



Workforce Innovation and Opportunity Act Local and Regional Workforce Plan

January 1, 2025 – December 31, 2028



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INTRODUCTION

These instructions provide direction for local and regional workforce development plans (plans) submitted under [Public Law 113-128, the Workforce Innovation and Opportunity Act \(WIOA\) and Chapter 445.003, Florida Statutes](#). WIOA requires each Local Workforce Development Board (LWDB), in partnership with the appropriate chief local elected official(s), to develop and submit a comprehensive four-year local plan to the state. If the local workforce development area (local area) is part of a planning region, the LWDB will submit its regional plan as part of the local plan and will not submit a separate regional plan. The local and regional plan provides the framework for local areas to define how their workforce development systems will achieve the purposes of WIOA, pursuant to 20 Code of Federal Regulations (CFR) 679.500 and 20 CFR 679.540.

Additionally, local and regional plans must be modified at the end of the first two-year period of the four-year local plan to reflect changes in the labor market and economic conditions and other factors affecting the implementation of the local plan. Federal regulations require states and LWDBs to regularly revisit and recalibrate local and regional plan strategies in response to changing economic conditions and workforce needs of the state (20 CFR 676.135).

WIOA emphasizes the importance of collaboration and transparency in the development and submission of local and regional plans. LWDBs provide leadership, and should seek broad stakeholder involvement, in the development of their local and regional plans. Chief local elected officials, LWDB members, core program partners, combined planning partners, mandatory one-stop career center partners, and local economic development entities are an integral part of the planning process. WIOA encourages an enhanced, integrated system by including core and combined programs in its planning and performance requirements. Affected entities and the public must have an opportunity to provide input in the development of the plan. LWDBs must make the plan available electronically and in open meetings to ensure transparency to the public.

In addition to the specific requirements outlined in these instructions, local plans must:

1. Identify and describe policies, procedures, and local activities that are carried out in the local workforce development area (local area), consistent with the strategic and operational elements of the state's WIOA combined plan and [CareerSource Florida Strategic Policy 2021.12.09.A.1 – Comprehensive Employment Education and Training Strategy](#)
2. Align with the CareerSource Florida Board of Director's (state board) business and market-driven principles to be the global leader for talent. These principles include:
 - A. Increasing the prosperity of workers and employers.
 - B. Reducing welfare dependency.
 - C. Meeting employer needs.
 - D. Enhancing productivity and competitiveness.
3. Address how the LWDB coordinates service delivery with core programs of the Florida Department of Education's Division of Vocational Rehabilitation, Division of Blind Services and Division of Career and Adult Education, and the following combined state plan partner programs (per WIOA § 103(a)(1) and (2)):
 - A. **Temporary Assistance for Needy Families (TANF)** authorized under 42 United States Code (U.S.C.) § 601 et seq. (Florida Department of Children and Families (DCF)).

- B. Employment and training programs in the **Supplemental Nutrition Assistance Program (SNAP)** authorized under Section 6(d)(4) of the Food and Nutrition Act of 2008 (7 U.S.C. § 2015(d)(4)). (DCF).
 - C. **Work programs authorized under Section 6(o) of the Food and Nutrition Act of 2008** (7 U.S.C. § 2015(o)). (Florida Department of Commerce (FloridaCommerce) and DCF).
 - D. **Trade Adjustment Assistance for Workers** program authorized under Chapter 2 of Title II of the Trade Act of 1974 (19 U.S.C. § 2271 et seq.). (FloridaCommerce).
 - E. **Jobs for Veterans State Grants (JVSG)** program authorized under 38 U.S.C. § 4100 et. seq. (FloridaCommerce).
 - F. **Unemployment Insurance (UI)** programs, known as Reemployment Assistance in Florida, (UI Federal-State programs administered under state unemployment compensation laws in accordance with applicable federal law). (FloridaCommerce).
 - G. **Senior Community Service Employment Program (SCSEP)** authorized under Title V of the Older Americans Act of 1965 (42 U.S.C. § 3056 et seq.) and updated by the OAA Reauthorization Act of 2016, Pub. L. No. 114-144. (Florida Department of Elder Affairs).
 - H. **Employment and training activities carried out under the Community Services Block Grant (CSBG)** Act (42 U.S.C. § 9901 et seq.). (FloridaCommerce).
4. Be based on current and projected needs of the local 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 veterans, SNAP and TANF benefit recipients, individuals with disabilities, and individuals residing in rural areas.
 5. Set forth a strategy to utilize all allowable resources to:
 - A. Assist Floridians with securing employment that leads to economic self-sufficiency and reduces the need for public assistance.
 - B. Provide opportunities for Floridians to develop skills intended to meet the present and future needs of employers.
 - C. Ensure that workforce-related programs are responsive to present and future needs of business and industry and complement the initiatives of state and local economic development partners, including SelectFlorida in relation to:
 - 1) Job training;
 - 2) The attainment of a credential of value identified pursuant to Section 445.004(4)(h)4c Florida Statutes (F.S).
 - 3) The attainment of a postsecondary degree or credential of value; and
 - 4) Any other program that has, at least in part, the goal of securing employment or better employment for an individual and receives federal funds or a state appropriation.
 - D. Prioritize evidence-based, results-driven solutions to improve outcomes for Floridians and Florida businesses.
 - E. Develop collaborative partnerships that leverage multiple sources of funding to provide services to all customers seeking assistance, especially Florida's vulnerable populations.

- F. Identify barriers to coordinating and aligning workforce-related programs and develop solutions to remove such barriers.
6. Identify the education and skill needs of the workforce and the employment needs of the local area and include an analysis of the strengths and weaknesses of services provided to address identified needs. Assessments include the best available information, evidence of effectiveness, 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.
7. Provide a comprehensive view of the systemwide needs of the local area.
8. 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.
9. Achieve greater efficiencies, reduce duplication, and maximize financial and human resources.
10. Address current and future strategies and efficiencies to address the continuous improvement of Florida's workforce investment system and its focus on simplified access to quality customer service.

Draft

KEY DATES

Florida Combined Plan Public Comment.	February-March 2024
Florida Combined Plan Reviewed by Federal Agencies.	April-June 2024
Local Plan Guidelines Issued.	April 29, 2024
Final Revisions and Approval of Florida Combined Plan.	July-August 2024
Regional and Local Plans Due.	October 2, 2024
Regional and Local Plans Approved by State Board.	December 2024
Regional and Local Plans Effective.	January 1, 2025

PUBLIC COMMENT PROCESS

Prior to the date on which the LWDB submits a local and regional plan, the LWDB must provide an opportunity for public comment on the development of the plan. To provide adequate opportunity for public comment, the LWDB must:

1. Make copies of the proposed plan available to the public through electronic and other means, such as public hearings and local news media (WIOA §108(d)(1) and 20 CFR 679.550(b)(1)).
2. Include an opportunity for comment by members of the public, including representatives of business, labor organizations, and education (WIOA §108(d)(2) and 20 CFR 679.550(b)(2)).
3. Provide no more than a 30-day period for public comment on the plan(s) before its submission to FloridaCommerce, beginning on the date on which the proposed plan is made available (WIOA §108(d)(2) and 20 CFR 679.550(b)(1)).
4. Submit any public comments that express disagreement with the plan to FloridaCommerce. WIOA §108(d)(3) and 20 CFR 679.550(b)(1).

PLAN SUBMISSION

ONLINE FORM

Each LWDB must submit its local plan in coordination with the regional plan, as appropriate, required attachments and contact information for primary and secondary points of contact for each plan submitted via the state's established method for WIOA plan submissions. **Hard copies of plans or attachments are not required. All local and regional plans must be submitted no later than 5:00 p.m. (EDT) on Wednesday, October 2, 2024.**

Please carefully review these instructions prior to submitting plans.

Prior to plan submission, please ensure:

1. The LWDB members and chief local elected official(s) reviewed the plan.
2. The LWDB chair and the chief local elected official signed the appropriate documents. For regional planning purposes, the chief local elected officials of all units of local government that make up the planning region must sign the regional plan to demonstrate that the request specific to the regional planning area is the consensus of all the units of local government involved.
3. The name of the LWDB is on the plan cover page.
4. The plan submitted date as well as primary and secondary points of contact are on the cover page.
5. The structure and numbering follow the plan instructions format.
6. A table of contents with page numbers is included and each page of the plan is numbered.
7. Text is typed, preferably in the fonts Arial or Calibri, with a font size of 11 or greater.
8. The plan and all attachments are submitted in a searchable PDF format.¹
9. The plan is posted online for public comment and submitted in a format compliant with Section 508 of the Rehabilitation Act (29 U.S.C, Section 794) and is accessible to people with disabilities.²
10. Responses to all questions are informative and concise. Questions should not be altered or rephrased and the numbering should follow the plan instructions format.
11. The name of the LWDB, 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 and regional plan:

¹ 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 **ClickFile > 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**.

² Best practices for making Word and other documents 508 compliant and accessible to those with disabilities includes using built-in title, subtitle, and heading styles; creating accessible lists; adjusting space between sentences and paragraphs and adding alt+text to visuals. For best results, use the "[Accessibility Checker](#)" in the **Review** tab in MS Word.

1. **Executed interlocal agreement** that defines how parties carry out roles and responsibilities of the chief local elected officials (if the local area includes more than one unit of general local government in accordance with WIOA § 107(c)(1)(B).

The [2023-Interlocal-Agreement](#) is located on the CSS website page [Public Records - CareerSource Suncoast.](#)

Attachment Provided

2. **Executed agreement between the chief local elected official(s) and the LWDB.**

The [2023-Interlocal-Agreement](#) is located on the CSS website page [Public Records - CareerSource Suncoast.](#)

Attachment Provided

3. **Evidence of designation of the fiscal agent by the chief local elected official(s), if other than the chief local elected official(s).**

The [2023-Interlocal-Agreement](#) is located on the CSS website page [Public Records - CareerSource Suncoast.](#)

Attachment Provided

4. **Current by-laws** established by the chief local elected official(s) to address criteria contained in 20 CFR 679.310(g) and [Administrative Policy 110 –Local Workforce Development Area and Board Governance.](#)

The [2022-CSS-bylaws](#) is located on the CSS website page [Public Records - CareerSource Suncoast.](#)

Attachment Provided

5. **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.

