



# Training Provider Agreement

## Continued Eligibility

### Program Years July 1, 2024 – June 30, 2026

This Agreement is by and between Suncoast Workforce Board, Inc., doing business as CareerSource Suncoast, hereinafter referred to as CSS and Manatee Technical College hereinafter referred to as Training Provider.

**WHEREAS**, CSS has available funding for certain training of eligible individuals under Title I of the Workforce Innovation and Opportunity Act (WIOA), Temporary Assistance to Needy Families (TANF), Trade Adjustment Act (TAA), and other special federal and state grant programs.

**WHEREAS**, Training Provider has made application to CSS to provide training services, and has agreed to provide the above-referenced training, subject to the terms and conditions set forth hereinafter; and

**WHEREAS**, CSS provides direct service delivery under the Workforce Innovation and Opportunity Act (WIOA), Temporary Assistance to Needy Families (TANF), Trade Adjustment Act (TAA) and other special federal and state grant programs; and

**WHEREAS**, in response to the training needs of unskilled and/or dislocated workers in Manatee and Sarasota counties, CSS may request from time to time that Training Provider provide certain prescribed training to eligible individuals referred by CSS staff; and,

**WHEREAS** this summarizes the agreement between CSS and Training Provider as to the training program(s) to be provided to those eligible individuals referred by CSS staff and accepted by the Training Provider and the operating procedures governing payment for that training program; and

**WHEREAS**, CSS reimburses the payment of tuition and fees for those referrals,

**NOW, THEREFORE**, the following General Provisions are hereby agreed to by the parties:

#### A. STATEMENT OF WORK

1. Eligible individuals referred by CSS to Training Provider shall be enrolled in the approved training course(s) specified on the Individual Training Account (ITA) Voucher, **Attachment "A"**. The tuition charged shall be based on the Training providers published tuition rates submitted with the Training Provider's Application. CSS will not pay other fees that are not specified in this Agreement or on the ITA Voucher. Changes in tuition must be submitted to CSS in advance of the start of classes.
2. Tuition, books, and fees will be paid according to the Provider's published rates, as reflected on the ETPL during the solicitation or review process, unless proper notification of a change is issued and approved. Note: Payment(s) will not be made for training participants who are allowed to change training programs without documented prior approval of CSS with the issuance of a new ITA voucher.
3. For individuals requiring a renewal of the ITA Voucher, such voucher shall not be issued until receipt of transcript or an acceptable form of progress report. CSS clients shall be eligible for program completion in accordance with the same standards as the general student population of the Training Provider.

4. Training Provider shall provide the programs approved by the CSS Board that were specified in the Program Description/s as part of their continued eligibility as a Training Provider. The approved program(s) are listed in **Attachment "B"**, the Eligible Training Provider list. Any additional programs applied for during the agreement will be added as an addendum with both parties' signatures. The Training Provider shall notify CSS of any changes in the approved Registered Apprenticeship Program Standards or Program Description(s) (i.e., costs).
5. It is understood and agreed that CSS staff shall provide each WIOA/TAA client with comprehensive objective assessment and individual service strategy to determine the most appropriate training for each individual. Only those eligible clients meeting minimum academic requirements and determined to need training through this objective assessment will be referred to the Training Provider by CSS. Neither the Training Provider nor the clients are authorized to enroll the client into additional training courses or programs that obligate CSS. CSS becomes obligated solely through issuance of an ITA voucher.
6. Students eligible for WIOA, TANF, or TAA assistance shall not be discriminated against in receipt of such financial aid solely on their status as WIOA, TANF, or TAA clients. WIOA, TANF, or TAA clients shall be afforded all the rights, privileges, and benefits available to the general student population of the Training Provider. Training Provider agrees that everyone referred by CSS for training will be evaluated for all financial aid eligibility normally available to other students.
7. The Training Provider shall adhere to the Workforce Innovation and Opportunity Act (WIOA) as to the disposition of the Pell Grant for individual clients. Allocation of Pell and WIOA funds must be assessed so that there will be no duplication of costs. WIOA funds cannot be used to pay living expenses. Clients needing assistance with day-to-day living expenses in order to complete training, based on individual financial budget, could access Pell funds for that purpose. WIOA funds are to be used only for tuition and related costs as set out in the ITA. A WIOA client may enroll in WIOA funded training while his/her application for a Pell Grant is pending as long as arrangements are made with the Training Provider and the WIOA client regarding allocation of the Pell Grant if it is subsequently awarded. If indicated, the Training Provider must reimburse the WIOA funds used to underwrite the training for the amount covered.
8. Training Provider will seek and coordinate other funding sources for the WIOA client/student. Training Provider agrees to notify CSS staff in writing annually or upon request of any financial aid provided to WIOA students. It is the responsibility of the Training Provider to provide sufficient oversight to prevent misapplication of funds, which results in double payment of any charges or the utilization of Federal funds when other funds could have been used for the same purpose. The ITA Voucher will specify the expenses that will be paid for by WIOA, TANF, TAA or other special grants.
9. Training Provider acknowledges and understands that remuneration to attract WIOA, TANF, or TAA students is prohibited.
10. The Training Provider acknowledges that CSS shall not incur financial liability for students enrolled prior to the receipt of a CSS authorized ITA voucher. No verbal authorizations for enrollment into training will ever occur under this agreement.
11. The Training Provider understands CSS ITA issuance is based on customer choice, and based on funding availability, therefore this Agreement does not guarantee any referrals, set aside any training vouchers, or budget any funds whatsoever for the approved training programs offered by the training provider and covered by this Agreement. All decisions regarding the issuance of a training voucher will be made on a case-by-case basis by CSS,

and/or it's contractors, taking into consideration the information available, including the assessed needs of the potential trainee, geographical location, additional program costs, etc.

