6th Ave W, 4th floor	Bradenton	FL	34205	<a href="mailto:jamie.kahns@bankofamerica.com">jamie.kahns@bankofamerica.com</a>	941-741-2128	904-312-5632
15		Kasten	Heather	President	Greater Sarasota Chamber of Commerce	1945 Fruitville Road	Sarasota	FL	34236	<a href="mailto:hkasten@sarasotachamber.com">hkasten@sarasotachamber.com</a>	941-955-8187	
16	Exec	Kraft	David	Founder-Chief Executive Officer	Vision Consulting Group	3212 43rd Ave E	Bradenton	FL	34208	<a href="mailto:dkraft@yourfutureaccelerated.com">dkraft@yourfutureaccelerated.com</a>	941-896.2108	
17		Kruse	George	Commissioner	Manatee County	1112 Manatee Ave W	Bradenton	FL	34205	<a href="mailto:george.kruse@mymanatee.org">george.kruse@mymanatee.org</a>	941-745-3702	





Division of Workforce Services

Bureau of One-Stop and Program Support  
Program Year 2020-21

**Certification for Program Year 2020-21**  
**All requirements are per DEO Credentialing Guidance Paper OSPS-81, CSF Admin. Policy 92 and 93, and Federal law.**

Name and Number of LWDB: <b>18</b>
Name and Location of Career Center: <b>CareerSource Suncost Sarasota</b>
Name of individual completing this form: <b>Eddie Fernandez</b>
Date: March 4, 2021

I am providing this form in connection with the DEO Local Workforce Development Board credentialing certification for PY 2020-2021. I confirm, to the best of my knowledge and belief, the following representations:

Career Center Credentialing		Y/N	Comments
<b>Minimum Resource Room Requirements</b>			
1	Are the following labor market publications and resources accessible to users? (y, n)		
2	<a href="#">Wage Conversion Posters (Note: Posters show hourly wages converted into weekly/monthly/annual earnings.)</a>	Y	
3	<a href="#">Resource Guide (displays the Systems, Publications, and Reports available from the Labor Market Statistics Center)</a>	Y	
4	<a href="#">Career Comics</a>	Y	
5	<a href="#">Job Journey Occupational Career Posters</a>	Y	
6	<a href="#">Occupational Highlights</a>	Y	
7	<a href="#">Industry Profiles</a>	Y	
8	<a href="#">Employment Projections Data</a>	Y	
9	<a href="#">Occupational Employment Statistics and Wages</a>	Y	
10	Career Information Delivery System (customized career decision making tools like CHOICES)	Y	
11	Career Infonet ( <a href="http://www.careerinfonet.org/">http://www.careerinfonet.org/</a> )	Y	
12	O*NET ONLINE ( <a href="http://www.onetonline.org/">http://www.onetonline.org/</a> )	Y	
13	Florida Research and Economic Information Database Application (FREIDA) <a href="http://freida.labormarketinfo.com/">http://freida.labormarketinfo.com/</a>	Y	
14	<a href="#">State Eligible Training Provider List (ETPL) for the LWDA</a>	Y	
15	Do computers have Internet Access?	Y	
16	Do the computers have a link to Employ Florida?	Y	
17	Is Employ Florida the MIS primarily used in the resource room for labor exchange services?	Y	
18	If no to #17, what is the labor exchange system/program being used?	N/A	
19	Do basic software programs include technical skills self-assessment, resume building and interviewing skills?	Y	
20	Are staff available to provide assistance on the use of software programs using labor market information and other web-based resources?	Y	
<b>Posters required by Federal and State Law and Guidance</b>			
21	Does the location display the following posters as required by law, in a place that is visible to customers? (y, n)		
22	<a href="#">"Employee Rights Under the National Labor Standards Act"</a>	Y	
23	<a href="#">"Family and Medical Leave Act"</a>	Y	
24	<a href="#">"If You Have A Complaint"</a>	Y	
25	<a href="#">"Notice to Workers with Disabilities"</a>	Y	
26	<a href="#">"Migrant &amp; Seasonal Agriculture Worker Protection Act"</a>	Y	
27	<a href="#">"Job Safety and Health Protection Occupational Safety and Health Act"</a>	Y	
28	<a href="#">"Fair Labor Standards Act"</a>	Y	
29	<a href="#">"Florida Law Prohibits Discrimination"</a>	Y	
30	<a href="#">"Reemployment Assistance"</a>	Y	
31	<a href="#">"Child Labor Laws"</a>	Y	
32	<a href="#">"Interpretive Services" (One of three allowable posters)</a>	Y	
33	<a href="#">"Worker's Compensation Works for You"</a>	Y	
34	<a href="#">"Employee Polygraph Protection Act (EPPA)"</a>	Y	
35	<a href="#">"Uniformed Services Employment and Reemployment Rights Act (USERRA)"</a>	Y	
36	<a href="#">"Equal Employment Opportunity is the Law"</a>	Y	
37	<a href="#">"Florida Minimum Wage"</a>	Y	
<b>Minimum Operating Hours</b>			
38	Does the Career Center have standard operating hours for this site? (y, n) Please list days/hours in 'Comments' section.	Y	Monday-Friday 8:30-5:00
39	Are the operating hours prominently posted? (y, n)	Y	

Minimum Skills Standards/Certification for Front-Line Staff		
40	Does the LWDB ensure that all front line staff successfully complete the Florida Workforce Professional Tier I certification within one year of the employee start date ?	Please see the sheet for Bradenton.
41	List the number of employees required to complete the Tier I certification during the previous program year.	
42	List the number of employees that successfully completed the Tier I certification during the previous program year.	
43	Attach the list of employees (defined as front line staff) required to complete the Tier I certification during the previous program year.	
44	Do front line staff have the following minimum skills required of a workforce professional?	
45	Customer service training (y, n)	
46	Communications skills training (y, n)	
47	Basic computer software skills (y, n)	
48	Specific programmatic training (y, n)	
Continuing Education Credits for Front Line Staff		
49	Does the LWDB ensure all front-line staff who received Tier I certification prior to the review period have 15 hours of continuing education credits completed by the staff's certification anniversary date? (y, n)	Please see the sheet for Bradenton.
50	Attach the list of employees (defined as front line staff) required to complete the 15 hours of continuing education.	
Minimum activities to be provided by the Career Center		
51	Are the following minimum activities provided <b>on-site</b> , by <b>referral</b> or by <b>internet</b> connection? (y, n)	If yes, indicate the manner in which these activities are provided.
52	WIOA Adult/Dislocated worker program	Y on-site
53	Veterans Workforce Investment programs	Y internet
54	Migrant and Seasonal Farm Worker services	Y referral
55	<a href="#">FDOE Farmworker Career Development Program</a>	Y referral
56	<a href="#">Indian and Native American programs</a>	Y internet
57	Job Corps	Y internet
58	Youth Services	Y on-site
59	Wagner-Peyser Programs	Y on-site
60	Adult Education	Y on-site
61	Industrial Education	Y internet
62	Vocational Rehabilitation	Y on-site
63	Older Worker Programs	Y internet
64	Trade Adjustment Assistance	Y on-site
65	Veterans Employment and Training Services	Y internet
66	<a href="#">Community Service Block Grant Activities</a>	Y internet
67	<a href="#">Employment and Training activities carried out by the Department of Housing and Urban Development</a>	Y internet
68	Unemployment Insurance Programs	Y on-site
69	Temporary Assistance for the Needy Families/ Welfare Transition	Y on-site
70	Supplemental Nutrition Assistance Program - Employment and Training	Y on-site
71	Supportive Services such as child care and transportation	Y referral
72	Disability Specialist	Y referral
Self Attestation:		

I Eddie Fernandez certify, to the best of my knowledge, that the above information provided as part of DEO's Credentialing process is true and correct.


Signature *Eddie Fernandez*

Date March 4, 2021

# Signature Certificate

Document Ref.: T3P6S-KUF9E-MVPPF-PBTZW

Document signed by:

	<p><b>Eddie Fernandez</b> Verified E-mail: efernandez@careersourcesc.com</p>	 
<p>IP: 97.106.33.189      Date: 05 Mar 2021 12:56:25 UTC</p>		

Document completed by all parties on:  
05 Mar 2021 12:56:25 UTC

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Division of Workforce Services

Bureau of One-Stop and Program Support  
Program Year 2020-21

Certification for Program Year 2020-21  
All requirements are per DEO Credentialing Guidance Paper OSPS-81, CSF Admin. Policy 92 and 93, and Federal law.

Name and Number of LWDB: <b>18</b>
Name and Location of Career Center: <b>CareerSource Suncoast North Port</b>
Name of individual completing this form: <b>Eddie Fernandez</b>
Date: March 4, 2021

I am providing this form in connection with the DEO Local Workforce Development Board credentialing certification for PY 2020-2021. I confirm, to the best of my knowledge and belief, the following representations:

Career Center Credentialing		Y/N	Comments
<b>Minimum Resource Room Requirements</b>			
1	Are the following labor market publications and resources accessible to users? (y, n)		
2	<a href="#">Wage Conversion Posters (Note: Posters show hourly wages converted into weekly/monthly/annual earnings.)</a>	Y	
3	<a href="#">Resource Guide (displays the Systems, Publications, and Reports available from the Labor Market Statistics Center)</a>	Y	
4	<a href="#">Career Comics</a>	Y	
5	<a href="#">Job Journey Occupational Career Posters</a>	Y	
6	<a href="#">Occupational Highlights</a>	Y	
7	<a href="#">Industry Profiles</a>	Y	
8	<a href="#">Employment Projections Data</a>	Y	
9	<a href="#">Occupational Employment Statistics and Wages</a>	Y	
10	Career Information Delivery System (customized career decision making tools like CHOICES)	Y	
11	Career Infonet ( <a href="http://www.careerinfonet.org/">http://www.careerinfonet.org/</a> )	Y	
12	O*NET ONLINE ( <a href="http://www.onetonline.org/">http://www.onetonline.org/</a> )	Y	
13	Florida Research and Economic Information Database Application (FREIDA) <a href="http://freida.labormarketinfo.com/">http://freida.labormarketinfo.com/</a>	Y	
14	<a href="#">State Eligible Training Provider List (ETPL) for the LWDA</a>	Y	
15	Do computers have Internet Access?	Y	
16	Do the computers have a link to Employ Florida?	Y	
17	Is Employ Florida the MIS primarily used in the resource room for labor exchange services?	Y	
18	If no to #17, what is the labor exchange system/program being used?	N/A	
19	Do basic software programs include technical skills self-assessment, resume building and interviewing skills?	Y	
20	Are staff available to provide assistance on the use of software programs using labor market information and other web-based resources?	Y	
<b>Posters required by Federal and State Law and Guidance</b>			
21	Does the location display the following posters as required by law, in a place that is visible to customers? (y, n)		
22	<a href="#">"Employee Rights Under the National Labor Standards Act"</a>	Y	
23	<a href="#">"Family and Medical Leave Act"</a>	Y	
24	<a href="#">"If You Have A Complaint"</a>	Y	
25	<a href="#">"Notice to Workers with Disabilities"</a>	Y	
26	<a href="#">"Migrant &amp; Seasonal Agriculture Worker Protection Act"</a>	Y	
27	<a href="#">"Job Safety and Health Protection Occupational Safety and Health Act"</a>	Y	
28	<a href="#">"Fair Labor Standards Act"</a>	Y	
29	<a href="#">"Florida Law Prohibits Discrimination"</a>	Y	
30	<a href="#">"Reemployment Assistance"</a>	Y	
31	<a href="#">"Child Labor Laws"</a>	Y	
32	<a href="#">"Interpretive Services" (One of three allowable posters)</a>	Y	
33	<a href="#">"Worker's Compensation Works for You"</a>	Y	
34	<a href="#">"Employee Polygraph Protection Act (EPPA)"</a>	Y	
35	<a href="#">"Uniformed Services Employment and Reemployment Rights Act (USERRA)"</a>	Y	
36	<a href="#">"Equal Employment Opportunity is the Law"</a>	Y	
37	<a href="#">"Florida Minimum Wage"</a>	Y	
<b>Minimum Operating Hours</b>			
38	Does the Career Center have standard operating hours for this site? (y, n) Please list days/hours in 'Comments' section.	Y	Monday-Friday 9:00-5:00 (Presently, this is a virtual only center)
39	Are the operating hours prominently posted? (y, n)	Y	

Minimum Skills Standards/Certification for Front-Line Staff		
40	Does the LWDB ensure that all front line staff successfully complete the Florida Workforce Professional Tier I certification within one year of the employee start date ?	Please see the sheet for Bradenton.
41	List the number of employees required to complete the Tier I certification during the previous program year.	
42	List the number of employees that successfully completed the Tier I certification during the previous program year.	
43	Attach the list of employees (defined as front line staff) required to complete the Tier I certification during the previous program year.	
44	Do front line staff have the following minimum skills required of a workforce professional?	
45	Customer service training (y, n)	
46	Communications skills training (y, n)	
47	Basic computer software skills (y, n)	
48	Specific programmatic training (y, n)	
Continuing Education Credits for Front Line Staff		
49	Does the LWDB ensure all front-line staff who received Tier I certification prior to the review period have 15 hours of continuing education credits completed by the staff's certification anniversary date? (y, n)	Please see the sheet for Bradenton.
50	Attach the list of employees (defined as front line staff) required to complete the 15 hours of continuing education.	
Minimum activities to be provided by the Career Center		
51	Are the following minimum activities provided <b>on-site</b> , by <b>referral</b> or by <b>internet</b> connection? (y, n)	If yes, indicate the manner in which these activities are provided.
52	WIOA Adult/Dislocated worker program	Y on-site
53	Veterans Workforce Investment programs	Y internet
54	Migrant and Seasonal Farm Worker services	Y referral
55	<a href="#">FDOE Farmworker Career Development Program</a>	Y referral
56	<a href="#">Indian and Native American programs</a>	Y internet
57	Job Corps	Y internet
58	Youth Services	Y on-site
59	Wagner-Peyser Programs	Y on-site
60	Adult Education	Y referral
61	Industrial Education	Y internet
62	Vocational Rehabilitation	Y referral
63	Older Worker Programs	Y internet
64	Trade Adjustment Assistance	Y referral
65	Veterans Employment and Training Services	Y internet
66	<a href="#">Community Service Block Grant Activities</a>	Y internet
67	<a href="#">Employment and Training activities carried out by the Department of Housing and Urban Development</a>	Y internet
68	Unemployment Insurance Programs	Y on-site
69	Temporary Assistance for the Needy Families/ Welfare Transition	Y on-site
70	Supplemental Nutrition Assistance Program - Employment and Training	Y on-site
71	Supportive Services such as child care and transportation	Y referral
72	Disability Specialist	Y referral
Self Attestation:		

I \_\_\_Eddie Fernandez\_\_\_ certify, to the best of my knowledge, that the above information provided as part of DEO's Credentialing process is true and correct.

Signature *Eddie Fernandez*

Date \_\_\_March 4, 2021\_\_\_



# Signature Certificate

Document Ref.: QQ3M8-IM2A3-XGP6I-JQ7BW

Document signed by:

	<p><b>Eddie Fernandez</b> Verified E-mail: efernandez@careersourcesc.com</p>	 
<p>IP: 97.106.33.189      Date: 05 Mar 2021 12:57:04 UTC</p>		

Document completed by all parties on:  
05 Mar 2021 12:57:04 UTC

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Division of Workforce Services

Bureau of One-Stop and Program Support  
Program Year 2020-21

Certification for Program Year 2020-21  
All requirements are per DEO Credentialing Guidance Paper OSPS-81, CSF Admin. Policy 92 and 93, and Federal law.