The Board member roster is located on the CSS Website at [Board of Directors - CareerSource Suncoast.](#) Attachment has been provided.

6. **Organizational chart** that outlines the organizational structure of the local area including the local workforce development board staff, one-stop operator, direct provider of workforce services, youth service provider and jointly managed FloridaCommerce staff. The organizational chart should identify specific roles defined in the Grantee-Subgrantee Agreement to include: [Attachment Provided](#)

- A. Regional Security Officer.
- B. Chief Ethics Officer.
- C. Custodian for purchased property and equipment.
- D. Personnel Liaison.
- E. Public Records Coordinator.
- F. Equal Opportunity Officer.
- G. Person who promotes opportunities for persons with disabilities.

7. 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, will carry out its multiple responsibilities, including how it develops appropriate firewalls to guard against conflicts of interest. Also attach copies of any processes and procedures that clearly detail a) how functions are sufficiently separated; b) descriptions of the steps the local area has taken to mitigate risks that could lead to impropriety; c) firewalls (physical, technological, policies, etc.) created to ensure such risks are mitigated; and d) oversight and monitoring procedures.

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.

The business model now in place clearly separates administrative and oversight functions from the program and operating functions through CareerSource's Executive Leadership Team, which consists of the Chief Executive Officer, Chief Operating Officer, Chief Financial and Administrative officer and Chief Talent Development Officer. This Leadership Team along with the Directors set goals for the staff and Career Centers. Directors overseeing the staff and career centers report to the Executive leadership, the Executive Leadership Team reports to the CSS' Committees and Board of Directors.

CSS maintains a strong internal monitoring process with good internal controls. The Director of Continuous Improvement oversees scheduled programmatic monitoring, which is reviewed to identify any areas for targeted staff training on programmatic compliance.

CSS contracts services with independent vendors to conduct annual financial audits and monitoring. CSS policies reflect internal controls and accountability for our employees, directors and managers. Internal controls are reviewed annually to ensure effective firewalls are in place. Performance and financial audits/monitoring are shared with the Finance/Performance Committee, the Commissioners Coordinating Council, Executive Committee, and full Board of Directors providing oversight to these functions.

The Suncoast Workforce Board, as the administrative entity maintains Accounting Procedures Manuals revised and maintained to reflect all pertinent procedures. These manuals describe and detail the fiscal controls and accounting procedures used by CareerSource Suncoast. These procedures were developed in accordance with the provisions of:

- A. *Workforce Innovation and Opportunity Act (WIOA), Sections 183-185,*
- B. *31 USC 7502(f)(2)(B), Single Audit Act Amendments of 1996, (Pub. L.104-156),*
- C. *2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit*
- D. *Requirements for Federal Awards,*
- E. *20 CFR 668, Administrative Provisions Under Title I of WIOA,*
- F. *(Florida's) Chief Financial Officer Memorandum No. 05.*

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.

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 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."

Financial and Organizational Disclosure Statements must be completed by all board members and the CSS President/CEO. Within 30 days of appointment or employment by the Board, 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 Financial Disclosure form with the Florida Commission on Ethics.

8. **Executed Memoranda of Understanding** for all one-stop partners (Section III(b)(2) of the State of Florida WIOA Unified Plan).

Attachments provided

9. **Executed Infrastructure Funding Agreement** with all applicable WIOA required partners (Section III(b)(2) and Section IV(a)(1)(d) of the State of Florida WIOA Unified Plan).

Attachments provided

10. **Executed cooperative agreements** which define how all local service providers, including additional providers, will carry out the requirements for integration of and access to all services available in the local one-stop delivery system. This includes cooperative agreements (as defined in WIOA section 107(d)(11)(B) between the LWDB or other local entities described in WIOA section 107(d)(11)(C) 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.

CareerSource Suncoast continues to work closely with core partner programs contributing to the one-stop delivery system. CSS acts as the convener of community partners by implementing bi-weekly and quarterly partner meetings highlighting agency services and promoting the agency-to-agency Crosswalk referral system.

CSS has Memorandums of Understandings (MOU) with the partners listed below. These MOUs are reviewed annually to align with WIOA requirements. Additionally, the MOU's outline

the process of using the Crosswalk agency-to-agency referral system:

- A. 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.
- B. 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.
- C. 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.
- D. Florida Department of Education, Division of Vocational Rehabilitation: Coordinating resources and preventing duplication of services for workforce employment and training services in Sarasota and Manatee Counties.
- E. 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.
- F. Community Action Agencies: Manatee and Sarasota Counties- Coordinating resources and preventing duplication of services for individuals seeking self- sufficiency.
- G. Housing Authority-Manatee and Sarasota Counties: Coordinating resources and preventing duplication of services for individuals seeking self-sufficiency.

In addition to working with Vocational Rehabilitation and Division of Blind Services, CareerSourceSuncoast is an authorized Employment Network through the Social Security Administration. CSS employs an Employment Support Coordinator, working specifically with individuals in the Ticket to Work program.

11. **A description of the process used by the LWDB to obtain input and comment by representatives of business and labor organizations for the development of the plan.** The LWDB must make information about the plan available to the public on a regular basis through electronic means and open meetings.

The LWDB provides guidance and leadership in the development of the plan. Upon the completion of the draft, the plan is shared with the Chief Local Elected Officials, Board Member, the Education and Industry Consortium, and local partners for review and input. The CSS Board of Directors membership composition includes local private business leaders, members of labor organizations, apprenticeship programs, higher education, and other local community partner organizations.

Additionally, the plan is posted on the CSS website and available for public comment for the required 30-day period. Any public comments received are included when the proposed plan is presented to the Board of Directors for review and approval. After Board approval, the plan is signed by the CLEOs and Board chairperson to indicate the LWDB will operate in accordance with the plan and applicable federal and state laws, rules, and regulations. Please reference the attached Board of Directors roster provided.

12. **Planning Region Agreements** between the participating LWDBs of the planning region and agreements between the planning region and regional partners to include cooperative service agreements, memoranda of understanding, regional policies, etc.

Not Applicable at this time.

PLAN APPROVAL

FloridaCommerce will review each local and regional plan for the requirements outlined in these guidelines using a plan review checklist that aligns with requirements outlined in these guidelines. If there are questions or concerns, FloridaCommerce will notify the contact(s) included in the plan.

FloridaCommerce will recommend complete and fully compliant local and regional plans to the state board for approval.

Where deficiencies exist or clarity is required, FloridaCommerce will notify the LWDB in writing that:

1. There are deficiencies in workforce investment activities that have been identified through audits, and the local area has not made acceptable progress in implementing plans to address the deficiencies:
2. The plan does not comply with applicable provisions of WIOA and the WIOA regulations, including the required consultations and public comment provisions, and the nondiscrimination requirements of 20 CFR Part 38; or
3. The plan does not align with the state's WIOA combined plan, strategies and operations approved by the state board, core and combined state plan partners- including alignment of specific programs, additional goals described in Section II of the state's WIOA combined plan, state strategic and administrative policies, and negotiated performance indicators that support the state plan and workforce investment system in accordance with WIOA section 102(b)(1)(E), 20 CFR 676.105, and [Chapter 445.003, F.S.](#)

The plan, including plan modifications, will be considered to be approved upon written notice by FloridaCommerce advising of state board approval or at the end of the 90-day period beginning the day FloridaCommerce receives the plan, or plan modification, unless, in accordance with 20 CFR 679.570, any deficiencies referenced above are identified by FloridaCommerce in writing and remain unresolved.

Any questions regarding the submission, review and/or approval of plans should be submitted to FloridaCommerce at: WIOA-LocalPlans@commerce.fl.gov.

ORGANIZATIONAL STRUCTURE

The local plan must describe the organizational structure and delivery systems in place in the local area, including:

1. Chief Local Elected Official(s)

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

Sarasota County Commissioner
Ron Cutsinger
1660 Ringling Blvd.
Sarasota, FL 34236
(941) 861-5000
rcutsinger@scgov.net

Manatee County Commissioner

George Kruse
1112 Manatee Ave. W.
Bradenton, FL 34205
(941) 745-3702
gkruse@mymanatee.org

- B. Describe how the chief local elected official(s) was involved in the development, review and approval of the local plan.

The Local Workforce Development Area 18 has two local county governments – Sarasota County and Manatee County. Each of the two counties, Sarasota County and Manatee County, designates a commissioner to serve as the Chief Local Elected Official (CLEO), serving as the Commission of Coordinating Council (CCC). As members of the CCC, the CLEOs attend all Board meetings and are provided information, updates, and reports through the Board’s committees, board meetings and any other pertinent business throughout the year. The CCC reviews and provides input in the development of the plan. The CCC is provided the final plan draft for review and approval.

- C. If the chief local elected official is a consortium, identify the members of the consortium and which member(s) has authority to sign on behalf of the consortium.

As noted in (b) above, the two-county region has a Commission Coordinating Council with two CLEO’s who jointly review and approve on behalf of their respective Board of County Commissioners. Both CLEO’s sign off on all required documentation.

2. Local Workforce Development Board

- A. Identify the chairperson of the LWDB by name, title, term of appointment, mailing address, phone number and email address. Identify the business entity and industry the chairperson represents.

Eric Troyer/ Partner
CPA, Kerkering Barberio
1990 Main St. Unit 801
Sarasota, FL 34236
(941) 365-4617
Etroyer@kbggroup.com

Note: Effective September 26, 2024, the Chairperson will change.