**B. ASSURANCES AND CERTIFICATIONS**

The assurances and certifications summarized in **Attachment “C”** along with the specific certification forms to be completed are hereby incorporated into this agreement by reference. In addition, the ADA Building/Facility Accessibility Checklist **Attachment “D”**.

**C. FETPIP REPORTING**

Florida law requires that educational and workforce training providers report student/participant performance data for each of their training programs to the Florida Education & Training Placement Information Program (FETPIP). Florida school districts, community colleges, state colleges and state universities report their data directly to FETPIP. Other institutions that wish to be approved as a WIOA Eligible Training Provider (ETP) must become licensed with the Commission for Independent Education (CIE), when applicable, which coordinates the gathering and analysis of student performance data with FETPIP. Institutions providing secondary training, education or skills that wish to be approved as a WIOA ETP must maintain regional AdvancED/SACS accreditation as a secondary public or private school district.

As a requirement to maintain continued eligibility, the Training Provider is responsible for providing annual FETPIP all student (CSS and non-CSS) data specific to the approved programs to CSS by the required timeframe annually. The Training Provider shall understand that subsequent eligibility will be based, in part, on data reflecting favorable outcomes as verified by FETPIP. In accordance with the ‘Reimagining Education and Career Help (REACH) Act’, Training Providers must meet the minimum performance criteria outlined below.

Measures	Definitions	Performance
Completion Rate	The percentage of participants who successfully complete the education or training activity when an outcome is recorded in Employ Florida.	60%
Median Earnings – 2 <sup>nd</sup> Quarter After Exit	The median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program	\$4,498
Employment Rate – 4th Quarter After Exit	The percentage of participants who are in unsubsidized employment during the fourth quarter after exit from the program. For youth, the indicator is the percentage of participants in education or training activities, or in unsubsidized employment.	70%

Once on the Eligible Training Provider List (ETPL), providers must submit “Continued Eligibility” applications every two years to maintain their eligibility. Each “Continued Eligibility” applicant shall supply the following information:

1. Verification the provider is licensed, certified, or otherwise authorized under Florida law to provide training services programs.
2. Description of how the provider will ensure access to training services programs throughout the area, including in rural communities, and through the use of technology (if applicable).
3. Description of how the training services programs serve individuals who are employed and individuals with barriers to employment.

4. Information reported to State agencies with respect to Federal and State training services programs (other than the program carried out under this subtitle), including one-stop partner programs.
5. Such other factors as a Local Workforce Development Board determines are appropriate to ensure: the accountability of the providers; providers meet the needs of local employers and clients; the informed choice of clients among training services providers; and additional criteria and policies established by the Local Workforce Development Board are achieved.

Additionally, once on the Eligible Training Provider List (ETPL), providers must submit "Continued Eligibility Programs Descriptions" annually to maintain their eligibility, ensure programs information is current and to submit the required program performance data. Each "Continued Eligibility" Training Provider shall supply the following information:

1. The total number of persons enrolled in the program.
2. The total number of CSS clients enrolled in the program.
3. The total number of persons completing in the program.
4. The total number of CSS clients completing the program.
5. The total number of persons awarded a Recognized Postsecondary Credential (or other credential, if applicable).
6. The total number of CSS clients awarded a Recognized Postsecondary Credential (or other credential, if applicable).
7. The total number of persons employed after completing in the program.
8. The total number of CSS clients employed after completing the program.
9. Information on cost of attendance, including costs of tuition and fees, for CSS clients completing the program.
10. Information on Recognized Postsecondary Credentials (or other credential, if applicable) received by such CSS clients.
11. Whether the credential can be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder.

#### **D. AGREEMENT PERIOD**

This Agreement will become effective July 01, 2024 through June 30, 2026, or the last date executed by both parties, whichever is later.

Either party may cancel this Agreement at any time with thirty (30) days written notice. In the event of such cancellation, there shall be no interruption in services for WIOA clients already enrolled in training.

#### **E. PAYMENT AND DELIVERY**

1. Tuition payments will be considered only for those individuals referred to the Training Provider by CSS as evidenced by a valid Individual Training Account (ITA) Voucher. Tuition or other payments will be made to the Training Provider only for those individuals enrolled in and receiving training. Invoices should be submitted within thirty (30) days of the individual starting training.

2. Training Provider shall forward to CSS an Individual Training Account Voucher with the written invoice for this tuition/fee at the time a student referred begins training and becomes eligible for invoicing. This invoice is payable, at the established/published rates, to the Training Provider upon receipt in accordance with payment procedures listed below.
3. Training Provider shall, in conformity with the general refund policies of Training Provider, refund to CSS such tuition/fees which are paid for individuals who enroll in and begin training but drop out of courses.
4. CSS shall make all payments for authorized enrollments prior to the termination of this Agreement.
5. With the executed copy of this Agreement, the Training Provider will supply CSS with a copy of its written policies concerning refunds, cancellations, and withdrawals. These policies must be applied to CSS clients the same as they would apply to any other student. The Training Provider agrees not to accept a voucher that was transferred to any other client.
6. The Training Provider acknowledges and understands that under no circumstance can it hold the CSS client accountable for any program costs that are attributable to this Agreement.
7. Payment Procedure
  - (a) The Training Provider will receive funds based on the information contained on the ITA Voucher and from the coordination of other funding sources available to the student.
  - (b) To receive reimbursement, the Training Provider must submit to CSS an official ITA Voucher and invoice, supported by back up documentation on costs. The payment request should be addressed the accounting department at:

[accounting@careersourcesc.com](mailto:accounting@careersourcesc.com)  
or via mail to:  
3660 N. Washington Blvd., Sarasota, FL.34234
  - (c) ITA Vouchers and invoices accepted for payment will generally be paid within thirty (30) days of receipt.
  - (d) ITA Vouchers and invoices not accepted for payment will be returned to the Training Provider with an explanation.