Name and Number of LWDB: <b>18</b>
Name and Location of Career Center: <b>CareerSource Suncoast Bradenton</b>
Name of individual completing this form: <b>Eddie Fernandez</b>
Date: March 4, 2021

I am providing this form in connection with the DEO Local Workforce Development Board credentialing certification for PY 2020-2021. I confirm, to the best of my knowledge and belief, the following representations:

Career Center Credentialing		Y/N	Comments
<b>Minimum Resource Room Requirements</b>			
1	Are the following labor market publications and resources accessible to users? (y, n)		
2	<a href="#">Wage Conversion Posters (Note: Posters show hourly wages converted into weekly/monthly/annual earnings.)</a>	Y	
3	<a href="#">Resource Guide (displays the Systems, Publications, and Reports available from the Labor Market Statistics Center)</a>	Y	
4	<a href="#">Career Comics</a>	Y	
5	<a href="#">Job Journey Occupational Career Posters</a>	Y	
6	<a href="#">Occupational Highlights</a>	Y	
7	<a href="#">Industry Profiles</a>	Y	
8	<a href="#">Employment Projections Data</a>	Y	
9	<a href="#">Occupational Employment Statistics and Wages</a>	Y	
10	Career Information Delivery System (customized career decision making tools like CHOICES)	Y	
11	Career Infonet ( <a href="http://www.careerinfonet.org/">http://www.careerinfonet.org/</a> )	Y	
12	O*NET ONLINE ( <a href="http://www.onetonline.org/">http://www.onetonline.org/</a> )	Y	
13	Florida Research and Economic Information Database Application (FREIDA) <a href="http://freida.labormarketinfo.com/">http://freida.labormarketinfo.com/</a>	Y	
14	<a href="#">State Eligible Training Provider List (ETPL) for the LWDA</a>	Y	
15	Do computers have Internet Access?	Y	
16	Do the computers have a link to Employ Florida?	Y	
17	Is Employ Florida the MIS primarily used in the resource room for labor exchange services?	Y	
18	If no to #17, what is the labor exchange system/program being used?	N/A	
19	Do basic software programs include technical skills self-assessment, resume building and interviewing skills?	Y	
20	Are staff available to provide assistance on the use of software programs using labor market information and other web-based resources?	Y	
<b>Posters required by Federal and State Law and Guidance</b>			
21	Does the location display the following posters as required by law, in a place that is visible to customers? (y, n)		
22	<a href="#">"Employee Rights Under the National Labor Standards Act"</a>	Y	
23	<a href="#">"Family and Medical Leave Act"</a>	Y	
24	<a href="#">"If You Have A Complaint"</a>	Y	
25	<a href="#">"Notice to Workers with Disabilities"</a>	Y	
26	<a href="#">"Migrant &amp; Seasonal Agriculture Worker Protection Act"</a>	Y	
27	<a href="#">"Job Safety and Health Protection Occupational Safety and Health Act"</a>	Y	
28	<a href="#">"Fair Labor Standards Act"</a>	Y	
29	<a href="#">"Florida Law Prohibits Discrimination"</a>	Y	
30	<a href="#">"Reemployment Assistance"</a>	Y	
31	<a href="#">"Child Labor Laws"</a>	Y	
32	<a href="#">"Interpretive Services" (One of three allowable posters)</a>	Y	
33	<a href="#">"Worker's Compensation Works for You"</a>	Y	
34	<a href="#">"Employee Polygraph Protection Act (EPPA)"</a>	Y	
35	<a href="#">"Uniformed Services Employment and Reemployment Rights Act (USERRA)"</a>	Y	
36	<a href="#">"Equal Employment Opportunity is the Law"</a>	Y	
37	<a href="#">"Florida Minimum Wage"</a>	Y	
<b>Minimum Operating Hours</b>			
38	Does the Career Center have standard operating hours for this site? (y, n) Please list days/hours in 'Comments' section.	Y	Monday-Friday 8:30-5:00
39	Are the operating hours prominently posted? (y, n)	Y	

Minimum Skills Standards/Certification for Front-Line Staff		
40	Does the LWDB ensure that all front line staff successfully complete the Florida Workforce Professional Tier I certification within one year of the employee start date ?	Y
41	List the number of employees required to complete the Tier I certification during the previous program year.	6
42	List the number of employees that successfully completed the Tier I certification during the previous program year.	6
43	Attach the list of employees (defined as front line staff) required to complete the Tier I certification during the previous program year.	Best, Latoya; Rogers, Tamara; Cordovez Diaz, Manuel; Stewart, Adranah; White, Hope; Zagame, Samantha
44	Do front line staff have the following minimum skills required of a workforce professional?	
45	Customer service training (y, n)	Y
46	Communications skills training (y, n)	Y
47	Basic computer software skills (y, n)	Y
48	Specific programmatic training (y, n)	Y
Continuing Education Credits for Front Line Staff		
49	Does the LWDB ensure all front-line staff who received Tier I certification prior to the review period have 15 hours of continuing education credits completed by the staff's certification anniversary date? (y, n)	Y
50	Attach the list of employees (defined as front line staff) required to complete the 15 hours of continuing education.	
Minimum activities to be provided by the Career Center		
51	Are the following minimum activities provided on-site, by referral or by internet connection? (y, n)	If yes, indicate the manner in which these activities are provided.
52	WIOA Adult/Dislocated worker program	Y on-site
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56	<a href="#">Indian and Native American programs</a>	Y Internet
57	Job Corps	Y Internet
58	Youth Services	Y on-site
59	Wagner-Peyser Programs	Y on-site
60	Adult Education	Y on-site
61	Industrial Education	Y Internet
62	Vocational Rehabilitation	Y referral
63	Older Worker Programs	Y Internet
64	Trade Adjustment Assistance	Y referral
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66	<a href="#">Community Service Block Grant Activities</a>	Y Internet
67	<a href="#">Employment and Training activities carried out by the Department of Housing and Urban Development</a>	Y Internet
68	Unemployment Insurance Programs	Y on-site
69	Temporary Assistance for the Needy Families/ Welfare Transition	Y on-site
70	Supplemental Nutrition Assistance Program - Employment and Training	Y on-site
71	Supportive Services such as child care and transportation	Y referral
72	Disability Specialist	Y on-site
Self Attestation:		

I Eddie Fernandez certify, to the best of my knowledge, that the above information provided as part of DEO's Credentialing process is true and correct.

Signature \_\_\_\_\_


*Eddie Fernandez*

Date March 4, 2021

# Signature Certificate

Document Ref.: ASZQP-2P4N5-BCWKM-UYWRG

Document signed by:

	<p><b>Eddie Fernandez</b> Verified E-mail: efernandez@careersourcesc.com</p>	 
<p>IP: 97.106.33.189      Date: 05 Mar 2021 12:57:36 UTC</p>		

Document completed by all parties on:  
05 Mar 2021 12:57:36 UTC

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**SUNCOAST WORKFORCE BOARD, INC dba CAREER SOURCE SUNCOAST  
SUB-AWARD TO  
Educational Management & Services FL, LLC**

<b>Title 2 - Subtitle A - Chapter II - Part 200 - Subpart D - § 200.331: Requirements for pass-through entities.</b>	
(a) The following sub-award information is provided by Suncoast Workforce Board, Inc. dba CareerSource Suncoast (CSS), the Pass-Through Entity, to Educational Management & Services FL, LLC, the Sub-Recipient. If/when any of these data elements changes, the change(s) will (also) be included in any subsequent sub-award modification(s).	
(1) Federal Award Identification.	
<ul style="list-style-type: none"> <li>Sub-Recipient name (which must match the name associated with its unique entity identifier)</li> </ul>	<b>Educational Management &amp; Services FL, LLC</b>
<ul style="list-style-type: none"> <li>Sub-Recipient's unique entity identifier</li> </ul>	See W-9
<ul style="list-style-type: none"> <li>Sub-Award Period of Performance: start/end dates</li> </ul>	07/21/2021 - 06/30/2022
<ul style="list-style-type: none"> <li>Amount of Federal funds obligated by this action</li> </ul>	\$35,000
<ul style="list-style-type: none"> <li>Total amount of Federal funds obligated to the Sub-Recipient</li> </ul>	\$35,000
<ul style="list-style-type: none"> <li>Federal award project description</li> </ul>	One- Stop Operator
<ul style="list-style-type: none"> <li>Name of Federal awarding agency</li> <li>Pass-through entity</li> </ul>	<u>Federal awarding agency:</u> For WIOA: U. S. Dept. of Labor through State of Florida, Dept. of Economic Opportunity For TANF: U. S. Dept. of Health and Human Services through State of Florida, Dept. of Economic Opportunity Pass Through Entity: CareerSource Suncoast
<ul style="list-style-type: none"> <li>CFDA Number and Name</li> </ul>	17.258 - WIOA Adult, 17.278 - WIOA Dislocated Worker (DW), 17.259 - WIOA Youth, 17.207 - Wagner-Peyser (W-P), 10.561 - SNAP, 93.558 - TANF.
<ul style="list-style-type: none"> <li>Is this sub-award for R&amp;D?</li> </ul>	No
<ul style="list-style-type: none"> <li>Indirect cost rate for the Federal award</li> </ul>	Not Applicable

THIS SUB-AWARD is entered into between **CareerSource Suncoast (CSS)**, with administrative offices at 1112 Manatee Avenue East, Bradenton, FL 34208, and **Educational Management & Services FL, LLC** hereinafter referred to as "**Sub-recipient**" with administrative offices at 231 SW Red Maple Way, Lake City, FL 32024 for the purpose of providing One-Stop Operator services as authorized by the Workforce Innovation and Opportunity Act (WIOA - Public Law 113-128), and Florida's Workforce Innovation Act 2000, Chapter 2000-165 Laws of Florida, and any subsequent amendments.

CSS agrees to pay Sub-recipient for services according to the Agreement of Payment, an amount not to exceed thirty-five thousand dollars (\$35,000) subject to the availability of funds. Payments will be made through Federal funds from grants with CFDA numbers 17.258, 17.278, 17.259, 17.207, 10.561, 93.558 Sub-recipient acknowledges that the cost data submitted to CSS in support of this sub-award is accurate, complete and current as of the date of execution of this contract.

The Term of this sub-award will be from July 21, 2021 through June 30, 2022. CSS is not obligated to pay for costs incurred related to this sub-award prior to the start date or after the end date. At its sole discretion, CSS may opt to renew on an annual basis for up to four (3) additional years, based on performance, organizational strategies, and/or funding availability. This sub-award, which incorporates Attachment A - General Provisions, Attachment B - Statement of Work, Attachment C - Budget, Attachment D - Performance Objectives and

Deliverables, Attachment E - Individual Non-Disclosure and Confidentiality Certification Form, and Attachment F - Sub-recipient Certifications, contains all the terms and conditions agreed upon by both parties.

Attachments		
A	General Provisions	Pages 3-11
B	Statement of Work	Pages 12-13
C	Budget	Page 14
D	Performance Objectives and Deliverables	Page 15
E	Individual Non-Disclosure and Confidentiality Certification Form	Pages 16-17
F	Sub-recipient Certifications	Page 18-20

By signing this sub-award, Sub-recipient certifies compliance with the laws and regulations outlined in Attachment A General Provisions. Subject to modifications as the result of Federal mandates, as applicable.

IN WITNESS THEREOF, the parties hereto have caused this sub-award to be executed by their undersigned duly authorized officials.

Educational Management & Services FL, LLC

CareerSource Suncoast

*Ron Natale*

*Ted Ehrlichman*

\_\_\_\_\_  
Dr. Ron Natale, President / Owner

\_\_\_\_\_  
Ted Ehrlichman, President/CEO

07 / 21 / 2021

07 / 20 / 2021

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

DRAFT

CONTRACT NOT VALID UNTIL SIGNED BY BOTH PARTIES

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<ul style="list-style-type: none"> <li>I. <b>Sub-Recipient Assurances</b></li> <li>A. General Agreement</li> <li>B. Laws and Regulations</li> <li>C. Audits and Monitoring</li> <li>D. Record Keeping</li> <li>E. Access to Records</li> <li>F. Data Sharing and Confidentiality</li> <li>G. Internal Financial Control</li> <li>H. Invoices and Contract Close-Out</li> <li>I. Disallowed Costs/Return of Funds</li> </ul>	<ul style="list-style-type: none"> <li>J. Insurance</li> <li>K. Purchasing</li> <li>L. Equipment</li> <li>M. Use of Supplies</li> <li>N. Copyrights, Patent Rights, and Rights to Data</li> <li>O. Public Records</li> <li>P. Assignment and Subcontracts</li> <li>Q. Conflict of Interest</li> <li>R. Indemnification</li> <li>S. Health and Safety</li> <li>T. Grievance and Complaint Procedures</li> </ul>	<ul style="list-style-type: none"> <li>U. Sponsorship</li> <li>V. Knowledge of Terms of this contract</li> <li>W. Code of Conduct</li> <li>X. Incident Reporting</li> <li>Y. Enforcement of Sub-award Provisions</li> <li>Z. Warranty</li> </ul>
		<ul style="list-style-type: none"> <li>II. <b>Mutual Assurances</b></li> <li>A. Amendments and Modifications</li> <li>B. Termination</li> </ul>

**I. SUB-RECIPIENT ASSURANCES**

**A. General Agreement**

Sub-recipient shall provide services and/or training within the sub-award period and in accordance with the Statement of Work and within the parameters of the Agreement of Payment.

**B. Laws and Regulations**

1. The Sub-recipient warrants that all its activities and those of its subcontractors under this sub-award shall be conducted in conformance with the Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128, and Florida's Workforce Innovation Act 2000, Chapter 2000-165, Laws of Florida, and any subsequent amendments; the Statement of Work and all other terms of this sub-award; all applicable Federal, State and local laws, regulations, directives, policies, and instructions as they pertain to this sub-award which are in effect at the inception of this sub-award, or as may be promulgated or amended during its life; and other laws, ordinances, regulations, and licensing requirements including state and federal safety, health, and personal protective equipment requirements. When determining applicability, all programs and activities funded, or otherwise financially assisted, in whole or part, under WIOA and/or Florida's Workforce Innovation Act 2000, are considered to be programs and activities receiving federal financial assistance.

2. Sub-recipient shall comply fully with non-discrimination and equal opportunity provisions of the following laws:

- a. Section 654 of the Omnibus Budget Reconciliation Act of 1981 as amended, 42 U.S.C. 9849, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs;
- b. The Americans with Disabilities Act of 1990, P.L. 101-336, 42 U.S.C 12181 et seq., which prohibits discrimination on the basis of disability and requires reasonable accommodation for persons with disabilities;

- c. Executive Order 11246, Equal Employment Opportunity, as amended by EO 11375, and as supplemented in Dept. of Labor regulation 29 CFR parts 33 and 37 as well as 41 CFR part 60, and 45 CFR part 80, if applicable;
- d. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et. Seq., which prohibits discrimination on the basis of race, color, and national origin;
- e. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of disability;
- f. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et. Seq., which prohibits discrimination on the basis of sex in educational programs;
- g. the Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age;
- h. Section 188 of the Workforce Innovation and Opportunity Act (WIOA) 29 CFR Part 38, 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 WIOA Title I financially-assisted program or activity.