David Kraft
Founder/CEO, Vision Consulting Group
3212 43rd Ave. E
Bradenton, FL 34208
(941) 896-2108
dkraft@yourfutureaccelerated.com

- B. If applicable, identify the vice-chairperson of the LWDB by name, title, term of appointment mailing address, phone number and email address. Identify the business or organization the vice-chairperson represents.

David Kraft
Founder/CEO, Vision Consulting Group
3212 43rd Ave. E
Bradenton, FL 34208
(941) 896-2108
dkraft@yourfutureaccelerated.com

Note: Effective September 26, 2024, the Vice- Chairperson will change.

Lisa Eding
Human Resource Director, Teakdecking Systems
7061 15th St. East
Sarasota, FL 34243
(941) 756-0600 ext. 232
leding@teakdecking.com

- C. LWDB member roster which includes name, title, term of appointment mailing address, phone number and email address. Identify the business that the board member represents.

Attached

- D. Describe how the LWDB members, including those described in Public Law 113-128 § 107(b)(2), were involved in the development, review, and approval of the local plan.

The LWDB provided guidance and leadership in the development of the plan. Upon the completion of the draft, the plan was shared with board members and local partners for review and input. In addition, the plan was posted on the CSS website and available for public comment for the required 30-day period. Any public comments received are included when the proposed plan is presented to the Executive Committee, the Commission of Coordinating Council, and Board of Directors for review and approval. After Board approval, the plan is signed by the CLEOs and Board chairperson to indicate the LWDB will operate in accordance with the plan and applicable federal and state laws, rules, and regulations.

- E. Describe how the LWDB convened or obtained input from local workforce development system stakeholders including LWDB committee members, combined state plan partners, education, industry and representatives of disability populations and those with barriers to employment to assist in the development of the local plan.

The LWDB provided guidance and leadership in the development of the local plan. Upon the completion of the draft, the plan is shared with board members, mandated partners, training providers, the Education and Industry consortium, and local partners to review and provide input. In addition, the plan is posted and available for public comment for the required 30-day period. Any public comments received are included when the proposed plan is presented to the Commission of Coordinating Council and Board of Directors for review and approval. After Board approval, the plan is signed by the CLEOs and Board chairperson to indicate the LWDB will operate in accordance with the plan/modification and applicable federal and state laws, rules, and regulations. It is important to note that the Board of Directors includes representation from Adult Education, Vocational Rehabilitation, labor organizations, and other key stakeholders

in the community serving individuals with barriers to employment.

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

- A. Provide the name of the entity selected to receive and disburse grant funds (local fiscal agent) if other than the chief local elected official. WIOA § 107(d)(12)(B)(1)(iii); 20 CFR 679.420 and 20 CFR 560(6)(14)

Suncoast Workforce Board, Inc., doing business as CareerSource Suncoast (CSS), is the fiscal entity selected to disburse local grant funds. Please reference the Interlocal Agreement provided in the attachments.

- B. Provide the name of the entity selected to staff the LWDB (commonly referred to as the administrative entity) and assist the LWDB in carrying out its responsibilities as a board organized under WIOA (20 CFR 679.430).

Suncoast Workforce Board, Inc., doing business as CareerSource Suncoast (CSS), is the administrative entity selected to staff the LWDB. Please reference the Interlocal Agreement provided in the attachments.

4. One-Stop Operator and One-Stop Career Centers

- A. Provide the name of the entity or entities selected through a competitive process to serve as the one-stop operator. Include the effective date and end date of the current agreement in place between the LWDB and the one-stop operator. (20 CFR 678.605)

TClark Workforce Solutions, LLC. - Effective July 1, 2024. Please reference the OSO Agreement provided in the attachments.

- B. Describe the steps taken to ensure a competitive process for selection of the one-stop operator(s) (WIOA §121(d)(2)(A) and 20 CFR 678.605).

CareerSource Suncoast (CSS) issued and posted a Request for Proposals (RFP) on January 12, 2024 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 posted on the [Public Notice](#) section of the [CSS website](#) allowing for a minimum 30-day notice. The review committee vetted and rated the two proposals received. Based on the overall rating score, CSS made a recommendation to the Executive Committee for approval to submit to the full Board of Directors to approve CSS to enter negotiations and contract TClark Workforce Solutions, LLC, for the One-Stop Operator services. The Board approved the recommendation to negotiate for contracted One-Stop Operator Services with TClark Workforce Solutions, LLC.

- C. If the LWDB serves as the one-stop operator, provide the last date the CareerSource Florida Board of Directors granted approval to the LWDB to serve in this capacity and provide the approved duration. ([Administrative Policy 093 – One-Stop Operator Procurement](#)).

Not Applicable

- D. Describe the roles and responsibilities the LWDB has identified and assigned to the one-stop operator. (20 CFR 678.620)

See Attached Executed OSO Agreement, The agreement is also posted on the CSS website page [Public Records - CareerSource Suncoast](#).

- E. Provide the location (address) and type of each access point, indicating whether it is a comprehensive center³, affiliate site or specialized center, as described in [Administrative Policy 093 – One-Stop Delivery System and One-Stop Career Center Certification Requirements](#).

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

The designated physical comprehensive one-stop career center is:

Sarasota Career Center (and administrative office)
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:

Palmetto Career Center
600 8th Ave W #100
Palmetto, FL 34221
8:30 a.m. – 5:00 p.m. M-Thur.
Fridays (by appointment)

Suncoast Technical College
4748 Beneva Rd.
Sarasota, FL 34233
Hours by appointment

Manatee Technical College
6305 SR 70 E.
Bradenton, FL 34203
Hours by appointment

- F. Identify the days and times when each access point is open to customers. Comprehensive career centers must be open to the public for walk-in service a minimum of eight hours per day during regular business days, Monday through Friday. ([Administrative Policy 093 – One-Stop Delivery System and One-Stop Career Center Certification Requirements](#))

Sarasota Career Center
8:30 a.m. – 5:00 p.m. M-F

Palmetto Career Center
8:30 a.m. – 5:00 p.m. M-Thur.
Fridays (by appointment only)

³A 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](#)).

Suncoast Technical College
8:30 a.m. – 5:00 p.m. M-F (by appointment)
Closed June and July

Manatee Technical College
8:30 a.m. – 5:00 p.m. M-F (by appointment)
Closed June and July

- G. For each access point, identify how the local area provides customers with access to each required (and any approved optional) one-stop career center partners' programs, services and activities (physical co-location, electronic methods, and/or referrals). ([Administrative Policy 093 – One-Stop Delivery System and One-Stop Career Center Certification Requirements](#))

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 and Sarasota Counties locations.

Partners co-located within the Comprehensive Sarasota Career center include Vocational Rehabilitation Services and Adult Basic Education (ABE) assistance. The Sarasota County School District provides the ABE testing and GED Prep. Additionally, CSS has provided clients with remote access to services. All CSS staff are trained on the agency-to-agency Crosswalk referral system to connect clients to partner programs not physically co-located in the one-stop career center.

- H. Provide the required attestation that at least one comprehensive one-stop center in the local area meets the certification requirements contained therein. ([Administrative Policy 093 – One-Stop Delivery System and One-Stop Career Center Certification Requirements](#)).

Per the FloridaCommerce One-Stop Career Center Credentialing Policy, CareerSource Suncoast attests that the comprehensive one-stop center meets the certification requirements. Certification requirements are reviewed annually by CSS as well as FloridaCommerce during their annual monitoring period. As of June 2024, the most recent certification completed was on February 26, 2024. 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.

- I. Describe any additional criteria (or higher levels of service coordination than required in [Administrative Policy 093 – One-Stop Delivery System and One-Stop Career Center Certification Requirements](#)) relating to service coordination achieved by the one-stop delivery system, to respond to education/training needs, labor market, economic, and demographic conditions and trends in the local area (WIOA §121(g)(3)).

Throughout the course of the programmatic year the region hosts a variety of educational forums, on-line curriculums, conferences, classes and events that are demographically channeled. These events are developed to discuss labor market, economic, and demographic conditions and trends for regional convening.

Constituents served include the business community at large, entrepreneurs, career seekers and students. The events include:

- 1) State of Talent
- 2) State of Jobs
- 3) eRising
- 4) Pathways to Success
- 5) Platform for Success
- 6) Accelerate to Success
- 7) Continue the Conversation
- 8) Apprenticeship Accelerator
- 9) Business Roundtable

Biweekly, CSS convenes partners such as our education entities and fellow nonprofits in a meeting to discuss upcoming events and programs. These partner meetings are recapped with notes sent to all invitees.

Additionally, the OSO convenes quarterly partner meetings to share services and continue to develop coordination of service.

5. Provider of Workforce Services

- A. Provide the name of the entity or entities selected to provide workforce services (except training services) within the local one-stop delivery system. ([Administrative Policy 083-Direct Provider of Workforce Services](#))

Suncoast Workforce Board, Inc., doing business as CareerSource Suncoast (CSS), is the entity providing workforce services.

- B. Provide the effective date and end date that workforce services will be provided, as defined in the current executed agreement between the LWDB and the provider of workforce services.

Not Applicable

- C. Identify and describe which career services are provided by the selected one-stop operator, if any.

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

- D. Identify and describe which career services are provided by the designated provider of workforce services (except training services).

CSS provides all direct services. The comprehensive one-stop career center includes staffed resource areas (with computers, fax machines, and phones) and provides job seeker services and employer services through the following programs:

- 1) Workforce Innovation and Opportunity (WIOA)
 - (a) Adult, Dislocated Worker, and Youth,
- 2) Welfare Transition / Temporary Assistance to Needy Families (TANF)
- 3) Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T)
- 4) Wagner-Peyser Services
- 5) Veteran services
- 6) Reemployment Services and Eligibility Assessment (RESEA), Reemployment Assistance (RA) services
- 7) Migrant Seasonal Farm Worker (MSFW) available in Manatee County
- 8) Additionally, CSS has provided clients with remote access to services.