## **F. RECORDS**

1. Training Provider shall provide to CSS ongoing CSS client/student progress to include quarterly/semester grades as appropriate. That client/student progress is used in part to justify CSS continued scholarship support in the form of Individual Training Account (ITA) Vouchers. Final client/student progress is to be provided by the Training Provider to CSS in the form of a certificate of training completion, transcript and/or record of Occupational Completion Points (OCP).
2. Training Provider shall notify CSS within 5-10 days of CSS client/student's completion or termination/drop from a training program. In such an instance, information concerning CSS client/student's date of employment, wage, job title, SOC code, if known, must also be provided.

## **G. ACCESS TO RECORDS & MONITORING**

Training Provider shall make available to CSS, the State of Florida, United States Department of Labor, Comptroller General of the United States, and the Department of Economic Opportunity, or their designated representatives, any books, documents, papers, records including computer records of Training Provider as they may deem necessary which are directly

pertinent to charges to the program in order to conduct audits and examinations and to make excerpts, transcripts and photocopies. This right includes timely and reasonable access to Training Provider personnel for the purpose of interviews and discussions related to such documents.

#### **H. COPYRIGHTS, PATENTS, RIGHTS IN DATA**

Non-Exclusive Use and License. The Training Provider agrees that CSS, the State of Florida, and the USDOL shall have a royalty free and non-exclusive and irrevocable license to reproduce, publish or otherwise use the copyright or patent or rights in data in any work developed with CSS funds through the training of a CSS client/student.

#### **I. AUDITS**

If applicable, Training Provider shall provide for an independent certified audit conducted in accordance with generally accepted auditing standards as mandated by the provisions of the Office of Management and Budget (OMB) Uniform Guidance, 2 CFR, Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and any other specific requirements imposed by CSS.

#### **J. ASSIGNMENTS AND SUBCONTRACTS**

Training Provider shall not subcontract, assign, or transfer any rights or responsibilities under this agreement or any portion thereof without the written approval by CSS, unless otherwise authorized by this Agreement. A written subcontract must be presented to CSS for consideration. In no case shall such consent relieve Training Provider from the obligation under, or change the terms of, this Agreement unless otherwise provided for.

#### **K. TERMINATION FOR CONVENIENCE / DEFAULT**

1. CSS or Training Provider may terminate this Agreement for convenience when it is in the best interest of CSS or Training Provider. CSS may suspend this Agreement for the purpose of investigating irregularities under this Agreement. Any termination for convenience or suspension will be preceded by written notice setting forth the effective date of said termination or suspension. The termination / suspension shall be effective thirty (30) days after the notice is issued, and the Training Provider has thirty (30) days after the effective date to bill for payment. The Training Provider shall be entitled to receive just and equitable compensation for any services performed hereunder through the date of termination or suspension. In the event of termination for whatever reason, both parties agree to negotiate a plan to ensure an orderly transition for clients in training.
2. If the Training Provider fails to perform, in whole or in part, or to make sufficient progress, to endanger performance, CSS will notify the Training Provider of such unsatisfactory performance. If such unsatisfactory performance continues, CSS will notify the Training Provider in writing. The Training Provider has ten (10) working days from receipt of notice in which to respond with a plan agreeable to CSS to correct said deficiencies.
3. Upon failure of the Training Provider to respond within the appointed time or failure of the Training Provider to respond with appropriate plans, CSS case managers will be advised to cease enrollments into the Training Provider's programs until the Training Provider responds with appropriate plans to correct its deficiencies. Should the Training Provider be unable or unwilling to correct its performance, CSS will serve a termination notice which shall become effective within fifteen (15) days after its issuance.

4. 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 thirty (30) days of termination date.
5. The Training Provider shall give CSS written notice of any perceived breach, and it shall give CSS ten (10) working days to cure any perceived breach under the Agreement.

**L. AMENDMENTS/NOTIFICATIONS**

1. CSS reserves the exclusive right to amend, modify or extend this Agreement with written agreement of Training Provider. However, mandatory changes in regulations, policies or law will be unilaterally amended by CSS and will be effective upon the receipt by the Training Provider of a written notice of change signed by the President / CEO of CSS.
2. This Agreement constitutes the entire agreement between the parties hereto and cannot be changed except in writing signed by each of the parties to this Agreement.
3. All notices under this Agreement shall be given in writing to all parties at the following addresses:

**If to Training Provider:**

Representative Name:	Jennifer Gilray, ED.D
Company Name:	Manatee Technical College
Street Address:	5520 Lakewood Ranch Blvd.
City, State Zip:	Bradenton, Fl. 34211

**If to CSS:**

Representative Name:	Joshua Matlock, President / CEO
Company Name:	CareerSource Suncoast
Street Address:	3660 N. Washington Blvd.
City, State Zip:	Sarasota, Fl. 34234

**M. SIGNATURES**

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement on the dates set forth below the respective signatures.