- 3. Sub-recipient will comply with the provisions in the Trafficking Victims Protection Act of 2000 (2 CFR 175) as amended.
- 4. Clean Air and Water Act: When applicable, if this sub-award is in excess of \$100,000, Sub-recipient shall comply with all applicable standards, orders, or regulations issued under the Clean Air Act as amended (42 USC 7401), et seq., and the Federal Water Pollution Control Act, 33 U.S.C. 1251 et seq., as amended.
- 5. Sub-recipient agrees to comply with the Pro-Children Act of 1994, 20 U.S.C. 6083 (P.L. 103-277), which requires that smoking not be

- permitted in any portion of any indoor facility used for the provision of federally funded services including health, day care, early childhood development, education or library services on a routine or regular basis, to children up to age 18.
6. Sub-recipient shall comply with mandatory standards and policies relating to energy efficiency which are contained in the State of Florida's energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 USC 6201).
  7. Sub-recipient will comply with the Solid Waste Disposal Act as amended by the Resource Conservation and Recovery Act (42 USC 6962).
  8. Sub-recipient will comply with environmental standards which may be prescribed pursuant to the following:
    - a. Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;
    - b. Notification of violating facilities pursuant to EO 11738;
    - c. Protection of wetlands pursuant to EO 11990;
    - d. Evaluation of flood hazards in flood plains in accordance with EO 11988;
    - e. Assurance of projected consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 US 1451 *et seq.*);
    - f. Conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 USC 7401 *et seq.*);
    - g. Protection of underground sources of drinking water under the State Drinking Water Act of 1974, as amended (P.L. 93-523);
    - h. Protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
  9. Sub-recipient will comply with the Davis-Bacon Act as amended (40 U.S.C. 276a to a-7) and as supplemented by Dept. of Labor (DOL) regulations 29 CFR Part 5; the Copeland Anti-Kickback Act (40 U.S.C. 276c and 18 U.S.C. 874) as supplemented by DOL regulations 29 CFR Part 3; and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333) as supplemented by DOL regulations 29 CFR Part 5 regarding labor standards for federally assisted construction sub-agreements.
  10. Sub-recipient is aware that federal funds may not be used for the purchase or improvement of land, or the purchase, construction, or permanent improvement of any building or facility. If any property has been constructed or substantially renovated through the unlawful use of state or federal funds, the federal government shall be entitled to a lien against said property.
  11. Sub-recipient shall comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7328) limiting the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
  12. Lobbying and Religious Activity  
No funds made available under this sub-award shall be used for lobbying of federal, state or local legislatures to influence legislation or appropriations; or to raise funds or to promote, assist, or deter union organizing - Byrd Anti-Lobbying Amendment (31 USC 1352), 29 CFR Part 93, and 45 CFR Part 93.  
  
The employment or training of any client in sectarian activities is prohibited. In addition, no customer shall be employed to carry out the construction, operation or maintenance of any part of any facility that is or will be used for sectarian instruction or as a place for religious worship.
  13. Equal Treatment for Faith-Based Organizations  
Sub-recipient must comply with the regulations identified in 29 CFR 2, Subpart D.
  14. Debarment and Suspension  
EO No. 12549 and 12689, Debarment and Suspension, Sub-recipient certifies that they are not on the list of entities on the federal debarment and suspension list and agrees to execute the Debarment and Suspension certification.
  15. Drug Free Workplace  
Sub-recipient shall comply with the Drug-Free Workplace Act of 1988, 41 U.S.C. 701 *et seq.* and all state and federal implementing regulations.
  16. If any part of this sub-award utilizes Welfare Transition (WT) funds, Sub-recipient shall comply with 45 CFR 98, the Temporary Assistance for Needy Families (TANF) Program, 45 CFR parts 260-265, and other applicable federal regulations and policies promulgated thereunder.
  17. Sub-recipient agrees that it shall comply with 2 CFR 200 - Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.
  18. Sub-recipient will comply with the Veterans Priority of Service Provisions, 20 CFR 1010, implementing priority of service in qualified job training programs for covered persons as authorized by section 2(a)(1) of JVA 38 U.S.C. 4215.
  19. Sub-recipient agrees that it will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing the programs associated with this sub-award.
- C. Audits and Monitoring**
1. Audit Requirements



A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with UG § 200.514, Scope of Audit, except when it elects to have a program-specific audit conducted in accordance with § 200.507, Program-specific audits.

2. **Monitoring**

Sub-recipient shall institute a system for monitoring fiscal and program activities for compliance with this sub-award. Sub-recipient will maintain documentation to verify completion of monitoring activities. The Sub-recipient shall respond in writing to CSS monitoring reports and requests for corrective action plans within ten (10) business days after the receipt of the monitoring report from CSS.

3. **Reports**

- a. Sub-recipient shall submit a copy of their independent audit report within thirty (30) calendar days after its receipt by the Sub-recipient, and not later than nine (9) months after the end date of this sub-award.
- b. If an official audit or monitoring report identifies unacceptable accounting practices and/or records management, CSS reserves the right to withhold any or all reimbursement from any future payments to the Sub-recipient until such time as the accounting practices and/or records management are improved to the satisfaction of CSS.

**D. Record Keeping**

Sub-recipient shall be responsible for maintaining all financial records, statistical records, property records, customer records, supporting documentation, and any other documents (including electronic storage media) pertinent to this sub-award for a period of five (5) years from the date of the final payment of this sub-award, or until all audits are complete and findings on all claims have finally been resolved, whichever is longer. Records for equipment shall be maintained beyond the prescribed period if necessary to ensure that they are retained for five (5) years after final disposition of the property.

Sub-recipient will cooperate with CSS to facilitate the duplication and/or transfer of any said records or documents during the required retention period. If the Sub-recipient is unable to retain the records for the required period, the Sub-recipient will notify CSS in writing and request instructions. Sub-recipient shall not dispose of any records without the prior written consent of CSS.

**E. Access to Records**

1. At any time during the term of this Agreement, or at any time during the record retention period following termination of this Agreement, Sub-recipient shall make all contracts, invoices, payroll records, personnel files, and any and all

other records relating to the program, funded by this Agreement, available and shall permit the Secretary of Labor, Comptroller General, the Governor, CareerSource Suncoast or their designated representatives to conduct on site evaluations, audits, investigations, and monitor program performance to ensure compliance with the terms of the Agreement and amendments hereto.

2. Sub-recipient shall make original and/or certified copies of any statements, records, reports, plans, information, documents, maps or other data used, produced, or developed by Sub-recipient pertaining to any program funded by this Agreement or amendment hereto, available to CSS, the Comptroller, General of the United States, the federal government and/or the Governor or their designated representatives at any time upon reasonable notice and at no cost for the purpose of auditing, monitoring, reviews, investigation, survey or examination, even though, the Sub-recipient may at the time of the request no longer be operating programs for CSS or be a Sub-recipient of CSS.
3. Sub-recipient must make all records described in this Agreement available to CSS, the State or the Federal government in Manatee or Sarasota County, Florida.
4. Sub-recipient shall assure that program and fiscal records are available to the monitors at the time of the start of all monitoring visits. CSS shall provide Sub-recipient with a schedule of the monitoring visits.
5. Sub-recipient agrees that when requested, Sub-recipient shall furnish any requested records to CSS within ten (10) days of the request. Failure to comply may result in CSS's withholding any Sub-recipients until such time that the Sub-recipient until such time that the Sub-recipient complies with the request.

**F. Data Sharing (Non-Disclosure) and Confidentiality**

All sub-recipients, and any subsequent sub-contractors and their employees or agents (who are) granted access to confidential data, agree to maintain the confidentiality of employer, employee, claimant, and participant identity and all related information, pursuant to State and Federal regulations, unless such information has been exempted from non-disclosure for business purposes in accordance with State or Federal law, or a lawful and proper authorization has been obtained from the employer, employee, claimant or participant. Proper authorization and disclosure shall include requirements and limitations established by law specified in 20 CFR 603, and sections 443.1715 and 443.171(5), Florida Statutes.

Sub-recipients, and any subsequent sub-contractors, and their employees or agents who have access to confidential information are required to sign and comply with an Individual Non-Disclosure and Confidentiality Certification. Sub-recipient or agents granted access to electronic data systems used in the

delivery of services must also sign a confidentiality access agreement for systems access privileges. Sub-recipient must inform CSS immediately of any employees who are terminated or are no longer in need of system access.

Sub-recipients, and any subsequent sub-contractors, and their employees or agents, are not to make copies of confidential documents or to access, allow access to, and/or use any confidential information for personal intent or any purpose other than in performance of their official public duties according to federal and state laws.

All documents, papers, computer files and other electronic media such as discs, thumb drives, laptops, and letters or other materials made, copied, or received in conjunction with this sub-award are subject to the applicable legal requirements for maintaining confidentiality and security of data in conformance with Federal, State, and local laws. Public access to records - unless covered by confidentiality rules - shall be in accordance with Chapter 119.021, Florida Statutes, regarding custodial requirements, and all other applicable laws or regulations.

Information may be made available to other CSS partners to affect the appropriate delivery of services to the customer.

#### G. Internal Financial Control

1. Sub-recipient shall be responsible for implementing procedures and internal financial controls governing the management and utilization of the funds provided hereunder. Sub-recipient shall maintain its books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices which sufficiently and properly reflect all revenues and expenditures of funds provided by CSS under this sub-award.
2. Sub-recipient shall track costs in sufficient detail to determine compliance with applicable laws and regulations and to ensure that the funds have not been unlawfully spent. All expenditures must be in accordance with Uniform Guidance.
3. Sub-recipient shall maintain separate accounting records for funds received and expended under this sub-award.
4. Salary Cap: Sub-recipient shall comply with Public Law 109-234, Section 7013 regarding Salary Cap as it pertains to individuals employed under this sub-award with CSS. Annual certification will be required for submission with documentation during the contract period.

#### H. Invoices and Contract Close-out

All invoices and the contract close-out report shall be submitted to CareerSource Suncoast (CSS), 1112

Manatee Avenue East, Bradenton, FL 34208, including, but not limited to:

1. Invoice: In order to receive payment Sub-recipient shall an invoice to CSS by the twentieth (20<sup>th</sup>) calendar day following the end of each month. Invoices are generally paid within thirty (30) days of receipt. The invoice shall be for allowable costs as described in Sub-recipient's budget and as governed by the rules applicable to the funding streams and grants awarded to Sub-recipient. The invoice must be accompanied by all documentation necessary to substantiate the expenses for which is seeking reimbursement, including but not limited to supporting documentation deemed acceptable by CSS. Invoices containing costs not supported by the proper documentation or items not detailed in Sub-recipient's line item budget shall be paid minus the expenditures lacking the documentation or not included with the submission of the invoice. Accuracy and timeliness of the invoices shall be a factor in recommendations for future renewals made to CSS's governing boards.
2. Invoices must be submitted no later than the twentieth (20<sup>th</sup>) calendar day following the end of the month for which Sub-recipient is seeking reimbursement. Invoices submitted more than fifteen (15) calendar days following the termination of CSS program year, which is June 30 of each year, will be honored at CareerSource Suncoast's discretion. If accrual or invoice due date occurs on a weekend, then the due date occurs on a weekend, then the due date shall be the Friday prior.
3. Sub-recipient agrees to maintain and provide the following documentation to CSS, along with Sub-recipient's invoice for payment. Sub-recipient understands that invoices submitted without the below described documentation will not be honored.
  - a. Original and completed monthly Invoice, reflecting the appropriate time period and signed by an authorized Sub-recipient.
  - b. General or Accounting Ledger accurately reflecting all amounts billed; OR copies of paid invoices and copies of canceled checks for reimbursement of supplies, equipment, travel, expenditures). For mileage reimbursement requests, Sub-recipient shall use the CSS mileage form or their own form which contains the same information. Mileage from home to work will not be reimbursed. Sub-recipient is limited to the CSS rate when reimbursing its staff for mileage. Supporting explanations and/or calculations must be included to sufficiently verify ledger entries and to reconcile ledger line items to corresponding line items on the Request for Payment. All costs billed must be incurred and paid.
  - c. For payroll costs, payroll ledger/register reflecting allocation of staff time among

cost categories and signed by an authorized Sub-recipient official for reimbursement of salaries and benefits and signed by employee as well as immediate supervisor and time and attendance sheets for each person billed under the Agreement. Time sheets and payroll ledger should be submitted in a timely manner and coincide with payroll processing dates. For those persons not working solely for the purpose outlined in the contract, a timesheet must be submitted indicating actual hours worked as billed. Hours cannot be based on percentage of time or based on budget; Supporting explanations and/or calculations sufficiently verifying ledger entries, and reconciled ledger line items to the corresponding line items on the Request for Payment.

- d. Sub-recipient will submit supporting detail for fringe benefits billed upon request by CSS. Amounts billed for fringe benefits will be limited to actual costs.
- e. Detailed tapes and/or highlighted numbers on the invoices to support amounts listed on the payment requests must be included.
- f. For proprietary materials such as books and supplies, Sub-recipient shall provide signed receipts from students acknowledging delivery of the materials for which CSS is being charged.
- g. For reimbursement of rental and utility charges (if applicable), Sub-recipient shall provide a copy of the lease and, as appropriate, a copy of the entire phone bill, utility bill, and/or rental Agreement.
- h. For reimbursement of participant activities Sub-recipient shall provide participant attendance records and/or time sheets, participant payroll records, if applicable, participant competency tests, and any other documentation deemed necessary by CSS.
- i. Any changes to the budget above a 10% variance in line items will require a contract modification.
- j. The Sub-recipient, upon final payment of amounts due under this Agreement, less any credits, refunds, or rebates due to CSS, hereby releases and discharges CSS from any financial claims arising from this Agreement.

The Sub-recipient shall comply with all provisions of CSS's Contract Closeout Procedures.

- 4. **Program Income Report:** Program Income is defined as any revenues generated through activities funded under a sub-award in excess of costs.

In a cost reimbursement sub-award with holdback, any sub-award revenues in excess of

expenditures shall constitute program income and shall be spent on program related activities within the sub-award period or returned to CSS as part of the sub-award closeout.

**I. Disallowed Costs/Return of Funds**

- 1. Sub-recipient shall be liable to CSS for any disallowed or questioned costs that Sub-recipient or CSS incurs as a result of Sub-recipient expending funds in violation of this Agreement or in violation of the appropriate federal, state or local statutes, regulations, rules, policies, or procedures.
- 2. Disallowed or questioned costs may be identified through a monitoring report, investigation, review, or audit. Disallowed or questioned costs shall be refunded and promptly repaid to CSS by Sub-recipient within thirty (30) days of the issuance of the report.
- 3. If this or any other Agreement is in effect at the time of the identification of a questioned or disallowed cost, or a credit that is due CSS, CSS may deduct the amount disallowed/ questioned from any reimbursements or payments due Sub-recipient.

**J. Purchasing**

All purchasing of goods and services must be in compliance with CSS procurement guidelines or Sub-recipient's procurement policy, if the Sub-recipient's policy is approved in advance. Records must be maintained to document procurement efforts to comply with this requirement.

**K. Equipment**

The use of sub-award funds to purchase equipment, as defined in Uniform Guidance, is prohibited without prior written approval of CSS.

Equipment or products approved for purchase must comply with the Buy American Act as defined in P. L. 103-335, § 507.

**L. Use of Supplies**

Any consumable supplies purchased under this sub-award, or provided by CSS for use in delivering the services under this sub-award, shall be used exclusively for program purposes unless an "other-use" agreement has been made part of this sub-award.

**M. Copyrights, Patent Rights and Rights to Data**

Sub-recipient agrees that CSS, the State, and the federal government shall have a royalty free, nonexclusive and irrevocable license to reproduce, publish or otherwise use a copyright or patent or rights in data in any work developed in whole or in part with contract funds.

Sub-recipient agrees that CSS, the State, and the federal government shall have a royalty free and nonexclusive and irrevocable license to reproduce, publish, or otherwise use the copyright or patent or rights in data for any copyright, patent or rights in data that Sub-recipient purchases with contract funds.

CSS may utilize products as described above in conjunction with fee for service activities developed or operated by CareerSource Suncoast.