Partners co-located within centers includes:

- 1) Vocational Rehabilitation Services
- 2) Adult Basic Education Assistance
 - (a) Testing and GED Prep

- E. If the LWDB serves as the provider of workforce services (except training services), provide the last date the CareerSource Florida Board of Directors granted approval to the LWDB to serve in this capacity and the approved duration.

June 07, 2023 for the period 07/01/2023 to 06/30/2026.

6. Youth Service Provider

- A. Provide the name of the entity or entities selected to provide youth workforce investment activities (youth program services) and, if the entity was competitively procured, the term through which the entity is contracted to provide these services ([Administrative Policy 120 Youth Service Provider Selection](#)).

Suncoast Workforce Board, Inc., doing business as CareerSource Suncoast (CSS), is the entity providing WIOA youth services. Procurement is not applicable.

- B. Provide the effective date and end date that youth services will be provided, as defined in the current executed agreement between the LWDB and the provider of youth services.

Not Applicable. CSS is the entity providing WIOA Youth services.

- C. Describe the steps taken to ensure a competitive process for the selection of the youth service provider(s) in the local area, if the LWDB does not provide these services.

Not Applicable

- D. Describe the roles and responsibilities the LWDB has identified and assigned to the youth service provider.

Not Applicable

- E. Describe any additional criteria⁴ the LWDB has established to ensure providers are best positioned to deliver required youth program elements resulting in strong outcomes for youth participants are used, if applicable.

Not Applicable

- F. Identify and describe the youth program element(s) provided by each provider.

CareerSource Suncoast provides all 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;
- 4) On-the-job training opportunities
- 5) 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
- 6) Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- 7) Leadership development opportunities, which may include community service and peer centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;
- 8) Support services;
- 9) Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
- 10) Follow-up services for not less than 12 months after the completion of participation, as appropriate;

⁴ The state's criteria for youth service provider selection is outlined in [CareerSource Florida Administrative Policy 120 – Youth Service Provider Selection](#).

- 11) Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate;
- 12) Financial literacy education;
- 13) 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
- 14) 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 pathway. 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.

7. Career Center Staff

- A. List the position title and number of positions that are considered as local county or municipality employees.

Not Applicable

ANALYSIS OF NEED AND AVAILABLE RESOURCES

The local plan must describe strategic planning elements, including:

1. A regional analysis of:
 - A. Economic conditions including existing and emerging in-demand industry sectors and occupations (20 CFR 679.560(a)(1)(i)); and

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.

The following table displays the top 15 existing demand occupations (based on 2024-2055 total job openings) by growth percentage for the CareerSource Suncoast region:

2024-2025 Regional Demand Occupations List													
Sorted by Occupational Title													
Workforce Development Area 18 - Manatee and Sarasota counties													
<u>Selection Criteria:</u>													
1	LMEC Educational Requirements: 3 (Some College, No Degree), 4 (Postsecondary Non-Degree Award), 5 (Associate Degree), or 6 (Bachelor's Degree)												
2	30 annual openings and positive growth												
3	Mean Wage of \$17.62/hour and Entry Wage of \$14.32/hour												
4	High Skill/High Wage (HSHW) Occupations: Mean Wage of \$27.59/hour and Entry Wage of \$17.62/hour												
SOC Cod	HSHW	Occupation Title*	Regional				Statewide				LMEC Cod	In Industri	Qualifying Level*
			Annual % Grov	Annual Openin	2022 Hourly Wage Meai	2022 Hourly Wage Entri	Annual % Grov	Annual Openin	2022 Hourly Wage Meai	2022 Hourly Wage Entri			
492022		Telecommunications Equipment Installers and Repairers, Except Line Installers	4.08	63	26.86	18.01	0.61	1,900	26.33	16.40	4	No	R
151212	HSHW	Information Security Analysts	3.95	41	53.17	34.68	3.87	1,326	53.78	34.11	6	Yes	R
499052		Telecommunications Line Installers and Repairers	3.79	32	24.50	18.29	0.80	729	24.41	17.80	4	No	R
119111	HSHW	Medical and Health Services Managers	3.40	144	55.46	31.78	3.18	4,300	57.46	31.27	6	No	R
312011	HSHW	Occupational Therapy Assistants	3.27	50	31.49	25.10	2.91	562	32.30	26.39	5	No	R
499041		Industrial Machinery Mechanics	3.18	58	27.50	19.85	2.43	1,629	26.66	18.43	4	Yes	R
312021	HSHW	Physical Therapist Assistants	3.13	77	31.34	24.24	3.18	1,444	31.83	24.26	5	No	R
194031		Chemical Technicians	3.13	5	N/A	N/A	1.15	231	24.68	16.53	5	Yes	N
152031	HSHW	Operations Research Analysts	2.95	14	36.66	20.27	2.69	668	38.73	21.01	6	Yes	S
273091		Interpreters and Translators	2.92	5	29.59	16.83	0.88	537	25.98	15.35	6	Yes	N
131161	HSHW	Market Research Analysts and Marketing Specialists	2.75	294	31.87	18.97	2.14	6,455	38.37	19.54	6	Yes	R
211018		Substance Abuse, Behavioral Disorder, and Mental Health Counselors	2.69	57	25.67	19.13	2.35	1,897	25.15	16.89	6	No	R
272022		Coaches and Scouts	2.63	207	31.16	14.44	2.02	2,149	31.14	14.06	6	No	R
492098		Security and Fire Alarm Systems Installers	2.57	32	23.34	16.88	1.49	962	22.67	16.11	4	No	R
319011		Massage Therapists	2.38	92	24.58	17.86	2.10	2,356	24.31	16.20	4	No	R
319092		Medical Assistants	2.38	445	19.22	16.50	2.55	11,110	18.21	15.29	4	No	R

Source: [Regional Demand Occupations List - FloridaJobs.org](https://www.floridajobs.org)

The next table displays the top 15 existing demand occupations (based on 2024-2025 total job openings) by annual openings for the CareerSource Suncoast region:

2024-2025 Regional Demand Occupations List													
Sorted by Occupational Title													
Workforce Development Area 18 - Manatee and Sarasota counties													
<u>Selection Criteria:</u>													
1	LMEC Educational Requirements: 3 (Some College, No Degree), 4 (Postsecondary Non-Degree Award), 5 (Associate Degree), or 6 (Bachelor's Degree)												
2	30 annual openings and positive growth												
3	Mean Wage of \$17.62/hour and Entry Wage of \$14.32/hour												
4	High Skill/High Wage (HSHW) Occupations: Mean Wage of \$27.59/hour and Entry Wage of \$17.62/hour												
SOC Cod	HSHW	Occupation Title*	Regional				Statewide				LMEC Cod	In Industri	Qualifying Level*
			Annual % Grov	Annual Openin	2022 Hourly Wage Meai	2022 Hourly Wage Entri	Annual % Grov	Annual Openin	2022 Hourly Wage Meai	2022 Hourly Wage Entri			
111021	HSHW	General and Operations Managers	1.30	700	52.33	22.59	1.16	19,782	54.50	23.02	6	Yes	R
291141	HSHW	Registered Nurses	1.03	542	38.03	29.20	0.85	13,934	38.42	28.87	6	No	R
411011		First-Line Supervisors of Retail Sales Workers	0.23	536	24.14	15.63	-0.01	11,904	24.28	15.41	3	No	R
433031		Bookkeeping, Accounting, and Auditing Clerks	0.25	476	22.45	15.91	0.21	14,342	21.82	15.24	3	Yes	R
319092		Medical Assistants	2.38	445	19.22	16.50	2.55	11,110	18.21	15.29	4	No	R
413091		Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel	1.75	445	31.39	16.74	1.24	13,053	32.15	16.86	6	Yes	R
431011	HSHW	First-Line Supervisors of Office and Administrative Support Workers	0.49	421	31.09	19.95	0.43	13,271	30.64	19.69	3	Yes	R
472031		Carpenters	0.68	381	22.49	17.03	0.78	7,191	22.18	16.66	4	No	R
533032		Heavy and Tractor-Trailer Truck Drivers	1.03	370	23.76	17.54	1.00	14,319	23.89	16.81	4	Yes	R
132011	HSHW	Accountants and Auditors	1.57	366	37.78	21.57	1.24	9,923	38.56	22.98	6	Yes	R
419022		Real Estate Sales Agents	1.32	346	24.74	13.59	0.90	6,718	27.20	14.69	4	No	S
414012	HSHW	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	0.88	324	34.61	18.54	0.84	9,540	34.40	17.53	3	Yes	R
413021	HSHW	Insurance Sales Agents	1.40	317	27.91	18.79	1.54	6,763	33.53	16.21	4	Yes	R
131161	HSHW	Market Research Analysts and Marketing Specialists	2.75	294	31.87	18.97	2.14	6,455	38.37	19.54	6	Yes	R

B. The employment needs of employers in existing and emerging in-demand industry sectors and occupations⁵ (20 CFR 679.560(a)(1)(ii)).

Top Emerging Industries:

The top emerging industries according to the Florida Department of Commerce (FloridaCommerce) 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 eight years. The top five are telecommunications, warehouse and storage, educational services, plastics & rubber product manufacturing, and informational services.