**Training Provider:**

Jennifer Gilray, Ed.D

Jennifer Gilray, Ed.D (Jun 14, 2024 10:07 EDT)

Signature

Jennifer Gilray, ED.D

Printed Name

Assistant Director

Title

06/14/2024

Date

**CareerSource Suncoast**

Joshua Matlock

Joshua Matlock (Jun 14, 2024 10:47 EDT)

Signature

Joshua Matlock

Printed Name

President/CEO

Title

06/14/2024

Date



**Suncoast Workforce Board Inc**  
**dba CareerSource Suncoast**  
 1112 Manatee Ave. E.  
 Bradenton, FL 34208  
 accounting@careersourcesc.com  
 (941)358-4200 Ext. 2142  
 Tax ID: tax exempt  
 FEIN#: 59-2334811  
 careersourcesuncoast.com

**Attachment A - Voucher Format**

ITA SCHOLARSHIP VOUCHER #  
 Gz106023820000

Issue Date: 8/26/2018  
 Expiration Date: 10/26/2018

**Participant**

Stew Dent  
 SSN: XXX-XX-1111  
 1111 Palm Ln  
 Sarasota, FL 34243

**Case Manager**

C S Manager  
 (941)358-4200 Ext. 0  
 Location: Bradenton

**Funding Source**

PY18-19 DW TRAINING

**Training Program**

Medical Assisting  
 Begin Date: 6/9/2014 End Date: 12/31/2018  
 Total Program Cost: \$6,100.00  
 Clock Hours: 1300  
 Pell Approved: True

**Outside Vendor / Training Provider**

Sample Training Institute  
 Attn: Anna Mission 1111 Professional Parkway  
 Bradenton, FL 34203  
 (941)555-9900

**Description of Costs**

<u>Item Description</u>	<u>Category</u>	<u>Unit Price / Fee</u>	<u>Quantity</u>	<u>Total</u>
Tuition	Tuition	730.00	1	\$730.00
Lab fee	Fees	210.00	1	\$210.00
Books	Books	209.35	1	\$209.35
<b>Grand Total:</b>				<b>\$1,149.35</b>

Example

**Note To Provider**

The CareerSource Suncoast agrees to sponsor the above named student in the course(s) or program(s) listed above and pay the training costs listed for the time period of \_\_\_\_\_ through \_\_\_\_\_. Submit invoice to the above address along with a copy of this form and supporting receipts for books and other materials. Refunds or returns for non-completion will be made to CareerSource Suncoast.

**Note To Participant**

I (a) authorize the above Training Provider to release any and all information regarding my training, progress, or participation to CareerSource Suncoast (CSS) without further notice or release;(b) understand and accept that the textbooks, uniforms, equipment, supplies etc. purchased by CSS shall remain the property of CSS while I am attending training and until I enter a training related job;(c) agree to make twice monthly contact with my career counselor; and; (d) agree to bring this ITA scholarship voucher to my training provider within the time period allowed by said provider or to be prepared to cover training expenses out-of-pocket

**Notes:**

Pell covers living expenses and WIOA covers tuition.

**\*An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. TTY: dial 711**

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Career Counselor: \_\_\_\_\_ Date: \_\_\_\_\_



# Attachment B

<b>Manatee Technical College (MTC)</b> <b>6305 State Road 70 East</b> <b>Bradenton, FL 34203</b> <b>(941) 751-7900</b>  <a href="http://www.ManateeTech.edu">www.ManateeTech.edu</a>	PELL Eligible (Y/N)	Credit Bearing (Y/N)	Credential	SOC Code	Total ITA Allowable Costs	Total Program Cost
Accounting Operations	Y	N	Cert	43.3031	\$ 3,878	\$ 3,923
Administrative Office Specialist	Y	N	Cert	43.1011	\$ 4,029	\$ 4,074
Automotive Collision Technology Technician	Y	N	Cert	49.3021	\$ 7,663	\$ 7,736
Automotive Services Technology	Y	N	Cert	49.3023	\$ 7,759	\$ 7,860
Automotive Services Technology 1	Y	N	Cert	49.3023	\$ 4,689	\$ 4,762
Baking and Pastry Arts	Y	N	Cert	35.1011	\$ 4,025	\$ 4,070
Building Construction Technology	Y	N	Cert	47.1011	\$ 6,420	\$ 6,493
Computer-Aided Drawing and Modeling(CAD)	Y	N	Cert	17.3011	\$ 4,894	\$ 4,939
Computer Systems & Information Technology	Y	N	Cert	15.1231	\$ 4,009	\$ 4,054
Dental Assisting Technology and Management	Y	N	Cert	31.9091	\$ 7,330	\$ 7,403
Diesel Systems Technician 1	Y	N	Cert	49.3031	\$ 5,729	\$ 5,802
Digital Design	Y	N	Cert	27.1024	\$ 5,268	\$ 5,313
Electrician	Y	N	Cert	47.2111	\$ 6,970	\$ 7,043
Fire Fighter/Emergency Medical Technician Combo	Y	N	Cert	33.2011	\$ 5,809	\$ 5,882
Fire Fighter	N	N	Cert	33.2011	\$ 3,937	\$ 3,982
Global Logistics	Y	N	Cert	13.1081	\$ 3,049	\$ 3,122
Heating Ventilation AC Ref - HVAC/R	Y	N	Cert	49.9021	\$ 5,515	\$ 5,588
Machining Technologies	Y	N	Cert	51.4041	\$ 5,426	\$ 5,499
Marine Services Technology	Y	N	Cert	49.3051	\$ 7,209	\$ 7,282
Medical Assisting	Y	N	Cert	31.9092	\$ 6,876	\$ 6,949
Medical Coder/Biller ATD	Y	N	Cert	29.9021	\$ 4,839	\$ 4,884
Pharmacy Technician ATD	Y	N	Cert	29.2052	\$ 4,877	\$ 4,950
Police & Law Enforcement Academy	Y	N	Cert	33.3051	\$ 4,372	\$ 4,417
Practical Nursing	Y	N	Cert	29.2061	\$ 8,471	\$ 8,541
Surgical Technology	Y	N	Cert	29.2055	\$ 6,679	\$ 6,779
Welding Technology	Y	N	Cert	51.4121	\$ 6,548	\$ 6,621

**ASSURANCES AND CERTIFICATIONS**

**Suncoast Workforce Board, Inc., doing business as CareerSource Suncoast**

The “Assurances and Certifications” document is needed in certain circumstances for obligations of federal funds for payment of contracts, purchases and services. This certification is a prerequisite, and material representation of fact upon which reliance is placed, for CareerSource Suncoast to enter into an agreement. The submittal of false information may result in the immediate termination of the agreement(s).