Sub-recipient agrees to comply with this section regardless of whether or not a copyright or patent has been secured or applied for in connection with the materials, products, rights in data, intellectual property or other similar materials or part thereof developed in whole or in part with funds made available under this Agreement.

Any breach of this section shall entitle CSS to damages at least equal to the fair market value of the materials, products, rights in data, intellectual property or other similar materials or part thereof and such other damages including punitive damages as a court may award.

Curriculum materials developed and copyrighted with non-contract funds, but which may be used for this project are not subject to this section.

#### **N. Public Records**

To the extent Sub-recipient is acting on behalf of CSS as provided under Subsection 119.011(2) of the Florida Statutes, Sub-recipient shall:

1. Keep and maintain public records required by CSS to perform the services under this Agreement.
2. Upon request from CSS's custodian of public records, provide CSS with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 of the Florida Statutes or otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if the Sub-recipient does not transfer the records to CSS.
4. Upon completion of the Agreement, transfer, at no cost, to CSS all public records in possession of Sub-recipient or keep and maintain public records required by CSS to perform the service. If the Sub-recipient transfers all public records to CSS upon completion of the Agreement, the Sub-recipient shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Sub-recipient keeps and maintains public records upon completion of the Agreement, the Sub-recipient shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to CSS, upon request from CSS's custodian of public records, in a format that is compatible with the information technology systems of CSS.

If the Sub-recipient fails to provide the public records to CSS within a reasonable time the Sub-recipient may be subject to penalties under Section 119.10 of the Florida Statutes. Further, CSS may exercise any remedies at law or in equity, including, without limitation, the right to (i) impose sanctions and assess financial consequences, (ii) withhold and/or reduce payment, and (iii) terminate this Agreement in accordance with the terms hereof.

**IF THE SUB-RECIPIENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SUB-RECIPIENT PROVIDER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT CSS'S CUSTODIAN OF PUBLIC RECORDS AT:**

**(941) 358-4200 OR**

**ACCOUNTING@CAREERSOURCESC.COM**

#### **O. Assignment and Subcontracts**

Sub-recipient shall not subcontract, assign, or transfer any rights or responsibilities under this sub-award, or any portion thereof, without the prior written approval of CSS, unless otherwise authorized by this sub-award. Sub-recipient shall submit a written subcontract to CSS for approval prior to its execution. Including the names of potential subcontractors in a response to a request for proposal does not relieve the Sub-recipient from obtaining this written approval.

CSS reserves the right to reject the subcontracting of certain services or training and the use of particular subcontractors.

In no case shall such approval from CSS relieve the Sub-recipient from its obligation under this sub-award, or change the terms of this sub-award. The Sub-recipient shall ensure that all applicable provisions of this sub-award are binding upon all approved subcontractors. It is understood that CSS shall not be liable to any subcontractor(s) for any expense or liabilities incurred under the subcontract.

#### **P. Conflict of Interest**

Sub-recipient asserts and assures that they did not solicit, pay, or offer some other form of consideration to any CSS Board Member, CSS staff person, or other elected official or public officer in order to obtain this contract award.

Sub-recipient asserts and assures that it is in compliance with the WIOA and other federal and state applicable conflict of interest restrictions.

Sub-recipient agrees to abide by CSS's Code of Conduct or with its own organizational Code of Conduct so long as it meets the minimum standard set forth within CSS's own Code of Conduct.

Neither Sub-recipient nor its employees shall have or hold any continuing or frequently recurring employment or contractual relationship that is substantially antagonistic or incompatible with Sub-recipient's loyal and conscientious exercise of

judgment related to performance under this Agreement.

Sub-recipient agrees that none of its officers or employees shall during the term of this Agreement serve as an expert witness against CSS, the CSS Chief Local Elected Officials, in any legal or administrative proceeding in which he or she is not a party unless compelled by court process, nor shall such persons give sworn testimony or issue a report or writing as an expression of his or her expert opinion which is adverse or prejudicial to the interests of CSS in connection with any such pending or threatened legal or administrative proceeding. The limitations of this section shall not preclude such persons from representing themselves in any action or in any administrative or legal proceeding.

In the event Sub-recipient is given written authorization from CSS to utilize subservice providers to perform any services required by this Agreement. Sub-recipient agrees to prohibit such subservice providers by written contract, from having any conflicts as within the meaning of this section.

**Q. Indemnification Applicable to State Agencies and Governmental Entities:**

If Sub-recipient is a state agency as defined in Chapter 768.28, Florida Statutes, Sub-recipient agrees to be fully responsible for acts and omissions of its agents or employees to the extent permitted by law. Nothing herein is intended to serve, as a waiver of sovereign immunity as applicable. Nothing herein shall be construed as consent by Sub-recipient as a political subdivision of the State of Florida to be sued by third parties in any matter arising out of this or any other contract, this Agreement or any part thereof. The provisions of this section shall survive the expiration or earlier termination of this Agreement. To the extent considered necessary by CSS any sums due Sub-recipient under this Agreement may be retained by CSS until all of CSS's claims for indemnification pursuant to this Agreement have been settled or otherwise resolved; and any amount withheld shall not be subject to interest payments on the part of CSS.

**Indemnification Applicable to Private-For-Profit, Public-Not-for-Profit and Private-Not-for-Profit Entities:**

Sub-recipient shall at all times hereafter indemnify, hold harmless and, at CSS's option, defend or pay for an attorney selected by the President & CEO to defend CSS, its officers, agents, servants, and employees against any and all claims, losses, liabilities, and expenditures of any kind, including attorney's fees, court costs, and expenses, caused by a negligent act or omission of Sub-recipient, its employees, agents, servants, or officers, or accruing, resulting from, or related to the subject matter of this Agreement including, without limitation, any and all claims, demands, or causes of action of any nature whatsoever resulting from injuries or damages sustained by any person or property. The provisions of this section shall survive the expiration or earlier

termination of this Agreement. To the extent considered necessary by CSS any sums due Sub-recipient under this Agreement may be retained by CSS until all of CSS's claims for indemnification pursuant to this Agreement have been settled or otherwise resolved; and any amount withheld shall not be subject to interest payments on the part of CSS.

**R. Health and Safety**  
Health and safety standards, including Child Labor Laws, established under state and federal law, otherwise applicable to working conditions of employees shall be applicable to working and training conditions of customers served under this sub-award. Where customers or employees covered under this sub-award are engaged in activities not covered under the Occupational Health and Safety Act of 1970, they shall not be required or permitted to work, be trained, or receive services in buildings or surroundings or under working conditions which are unsanitary, hazardous or dangerous to their health or safety.

**S. Grievance and Complaint Procedures**  
Sub-recipient agrees to provide program participant's access to the CSS grievance procedures for participants in CSS funded programs with respect to a non-criminal grievance or complaint arising in connection with WIOA programs operated by Sub-recipient other than civil rights complaints. Sub-recipient agrees to be bound by any decision arrived at as a result of taking part in the procedure. With respect to WIOA participants, the final resolution of the grievance must be within sixty (60) days of the filing of the formal grievance or complaint as per the WIOA Regulations.

Sub-recipient agrees to comply with the grievance procedures applicable to Providers in the event of a grievance with respect to CSS.

Whenever CSS forwards or notifies Sub-recipient of client complaints about the workforce system received from the State or other external sources Sub-recipient shall assist CSS in investigating the complaint in a timely manner, and agrees to take appropriate action to resolve the complaint as shall be determined by CSS.

Hearings regarding grievances in which a finding is made in Sub-recipient's favor are subject to state and federal approval and Agreement. If the State and/or federal oversight entity does not agree with the finding, whether it is regarding a participant complaint or a questioned or disallowed cost as a result of a monitoring or audit finding, Sub-recipient shall comply with the State or federal determination and in the event of a questioned or disallowed cost Sub-recipient shall be liable to CSS for repayment of the cost which has been questioned or disallowed.

**T. Sponsorship: Public Announcements and Advertising**  
Sub-recipient shall not publicize, advertise, or describe the training and/or services funded under

this contract, without prior approval from CSS. The Sub-recipient agrees to use the CareerSource brand name, and will adhere to all marketing strategies implemented by CSS. Sub-recipient agrees that when issuing statements, press releases, request for proposals, bid solicitation, and other documents describing the project or programs funded in whole or in part under this Agreement, Sub-recipient shall clearly state: (1) the percentage of the total cost of the program or project which will be financed with Federal money under this Agreement and (2) the dollar amount of Federal funds for the project or program in accordance with P.L. 103 - 333 § 508.

**U. Knowledge of Terms of this Contract**

The Sub-recipient shall take such actions as are necessary to ensure the knowledge and understanding of the terms of this sub-award by all staff of the Sub-recipient and any subcontractor(s).

**V. Code of Conduct**

Sub-recipient shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of this sub-award as identified in 29 CFR 95.42.

**W. Incident Reporting**

Known or suspected incidents of fraud, program abuse or criminal conduct shall be reported to CSS immediately.

**X. Enforcement of Contract Provisions**

The failure of CSS to strictly enforce any of the provisions of this sub-award, or to require strict performance by the Sub-recipient of any provision herein, shall in no way be construed to be a waiver of such provisions or the validity of this sub-award or any part hereof, or waive the right of CSS to thereafter enforce each and every provision herein.

**Y. Warranty**

The Sub-recipient covenants and warrants:

1. It is lawfully organized and constituted under all federal, state and local laws, ordinances and other authorities of its domicile and otherwise in full compliance with all legal requirements of its domicile;
2. It is possessed of the legal authority and capacity to enter into and perform this contract;
3. It is duly authorized to operate and do business in the State of Florida; and,
4. It has no present interest, nor shall it acquire any interest, which would conflict in any manner with its duties and obligations under this sub-award.

## II. MUTUAL ASSURANCES

### A. Amendments and Modifications

1. CareerSource Suncoast (CSS) reserves the authority to amend or modify this sub-award with written bilateral agreement of the Sub-recipient. Reimbursements and the total dollar amount may be adjusted retroactively to reflect cost increases when these have been established through the appropriate process and subsequently identified in a modification to the Sub-recipient's budget.
2. Mandatory changes in regulations, policies or laws will be unilaterally amended as a Sub-award Modification signed by the CSS President/CEO, and will be effective upon receipt by the Sub-recipient.
3. At the sole discretion of CSS, this sub-award may be renewed on an annual basis for up to three (3) additional years, based on performance, organizational strategies, and/or funding availability.

### B. Termination

1. Termination Due to Lack of Funds: If for any reason funds to finance this sub-award are reduced, suspended or terminated, in whole or in part, funding for this sub-award may cease. CSS shall provide no less than thirty (30) business day's written notice of such termination.
2. Termination for Breach: CSS may terminate this sub-award when it has determined that the Sub-recipient has failed to provide any of the services specified herein in a timely or proper fashion, failed to perform in whole or in part, or has violated any stipulations of this sub-award. CSS will notify Sub-recipient of such in writing. Depending on the situation and cause for the breach of sub-award, CSS may either unilaterally cancel the sub-award immediately, or allow the Sub-recipient ten (10) business days from receipt of notice in which to respond with a plan agreeable to CSS to correct said deficiencies. Upon failure of Sub-recipient to respond within the appointed time, or failure of Sub-recipient to respond with appropriate plans, CSS will serve a termination notice that shall become effective within fifteen (15) business days after its issuance.

In the event of such termination, CSS shall be liable for payment only for services rendered prior to the effective date of termination. Final billing for payment must be received by CSS within forty-five (45) calendar days of termination date.

Sub-recipient shall provide CSS with written notice of any perceived breach, and extend CSS ten (10) business days to cure any perceived breach under the contract.

3. Termination for Convenience: This sub-award may be terminated by either party for

convenience when it is in their best interest. CSS may suspend this sub-award for the purpose of investigating irregularities under this sub-award. Any termination for convenience will be preceded by written notice setting forth the effective date of said termination. The termination shall be effective thirty (30) calendar days after the notice is issued unless a lesser time is mutually agreed upon by both parties. The Sub-recipient has forty-five (45) calendar days after the effective date to bill for payment. Sub-recipient shall be entitled to receive just and equitable compensation for any services performed hereunder through the date of termination or suspension.

4. Other: Unearned payment(s) under this sub-award may be suspended or sub-award terminated upon the refusal by Sub-recipient to accept or comply with any additional conditions that may be imposed by the Federal Government, the State of Florida, the Governor, or CSS at any time.

The submittal of false information may be considered fraud and could result in the immediate termination of the sub-award

5. Arbitration Clause: Any controversy or claim arising out, of or relating to, this sub-award, or the breach thereof, shall be settled by arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

This sub-award shall be interpreted under the laws of the State of Florida.

6. Venue: The place for any hearing, arbitration, or other, shall be Manatee County, Florida.

ATTACHMENT B: STATEMENT OF WORK

One-Stop Operator - Educational Management & Services FL, LLC

July 21, 2021 - June 30, 2022

**Purpose:**

The purpose of this agreement is to establish an entity to act on behalf of CareerSource Suncoast as a One Stop Operator which has been defined as:

“An entity or entities that will strategically coordinate all mandatory partners across two counties represented by Career Source Suncoast as required by WIOA, and whose responsibilities will not include service delivery and overseen by the Chief Operations Officer. The One Stop Operator will work with CSS to meet all state and federal requirements.

CSS, per 20 CFR § 678.620, requires, at a minimum, that the One-Stop Operator coordinate the service delivery of the required one-stop partners and service providers as prescribed by WIOA sec. 121(b)(1)(B), 20 CFR 678.400, 34 CFR 361.400 and 34 CFR 463.400.

CSS will work with its One Stop Operator to coordinate required providers across the one-stop delivery system, with the priority placed on the comprehensive career center, which has been designated as Sarasota Career Center (North Sarasota County). The coordination of programs will include Vocational Rehabilitation, Division of Blind Services, Adult and Family Literacy, Career and Technical Education, Migrant Seasonal Farm Workers, Community Service Block Grant, and Housing and Urban Development self-sufficiency efforts.

Per the U.S. Department of Labor’s Training and Employment Guidance Letter (TEGL) 15-16 the One Stop Operator will:

- Disclose any potential conflicts of interest arising from the relationships of the one-stop operators with particular training service providers or other service providers, including but not limited to, career services providers;
- In coordinating services and serving as a one-stop operator, refrain from establishing practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term services, such as intensive employment, training, and education services; and
- Comply with Federal regulations, and procurement policies, relating to the calculation and use of profits.

As part of this agreement the One Stop Operator will not:

- convene system stakeholders to assist in the development of the local plan;
- direct career center staff to conduct activities or implement strategies;
- prepare and submit local plans (as required under WIOA sec. 107);



- be responsible for oversight of itself;
- manage or significantly participate in the competitive selection process for one-stop operators;
- select or terminate one-stop operators, career service providers, and youth providers;
- negotiate local performance accountability measures;
- perform eligibility determination;
- outreach, intake, or orientation for clients; or
- initial assessment of skills and support service needs

**Services to be Provided:**

Educational Management & Services FL, LLC under this Sub-Award Agreement with CSS, will facilitate coordination of one-stop center mandated partners, through the following responsibilities, as specified in the original Request for Proposal:

1. Understand the mission, vision, and service delivery requirements of the required one-stop partners to better strategically align with CSS priorities and services.
2. Develop, update, and track all memorandum of understandings (MOUs) and infrastructure funding agreements (IFAs) to maintain compliance with mandated partners. Mid-quarter monitoring of mandated partner activity supporting the infrastructure funding. Follow up with non-usage mandated partners. Providing blank quarterly infrastructure funding reports to each mandated partner prior to due dates. Following up and documenting completed quarterly infrastructure funding reports submitted by mandated partners.
3. Work with CSS designated staff to support building relationships with the required partners of the one-stop centers, as defined by CSS, and track implementation of activities and collaborations as outlined in the MOUs. To provide, maintain, review and monitor continuous improvement of the one stop centers and cross-referring of clients.
4. Continue work toward the development and implementation of braided services across one stop mandated partner programs to enhance client outcomes.
5. Facilitate conversations supporting and maintaining the use of Crosswalk - agency to agency referral system with one stop center mandated partners and other community organizations.
6. Convene meetings with mandated partners bi-annually (October and May) to share information, discuss strategies to positively impact employment outcomes for shared clients, and problem-solve collaboration issues.
7. Prepare written recommendations for shared costs, improvements, efficiencies, and modifications to current MOU's.
8. Make recommendations for additional non-mandated community organizations that will help improve and support the one-stop system.
9. Provide reports that includes updates to partner strategies to coordinate and deliver services, participant outcomes, partner success stories, and highlights of services coordination efforts.