FASTEST-GROWING INDUSTRIES						
WORKFORCE DEVELOPMENT AREA 18 - MANATEE AND SARASOTA COUNTIES						
Rank	NAICS Code	NAICS Title	Employment			Percent Growth
			2023	2031	Growth	
1	517	Telecommunications	1,250	1,643	393	31.4
2	493	Warehousing and Storage	2,384	3,050	666	27.9
3	611	Educational Services	6,504	8,246	1,742	26.8
4	326	Plastics & Rubber Products Manufacturing	1,058	1,256	198	18.7
5	519	Other Information Services	348	412	64	18.4
6	624	Social Assistance	4,529	5,241	712	15.7
7	621	Ambulatory Health Care Services	23,171	26,778	3,607	15.6
8	237	Heavy and Civil Engineering Construction	2,523	2,910	387	15.3
9	541	Professional and Technical Services	22,891	26,373	3,482	15.2
10	561	Administrative and Support Services	20,996	24,169	3,173	15.1
11	531	Real Estate	6,528	7,354	826	12.7
12	452	General Merchandise Stores	7,674	8,626	952	12.4
13	454	Nonstore Retailers	1,108	1,244	136	12.3
14	722	Food Services and Drinking Places	34,653	38,805	4,152	12.0
15	311	Food Manufacturing	1,644	1,837	193	11.7
16	332	Fabricated Metal Product Manufacturing	5,172	5,747	575	11.1
17	524	Insurance Carriers & Related Activities	5,312	5,881	569	10.7
18	325	Chemical Manufacturing	643	711	68	10.6
19	442	Furniture and Home Furnishings Stores	1,551	1,715	164	10.6
20	238	Specialty Trade Contractors	22,126	24,396	2,270	10.3

This table includes industries with a minimum of 300 jobs in 2023.

Source: FloridaCommerce Employment Projections 2023-2031

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 nurse practitioners, medical and health services managers, industrial machinery mechanics, and home health and personal care aides. The most common industry sectors for emerging occupations are healthcare and construction.

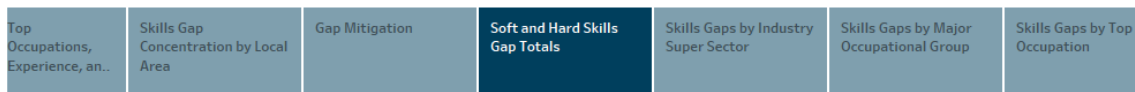
The majority of top emerging occupations occur in healthcare (six of the top 10), and professional services (four of the top 10) industry sectors. The top 10 fastest-growing occupations for the Suncoast region are displayed in the following table:

FASTEST-GROWING OCCUPATIONS												
WORKFORCE DEVELOPMENT AREA 18 - MANATEE AND SARASOTA COUNTIES												
Rank	SOC Code	SOC Title	Employment			Job Openings				2022 Median Hourly Wage (\$)	Education	
			2023	2031	Percent Growth	Growth	Exits	Transfers	Total		LMEC**	BLS**
1	29-1171	Nurse Practitioners	485	732	50.9	247	111	139	497	50.50	M	M
2	11-9111	Medical and Health Services Managers	1,178	1,498	27.2	320	299	538	1,157	48.02	B	B
3	49-9041	Industrial Machinery Mechanics	456	572	25.4	116	146	212	474	28.58	PS	HS
4	31-1120	Home Health and Personal Care Aides	3,709	4,582	23.5	873	2,688	2,322	5,883	13.99	HS	HS
5	13-1161	Market Research Analysts and Marketing Specialists	2,161	2,637	22.0	476	555	1,320	2,351	27.92	B	B
6	21-1018	Substance Abuse, Behavioral Disorder, and Mental Health Counselors	441	536	21.5	95	141	218	454	23.70	B	B
7	29-1127	Speech-Language Pathologists	288	350	21.5	62	70	83	215	40.35	M	M
8	31-9092	Medical Assistants	2,536	3,018	19.0	482	1,025	2,054	3,561	18.18	PS	PS
9	11-3031	Financial Managers	1,161	1,371	18.1	210	248	506	964	61.44	B	B
10	37-1012	First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers	882	1,035	17.3	153	265	530	948	22.81	SC	HS

Source: FloridaCommerce Employment Projections 2023-2031

- An analysis of the knowledge and skills, including credentials and licenses, 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) and 20 CFR 679.560(a)(2)).

The flow of qualified talent into the workforce is the key to a successful economy. The ability to match the skills of talent entering the workforce and the rapidly changing skills needed by employers to remain competitive continues to be a challenge. CSS uses the current Florida Skills Gap and Job Vacancy Report [Skills Gap and Job Vacancy Data - FloridaJobs.org](https://www.floridajobs.org/skills-gap). Based on the skills gap analysis across the state soft skills continue to be the leading factors in skills gaps with communication, reliability, and leadership being the top three areas of significant gaps. CSS regional skills gaps follow suit with the state skills gap areas with a higher number of skills gaps in the soft skills versus hard skills.

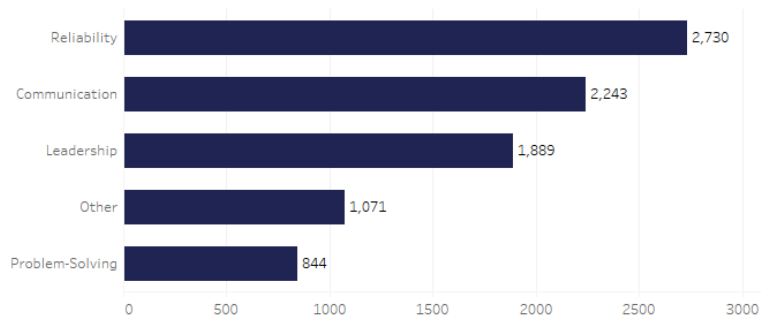


SELECT AN AREA [?]

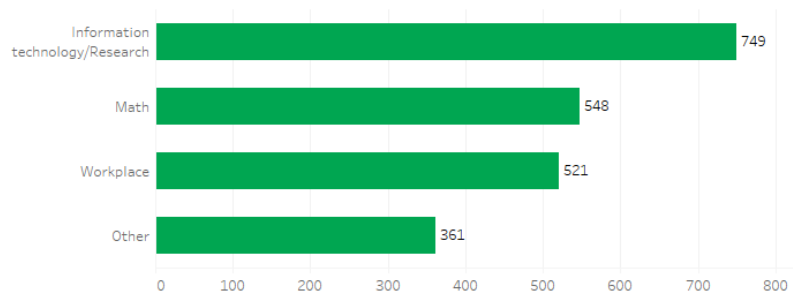
CareerSource Suncoast

Skills gaps were measured for both soft and hard skills. Soft skills refer to personal attributes and behaviors, such as reliability, while hard skills are associated with technical expertise.

Soft Skills Gap Totals [?]



Hard Skills Gap Totals [?]



Health Care and Life Science - The top soft skills gaps in this industry include reliability/time management, communication, and leadership. The top hard skills gaps in this industry include information technology/research, math, and workplace skills required for the jobs. This trend shows that soft skills continue to be the largest area in gaps for employers in filling their vacant positions with .44 number of gaps per vacancy, versus .06 number of gaps per vacancy for hard skills gaps for this industry.

Construction - The top soft skills gaps in this industry include reliability/time management, Communication, and leadership. The top hard skills gaps in this industry include information technology/research, math, and workplace skills required for the jobs. This trend shows that soft skills continue to be the largest area in gaps for employers in filling their vacant positions with .61 number of gaps per vacancy, verses .35 number of gaps per vacancy for hard skills gaps for this industry.

Manufacturing – The top soft skills gaps in this industry include reliability/time management, Communication, and leadership. The top hard skills gaps in this industry include information technology/research, other skills and equally math, and workplace skills required for the jobs. This trend shows that soft skills continue to be the largest area in gaps for employers in filling their vacant positions with .38 number of gaps per vacancy, verses .27 number of gaps per vacancy for hard skills gaps for this industry.

Finance and Insurance - The top soft skills gaps in this industry include reliability/time management, Communication, and leadership. The top hard skills gaps in this industry include information technology/research, other skills and math. This trend shows that soft skills continue to be the largest area in gaps for employers in filling their vacant positions with .32 number of gaps per vacancy, verses .23 number of gaps per vacancy for hard skills gaps for this industry.

CSS works to address these skills gaps by offering soft skills training to include Metrix online learning platform and Stephen Covey's 7-habits of highly effective people to both career seekers and employers.

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/.

Furthermore, FloridaCommerce has created a Skills Gap and Job Vacancy Data charts to break this down by industry and occupations. See below charts for info.

The Data reflects the following skills gaps in the top industry sectors.

Top Occupations, Experience,...	Skills Gap Concentration by Local Area	Gap Mitigation	Soft and Hard Skills Gap Totals	Skills Gaps by Industry Super Sector	Skills Gaps by Major Occupational Group	Skills Gaps by Top Occupation
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SELECT AN AREA [?]

CareerSource Suncoast

These tables show the percent of vacancies in each industry super sector that experienced gaps in specific skills. The “Number of gaps per vacancy” column shows the number of skills gaps per vacancy across all skills. Industries are assigned to an employer based on the activities in which they are primarily engaged.

Percent of Vacancies with Soft Skills Gaps by Industry Super Sector

Industry	Communication	Leadership	Other	Problem-solving	Reliability and time management	Number of gaps per vacancy
Information	7.0%	7.0%	0%	0%	7.0%	0.21
Education and Health Care	10.8%	7.3%	4.2%	4.4%	11.6%	0.38
Trade, Transportation, and Utilities	19.8%	16.3%	8.2%	3.5%	23.8%	0.72
Professional and Business Services	21.7%	18.6%	14.9%	6.3%	18.4%	0.80
Leisure and Hospitality	20.5%	18.5%	10.2%	7.9%	27.8%	0.85
Manufacturing	27.4%	22.5%	4.5%	24.0%	30.4%	1.09
Financial Services	31.1%	24.0%	10.0%	15.4%	29.2%	1.10
Mining and Construction	23.7%	22.0%	17.7%	8.8%	47.9%	1.20

Percent of Vacancies with Hard Skills Gaps by Industry Super Sector

Industry	Information technology/ Research	Workplace	Math	Other	Number of gaps per vacancy
Education and Health Care	2.1%	3.0%	0.3%	0.8%	0.06
Leisure and Hospitality	4.0%	0.3%	2.7%	2.0%	0.09
Trade, Transportation, and Utilities	5.6%	1.1%	2.7%	1.7%	0.11
Professional and Business Services	9.3%	8.4%	10.5%	2.5%	0.31
Financial Services	11.5%	5.8%	10.6%	6.2%	0.34
Manufacturing					

- An analysis of the workforce in the regional area, including current labor force employment and unemployment data, information on labor market trends, the educational and skill levels of the workforce, including individuals with barriers to employment and current skill gaps (WIOA § 108(b)(1)(C) and 20 CFR 679.560(a)(3)).