To reduce the size of the Agreement entered into between CareerSource Suncoast and Contractor, several common government laws and regulations within the Uniform Guidance, 2 CFR, Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Appendix II Contract Provision which may be applicable shall be incorporated by reference only. The full text of these contract items may be obtained through the Internet or this office.

The following laws and regulations are hereby incorporated by reference:

- Equal Employment Opportunity Act: The contractor shall comply with Executive Order 11246, Equal Employment Opportunity Act, as amended by Executive Order 11375 and others, and as supplemented in Department of Labor regulation 41 CFR, Part 60 and 45 CFR, Part 92, if applicable.
- Debarment and Suspension (E.O.'s 12549 and 12689) —No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs in accordance with E.O.'s 12549 and 12689, “Debarment and Suspension.” This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the simplified acquisition threshold shall provide the required certification regarding its exclusion status and that of its principal employees.

By signing this certification, the undersigned authorized representative agrees to the above stated provisions.

**Manatee Technical College**

Print Name of Company/Organization

**Jennifer Gilray, ED.D, Assistant Director**

Printed Name and Title of Authorized Representative

Jennifer Gilray, Ed.D  
Jennifer Gilray, Ed.D (Jun 14, 2024 10:07 EDT)

Signature

06/14/2024

Date

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## ATTACHMENT D: BUILDING/FACILITY ACCESSIBILITY CHECKLIST 2024

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**Location:** Manatee Technical College East Campus, 5520 Lakewood Ranch Blvd, Bradenton, FL 34211

### **Type of Building or Project**

- |    |                                       |                      |                 |
|----|---------------------------------------|----------------------|-----------------|
| 1. | Is this a newly constructed building? | _____ Yes            | <u>  X  </u> No |
|    | a. Year plans were approved           | _____                |                 |
|    | b. Year built                         | <u>  2001,2007  </u> |                 |
| 2. | Is this an addition?                  | _____ Yes            | <u>  X  </u> No |
| 3. | Is this an alteration?                | _____ Yes            | <u>  X  </u> No |
| 4. | Is this a state-owned building?       | _____ Yes            | <u>  X  </u> No |
| 5. | Is this a leased building?            | _____ Yes            | <u>  X  </u> No |
| 6. | Is Lease Agreement available?         | _____ Yes            | <u>  X  </u> No |

Lessee

Lessee

Lessor

Lessor

Effective: \_\_\_\_\_ to \_\_\_\_\_

This accessibility checklist was prepared in accordance with 1980 and 1986 American National Standards Institute (ANSI) accessibility guidelines. Guidelines are to be used as a source of reference when conducting facility accessibility survey.

**FACILITY ACCESSIBILITY  
EVALUATION CHECKLIST  
ANSI A.117.1 STANDARDS**

<b>I. ACCESSIBLE ROUTE (4.1.2[1])*</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. A continuous unobstructed accessible route is provided from:			
- public transportation stops	_____	_____	X _____
- accessible parking	X _____	_____	_____
- accessible passenger loading zones	X _____	_____	_____
- public street or sidewalk	X _____	_____	_____
- walks, to accessible building entrance	X _____	_____	_____
2. At least one accessible route connects with building or facility entrance, spaces and elements within.	X _____	_____	_____
3. Elevators, if provided, are accessible from entrance of building along accessible route.	X _____	_____	_____
4. Accessible route including interior aisles, corridors and hallway has a minimum clear width of 36 inches, except at doorways (32 inches minimum)	X _____	_____	_____
The minimum width or space allowance for a single wheelchair to pass 32 inches at a point (doorways) and 36 inches continuously (i.e. corridors). The minimum width for 2 wheelchairs is 60 inches. (4.2.1-4.2.2)	X _____	_____	_____
5. Walks, halls, corridors, passageways, aisles, or other circulation spaces shall have 80 inch minimum clear head room. If vertical clearance of an area adjoining an accessible route is reduced to less than 80 inches, a barrier to warn blind or visually impaired persons is provided. (4.4.2)	X _____	_____	_____
6. Ground and floor surfaces along accessible routes including accessible rooms, floors (no-carpeted), walks, ramps, stairs, curb ramps are stable, shall be firm and slip-resistant. (4.5.1)	X _____	_____	_____
7. Carpeting used on ground or floor surface is securely attached with exposed edges fastened to floor, with a trim along entire length of exposed edge. (4.5.3)	X _____	_____	_____
<b>II. RAMPS</b>			
8. Curb ramps are provided wherever an accessible route crosses a curb and have a minimum width of 36 inches, exclusive of flared sides. (4.7.1/.3 - Fig.13)	X _____	_____	_____