10. With guidance from CSS, the sub-recipient shall prepare a summary report on the scope of services for the January Board meeting, and year-end report in June.

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ATTACHMENT C: BUDGET

One-Stop Operator - Educational Management & Services FL, LLC

July 21, 2021 - June 30, 2022

Payment to Contractor shall be cost reimbursement. The total cost reimbursement to be paid to Contractor for services under the terms of this Agreement shall not exceed the total amount stated in the table below unless otherwise authorized by CareerSource Suncoast in a written amendment to the Agreement. CSS will compensate Contractor for services performed during the period outlined in this agreement in an amount not to exceed \$35,000. The method of payments shall be paid in monthly payments of \$2,916.66. Monthly invoices shall be sent to the attention of CSS's Finance Department via its email address: [accounting@careersourcesc.com](mailto:accounting@careersourcesc.com).

Budget Cost Category Line Item	CareerSource Funding Amount
Consulting Services - One Stop Operator	\$35,000

Contractor will be responsible for all other general overhead costs.

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ATTACHMENT D - PERFORMANCE OBJECTIVES AND DELIVERABLES

One-Stop Operator - Educational Management & Services FL, LLC

July 21, 2021- June 30, 2022

In collaboration with CSS, during the period of performance under this agreement, the One Stop Operator will:

1. Develop recommendations for CSS consideration on client assessment, referrals, data sharing for each required partner of the One-Stop Centers by June 30, 2022.
2. Develop a tracking mechanism for all MOUs and IFAs by August 31, 2021 and review every quarter. Maintain MOU and IFA documents with mandated partners and revise and reissue as required.
3. Convene and facilitate meetings with the designated one-stop's required partners to review coordination activities and alignment with the MOU's and IFAs during October and May. Outcomes of meetings will be noted with monthly invoices as applicable.
4. Document, at a minimum, two best practices or promising practices identified in collaboration with a mandated partner.
5. Continuous training and engagement feedback in regard to Crosswalk referrals of partner clients.
6. Prepare a summary report on the scope of services for the January Board meeting, and year-end report in June.
7. Provide a client satisfaction survey in March/April 2022.

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## ATTACHMENT E - INDIVIDUAL NON-DISLOSURE AND CONFIDENTIALITY CERTIFICATION FORM

I understand that I will or may be exposed to certain confidential information, including but not limited to, personal identifying information of individuals who are employed by CareerSource Suncoast, receive public assistance, employment and unemployment insurance records maintained by the Department of Economic Opportunities, made available to the organizations, for the limited purpose of performing its duty pursuant to a Contract for Services and Non-Disclosure and Confidentiality Certification agreement.

These confidential records may include name (or other personally identifiable information), Social Security numbers, wage and employment data and public assistance information which are protected under federal and state law. Such information is confidential and may not be disclosed to others. In order to perform my duties associated with the program requirements set forth under contract or agreement, I am requesting an access to a secure database. Prior to receiving such means of access, I acknowledge and agree to abide by the following standards for the receipt and handling of confidential information:

1. I shall use access to the Workforce Systems only to secure information to conduct official program business under such contract/agreement.
2. I shall not disclose my username, password, or other information needed to access the Systems to any party nor shall I give any other individual access to information secured.
3. If I should become aware that any other individual - other than an authorized employee - may have obtained or has obtained access to my username, password, or other information needed to access the Workforce Systems, I shall immediately notify CareerSource Suncoast's IT Director or Programs Director.
4. I shall not share with anyone any other information regarding access to the Systems unless I am specifically authorized by CareerSource Suncoast.
5. I shall not access or request access to any Social Security numbers, personal information, wage or employment data unless such access is necessary for the performance of my official duties.
6. I shall not disclose any individual data to any parties who are not authorized to receive such data except in the form of reports containing only aggregate statistical information compiled in such a manner that it cannot be used to identify the individual(s) involved.
7. I shall retain the confidential data only for that period of time necessary to perform my duties. Thereafter, I shall either arrange for the retention of such information consistent with federal or state record retention requirements or delete or destroy such data.
8. I am knowledgeable about proper use and handling of confidential data. I shall comply with all confidentiality safeguards including but not limited to, the following: a) protecting the confidentiality of my username and password; b) securing computer equipment, disks, and offices in which confidential data may be kept; and c) following procedures for the timely destruction or deletion of confidential data.
9. I shall not copy, sell, or release data confidential or not obtained from my access to anyone. Any data, confidential or not, obtained will be destroyed in a secure and appropriate manner after completion of contract work.

10. I understand that if I violate any of the confidentiality provisions set forth in the written standards, training, and/or instructions I have received, my user privileges may be immediately suspended or terminated. I further acknowledge that applicable state and/or federal law may provide that any individual who discloses confidential information in violation of any provision of that section may be subject to a fine and/or period of imprisonment and dismissal from employment. I have been instructed that if I should violate the provisions of the law, I may receive one or more of these penalties.
11. Should I have any questions concerning the handling or disclosure of confidential information, I shall immediately seek guidance from CareerSource Suncoast designated contact and be guided by his/her response.

*Ron Natale*

Sub-recipient Employee Signature: \_\_\_\_\_

Date: 07 / 21 / 2021

Print Sub-recipient Name: Ron Natale

Company Name and Address: Educational Management and Service  
231 SW Red Maple Way Lake City, FL 32024

Work Telephone: 478 342 1118

E-Mail: rnatale@comcast.net

Application(s) Given Access To:

CSS Network & Email  
Crosswalk

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## ATTACHMENT F - SUBRECIPEINT CERTIFICATIONS

By signing the agreement, the Sub-recipient is providing the certifications as detailed below:

### **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS - PRIMARY COVERED TRANSACTION (29 CFR Part 95 and 98).**

The prospective Sub-recipient certifies to the best of its knowledge and belief, that it and its principals:

Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

Have not within a three-year period preceding this proposal been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

Are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (A) (2) of this certification; and,

Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause of default.

Where the prospective Sub-recipient is unable to certify to any of the statements in this certification, such prospective Sub-recipient shall attach an explanation to this proposal [or plan].

### **CERTIFICATION REGARDING LOBBYING (29 CFR Part 93).**

The undersigned (i.e. Sub-recipient) certifies, to the best of his or her knowledge and belief, that:

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employees of Congress, or employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, and U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### **CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS (29 CFR Part 94 and 98).**

Pursuant to the Drug-Free Workplace Act of 1988 and it's implementing regulations codified at 29 CFR 98, Subpart F. I, the undersigned Sub-recipient attest and certify that the Sub-recipient will provide a drug-free workplace by the following actions:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Sub-recipient's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Establishing an ongoing drug-free awareness program to inform employees concerning:
  - a. The dangers of drug abuse in the workplace.
  - b. The policy of maintaining a drug-free workplace.
  - c. Any available drug counseling, rehabilitation and employee assistance programs.
  - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace

3. Making it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by paragraph (C) (1).
4. Notifying the employee in the statement required by paragraph (C) (1) that, as a condition of employment under the contract, the employee will:
  - a. Abide by the terms of the statement.
  - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.
5. Notifying the Sub-recipient in writing ten (10) calendar days after receiving notice under subparagraph (C) (4) (b) from an employee or otherwise receiving actual notice of such conviction. We will provide such notice of convicted employees, including position title, to every Grant officer on whose Grant activity the convicted employee was working. The notice shall include the identification number(s) of each affected contract/grant.
6. Taking one of the following actions, within thirty (30) calendar days of receiving notice under subparagraph (C) (4) (b), with respect to any employee who is so convicted.
  - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 as amended.
  - b. Requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local, health, law enforcement or other appropriate agency.
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of this entire certification.

**NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE (29 CFR Part 37).**

As a condition to the award of financial assistance from the Department of Labor under Title I of the WIOA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

1. Section 188 of the Workforce Innovation Opportunity Act of 2014 (WIOA) 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 WIOA Title I financially assisted program or activity;
2. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;
3. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
4. 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.

Section 654 of the Omnibus Budget Reconciliation Act of 1981 as amended, 42 U.S.C. 9849, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs.

**CERTIFICATION & SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

1. This sworn statement and certification is submitted to CareerSource Suncoast by:

Ron Natale, President

\_\_\_\_\_  
(Print Individual's Name & Title)

for Educational Management and Services FL, LLC

\_\_\_\_\_  
(Print Name of Sub-recipient Submitting Sworn Statement)

whose business address is 231 SW Red Maple Way Lake City FL 32024

and its Federal Employer Identification Number is \_\_\_\_\_ refer to W-9

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any



public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
  - a. A predecessor or successor of a person convicted of a public entity crime; or
  - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a “person” as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or any entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (indicate which statement applies, **CHECK ONE ONLY**):

Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted Provider list. (attach a copy of the final order).

I UNDERSTAND THAT I AM REQUIRED TO INFORM CAREERSOURCE SUNCOAST PURSUANT TO FLORIDA STATUTES 287 OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

The Sub-recipient will comply with all applicable requirements of all other Federal Laws, executive orders, regulations, and policies governing the program(s) associated with this contract.

Ron Natale, President

\_\_\_\_\_  
Name and Title of Authorized Representative

*Ron Natale*

\_\_\_\_\_  
Signature of Authorized Representative

Ron Natale

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Sub-recipient

07 / 21 / 2021

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Date

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# Signature Certificate

Document Ref.: BQEHR-DU3TB-3BLYU-KQYXN

Document signed by:

	<b>Ted Ehrlichman</b> Verified E-mail: tehrlichman@careersourcesc.com	<i>Ted Ehrlichman</i>
IP: 98.219.121.116	Date: 20 Jul 2021 21:42:37 UTC	

	<b>Ron Natale</b> Verified E-mail: rnatale@comcast.net	<i>Ron Natale</i>
IP: 66.177.60.79	Date: 21 Jul 2021 11:58:04 UTC	

Document completed by all parties on:

21 Jul 2021 11:58:04 UTC

Page 1 of 1



Signed with PandaDoc.com

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# **BYLAWS OF SUNCOAST WORKFORCE BOARD, INC.**

## **ARTICLE I – NAME, INCORPORATION, TAX EXEMPT STATUS, PURPOSES AND POWERS**

Section 1.1. **Name.** The name of this Corporation shall be **Suncoast Workforce Board, Inc.**, dba CareerSource Suncoast also referred to herein as “the Board” and “the Corporation” and CSS.

Section 1.2. **Incorporation.** The Corporation is a not-for-profit corporation organized and existing under the laws of the State of Florida.

Section 1.3. **Tax Exempt Status.** The Corporation is intended to be an organization which is exempt from federal income taxation under Code Section 501(c) of the Internal Revenue Code of 1954 and the Regulations thereunder as the same now exist or as they may hereafter be amended from time to time.

Section 1.4. Suncoast Workforce Board, Inc. may also do business as CareerSource Suncoast.

Section 1.5. **Mission and Purposes.**

- A. **Regional Mission:** To recruit, train and retain talent for employers on the Suncoast.
- B. **Vision:** Employers will locate, expand, and flourish on the Suncoast because of our high-talent workforce.
- C. **Values:** Business Driven, Continuous Improvement, Integrity, Talent Focus and Purpose Driven.

Section 1.6. **Powers.** The Corporation shall have and exercise all rights and powers stated in its Articles of Incorporation, Bylaws, and as permitted by the laws of the State of Florida for not-for-profit corporations, including, but not limited to, the power to do all acts necessary or proper for the administration of its affairs and the attainment of its purposes.

## **ARTICLE II – OFFICES**

Section 2.1. **Principal Office.** The principal office of this Corporation in the State of Florida shall be located in the County of Sarasota or Manatee.

Section 2.2. **Other Office.** The Corporation may establish additional offices, as the Board of Directors may from time to time determine.

### ARTICLE III – LIMITATION ON ACTIVITIES

Section 3.1. The Corporation shall be non-partisan, non-sectional and non-sectarian and shall take no part in, or lend its influence or facilities to, the nomination, election, or appointment of any candidate for public office.

### ARTICLE IV – DIRECTORS

Section 4.1. Function. The Board of Directors is vested with the management of the business and affairs of the Corporation, and all corporate powers shall be exercised by or under the authority of the Board subject to law, the Articles of Incorporation, and these Bylaws. Management of the corporation shall not be inconsistent with the provisions of the Workforce Innovation and Opportunity Act, Public Law 113-128, Chapter 445, Florida Statutes, as the same may be amended from time to time.

Section 4.2. Structure. The Chief Local Elected Officials shall be the appointing authority for the members of the Board of Directors of the Corporation. Membership and appointment shall be consistent with the applicable provisions of Pub. L. No. 113-128 Title I and Chapter 445, Florida Statutes.

#### *a. Business*

A majority of the LWDB members must represent local businesses in the local area who:

- Are owners of a business, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority;
- Represent businesses, including small businesses, or organizations representing businesses that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area (at least two representatives of small businesses must be included); and
- Are appointed from among individuals nominated by local business organizations and business trade associations.

[§ 107(b)(2)(A), WIOA]

#### *b. Labor/Apprenticeships*

No less than 20% of the members shall be representatives of the workforce within the local area, including:

- Include at least two representatives of labor organizations nominated by local labor federations. For a local area in which no employees are represented by such organizations, at least two other representatives of employees will be included.
- Include at least one representative of a labor organization or a training director from a joint labor-management apprenticeship program. If no such joint program exists in the

area, at least one representative of an apprenticeship program in the area, if such a program exists.

- May include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or provide/support competitive integrated employment for individuals with disabilities.
- May include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives or organizations that serve out-of-school youth.

[§ 107(b)(2)(B), WIOA]

**c. Education**

Each local board shall include representatives of entities administering education and training activities in the local area, including:

- Include a representative of eligible providers administering adult education and literacy activities under Title II of WIOA.
- Include a representative of institutions of higher education providing workforce investment activities (including community colleges).
- Include a private education provider. CareerSource Florida may waive this requirement if requested by a LWDB if it is demonstrated that such representatives do not exist in the local area.
- May include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.

When there is more than one institution in each of the types of educational entities listed above, nominations are solicited from representatives of each of these entities.

[§ 107(b)(2)(C), WIOA, § 445.007(1), Fla. Stat.]

**d. Economic/Community Development and Other Entities**

Each local board shall include representatives of governmental and economic and community development entities serving the local areas, including:

- Include a representative of economic and community development entities serving the local area. An economic agency is defined as including a local planning or zoning commission or board, a community development agency, or another local agency or institution responsible for regulating, promoting, or assisting in local economic development.
- Include a representative of Vocational Rehabilitation serving the local area.

- May include representatives of agencies or entities serving the local area relating to transportation, housing, and public assistance.
- May include representatives of philanthropic organizations serving the local area.
- May include other individuals or representatives of entities as the Chief Local Elected Officials in the local areas determines to be appropriate.

[§ 107(b)(2)(D) & (E), § 3(17) WIOA]

Section 4.3. Term of Office.