Labor Force and Unemployment

Manatee County, Florida	Total	Labor Force Participation Rate	Employment/Population Ratio	Unemployment Rate
Population 16 years and over	364,732	54.3%	52.3%	3.6%
AGE				
16 to 19 years	16,502	53.2%	49.2%	7.0%
20 to 24 years	19,555	73.5%	69.5%	5.5%
25 to 29 years	22,007	85.1%	77.5%	8.8%
30 to 34 years	23,177	83.0%	80.5%	3.0%
35 to 44 years	45,787	82.8%	78.2%	4.7%
45 to 54 years	49,963	82.0%	80.3%	2.0%
55 to 59 years	32,301	72.7%	71.0%	2.2%
60 to 64 years	31,571	57.2%	56.3%	1.6%
65 to 74 years	64,528	20.1%	20.0%	0.4%
75 years and over	59,341	6.1%	6.1%	0.0%
RACE AND HISPANIC OR LATINO ORIGIN				
White alone	276,139	50.0%	48.3%	3.3%
Black or African American alone	27,022	71.8%	69.0%	4.0%
American Indian and Alaska Native alone	N	N	N	N
Asian alone	N	N	N	N
Native Hawaiian and Other Pacific Islander alone	N	N	N	N
Some other race alone	13,100	76.6%	73.6%	3.9%
Two or more races	37,740	64.0%	60.8%	4.3%
Hispanic or Latino origin (of any race)	54,268	68.1%	63.9%	5.3%
White alone, not Hispanic or Latino	263,726	49.7%	48.1%	3.1%
Population 20 to 64 years	224,361	77.0%	74.0%	3.7%
SEX				
Male	110,130	82.1%	78.5%	4.0%
Female	114,231	72.1%	69.6%	3.4%
With own children under 18 years	34,055	77.8%	74.8%	3.8%
With own children under 6 years only	7,881	66.9%	62.3%	6.9%
With own children under 6 years and 6 to 17 years	6,457	85.3%	78.1%	8.4%
With own children 6 to 17 years only	19,717	79.6%	78.8%	1.1%
POVERTY STATUS IN THE PAST 12 MONTHS				
Below poverty level	21,790	47.1%	38.7%	17.8%
At or above the poverty level	200,905	80.9%	78.4%	2.8%

Manatee County, Florida (Continued)	Total	Labor Force Participation Rate	Employment/ Population Ratio	Unemployment Rate
DISABILITY STATUS				
With any disability	24,667	56.6%	51.5%	8.9%
EDUCATIONAL ATTAINMENT				
Population 25 to 64 years	204,806	77.3%	74.4%	3.6%
Less than high school graduate	15,475	65.3%	59.9%	8.3%
High school graduate (includes equivalency)	56,208	76.5%	72.7%	5.1%
Some college or associate's degree	62,817	74.0%	71.4%	3.2%
Bachelor's degree or higher	70,306	83.5%	81.6%	1.9%
data.census.gov Measuring America's People, Places, and Economy			Table: ACSST1Y2022.S2301	

Sarasota County, Florida	Total	Labor Force Participation Rate	Employment/ Population Ratio	Unemployment Rate
Population 16 years and over	407,666	48.5%	46.9%	2.8%
AGE				
16 to 19 years	15,195	46.6%	42.2%	6.7%
20 to 24 years	20,246	79.1%	73.2%	7.3%
25 to 29 years	18,322	90.5%	89.9%	0.6%
30 to 34 years	19,169	82.8%	80.8%	1.0%
35 to 44 years	39,865	81.4%	79.5%	2.1%
45 to 54 years	49,054	81.6%	80.2%	1.5%
55 to 59 years	31,313	67.3%	66.8%	0.8%
60 to 64 years	40,174	56.2%	54.2%	3.6%
65 to 74 years	85,112	23.6%	22.1%	6.3%
75 years and over	89,216	6.4%	6.2%	2.4%
RACE AND HISPANIC OR LATINO ORIGIN				
White alone	343,533	45.6%	44.4%	2.3%
Black or African American alone	14,682	64.2%	57.2%	10.9%
American Indian and Alaska Native alone	N	N	N	N
Asian alone	N	N	N	N
Native Hawaiian and Other Pacific Islander alone	N	N	N	N
Some other race alone	N	N	N	N
Two or more races	31,571	62.1%	59.7%	3.3%
Hispanic or Latino origin (of any race)	37,452	67.1%	65.4%	1.2%
White alone, not Hispanic or Latino	336,205	45.0%	43.9%	2.4%
Population 20 to 64 years	218,143	75.5%	73.6%	2.3%

Sarasota County, Florida (Continued)	Total	Labor Force Participation Rate	Employment/ Population Ratio	Unemployment Rate
SEX				
Male	106,230	81.4%	79.2%	2.2%
Female	111,913	69.8%	68.2%	2.3%
With own children under 18 years	32,029	73.7%	72.9%	1.0%
With own children under 6 years only	6,306	64.2%	64.2%	0.0%
With own children under 6 years and 6 to 17 years	4,548	67.9%	65.7%	2.0%
With own children 6 to 17 years only	21,175	77.8%	77.0%	1.0%
POVERTY STATUS IN THE PAST 12 MONTHS				
Below poverty level	18,452	43.9%	34.9%	19.4%
At or above the poverty level	198,130	79.0%	77.8%	1.4%
DISABILITY STATUS				
With any disability	21,039	49.8%	46.5%	6.8%
EDUCATIONAL ATTAINMENT				
Population 25 to 64 years	197,897	75.1%	73.6%	1.7%
Less than high school graduate	13,900	63.7%	62.6%	1.7%
High school graduate (includes equivalency)	53,251	73.9%	72.9%	1.4%
Some college or associate's degree	56,901	77.0%	75.1%	1.9%
Bachelor's degree or higher	73,845	76.7%	75.1%	1.7%
data.census.gov Measuring America's People, Places, and Economy			Table: ACSST1Y2022.S2301	

- An analysis of the workforce development activities, including education and training, in the local area. This analysis must include the strengths and weaknesses of workforce development activities and the capacity to provide workforce development activities to address the education and skill needs of the workforce, including individuals with barriers to employment, and the employment needs of employers (WIOA § 108(b)(1)(D) and (20 CFR 679.560(a)(4)).

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, FloridaCommerce, 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 invited other partners to co-locate both physically and through website linkages. The Sarasota one-stop includes co-located partners of Vocational Rehabilitation and Adult Basic Education

and Literacy programs. CareerSource Suncoast has also created “satellite” career centers that are strategically located at Manatee Technical College and Suncoast Technical College. These partnerships and colocations 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 web site. The Manatee County satellite location is co-located within the Early Learning Coalition of Manatee County. The building in which the office is located, also has Division of Blind Services and Vocational Rehabilitation on 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 partnering with employers with work-based learning grants for customized training, incumbent worker training, paid work experience, and on-the-job training for new or existing employees as applicable. CareerSource Suncoast also has dedicated Workforce Development Specialists focusing on the needs of the local business community.

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 clients 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, 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, businesses, board members, state and local partners and various stakeholders.

Additionally, CSS’ Communications and Marketing Manager is featured in a biweekly segment on the Friday morning news on ABC 7 to share current information on CSS services and program initiatives. Furthermore, in 2024 CSS integrated text messaging as an outreach tool for sharing CSS program opportunities to potential clients and businesses.

LOCAL WORKFORCE DEVELOPMENT BOARD STRATEGIC VISION AND GOALS

Local plans describe how LWDBs implement strategies that help Floridians secure good jobs, while providing employers with the skilled workers needed to compete in the global economy. Local strategies must prioritize employment, emphasize education and training, and ensure LWDBs are responsive to Florida employers’ demand for qualified workforce talent.

1. Describe the LWDB’s strategic vision to support regional economic growth and economic self-sufficiency. This must include goals for preparing an educated and skilled workforce (including youth and individuals with barriers to employment), and goals relating to the performance accountability measures based on primary indicators of performance described in WIOA § 116(b)(2)(A) and (20 CFR 679.560(a)(5)).

The Strategic Plan is located on the CSS website at [About Us - CareerSource Suncoast](#)

Strategic Vision

The CareerSource Suncoast Board of Directors completed its strategic planning in the fall of 2023 and the Executive Committee tackled a new mission, vision, and values in early 2024. CSS will review and update the Strategic plan on a 2-year cycle in the future for a more responsive model to the changing economy. The Board laid out the vision as “**A highly skilled and responsive workforce that fuels a thriving economy.**”

Through the strategic planning process with the CSS Board of Directors, CSS has redefined the Vision, Mission, Values, and Goals as follows:

- A. **Vision:** A highly skilled and responsive workforce that fuels a thriving economy.
- B. **Mission:** Identify and invest in workforce development solutions to meet the needs of Manatee and Sarasota Counties.
- C. **Values:**
 - 1) Employer Centric
 - 2) Integrity
 - 3) Culture of Excellence
 - 4) Collaboration
 - 5) Innovation

Goals for Preparing an Educated and Skilled Workforce, Regional Economic Growth, and Self- Sufficiency

- A. Enhance offerings to focus on increasing access to employers
 - 1) Enhance customized employer-focused solutions
 - (a) Expand work-based training/learning opportunities to new employers
 - 2) Identify programs to help job seekers and employees address benefits cliff and financial gaps
 - 3) Offer retention base workshop series to local employers
- B. Develop a plan to invest unrestricted funds in growing best practice employer programs
 - 1) Identify programs needing unrestricted funds to grow, expand and deepen
 - (a) Invest unrestricted funds in youth program development
- C. Strengthen board engagement by developing opportunities for members to increase awareness of CSS among employers
 - 1) Build a menu of board engagement opportunities and match board members according to highest and best use
 - (a) Offer opportunities for Board Members to engage and represent CareerSource Suncoast in the Community

Goals around the vision include enhancing program offerings to focus on increasing access by employers, developing a plan to invest unrestricted funds to grow best practice programs and strengthen Board engagement. This strategy will lead the Board as proactive partners with CareerSource Suncoast leadership in identifying and developing opportunities to increase awareness of CSS available services to local employers.