	YES	NO	N/A
9. Ramps shall have a level landing at bottom and top of each ramp with a landing length of 60 inches minimum. (4.8.4/.2)	X		
10. Ramps having a rise greater than 6 inches or a horizontal projection greater than 72 inches (6 feet) shall have hand-rails on both sides. (4.8.5)			X
11. Top of handrail gripping surfaces shall be mounted between 30 and 34 inches above ramp surface. (4.8.5(6)) (Not in 1980 Standards)			X
<b>III. PARKING</b>			
	YES	NO	N/A
12. Parking spaces for physically disabled are located on the shortest possible accessible circulation route to accessible entrance. (4.6.1-1986); (4.6.2-1980)		X	
13. Parking spaces are at least <u>96</u> inches wide and have an <u>adjacent access</u> aisle <u>60</u> inches wide. (Two parking spaces may share a common access aisle). (4.6.2) (See 4.28.5)	X		
14. Accessible parking spaces for the physically disabled are reserved and have visible posted signage displaying International Symbol of Accessibility. (4.6.4)	X		
<b>IV. DOORS - accessible entrances/egress, accessible spaces, accessible routes</b>			
15. Interior hinged doors, sliding or folding doors, have a maximum force for pushing or pulling of no more than 5 lb. force. (4.13.11/.2)	X		
16. Doorways have a minimum clear opening of 32 inches with the door open 90 degrees, measured between the face of the door and opposite stop. (4.13.5)	X		
17. At least one leaf of a two independent operated door leaves, shall have a minimum clear opening of 32 inches. (4.13.4)	X		
18. Door hardware, such as, handles, pulls, latches, locks and other mechanisms on doors shall have a shape that is easy to <u>grasp with one hand</u> , and does not require tight grasping, pinching or twisting of the wrist to operate. (4.13.9)	X		
19. The minimum space between two hinged doors in series is 48 inches plus width on any door swinging into the space. (4.13.7)	X		
20. Thresholds at doorways do not exceed in height 1/2 inch for exterior doors. (4.13.8)	X		

	YES	NO	N/A
Raised thresholds and floor level changes at accessible doorways are beveled with a slope no greater than 1/2 inch. (4.5.2)	X		
<b>V. TOILET ROOMS/TOILET STALLS</b>			
21. Accessible lavatories have narrow aprons with a clearance of at least 29 inches above the finish floor to the bottom of the apron providing knee and toe clearance. (4.19.2-1980); (4.19.2.1-1986)	X		
22. Lavatories (sinks) are mounted with the rim or counter surface no higher than 34 inches from the floor.(4.19.2.2-1986);(4.24.2-1980)	X		
23. Hot water and drain pipes under lavatories or sinks shall be insulated or otherwise configured to protect against contact.(4.19.4)	X		
24. If controls, dispensers, receptacles, or other equipment are provided, then at least ONE of <u>each</u> shall be on an accessible route, or as part of accessible elements. (4.22.4)	X		
<b>Forward reach:</b>			
MAXIMUM high forward reach allowed shall be of 48 inches and MINIMUM forward reach low of 15 inches. (4.2.5)	X		
<b>Side reach:</b>			
MAXIMUM high side reach allowed shall be 54 inches and no less than 9 inches above the floor. (4.2.6)	X		
25. Water closet seats (clear floor space) shall be at a height of 17 to 19 inches from the floor to the top of the toilet seat. (4.16.3)	X		
26. Side wall grab bars shall measure 36 inches from the finished floor, to the top of the rail.	X		
27. Grab bars are continuously graspable along the entire length, and are:			
a. 42 inches minimum width on side wall.	X		
b. At 36 inches maximum width centered at rear wall of toilet stall.	X		

	YES	NO	N/A
28. Accessible toilet stall(s) provided measure a minimum depth of 56 or 66 inches shall have <u>wall-mounted</u> water closets. (4.17.3 and Fig. 30)	_____	_____	<u>X</u>
a. If the depth of toilet stalls is increased at least 3 inches (59 inches), then a floor mounted water closet may be used.	<u>X</u>	_____	_____
b. Toilet rooms have an unobstructed turning space of at least 60 inch in diameter to allow for a 180 degree turn for a wheelchair. (4.22.3) (See Fig. 3)	<u>X</u>	_____	_____
29. Wall-hung urinals are hung with an elongated rim at a maximum of 17 inches above the floor. Flush control shall be hand operated or automatic and shall be mounted no more than 44 inches above the floor. (4.18.4)	<u>X</u>	_____	_____
A clear floor space 30 inches by 48 inches shall be provided in front of urinals to allow forward approach. (4.18.3)	<u>X</u>	_____	_____
30. Doors leading to accessible toilet rooms may swing INTO the clear floor space required for fixtures, such as water closets, urinals, lavatories, and mirrors, or controls and dispensers. (4.22)	<u>X</u>	_____	_____
31. Toilet paper dispenser is mounted 19 inches minimum from the finished floor. (4.16.6; Fig, 29 (b))	<u>X</u>	_____	_____
32. Mirrors are mounted no higher than 40 inches from the floor to the bottom edge of the reflecting surface. (4.19.6)	<u>X</u>	_____	_____
<b>VI. DRINKING WATER FOUNTAINS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
33. Drinking water fountain; if provided, on an accessible route has an upfront spout which is no higher than 36 inches from the floor to the spout outlet. (4.15.2)	<u>X</u>	_____	_____
Clear knee space between the bottom and the floor/ground of a wall mounted fountain shall be at least 27 inches high. (4.15.5)	<u>X</u>	_____	_____
a. The drinking water fountain provided feature "hi-lo" accessibility for use by individuals who use wheelchairs, convenient for those who have difficulty bending.(4.1.10;4.15)	<u>X</u>	_____	_____
b. A water cooler is provided along accessible route. (4.15.1)	<u>X</u>	_____	_____
c. Free-standing or built-in water fountain provided has a clear floor space at least 30 in. by 48 in. allowing a person in a wheelchair to make a parallel (side) approach to the unit. (4.14.5)	<u>X</u>	_____	_____

VII. EGRESS* (4.3.10)	YES	NO	N/A
34. Accessible route entrances serving any accessible space or element also serves as a means of egress for emergencies or connect to an accessible place of rescue assistance.	<u>X</u>	_____	_____
35. Is there an evacuation plan visibly posted in the office or hall area.	<u>X</u>	_____	_____
36. What procedure has been established, in case of an emergency, for evacuating or assisting the physically disabled from a first floor or higher level should the elevator(s) provided become nonfunctional?	<u>X</u>	_____	_____

**\*Shall comply with requirements established by the fire department or the appropriate local authority having jurisdiction.**

**AUXILIARY AIDS/ACCOMMODATIONS/COMMUNICATION PROVIDED DISABLED**

**APPLICANT/PARTICIPANT/CLIENT OR STAFF**

- X Braille/large print
- \_\_\_\_\_ Telecommunications Device for the Deaf (TDD)
- \_\_\_\_\_ Interpreter/Sign Language
- X Work station - accommodation
- \_\_\_\_\_ Alternative Site Plan

COMMENTS

Accommodations provided on a case by case basis.