- A. All appointments to the Board shall be for four (4) years, subject to approval of the Chief Local Elected Officials, and shall commence upon approval of the Chief Local Elected Officials.
- B. When a Board member's term expires, they can reapply using the same process as the original procedure. Members shall serve staggered terms and may not serve for more than eight (8) consecutive years, unless the member is a representative of a government entity. Individuals who have served 8 consecutive years, may reapply for membership after not serving as a Board member for a minimum of one year.
- C. Board members who no longer hold the position or status that made them eligible appointees must resign or be removed by the CLEO. Board members must reapply with their new position to be considered for re-appointment.

Section 4.4. Vacancies. A vacancy shall occur automatically when a Board member no longer meets the criteria for membership as originally appointed in accordance with their category of membership.

- A. Vacancies in Board membership created by death, resignation or disqualification shall be filled by an appointment made in the same manner as the original appointment.
- B. Vacancies must be filled within a reasonable amount of time, but no more than 12 months from the vacancy occurrence.
- C. New Board member's must be appointed to fill the same category of membership as that in which the vacancy occurred; however, new members do not have to be from the same organization as the members being replaced. All appointments for vacancies shall begin a new term.

Section 4.5. Removals.

- A. Absence of a member of the Board from three (3) consecutive regular meetings of the Board without a valid reason and/or prior written request

shall be grounds for removal of the member from the Board upon recommendation of the Executive Committee and vote of the Board.

- B. A member of the Board may be removed when deemed to be in the best interest of the Board upon recommendation by the Executive Committee, and a two-thirds (2/3) vote of the Board members present after a quorum is seated at a meeting noticed for said purpose.
- C. Upon a motion approved by the Board the recommendation for the removal of a member shall be communicated to the appointing authority which may act to remove the member and shall then appoint an individual in the same category as the terminated member.

Section 4.6. Meetings. All meetings shall be open to the public and noticed in accordance with the requirements of the Florida Government in the Sunshine Law, Section 286.011, Florida Statutes. The Board of Directors shall hold the following types of meetings:

- A. Regular Meetings. Regular meetings of the Board shall be held on a quarterly or more frequent basis if necessary. The annual meeting shall be scheduled in the month of September.
- B. Ad-Hoc Meetings. Special meetings of the Board may be called by the Chair of the Board, a majority of the Executive Committee, or by no fewer than ten (10) members of the Board.
- C. The Chair shall designate the date, time, and place of meetings, otherwise, the President/CEO.
- D. All meetings shall be held in a meeting place open and accessible to the general public in accordance with the Florida Government in the Sunshine Law, Section 286.011, Florida Statutes.
- E. Parliamentary procedures not otherwise governed by the Bylaws shall be guided by with Roberts Rules of Order, Revised.
- F. Participation in meetings shall be limited to members of Board, or their designated representative (who shall have no voting rights and who shall not count toward a quorum at the meeting) with the following exceptions:
  - 1. Regularly scheduled agenda items that call for reports or participation by nonmembers.
  - 2. The Chairman shall allow for comments or other participation by nonmembers on items under consideration before the group prior to the vote. However, the Chair may limit the time allotment for those seeking to comment.



Section 4.7. Quorum and Voting.

- A. A majority of the total current membership of the Board of Directors shall constitute a quorum for a meeting of the Board of Directors.
- B. Once a quorum has been seated, a vote by a majority of the members present is required to organize and conduct the business of the Board, except when otherwise provided for herein. There shall be no alternates or proxy voting. Board members may send a representative in their place but will not be counted toward a quorum.
- C. A Board member shall not cast a vote on, nor participate in, any decision-making capacity on the provision of services by such member (or any organization which that member directly represents) nor on any matter which would provide any direct financial benefit to that member, or a member of their immediate family as defined by the Florida Statutes. A Conflict-of-Interest form must be filled out by board members having any conflict and filed with the meeting minutes.

Section 4.8. Notice of Meetings. Written or electronic notice stating the place/ virtual link, the day and hour of the meeting together with a written agenda of the business to be conducted shall be emailed to all members entitled to vote at least seven (7) days in advance of the meeting. But in case of an emergency the Board Chair may call a meeting on less notice. Said notice shall be delivered by electronic mail, and publicly posted on the CareerSource Suncoast Website. Items not on the agenda may be taken up subject to a two-thirds (2/3) vote of the members present and voting.

Section 4.9. Minutes. Minutes shall be prepared documenting all formal actions of the Board and its Committees.

Section 4.10. Powers. Except as otherwise provided in the Articles of Incorporation, Workforce Innovation and Opportunity Act, Public Law 113-128, Chapter 445, Florida Statutes, or these Bylaws, the powers of this Corporation shall be exercised, its properties controlled, and its affairs conducted by the Board of Directors, which may, however, delegate the performance of any duties or the exercise of any powers to such officers and agents as the Board may from time to time designate.

Section 4.11. Duties. In addition to all customary duties to be carried out by the Board of Directors, as set forth herein and as provided by law, including but not limited to the provisions of the Workforce Innovation and Opportunity Act, Public Law 113-128 Chapter 445, Florida Statutes, or these Bylaws as amended from time to time, the duties of the Board of Directors of this Corporation shall include:

- A. Annually establishing, reviewing and/or amending performance goals for the Corporation designed to fulfill the mission of the Corporation.

- B. The Board of Directors and its officers shall be responsible for the prudent use by the Corporation of all public and private funds and shall ensure that the use of each fund is in accordance with all applicable laws, Bylaws, or contractual requirements.
- C. In the performance of its functions and duties, the Board of Directors may establish and implement policies, strategies, and programs so long as they are not in conflict with state or federal law.
- C. Except as delegated or authorized by the Board of Directors, individual Board members have no authority to control or direct the operations of the Corporation or the actions of its officers and employees, including the President/CEO.
- D. Board Members appointed to the Board of Directors are required to participate in orientation and annual training to ensure they understand the purpose of the participation on the Board. The purpose of orientation and training is to provide Board Members with information that empowers them to effectively serve. All new Board Members, within six (6) months of appointment, will complete a new Board Member orientation. The Board is responsible for and shall develop Board Member orientation.
- E. Board Members will complete annual refresher training to remind them of the purpose of their appointment as a Member of the Board.
- F. New Board Members and refresher training may be offered in-person and/or virtually at the discretion of the Board. The Board must retain and provide attendance records of participants and the dates of completion.

Section 4.12. Common Trust Funds. The Board of Directors may duly adopt and establish one or more common trust funds for the purpose of furnishing investments to the Corporation, or to any organization for any purpose permitted exempt organizations as set forth in Section 501(c) of the Internal Revenue Code of 1954 and the Regulations thereunder as the same now exist or as they may hereafter be amended from time to time, or to any organization, society, or corporation holding funds or property for the benefit of any of the foregoing institutions whether holding such funds or property as fiduciary or otherwise, subject to such terms and conditions as are set forth in the Articles of Incorporation of this Corporation and Bylaws.

Section 4.13. Indemnification of Officers and Directors and Bonding. The Board shall indemnify, defend, save, and hold harmless each member from personal liability to the maximum extent authorized by law as same may exist from time to time. It is specifically understood that each member is serving in a volunteer capacity and without compensation. It is the intent of this Article that no member shall have

personal liability for his or her acts or omissions, except in those instances where the Board is prohibited, by law, from indemnifying, defending, saving, and holding harmless such member. The Suncoast Workforce Board, Inc. will therefore maintain Directors and Officers liability insurance for board members.

The rights accruing to any person under the foregoing provisions of this Section shall not exclude any other right to which such person may be lawfully entitled, nor shall anything herein contained, restrict the right of the Corporation to indemnify or reimburse such person in any proper case even though not specifically herein provided for.

The Directors of this Corporation shall not be personally liable for its debts, liabilities, or other obligations.

The President/CEO and such other officers and staff as the Board of Directors may designate shall be bonded by a sufficient fidelity bond in the amount set forth under State and Federal requirements and shall be protected through the purchase of Directors and Officers Liability Insurance.

#### **ARTICLE V – OFFICERS**

Section 5.1. Elected and Appointed Officers. The officers of the Corporation shall consist of a President/CEO, a Chair, a Chair-Elect, and a Treasurer designated by the Board. The Chair may also appoint such other officers as the Board may deem appropriate. The Chair-Elect and the Treasurer may be the same person.

Section 5.2. Duties. The officers of the Corporation shall have the following duties:

- A. President/CEO. The President/CEO of the Corporation shall be hired by the Board of Directors which shall fix the salary and other terms and conditions of employment, upon the recommendation of the Executive Committee.

The President/CEO is the chief administrative and operational officer of the Board of Directors and of the Corporation and shall direct and supervise the administrative affairs of the Board of Directors and any Committees of the Corporation. The Board of Directors may delegate to the President/CEO those powers and responsibilities it deems appropriate.

The President/CEO shall have the authority to assign any of the following duties or responsibilities to another CSS executive staff member to act as a designee executive in the President/CEO's stead, in the event the President/CEO is unavailable.

The President/CEO or their designee shall have authority to hire, supervise, direct, and terminate all employees, and to determine their compensation within approved budget limitations.

The President/CEO or their designee shall have the authority to enter into contracts and MOUs as the Board or Executive Committee may approve from time to time, or as approved by the Board or Executive Committee through the enactment of policies pertaining to matters of procurement and program delivery.

The President/CEO shall have overall responsibility for the development, planning and implementation of the workforce development program for the Corporation in accordance with policies established by the Board of Directors.

The President/CEO shall establish staff policies, participate in the preparation of annual budgets, engage the services of outside professionals, and otherwise attend to the day-to-day operation of the Corporation and carry out the instructions of the Board of Directors and the Executive Committee.

The President/CEO shall be ex-officio, non-voting member of the Board, Executive Committee, and all other Committees.

The President/CEO shall serve as advisor to the Board Chair and all Committee Chairs and shall assemble information and data to be used to prepare reports as directed by the Board.

In coordination with the Treasurer, the President/CEO shall be responsible for the preparation of an operating budget covering all activities of the Board, subject to approval by the Board. The President/CEO shall further be authorized to make disbursements within approved budget allocations.

The President/CEO shall report to the Board through the Executive Committee. The Executive Committee shall review the performance of the President/CEO on an annual basis.

The President/CEO shall serve as the Executive Secretary of the Corporation. The President/CEO shall keep a record of the proceedings of the Board of Directors and is the custodian of all books, documents, and papers filed with the Board of Directors, the minutes of the meetings, and all board membership records, and exhibit such records to any director of the Corporation, or to his agent, or to any person or agency authorized by law to inspect them, at all reasonable times and on demand.

The President/CEO shall coordinate with the CLEOs regarding the identification and nomination of Board members to the LWDB and ensuring membership is compliant with WIOA and Florida Statutes;

The President/CEO shall organize board meetings and ensuring meetings are held according to the LWDB's bylaws and Florida's sunshine laws;

The President/CEO shall develop and submit the local and regional workforce development plan;

The President/CEO shall negotiate and reach an agreement on local performance measures;

The President/CEO shall certify the one-stop career centers.

- B. Chair. The Chair shall be elected from among the members of the Board who are representatives of the private sector and shall have been a member of the Board for at least one (1) year prior to taking office.

The Chair shall appoint Committee Chairs for all Committees from members of the Board. The Chair may serve on all Committees and shall perform such other duties as set forth in the Bylaws or as determined by the Board.

The Chair must be from the business community and may serve for a term of no more than two years, with service limited to two consecutive terms.

The Chair shall lead the board to develop a guiding vision that aligns with the state's priorities;

The Chair shall act as the lead strategic convener to promote and broker effective relationships between CLEOs and economic development, education, and workforce partners in the local area;

The Chair shall lead an executive committee to guide the work of the board, and ensure that committees or task forces have necessary leadership and membership to perform the work of the board; and

The Chair shall the agenda setting process for the year and guide meetings to ensure both tactical and strategic work is completed in all meetings.

- C. Chair-Elect. The Chair-Elect shall be elected from among the members of the Board who are representatives of the private sector and shall have been a member of the Board for at least one (1) year prior to taking office, and shall, in the absence of the Chair or in the event of the Chair's inability, perform the duties of the Chair and shall perform such other duties as are assigned by the Chair.

- D. Treasurer. The Treasurer shall chair the Finance & Performance Committee and be responsible to the Board for oversight of the Corporation's financial management system.

Section 5.3. Officer Nominating Committee. The Nominating Committee shall be appointed by the Chair, in consultation with the President/CEO. The Nominating Committee shall accept recommendations from the Board in assembling a slate of officers. The Nominating Committee will recommend to the full Board a slate of officers to serve on the Executive Committee. At the discretion of the Executive Committee, an At-Large Member may also be proposed to serve as an Officer.

Section 5.4. Elections. The Chair, Chair-Elect and Treasurer of the Executive Committee shall provide the confirmed slate to be confirmed annually by the Board at the September meeting, at which meeting the recommended and confirmed officers will be installed.

Section 5.5. Removal. The Board of Directors may recommend to the Chief Local Elected Officials the removal of any officer when it is deemed in the best interest of the Corporation.

## **ARTICLE VI – COMMITTEES**

Section 6.1. Executive Committee.

- A. The Executive Committee shall be composed of the Chair, Chair-Elect, Treasurer, and Chairs of all Committees, with the Past Chair having the choice of serving on the Executive Committee. All Executive Committee members shall serve one-year terms except the Chair as noted in 5.2 B. At least a majority of the members of the Executive Committee shall be representatives of the private sector. The Executive Committee is empowered to act and take necessary interim action between meetings of the Board.
- B. The Executive Committee and the President/CEO shall have such additional authority as the Board of Directors lawfully delegates to it.
- C. The Executive Committee shall assist the Treasurer with financial review responsibilities and shall review the President/CEO's recommended budget and make recommendations regarding the budget to the Board. The annual audit will be reviewed by the Executive Committee when the audit report is completed.

Section 6.2. Standing Committees. The Chair may appoint committees to fulfill the Boards' responsibilities to obtain technical assistance. The Board Chair shall name a Committee Chair for each Committee from among the members of the Committee who are also members of the Board of Directors. Each Committee may meet at the call of its Chair or at the direction of the Board of Directors but shall meet at least

quarterly. Standing Committees may include non-Board members, but the Chair and Vice Chair of all Committees shall be members of the Board.

- A. Finance & Performance Committee. The Finance & Performance Committee shall review the President/CEO's recommended budget and make recommendations regarding the budget to the Executive Committee. The Finance & Performance Committee shall consist of the Treasurer, and such members of the Board of Directors as are appointed by the Chair. The Finance & Performance Committee shall serve as the Audit Committee.

Section 6.3. Ad hoc Committees. Ad hoc Committees may be created and established by the Board of Directors. The scope and function, including any budget allocation, shall be established by the Board. Any special committee created by the Board of Directors shall automatically be abolished one (1) year after its creation unless the need for its continued existence is justified to the satisfaction of the Board of Directors. Ad- Hoc Committees may include non-Board members, but the Chair and Vice Chair of all Committees shall be members of the Board.

- A. Board of Directors Membership Committee. The Board of Directors membership committees shall be comprised of Board Members and/or Designees, with the Board's Chair Elect serving as the Committee Chair. The primary function of the Board of Directors Membership Committee is to recruit, vet, and nominate Board members, with consideration to equitable minority and gender representation reflective of the diversity of the Local Workforce Development Area. Meeting frequency shall be set as needed.

Section 6.4. Compliance with Sunshine Law. All Committee meetings shall be noticed and conducted in compliance with the requirements of the Florida Government in the Sunshine Law, Section 286.011, Florida Statutes.