To meet these goals, CareerSource Suncoast has added emphasis to career exploration for youth as the vision for a more educated and skilled workforce. CSS revived the Summer Youth employment Program in 2022. Since then, the summer youth program has almost doubled in size each year. CSS's goal is to further enhance those efforts in the summer of 2025. Additionally, CSS is reviving the State of Talent Conference as an umbrella event in efforts towards youth career exploration with a goal of serving 25,000 students over the next five years. The State of Talent Conference will include in-person, onsite and travel experiences for high school students exposing them to career exploration activity.

Furthermore, CSS continues to invest in the Ticket to Work program by adding additional staff serving individuals with disabilities. CSS will focus on engaging clients with disabilities to gain the education and skills needed to enter or re-enter the workforce. CSS will utilize services such as SkillUp Suncoast and Florida Ready to Work tools assisting these clients.

As for performance goals, CSS will continue to strive to maintain the A letter grade it was awarded during the 23-24 program year. CSS is goaled to hit 90% of all fifteen negotiated key performance indicators in WIOA (adult, dislocated workers, and youth) categories plus all three WP performance indicators.

2. Taking into account the analyses described in (1) through (4) in **Section B. Analysis of Need and Available Resources** above, describe the local area's strategy to work with entities that carry out the core programs and combined state plan partner programs to align resources available to the local area, to achieve the strategic vision and goals described in number (1) above (20 CFR 679.560(a)(6)).

CareerSource Suncoast delivers core partner programs such as; WIOA Adult, Dislocated Worker, and Youth Programs plus Wagner-Peyser job seeker and Business Services while referring to mandated partners for Adult Education and Literacy, as well as Vocational Rehabilitation through the Crosswalk platform. Priority of Service guidelines are followed where applicable. 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. Building these partnerships includes sitting on the boards of other organizations and continuing the convening of our biweekly partners meetings that include economic development, education, and nonprofit agencies.

3. Describe the LWDB's strategies to work with core and combined partners to contribute to the following statewide goals:

- A. Increase local labor force participation.

Labor force participation rates have been a key component of CSS. CSS is implementing a variety of strategies aimed at encouraging more people to join or rejoin the workforce, such as:

- 1) Education and Skills Training
- 2) Childcare and Family Support
- 3) Addressing Barriers

- 4) Promotion of Entrepreneurship
- 5) Community Engagement and Collaboration
- 6) Data-Driven Decision Making

Implementing these strategies often requires collaboration across multiple sectors and a long-term commitment to addressing systemic barriers to workforce participation.

B. Ensure local jobseekers and employees aged 25-70 have a credential of value.

The programs listed on the CSS ETPL lead to a WIOA recognized credential, leading to employment in a high demand occupation in the local area. All programs are connected to the Local Targeted Occupation list. The ETPL and the LTOL are posted on the CSS website for individuals to make an informed choice when selecting a training provider and program.

CSS participates in quarterly meetings with the local community foundations and regional Scholarship Providers Network. These meetings provide information about local organizations funding availability for education and training programs that lead to a credential. Additionally, CSS hosts a biweekly partners meeting to highlight education and workforce development programs available through CSS. Partners participating in the CSS biweekly meeting include education and nonprofit organizations providing access to training programs that lead to a quality credential.

CSS has provided detailed regional labor market studies over the past two years to thousands of employers in our region to educate them the going wage rates in the region. These reports include statistics showing

C. Median wages greater to or equal to 75% of the median hourly wage in Florida.

CSS has consistently raised the wage rate for training providers program eligibility to be included on the ETPL. This strategy utilized annually is an effort to ensure clients completing WIOA funded training are entering employment with a competitive entry wage.

D. Increase the second quarter after exit employment rate by 10% for each of the following populations:

- 1) Individuals 55 years and older

Promote AARP's SCSEP program.

- 2) Youth

Double the summer youth employment program.

- 3) Individuals receiving SNAP and TANF benefits

Continue case management work to highlight positive job retention strategies and focus on lifelong learning.

- 4) Individuals without a high school diploma or speakers of other languages

Partner with the literacy councils and bring in the school districts to provide GED and ESOL services onsite and/or remotely.

- 5) Individuals with disabilities

Increase referrals to our Ticket to Work program as well as VR programs.

E. Increase the number of registered apprentices annually.

CSS is in the process of developing The MySuncoast Apprenticeship Network to highlight available apprenticeship sponsors and programs in the local area. This network is designed to connect individuals and employers with existing apprenticeship programs in the area. CSS has a dedicated webpage [Apprenticeships - CareerSource Suncoast](#). The webpage is geared toward employers and individuals interested in Registered Apprenticeship programs. Additionally, CSS has apprenticeship sponsors represented in the Crosswalk agency-to-agency referral system.

F. Increase registered apprenticeship programs.

CSS hosted our first National Apprenticeship Week event in 2023. Additionally, CSS has hosted three apprenticeship accelerators in the past 12 months and will continue delivering programming to employers and partners. The accelerator events have resulted in the development of registered apprenticeship programs being created and approved. CSS Apprenticeship Navigator has developed a streamlined process to assist local employers and training providers with the development of apprenticeship standards and submission to the Department of Education for approval. CSS currently sponsors six registered apprenticeship programs and will continue to add to the programs as needed by local demand and industry partners.

G. Increase registered pre-apprenticeship programs.

CSS Apprenticeship Navigator meets directly with sponsors, training providers, and employers providing information on pre-apprenticeship programs. CSS is currently working with local community organizations and training providers to develop youth-focused pre-apprenticeship programs.

H. Increase percentage of 12th grade secondary career and technical education enrollment.

The goal is to assist in the development of youth pre-apprenticeship programming in the local school districts. Promote Youth Apprenticeship week, exposing students to different career pathways in the region.

Increased post-secondary education enrollment of graduating seniors. CSS invests in both Mantee and Sarasota Counties Local College Access Networks (LCAN). These networks focus on increasing FAFSA completion rates in order to get more students financially able to enroll in postsecondary education. Additionally, these networks are furthering stop out programs to get re-engage former college students to re-enroll in college to complete and obtain their degrees.

I. Build talent pipeline for targeted new and emerging industries of focus by assisting individuals to earn credentials that directly support the sector.

Promote apprenticeships in emerging industries and engage with tech groups supported by other community partners.

DESCRIPTION OF STRATEGIES AND PROGRAM SERVICES

The local plan must address 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, as well as core and combined state plan partners (described in Introduction Section C, above) including, but not limited to TANF, SNAP Employment and Training (E&T),

JVSG, SCSEP, CSBG programs authorized under the state's unemployment insurance laws (referred to as Reemployment Assistance in Florida), programs authorized under section 212 of the Second Chance Act of 2007, and Housing and Urban Development, where available.

1. **Workforce Development System Description:** Describe the local workforce development system, including:

A. All the programs included in the system; and

CSS Workforce System Programs include:

- 1) WIOA Adult, Dislocated Worker and Youth Services
 - (a) Career Services
 - (b) Basic Career Services
 - (c) Individualized Career Services
 - (d) Training Services
 - (e) Follow-up Services
- 2) Welfare Transition (TANF) services
 - (a) Applicant Services
 - (b) Mandatory Services
 - (c) Transitional Services
- 3) Supplemental Nutrition Assistance Program
 - (a) Applicant Services
 - (b) Mandatory Services
- 4) Wagner-Peyser Labor Exchange services
 - (a) Labor Exchange
 - (b) Career Seeker Services
- 5) Business Services
- 6) Migrant Seasonal Farm Worker
- 7) Local Veterans Employment & Disabled Veterans Outreach Programs
- 8) RESEA
- 9) Trade Adjustment Assistance through merit (FloridaCommerce) staff
- 10) Reemployment Assistance Programs

Referral partnerships are in place for:

- 11) Vocational Rehabilitation
- 12) Division of Blind Services
- 13) Adult Education & Literacy/Career & Technical Education

Through our agency-to-agency online platform, [Crosswalk](#), CareerSource Suncoast and sixty-six (66) other partner agencies can make confidential individual client referrals between each agency to better coordinate services provided. The Crosswalk

system's search functionality makes it possible to find services such as housing, education and counseling for clients in need.