\_\_\_\_\_

\_\_\_\_\_

Reviewer:

**Jennifer Gilray, Ed.D. Assistant Director**

4/5/2024

Name

Title

Date



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## ATTACHMENT D: BUILDING/FACILITY ACCESSIBILITY CHECKLIST 2024

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**Location:** Manatee Technical College Main Campus, 6305 State Road 70 East, Bradenton, FL 34203

**Type of Building or Project**

- |    |                                       |             |                   |
|----|---------------------------------------|-------------|-------------------|
| 1. | Is this a newly constructed building? | _____ Yes   | _____ <b>X</b> No |
|    | a. Year plans were approved           | _____       |                   |
|    | b. Year built                         | <u>2013</u> |                   |
| 2. | Is this an addition?                  | _____ Yes   | _____ <b>X</b> No |
| 3. | Is this an alteration?                | _____ Yes   | _____ <b>X</b> No |
| 4. | Is this a state-owned building?       | _____ Yes   | _____ <b>X</b> No |
| 5. | Is this a leased building?            | _____ Yes   | _____ <b>X</b> No |
| 6. | Is Lease Agreement available?         | _____ Yes   | _____ <b>X</b> No |

Lessee

Lessee

Lessor

Lessor

Effective: \_\_\_\_\_ to \_\_\_\_\_

This accessibility checklist was prepared in accordance with 1980 and 1986 American National Standards Institute (ANSI) accessibility guidelines. Guidelines are to be used as a source of reference when conducting facility accessibility survey.

**FACILITY ACCESSIBILITY  
EVALUATION CHECKLIST  
ANSI A.117.1 STANDARDS**

<b>I. ACCESSIBLE ROUTE (4.1.2[1])*</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. A continuous unobstructed accessible route is provided from:			
- public transportation stops	X	_____	_____
- accessible parking	X	_____	_____
- accessible passenger loading zones	X	_____	_____
- public street or sidewalk	X	_____	_____
- walks, to accessible building entrance	X	_____	_____
2. At least one accessible route connects with building or facility entrance, spaces and elements within.	X	_____	_____
3. Elevators, if provided, are accessible from entrance of building along accessible route.	X	_____	_____
4. Accessible route including interior aisles, corridors and hallway has a minimum clear width of 36 inches, except at doorways (32 inches minimum)	X	_____	_____
The minimum width or space allowance for a single wheelchair to pass 32 inches at a point (doorways) and 36 inches continuously (i.e. corridors). The minimum width for 2 wheelchairs is 60 inches. (4.2.1-4.2.2)	X	_____	_____
5. Walks, halls, corridors, passageways, aisles, or other circulation spaces shall have 80 inch minimum clear head room. If vertical clearance of an area adjoining an accessible route is reduced to less than 80 inches, a barrier to warn blind or visually impaired persons is provided. (4.4.2)	X	_____	_____
6. Ground and floor surfaces along accessible routes including accessible rooms, floors (no-carpeted), walks, ramps, stairs, curb ramps are stable, shall be firm and slip-resistant. (4.5.1)	X	_____	_____
7. Carpeting used on ground or floor surface is securely attached with exposed edges fastened to floor, with a trim along entire length of exposed edge. (4.5.3)	X	_____	_____
<b>II. RAMPS</b>			
8. Curb ramps are provided wherever an accessible route crosses a curb and have a minimum width of 36 inches, exclusive of flared sides. (4.7.1/.3 - Fig.13)	X	_____	_____

	YES	NO	N/A
9. Ramps shall have a level landing at bottom and top of each ramp with a landing length of 60 inches minimum. (4.8.4/.2)	X		
10. Ramps having a rise greater than 6 inches or a horizontal projection greater than 72 inches (6 feet) shall have hand-rails on both sides. (4.8.5)	X		
11. Top of handrail gripping surfaces shall be mounted between 30 and 34 inches above ramp surface. (4.8.5(6)) (Not in 1980 Standards)			X
<b>III. PARKING</b>			
	YES	NO	N/A
12. Parking spaces for physically disabled are located on the shortest possible accessible circulation route to accessible entrance. (4.6.1-1986); (4.6.2-1980)	X		
13. Parking spaces are at least <u>96</u> inches wide and have an <u>adjacent access</u> aisle <u>60</u> inches wide. (Two parking spaces may share a common access aisle). (4.6.2) (See 4.28.5)	X		
14. Accessible parking spaces for the physically disabled are reserved and have visible posted signage displaying International Symbol of Accessibility. (4.6.4)	X		
<b>IV. DOORS - accessible entrances/egress, accessible spaces, accessible routes</b>			
15. Interior hinged doors, sliding or folding doors, have a maximum force for pushing or pulling of no more than 5 lb. force. (4.13.11/.2)	X		
16. Doorways have a minimum clear opening of 32 inches with the door open 90 degrees, measured between the face of the door and opposite stop. (4.13.5)	X		
17. At least one leaf of a two independent operated door leaves, shall have a minimum clear opening of 32 inches. (4.13.4)	X		
18. Door hardware, such as, handles, pulls, latches, locks and other mechanisms on doors shall have a shape that is easy to <u>grasp with one hand</u> , and does not require tight grasping, pinching or twisting of the wrist to operate. (4.13.9)	X		
19. The minimum space between two hinged doors in series is 48 inches plus width on any door swinging into the space. (4.13.7)	X		
20. Thresholds at doorways do not exceed in height 1/2 inch for exterior doors. (4.13.8)	X		