## **ARTICLE VII – OPERATIONS**

Section 7.1. Fiscal Year. The fiscal year of the Corporation shall be July 1<sup>st</sup> through June 30<sup>th</sup> of the following calendar year.

Section 7.2. Execution of Documents. The President/CEO or their designee shall have the authority to enter into contracts as the Board or Executive Committee may approve from time to time, or as approved by the Board or Executive Committee through the enactment of policies pertaining to matters of procurement and program delivery.

Section 7.3. Books and Records. The Corporation shall keep correct and complete books and records of account and shall keep minutes on the proceedings of the Board of Directors. The Corporation shall keep at its principal place of business a membership register listing the names, addresses and other details of each Board of

Directors' member, and the original or a copy of its Bylaws, including amendments to date certified by the Treasurer of the Corporation.

Section 7.4. Inspection of Books and Records. All books and records of the Corporation shall be public records subject to inspection and copying as provided for in Chapter 119, Florida Statutes, as amended from time to time.

Section 7.5. Contracts. The Corporation shall have the authority to contract with public and private entities as necessary to further the purposes of the Corporation. All contracts executed by the Corporation must include specific performance expectations and deliverables.

Section 7.6. Budget. The Board of Directors of this Corporation shall adopt for each fiscal year a budget for the organization in accordance with the requirements of law. A budget shall be prepared annually prior to the commencement of the fiscal year. The President/CEO shall be responsible for preparation of the budget. The President/CEO will present the budget for review by the Finance & Performance Committee and the Executive Committee and approval by the Board of Directors. Allocation and expenditure of the funds of the Corporation shall be governed by the budget previously approved for the current fiscal year. The budget may be amended from time to time by the Board of Directors.

Section 7.7. Gifts and Contributions. The Board of Directors is authorized to accept on behalf of the Corporation any contribution, gift, bequest, or devise of any property whatsoever, for the general and special purposes of this Corporation. The Board of Directors may from time to time on behalf of the Corporation accept gifts of money or securities upon such terms as they shall approve, and may hold such cash or securities in the name of the Corporation or of such nominee or nominees as the Board of Directors may appoint, and may collect and receive the income thereof and devote the principal or income of such gifts to such purposes within the scope of the activities of the Corporation as the Board of Directors may determine.

The Board of Directors may enter into an agreement with any donor to continue to devote the principal or income of his gift to such particular purpose as the donor may designate, provided that such purpose is duly approved or ratified by resolution of the Board of Directors; and after such agreement, the principal or income of that particular gift shall be devoted in accordance with such agreement for the time specified therein.

Section 7.8. Deposits. All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies, or other depositories as the Board of Directors may select.

## ARTICLE VIII – AMENDMENT



Section 8.1. Amendment. The Bylaws may be altered, amended, or repealed and new Bylaws adopted by the affirmative vote of a majority of the full membership of the Board at a regular or special meeting, provided that any proposal to alter, amend or repeal Bylaws be submitted to each Board member at least fifteen (15) days prior to the meeting at which the proposal is to be considered.

#### **ARTICLE IX – PROHIBITION AGAINST SHARING IN CORPORATE EARNINGS**

Section 9.1. Prohibition Against Sharing in Corporate Earnings. No member, director, officer, or employee of or member of a Committee of or person connected with the Corporation, or any other private individual shall receive at any time any of the net earnings or pecuniary profit from the operations of the Corporation, provided that this shall not prevent the payment to any such person of such reasonable compensation for services rendered to or for the Corporation in effecting any of its purposes as shall be fixed by the Board of Directors; and no such person or persons shall be entitled to share in the distribution of any of the Corporate assets upon the dissolution of the Corporation. All members of the Corporation shall be deemed to have expressly consented and agreed that upon such dissolution or winding up of the affairs of the Corporation, whether voluntary or involuntary, the assets of the Corporation, after all debts have been satisfied, remaining in the hands of the Board of Directors shall be distributed within the intendment of Section 501(c) of the Internal Revenue code of 1954 and its Regulations as they now exist or as they may be amended, and consistent with other applicable law.

#### **ARTICLE X – EXEMPT ACTIVITIES**

Section 10.1. Exempt Activities. Notwithstanding any other provision of these Bylaws or the Articles of Incorporation, no member, director, officer, employee, or representative of this Corporation shall take any action or carry on any activity by or on behalf of the Corporation not permitted to be taken or carried on by an organization exempt under Section 501(c) of the Internal Revenue Code of 1954 and its Regulations as they now exist or as they may be amended.

#### **ARTICLE XI – DISSOLUTION OF CORPORATION**

Section 11.1. Dissolution. In the event of the liquidation or dissolution of the Corporation, whether voluntary or involuntary, no member shall be entitled to any distribution or division of its remaining property or its proceeds, and the balance of all money and other property received by the Corporation from any source, after the payment of all debts and obligations of the Corporation, shall be used or distributed to the State of Florida within the intendment of Section 501(c) of the Internal Revenue Code of 1954 and the Regulations thereunder.


#### **ARTICLE XII – NON-DISCRIMINATION POLICY**

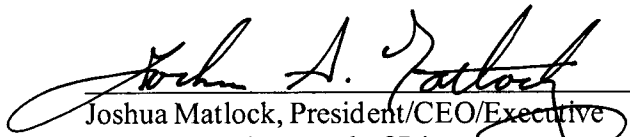
Section 12.1 The members, Officers, Directors, committee members, employees, and persons served by this Corporation shall be interviewed, selected, appointed, and promoted without regard to race, color, religion, sex, national origin, age, disability, handicap, marital status, sexual orientation, or status as a veteran except as provided for in applicable federal and/or state legislation.

**ARTICLE XIII – HARASSMENT POLICY**

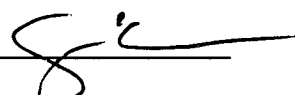
Section 13.1 It is the policy of the Corporation to strive for an environment that is free from all forms of Harassment based upon a protected category. Harassment based upon any of the categories found in Article XII, or found in any federal, state, or local law, in any manner or form is expressly prohibited. Any concerns and complaints should be brought to the attention of the Board Chair, or the President/CEO. CareerSource Suncoast also has a Whistleblower Policy with an Integrity Hotline 941-358-4200 x 1119 which goes to the attention of the Board Chair.

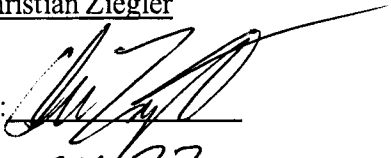
**WE HEREBY CERTIFY** that these Bylaws have been adopted by the Board of Directors of the Suncoast Workforce Board, Inc., dba CareerSource Suncoast on the 24<sup>th</sup> day of March, 2022, by the requisite affirmative vote of a majority of the full membership of the Board pursuant to the prior Bylaws.

  
Eric Troyer, Chair

  
Joshua Matlock, President/CEO/Executive Secretary to the Board of Directors

**COUNTY LOCAL ELECTED OFFICIALS:**

Manatee County Commissioner  
Name: George Kruse  
Signature:   
Date: 3/24/22

Sarasota County Commissioner  
Name: Christian Ziegler  
Signature:   
Date: 3-24-22



CAREER SERVICES

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## PUBLIC NOTICE: 30-DAY PUBLIC COMMENT PERIOD FOR LOCAL PLAN- Two Year Modification

Public Notice is hereby given on this date – March, 4th 2022:

Through this announcement, CareerSource Suncoast (CSS) is soliciting public comment to its Local Plan- Two Year Modification under the Workforce Innovation and Opportunity Act (WIOA). The 30-day review period will end at the close of business on 04/04/2022.

The draft Local Plan is available for review at the CareerSource Suncoast website, ([CSS Four-Year Plan Modification](#)). A copy can also be reviewed at the CSS administrative office, Monday through Friday, 8:30 am to 5:00 pm, by contacting the Executive Assistant at 941-358-4080 extension 1111. The administrative office is located at 1112 Manatee Avenue East, Bradenton, FL 34208.

Written comments may be submitted to CareerSource Suncoast via e-mail to [wittc@careersurcesc.com](mailto:wittc@careersurcesc.com) or by mail or hand delivery to the administrative office (address above). Written comments must be received by the close of business on 04/04/2022.

## Request for Quote Suncoast Small Business Research Study

CareerSource Suncoast is the Local Workforce Development Board for Sarasota, FL and Manatee, FL counties. CareerSource Suncoast is seeking quotes from qualified organizations for the development of a strategic study that identifies past and current trends that point to the causes and conditions that lead small businesses (organizations with 5-50 FTE's and less than \$20 million in revenue) to fail. Included in the study would be recommendations of localized services that could be developed in an effort to avert future layoffs and/or business closures. Full report/study to be completed by April 15. The board will not accept responses to procurement solicitations from, or award a contract to, any entity that appears on the discriminatory vendor list described in [section 287.134, Florida Statutes](#).

Please submit quote to Michael Meerman, [mmeerman@careersourcesc.com](mailto:mmeerman@careersourcesc.com) by the close of business on December 17, 2021.

**CAREERSOURCE SUNCOAST**  
**Local Targeted Occupations Lists for PY2022/2023 Approval**  
**Board of Directors Summary Report**  
**May 26<sup>th</sup>, 2022**

**Background Information:**

As part of WIOA Implementation, CareerSource Florida's Administrative Policy Number 82 (adopted February 5, 2014 and Updated June 18, 2018) provides guidelines for the development of Local Workforce Development Boards Local Targeted Occupations List (LTOL).

The LTOL is key in the development of strategies to target high-growth and emerging occupations that are critical to the local economy. With occupations identified and listed for our area, CareerSource Suncoast (CSS) directs training resources for occupations in demand to assist job seekers, as well as local area workers seeking better employment and higher-earning opportunities. The LTOL process enhances collaboration between CSS and its stakeholders, resulting in a skilled workforce responsive to industry talent needs.

**Process:**

The Florida Department of Economic Opportunity (DEO), Bureau of Labor Market Statistics (LMS) annually publishes our Regional Demand Occupations List (RDOL). This year the lists were disseminated to all LWDBs on April 29, 2022. As identified in Policy Number 82, CSS develops our LTOL as follows:

- Uses the RDOL published by DEO's LMS as a starting point.
- Solicits the input of business and industry stakeholders and partners regarding the ability to add occupations to the list based on local input, demand, and associated wages.
- Reviews submissions for appropriateness and accuracy using other data sources and provides them to our LTOL & ETPL Review Committee to create the new draft LTOL for recommendation of approval to the CSS Board of Directors

**Result:**

This new draft PY 2022-23 LTOL has:

- One hundred and nineteen (119) occupations represented because of DEO's labor market statistics, and
- Eighteen (18) new/returning occupations added because of soliciting input from our local business and industry stakeholders and partners.
- One hundred thirty-seven (137) total occupations now represented. This is five (5) more occupations than the 2021-22 LTOL.

**REQUESTED ACTION: A motion that the Board approve the Local Targeted Occupations List for PY 2022-23 to be distributed to the area's training providers for the development of the 2022-23 Eligible Training Providers List.**

Respectfully submitted,

James Disbro, Director of Regional Alignment and Program Development

## PY 2022-2023 Local Targeted Occupations List

Workforce Development Area 18 - Manatee and Sarasota Counties

Sorted by Standard Occupational Classification Code

Effective July 1, 2022

SOC Code†	HSHW††	Occupational Title†	FLDOE Training Code†††	Data Source††††
111011	HSHW	Chief Executives	5	R
111021	HSHW	General and Operations Managers	4	R
112021	HSHW	Marketing Managers	5	R
112022	HSHW	Sales Managers	5	R
113010	HSHW	Administrative Services and Facilities Managers	5	R
113021	HSHW	Computer and Information Systems Managers	5	R
113031	HSHW	Financial Managers	5	R
119021	HSHW	Construction Managers	4	R
119051	HSHW	Food Service Managers	4	R
119081		Lodging Managers	4	R
119111	HSHW	Medical and Health Services Managers	5	R
119141		Property, Real Estate, and Community Association Managers	4	R
119198	HSHW	Personal Service Managers, All Other; Entertainment and Recreation Managers, Except Gambling; and Managers, All Other	5	R
131020	HSHW	Buyers and Purchasing Agents	4	R
131031	HSHW	Claims Adjusters, Examiners, and Investigators	3	R
131041	HSHW	Compliance Officers	3	R
131051	HSHW	Cost Estimators	4	R
131071	HSHW	Human Resources Specialists	5	R
131081	HSHW	Logisticians	5	R
131111	HSHW	Management Analysts	5	R
131121		Meeting, Convention, and Event Planners	4	S
131141	HSHW	Compensation, Benefits, and Job Analysis Specialists	4	S
131151	HSHW	Training and Development Specialists	5	R
131161	HSHW	Market Research Analysts and Marketing Specialists	5	R
131198	HSHW	Project Management Specialists and Business Operations Specialists, All Other	4	R
132011	HSHW	Accountants and Auditors	5	R
132052	HSHW	Personal Financial Advisors	5	R
132072		Loan Officers	4	R
132098		Financial and Investment Analysts, Financial Risk Specialists, and Financial Specialists, All Other	3	R
151211	HSHW	Computer Systems Analysts	4	R
151212	HSHW	Information Security Analysts	3	S
151231	HSHW	Computer Network Support Specialists	3	S
151232	HSHW	Computer User Support Specialists	3	R
151244	HSHW	Network and Computer Systems Administrators	4	S
151245	HSHW	Database Administrators and Architects	4	S
151256	HSHW	Software Developers and Software Quality Assurance Analysts and Testers	5	R
151257	HSHW	Web Developers and Digital Interface Designers	3	S
151299	HSHW	Computer Occupations, All Other	3	R
172051	HSHW	Civil Engineers	5	R
172112	HSHW	Industrial Engineers	5	R
173011		Architectural and Civil Drafters	3	R
173019		Drafters, All other	3	L

## PY 2022-2023 Local Targeted Occupations List

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Effective July 1, 2022

SOC Code†	HSHW††	Occupational Title†	FLDOE Training Code†††	Data Source††††
173023	HSHW	Electrical and Electronic Engineering Technologists and Technicians	4	S
173025		Environmental Engineering Technologists and Technicians	3	L
173026		Industrial Engineering Technicians	3	L
173029		Engineering Technologists and Technicians, Except Drafters, All Other	3	L
194099		Life, Physical, and Social Science Technicians, All Other	3	L
211014		Mental Health Counselor	4	L
211018	HSHW	Substance Abuse, Behavioral Disorder, and Mental Health Counselors	5	R
211023		Mental Health and Substance Abuse Social Workers	5	L
211093		Social and Human Service Assistants	3	R
212021	HSHW	Directors, Religious Activities and Education	5	R
232011		Paralegals and Legal Assistants	3	R
251199		Postsecondary Teachers, All Other	4	S
252021	HSHW	Elementary School Teachers, Except Special Education	5	R
252022	HSHW	Middle School Teachers, Except Special and Career/Technical Education	5	R
252031	HSHW	Secondary School Teachers, Except Special and Career/Technical Education	5	R
271024	HSHW	Graphic Designers	4	R
274011		Audio and Video Technicians	4	S
274021		Photographers	3	L
274032		Film and Video Editors	3	L
291071	HSHW	Physician Assistants	5	R
291126	HSHW	Respiratory Therapists	4	S
291141	HSHW	Registered Nurses	4	R
291292	HSHW	Dental Hygienists	4	R
292010	HSHW	Clinical Laboratory Technologists and Technicians	4	R
292034	HSHW	Radiologic Technologists and Technicians	3	R
292052		Pharmacy Technicians	3	L
292055		Surgical Technologists	3	R
292056		Veterinary Technologists and Technicians	4	R
292061		Licensed Practical and Licensed Vocational Nurses	3	R
292098		Medical Dosimetrists, Medical Records Specialists, and Health Technologists and Technicians, All Other	3	R
312011	HSHW	Occupational Therapy Assistants	4	R
312021	HSHW	Physical Therapist Assistants	4	R
319011		Massage Therapists	3	L
319091		Dental Assistants	3	R
319092		Medical Assistants	3	R
319097		Phlebotomists	3	R
332011		Firefighters	3	R
333012		Correctional Officers and Jailers	3	L
333051	HSHW	Police and Sheriff/Es Patrol Officers	3	R
351011	HSHW	Chefs and Head Cooks	3	R
351012		First-Line Supervisors of Food Preparation and Serving Workers	3	R
371011		First-Line Supervisors of Housekeeping and Janitorial Workers	3	R
371012		First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers	3	R
372021		Pest Control Workers	3	S

## PY 2022-2023 Local Targeted Occupations List

Workforce Development Area 18 - Manatee and Sarasota Counties

Sorted by Standard Occupational Classification Code

Effective July 1, 2022

SOC Code†	HSHW††	Occupational Title†	FLDOE Training Code†††	Data Source††††
391098		First-Line Supervisors of Personal Service and Entertainment and Recreation Workers, Except Gambling Services	3	S
395094		Skin Care Specialists	3	L
411011		First-Line Supervisors of Retail Sales Workers	3	R
411012	HSHW	First-Line Supervisors of Non-Retail Sales Workers	4	R
413021	HSHW	Insurance Sales Agents	3	R
413031	HSHW	Securities, Commodities, and Financial Services Sales Agents	5	R
414011	HSHW	Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	3	R
414012		Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	3	R
419021		Real Estate Brokers	3	S
431011	HSHW	First-Line Supervisors of Office and Administrative Support Workers	4	R
433031		Bookkeeping, Accounting, and Auditing Clerks	4	R
434131		Loan Interviewers and Clerks	3	R
435011		Cargo and Freight Agents	3	S
436013		Medical Secretaries and Administrative Assistants	3	R
471011	HSHW	First-Line Supervisors of Construction Trades and Extraction Workers	4	R
472021		Brickmasons and Blockmasons	3	R
472031		Carpenters	3	S
472044		Tile and Stone Setters	3	R
472051		Cement Masons and Concrete Finishers	3	R
472073		Operating Engineers and Other Construction Equipment Operators	3	R
472111		Electricians	3	R
472121		Glaziers	3	R
472141		Painters, Construction and Maintenance	3	R
472152		Plumbers, Pipefitters, and Steamfitters	3	R
474011	HSHW	Construction and Building Inspectors	3	R
490323		Automotive Service Technicians and Mechanics	3	L
491011	HSHW	First-Line Supervisors of Mechanics, Installers, and Repairers	3	R
492011		Computer, Automated Teller, and Office Machine Repairers	3	R
492022	HSHW	Telecommunications Equipment Installers and Repairers, Except Line Installers	3	R
492098		Security and Fire Alarm Systems Installers	3	S
493011	HSHW	Aircraft Mechanics and Service Technicians	3	S
493021		Automotive Body and Related Repairers	3	R
493031		Bus and Truck Mechanics and Diesel Engine Specialists	3	R
493051		Motorboat Mechanics and Service technician	3	R
499021		Heating, Air Conditioning, and Refrigeration Mechanics and Installers	3	R
499041		Industrial Machinery Mechanics	3	R
499052		Telecommunications Line Installers and Repairers	3	R
499071		Maintenance and Repair Workers, General	3	R

## PY 2022-2023 Local Targeted Occupations List

Workforce Development Area 18 - Manatee and Sarasota Counties

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Effective July 1, 2022

SOC Code†	HSHW††	Occupational Title†	FLDOE Training Code†††	Data Source††††
511011	HSHW	First-Line Supervisors of Production and Operating Workers	3	R
512051		Fiberglass Laminators and Fabricators	3	R
514041		Machinists	3	R
514111		Tool and Die Makers	3	L
514121		Welders, Cutters, Solderers, and Brazers	3	R
518031		Water and Wastewater Treatment Plant and System Operators	3	L
519161		Computer Numerically Controlled Tool Operators	3	R
531047		First-Line Supervisors of Transportation and Material Moving Workers, Except Aircraft Cargo Handling Supervisors	3	R
532012	HSHW	Commercial Pilots	3	S
533032		Heavy and Tractor-Trailer Truck Drivers	3	R
535021		Captains, Mates, and Pilots of Water Vessels	3	S
537051		Industrial Truck and Tractor Operators	3	S
472221		Structural Iron and Steel Workers	3	L

†SOC Code and Occupational Title refers to Standard Occupational Classification codes and titles.

††HSHW = High Skill/High Wage = (Mean Wage - \$25.55/hour & Entry Wage - \$16.31/hour).

†††FLDOE (Florida Department of Education) Training Code:

3 = Post Secondary Adult Vocational Certificate

4 = Community College Credit/Degree

5 = Bachelor's Degree

††††Data Source:

R = Meets regional wage and openings criteria based on state Labor Market Statistics employer survey data.

S = Meets statewide wage and openings criteria based on state Labor Market Statistics employer survey data.

L = Meets local review criteria.

Sources: Florida Department of Economic Opportunity (DEO), Bureau of Labor Market Statistics, 22-23 Regional Demand Occupations List (RDOL)  
Local Business & Industry Input/Data



**CAREERSOURCE SUNCOAST**  
**Related Party Agreements**  
**Board of Directors Summary Report**  
**May 26, 2022**

**Background Information:**

CareerSource Suncoast and the Department of Economic Opportunity's grantee-sub-grantee agreement provides clear guidance and rules in regard to related party contracts. These rules ensure transparency and accountability, prevent impropriety or the appearance of impropriety in public business, and limit the possibility of the improper expenditure of state or federal funds. "Related Party" includes any: Board member; Board employee or staff; relative of any Board member, employee or staff; any organization represented by or employing a Board member, employee or staff; any organization, the board of directors of which a Board member or employee or staff holds a board position; or any vendor with which a Board member has a relationship.

Any member of the Board of Directors must abstain from discussion and voting if they meet the definition outlined above.

**Related Party Agreements/Amounts:**

The following presented for approval are for training provider and worksite host agreements. The training provider agreement allows for CareerSource Suncoast enrolled clients to be issued Individual Training Account funding vouchers for occupational skills training. The worksite agreement is to host youth enrolled in the Career StartUp paid work experience program.

- Sarasota County School District-Suncoast Technical College/ \$9,995 maximum worksite host agreement for PY2021-2022 and \$150,000 maximum for PY2022-2023 training provider and worksite host agreements.
- Manatee County School District/Manatee Technical College/ \$150,000 maximum for PY2022-2023 training provider and worksite host agreements.
- State College of Florida/ \$175,000 maximum for PY2022-2023 training provider and worksite host agreements.

The following approvals are for the organization to enter into a worksite host agreement for CSS enrolled clients participating in the Career StartUp paid work experience program.

- Boys and Girls Club of Manatee County/ \$9,995 maximum for PY2021-2022 and \$25,000 maximum for PY2022-2023
- Boys and Girls Club of Sarasota County/ \$9,995 maximum for PY2021-2022 and \$25,000 maximum for PY2022-2023
- Sarasota County Housing Authority/ \$9,995 maximum for PY2021-2022 and \$25,000 maximum for PY2022-2023

The following approvals are for outreach and business services provided to assist with recruitment, retentions and enhancement of the current workforce to benefit the employers CareerSource Suncoast serves in Manatee County for the purposes outlined in the Workforce Innovation and Opportunity Act.

- Manatee Chamber Foundation/\$20,000 maximum for PY2022-2023
- Bradenton Area Economic Development Corp/\$20,000 maximum for PY2022-2023

**CAREERSOURCE SUNCOAST**  
**Related Party Agreements**  
**Board of Directors Summary Report**  
**May 26, 2022**

**Requested Action:**

A motion for the Board of Directors to approve the Related Party agreements for PY 2021/2022 with Sarasota County School Board-Suncoast Technical College for a maximum of \$9,995 and \$150,000 maximum for PY2022/2023.

A motion for the Board of Directors to approve the Related Party agreements for PY 2022/2023 with Manatee County School Board-Manatee Technical College for a maximum of \$150,000.

A motion for the Board of Directors to approve the Related Party agreements for PY 2022/2023 with State College of Florida for a maximum of \$175,000.

A motion for the Board of Directors to approve the Related Party agreements for PY 2021/2022 at a maximum of \$9,995 and PY 2022/2023 at a maximum of \$25,000 with the Boys and Girls Clubs of Manatee County.

A motion for the Board of Directors to approve the Related Party agreements for PY 2021/2022 at a maximum of \$9,995 and PY 2022/2023 at a maximum of \$25,000 with the Boys and Girls Clubs of Sarasota County.

A motion for the Board of Directors to approve the Related Party agreements for PY 2021/2022 at a maximum of \$9,995 and PY 2022/2023 at a maximum of \$25,000 with the Sarasota County Housing Authority.

A motion for the Board of Directors to approve the Related Party agreement for PY 2022/2023 with the Manatee Chamber Foundation for a maximum of \$20,000.

A motion for the Board of Directors to approve the Related Party agreement for PY 2022/2023 with the Bradenton Area Economic Development Corp. for a maximum of \$20,000.

Respectfully submitted,  
Robin Dawson, CFAO



OTHER BOARD BUSINESS



April 28, 2022

CareerSource Suncoast  
3660 N. Washington Blvd.  
Sarasota, FL 34234

Attn: Josh Matlock  
Chief Executive Officer

Dear Josh:

It is with mixed emotions that I submit my resignation as a board member of CareerSource Suncoast effective May 26, 2022.

As you know I have been involved with the board since I returned to Florida in 2011. It has been a privilege to work with you, the management team and the organization for the past 11 years. Watching the impact this organization has on the community and particularly how it continually reinvents itself in creating employment opportunities for those seeking careers has been truly inspiring.

After much thought over the past few years and discussions with my wife, I have decided the time is right for me to retire. There is much to see and do in our beautiful country.

Thank you for your leadership and counsel through this process. I am happy to assist with whatever transition is needed and I wish you and all the employees at CareerSource Suncoast much success in the future.

Sincerely,

A handwritten signature in black ink, appearing to read "Rick Mosholder". The signature is fluid and cursive.

Rick Mosholder  
Director, Human Resources





# COMMITTEE REPORTS

**CAREERSOURCE SUNCOAST**  
**Finance & Performance Committee**  
**Board Meeting Summary Report**  
**May 26, 2022**

The Finance & Performance Committee met on May 4, 2022.

**Review of Budget to Expenditure Report as of 3-31-2022:**

A copy of the report is included in the meeting materials. This report covers the period July 1, 2021 – March 31, 2022 for PY 21-22. Overall burn rate at this point was 68%. Two budgeted line items – accounting & travel/meetings were higher than originally planned. A budget modification was requested later in the meeting.

State and federal expenditure requirements reported as of 3-31-2022:

- Admin expenditure rate – 8.62%; maximum allowed 10%
- Individual training accounts (ITA) – 34.25%; minimum requirement 30%
- Youth paid internships – 22.22% minimum requirement 20%
- Youth out of school expenditures – 98.17% minimum requirement 75%

**Review of Summary of Non-Federal Funds as of 3-31-2022:**

Balance of funds \$682,836.

**Budget Modification #2 for PY 21-22:**

A request for a Budget Modification #2 for PY 21-22 was requested and approved by the Finance & Performance Committee. A copy of the request and notes are included in the meeting materials. There was no increase or decrease to the overall budget funding. The budget modification requested:

1. Transfer \$24,200 from the salary and fringe benefit line item
2. Add \$7,200 to the accounting line item
3. Add \$17,000 to the travel & meetings line item

**Updates:**

DEO Financial & Programmatic Monitoring for PY 21-22 – DEO has completed the financial portion and we are waiting for them to wrap up the program side for a report to be issued.

Planning allocations from DEO for PY 22-23 have not been received.

Respectfully Submitted,

Walter Spikes, Jr.  
CSS Treasurer

CareerSource Suncoast  
 Expenditure To Budget Report - Summary  
 Program Year July 1, 2021 thru June 30, 2022

As of 3/31/2022 (with accruals)

MOD 1						
	PY TOTAL BUDGET	RESTRICTED EXPENSES YTD	BUDGET BALANCE	% OF BUDGET EXPENDED	UNRESTRICTED EXPENSES YTD	NOTES
<b>PERSONNEL COSTS</b>						
SALARIESFRINGE BENEFITS	\$4,468,041	\$3,034,378	\$1,433,663	68%	\$1,821	
STAFF TRAINING & EDU	\$62,000	\$44,718	\$17,282	72%	\$4,204	
<b>TOTAL PERSONNEL COSTS</b>	<b>\$4,530,041</b>	<b>\$3,079,096</b>	<b>\$1,450,945</b>	<b>68%</b>	<b>\$6,026</b>	
<b>FACILITY COSTS</b>	<b>\$996,358</b>	<b>\$700,966</b>	<b>\$295,392</b>	<b>70%</b>	<b>\$1,557</b>	
<b>OFFICE FURNITURE &amp; EQUIP</b>	<b>\$51,389</b>	<b>\$18,450</b>	<b>\$32,939</b>	<b>36%</b>	<b>\$0</b>	Outstanding obligations \$27,213 / Exp & Oblig 89%
<b>OPERATING COSTS:</b>						
ACCOUNTING	\$27,500	\$25,194	\$2,306	92%	\$5,352	Budget mod needed
AUDIT/MONITORING	\$58,960	\$51,242	\$7,718	87%		Audit and outsourced monitoring complete
CONSULTANTS/LEGAL	\$45,000	\$23,901	\$21,099	53%		OSO contract bal \$11,667
GENERAL INSURANCE	\$56,470	\$52,385	\$4,085	93%		Policies begin July 1
OFFICE EXP & SUPP	\$55,000	\$26,188	\$28,812	48%	\$7,031	
TRAVEL & MEETINGS	\$50,000	\$47,258	\$2,742	95%	\$5,368	Budget mod needed
<b>TOTAL OPERATING COSTS</b>	<b>\$292,930</b>	<b>\$226,167</b>	<b>\$66,763</b>	<b>77%</b>	<b>\$17,751</b>	
<b>PROGRAM SERVICES:</b>						
CLIENT TRAINING/SUPPORT	\$1,340,389	\$803,839	\$536,550	60%	\$10,937	Outstanding obligations \$189,252 / Exp & Oblig 74%
CLIENT & EMPLOYER SERVICES	\$217,000	\$90,044	\$126,956	41%	\$8,921	Outstanding obligations \$42,792 / Exp & Oblig 61%
OUTREACH	\$110,000	\$53,157	\$56,843	48%	\$334	Outstanding obligation balances \$30,051 / Exp & Oblig 76%
<b>TOTAL PROGRAM SERVICES</b>	<b>\$1,667,389</b>	<b>\$947,040</b>	<b>\$720,349</b>	<b>57%</b>	<b>\$20,191</b>	
<b>TOTALS</b>	<b>\$7,538,107</b>	<b>\$4,971,719</b>	<b>\$2,566,388</b>	<b>66%</b>	<b>\$45,525</b>	<b>Rates below as of 03/31/22:</b> Admin 8.62 % Max 10% Using Cost Allocation Plan - No Indir Rate ITA 34.25% Min Req 30% PY20 Paid Internships Exp 22.22% Min Req 20% PY20 Yth Out of Sch Exp 98.17% Min Req 75%.
Expected burn rate as of 3/31/22				75%	\$682,836	Unrestricted Fund Balance as of 3/31/2022 (MM & CD \$336,833 included in total balance)



# STAFF REPORTS