	YES	NO	N/A
Raised thresholds and floor level changes at accessible doorways are beveled with a slope no greater than 1/2 inch. (4.5.2)	X		
<b>V. TOILET ROOMS/TOILET STALLS</b>			
21. Accessible lavatories have narrow aprons with a clearance of at least 29 inches above the finish floor to the bottom of the apron providing knee and toe clearance. (4.19.2-1980); (4.19.2.1-1986)	X		
22. Lavatories (sinks) are mounted with the rim or counter surface no higher than 34 inches from the floor.(4.19.2.2-1986);(4.24.2-1980)	X		
23. Hot water and drain pipes under lavatories or sinks shall be insulated or otherwise configured to protect against contact.(4.19.4)	X		
24. If controls, dispensers, receptacles, or other equipment are provided, then at least ONE of <u>each</u> shall be on an accessible route, or as part of accessible elements. (4.22.4)	X		
<b>Forward reach:</b>			
MAXIMUM high forward reach allowed shall be of 48 inches and MINIMUM forward reach low of 15 inches. (4.2.5)	X		
<b>Side reach:</b>			
MAXIMUM high side reach allowed shall be 54 inches and no less than 9 inches above the floor. (4.2.6)	X		
25. Water closet seats (clear floor space) shall be at a height of 17 to 19 inches from the floor to the top of the toilet seat. (4.16.3)	X		
26. Side wall grab bars shall measure 36 inches from the finished floor, to the top of the rail.	X		
27. Grab bars are continuously graspable along the entire length, and are:			
a. 42 inches minimum width on side wall.	X		
b. At 36 inches maximum width centered at rear wall of toilet stall.	X		

	YES	NO	N/A
28. Accessible toilet stall(s) provided measure a minimum depth of 56 or 66 inches shall have <u>wall-mounted</u> water closets. (4.17.3 and Fig. 30)	X		
a. If the depth of toilet stalls is increased at least 3 inches (59 inches), then a floor mounted water closet may be used.			X
b. Toilet rooms have an unobstructed turning space of at least 60 inch in diameter to allow for a 180 degree turn for a wheelchair. (4.22.3) (See Fig. 3)			X
29. Wall-hung urinals are hung with an elongated rim at a maximum of 17 inches above the floor. Flush control shall be hand operated or automatic and shall be mounted no more than 44 inches above the floor. (4.18.4)	X		
A clear floor space 30 inches by 48 inches shall be provided in front of urinals to allow forward approach. (4.18.3)	X		
30. Doors leading to accessible toilet rooms may swing INTO the clear floor space required for fixtures, such as water closets, urinals, lavatories, and mirrors, or controls and dispensers. (4.22)	X		
31. Toilet paper dispenser is mounted 19 inches minimum from the finished floor. (4.16.6; Fig, 29 (b))	X		
32. Mirrors are mounted no higher than 40 inches from the floor to the bottom edge of the reflecting surface. (4.19.6)	X		
<b>VI. DRINKING WATER FOUNTAINS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
33. Drinking water fountain; if provided, on an accessible route has an upfront spout which is no higher than 36 inches from the floor to the spout outlet. (4.15.2)	X		
Clear knee space between the bottom and the floor/ground of a wall mounted fountain shall be at least 27 inches high. (4.15.5)	X		
a. The drinking water fountain provided feature "hi-lo" accessibility for use by individuals who use wheelchairs, convenient for those who have difficulty bending.(4.1.10;4.15)	X		
b. A water cooler is provided along accessible route. (4.15.1)	X		
c. Free-standing or built-in water fountain provided has a clear floor space at least 30 in. by 48 in. allowing a person in a wheelchair to make a parallel (side) approach to the unit. (4.14.5)	X		

VII. EGRESS* (4.3.10)	YES	NO	N/A
34. Accessible route entrances serving any accessible space or element also serves as a means of egress for emergencies or connect to an accessible place of rescue assistance.	<u>X</u>	_____	_____
35. Is there an evacuation plan visibly posted in the office or hall area.	<u>X</u>	_____	_____
36. What procedure has been established, in case of an emergency, for evacuating or assisting the physically disabled from a first floor or higher level should the elevator(s) provided become nonfunctional?	<u>X</u>	_____	_____

**\*Shall comply with requirements established by the fire department or the appropriate local authority having jurisdiction.**

**AUXILIARY AIDS/ACCOMMODATIONS/COMMUNICATION PROVIDED DISABLED**

**APPLICANT/PARTICIPANT/CLIENT OR STAFF**

- X Braille/large print
- \_\_\_\_\_ Telecommunications Device for the Deaf (TDD)
- \_\_\_\_\_ Interpreter/Sign Language
- X Work station - accommodation
- \_\_\_\_\_ Alternative Site Plan

COMMENTS

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Accommodations provided on a case by case basis. All classrooms, offices, etc. have placards denoting the room number

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as well as braille under the room number. We have handicap accessible tables in our main Cantrell Hall area as well as

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main entry doors, restroom doors, hallway doors with handicap accessible push buttons to assist with door entry access.

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Reviewer:

**Jennifer Gilray, Ed.D. Assistant Director**

4/5/2024

Name

Title

Date