B. How the LWDB supports the strategy identified in the state plan under 20 CFR 676.105 and [Chapter 445.003, F.S.](#)

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

In alignment with Florida's WIOA Combined Plan, CSS will:

- 1) **Streamline Services:** Employment and training programs will be coordinated through the local one-stop delivery system centers.
- 2) **Empower Individuals:** Eligible participants will make informed decisions, choosing the qualified training program that best meets their needs and leads to employment in an in-demand/targeted industry.
- 3) **Enable Universal Access:** Through the local one-stop delivery system, residents of Manatee and Sarasota Counties will have access to career and employment services.
- 4) **Promote Increased Accountability:** CSS core values include accountability and continuous improvement. CSS evaluates systems and adopts best practices to ensure CSS is striving to meet performance metrics and promote transparency with key stakeholders. CSS research and development best practices to achieve the goal of accountability and continuous improvement.
- 5) **Regional Planning:** CSS will identify a neighboring workforce board to form a regional plan in an effort to develop, align, and integrate strategies and resources to support regional economic growth.
- 6) **Targeted Industry Sectors:** Part of CSS strategic plan is to respond to immediate and long-term talent needs of Manatee and Sarasota's targeted industry sectors. CSS will do this by bringing resources as needed, to develop the workforce and promoting those opportunities.
- 7) **Registered Apprenticeship Programs:** CSS places a strong focus on the promotion, development, and implementation of Registered Apprenticeship programs to drive economic growth and sustainability. Over the course of the past two years, CSS has been a leader in local workforce development Boards by developing and sponsoring six registered apprenticeship training programs, assisting any and all interested employers in developing their own programs. Additionally, CSS works with existing programs to enhance and increase their existing programs.

C. How the LWDB works with entities carrying out core and combined programs and other workforce development programs, including 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.) to support service alignment (WIOA § 108(b)(2) and 20 CFR 679.560(b)(1)).

CSS is the direct provider of services maintaining a comprehensive full-service One-Stop Career Center in Sarasota County, Florida. In addition, CSS has three additional satellite locations in Palmetto, and at both Manatee and Sarasota Counties technical

colleges. These locations are staffed by Board and jointly managed FloridaCommerce employees. Additionally, CSS has staff onsite weekly at the State College of Florida.

As noted in question 1(a) above, by utilizing the agency-to-agency Crosswalk system, CSS works closely with partners to ensure programs and services are aligned to the greatest extent possible. CSS makes referrals to our Career and Technical Education partners and vice versa in order to ensure students get enrolled in programs and have the necessary financial assistance to stay enrolled to complete their programs to obtain credentials. CSS works in tandem to ensure students completing programs are getting placed in employment that meets self-sufficiency or is on the road to it. CSS does this by making job referrals and hosting job fairs at the schools.

Additionally, CSS participates on the program Advisory Boards at both technical colleges in Manatee and Sarasota Counties, as well as the State College of Florida. Building off of the advisory Boards, CSS Leadership is a member of the Board of Governors at both technical colleges. This level of interaction with the schools assists CSS in serving their students and employer partners. This level of engagement ensures CSS is providing input in discussion related to credential obtainment and individuals' employment.

2. Adult and Dislocated Worker Employment and Training Activities:

- A.** 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) and 20 CFR 679.560(6)).

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 for adults and dislocated workers. There are three types of career services: basic career services, individualized career services, and follow-up services.

Career services under this approach provide local areas and service providers with flexibility to target services that meet the needs of the customer, while still allowing for tracking of outcomes for reporting purposes. Career Services are defined in 20 CFR 678.430, and rules governing their provision to adults and dislocated workers are discussed in 20 CFR 680.100 through 195. The three categories of career services are as follows and are further defined in TEGL 16-16 "One-Stop Operations Guidance for the American Job Center Network".

Under WIOA and through the regional one-stop center system, Career Services will include:

Basic Career Services: Basic career services are universally accessible and are made available to all individuals seeking employment and provide training services at our local one-stop centers. These services may be provided by both the Adult and Dislocated Worker programs, as well as by the Employment Service and include:

- 1) Eligibility determinations
- 2) Initial skill assessments
- 3) Labor exchange services
- 4) Provision of information on programs and services, and program referrals.

Individualized Career Services: Individualized career services are provided to

participants once CSS staff have determined and the services are required to retain or obtain employment, consistent with any applicable priority of service. These services are customized to each individual's need and may include:

- 1) Specialized assessments
- 2) Developing an individual employment plan
- 3) Career Counseling
- 4) Job Readiness Training

Training Services: Training services may be critical to the employment success of many adults and dislocated workers. CSS staff may determine training services are appropriate for eligible individuals' success in obtaining self-sufficient employment. Training services include:

- 1) Occupational Skills Training
- 2) On-the-job Training
- 3) Incumbent Worker Training
- 4) Entrepreneurial Training
- 5) Customized Training
- 6) Apprenticeship and Pre-apprenticeship

Follow-up Services: Follow-up services for adults and dislocated worker participants placed in unsubsidized employment, for up to 12-months after the first day of employment. Follow-up services are based on the clients' individual needs and may include, but limited to:

- 1) Workplace Counseling
- 2) Career Advancement Counseling
- 3) Employment Referrals if needed

Assessment

Providing access and opportunities to all career seekers, including individuals with barriers to employment such as persons with disabilities, low income or disadvantaged, homeless, ex-offender, basic skills deficient or individuals with limited English proficiency.

- 1) Enabling businesses and employers to connect and hire qualified, skilled workers.
- 2) Ensuring high-quality integrated data informs decisions by regional policy makers, board members, leadership, employers and career seekers across core partners and other partners
- 3) Deliver information on in-demand industry sectors and occupations (as defined in sec. 3(23) of WIOA)
- 4) 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

- 5) 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
- 6) Information relating to regional occupations in demand and the earnings, skill requirements, and opportunities for advancement
- 7) Deliver performance information and program cost information on eligible providers of training services by program and type of providers
- 8) 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
- 9) 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)
- 10) Provide assistance establishing eligibility with financial aid assistance programs for training programs not provided under WIOA
- 11) Deliver assistance with filing claims under reemployment assistance programs

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 serving the local business community. The team has four main components: Director, Manager, Senior Workforce Development Specialist, and Workforce Development Specialist working together to provide the most comprehensive and highest quality talent management solutions.

The Local Veterans' Employment Representatives (LVERs) assist in contacting and engaging Federal contractors and employers to coordinate hiring events creating more opportunities for veterans. Veterans assessed through the one-stop system with significant barriers to employment under Florida Commerce 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 with priority of service for all WIOA programs and services.

CareerSource Suncoast uses multiple strategies for addressing the talent development and retention needs of regional employers. These strategies include 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 while maximizing 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. Training may be provided to a single

employee or a group of employees.

The On-the-Job Training (OJT) program 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 required to retain the employee, if the employee is meeting the minimum performance standards required for the position. The program may reimburse up to 50% of the employee's full-time salary or hourly rate as determined by the training plan for that participant in that role.

Apprenticeship and pre-apprenticeships 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 a Tool & Die Maker occupation in 2018. Since then, CSS has added five more occupations to the sponsorship offerings. CSS continues to engage more employers to consider the apprenticeship model, whether they sponsor it themselves, use an intermediary as a sponsor or employ CSS as the sponsor. CareerSource Suncoast has been a pre-apprenticeship sponsor for Construction Technology Careers in the past and is currently engaged with both school districts to further this initiative in the future. CSS continues to look for linkages for existing apprenticeships in order to create new pre-apprenticeship opportunities.

- B. Provide a description of local policies and procedures for individualized career and training services in the Adult program to give priority to veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient. 20 CFR 679.560(b)(21)**

Covered persons may self-attest their status as eligible for priority of service, unless the program requires eligibility verification where a decision is made to commit funding (i.e., WIOA Occupational Skill training) to a covered person over another non-covered individual. Covered persons, for purposes of the provision of priority of service, are defined as follows:

- 1) Veteran: A person who served at least one day in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable, as specified in 38 U.S.C 101(2). Active service includes full-time Federal service in the National Guard or a Reserve component. It does not include full-time duty performed strictly for training purposes, nor does it include full-time active duty performed by National Guard personnel who are mobilized by state rather than federal authorities.
- 2) Eligible Spouse: The spouse of:
 - (a) A veteran who died of a service-connected disability.
 - (b) A member of the Armed Forces serving on active duty who, at the time of application for the priority, is listed in one or more of the following categories and has been so listed for a total of more than 90 days:
 - (1) Missing in action
 - (2) Captured in the line of duty by a hostile force
 - (3) Forcibly detained or interned in the line of duty by a foreign government or power

- (4) A spouse of any veteran who has a total disability resulting from a service-connected disability, as evaluated by the Department of Veterans Affairs
- (5) A spouse of any veteran who died while a total, service-connected disability was in existence

Note: The statutory requirements for the Jobs for Veterans' State Grant (JVSG) require application of a more narrowly defined definition of veteran (i.e., eligible veteran) to receive individualized career services from a Disabled Veteran Outreach Program (DVOP) specialist, "eligible veteran" means a person who meets any of the following:

- 1) Served on active duty for a period of more than 180 days and was discharged or released with a character of service other than dishonorable
- 2) Was discharged or released from active duty by reason of a sole survivorship discharge
- 3) Was discharged or released from active duty because of a service-connected disability
- 4) As a member of a reserve component under an order to active duty, served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released

WIOA focuses on serving individuals with barriers to employment and ensures access to these services on a priority basis. Under WIOA, priority must be provided regardless of the level of funds. WIOA also expanded the priority to include individuals who are basic skills deficient as defined in WIOA section 3(5). CSS will give priority for the provision of individualized career and training services in the following sequential order:

- 1) Recipients of public assistance.
- 2) Low-income individuals as defined above. Military earnings are not to be included when calculating income for veterans or transitioning service members for this priority, in accordance with 38 U.S.C. 4213. Payments for unemployment compensation, child support payments and old-age survivors' insurance are **not** excluded from income calculations for determining if an individual is low income.
- 3) Individuals who are basic skills deficient.

Veterans/ Eligible Spouses and Adult Priority of Service:

Veterans/Eligible Spouses receive priority of service over non-covered individuals for all USDOL-funded job training programs. However, when programs are statutorily required to provide priority for a particular group, such as the WIOA priority for adult funds described above, priority must be provided in the order described below. Veterans who receive priority of service must meet all WIOA adult program eligibility requirements. For income-based eligibility determinations, amounts paid while on active duty or paid by the Department of Veterans Affairs (VA) for vocational rehabilitation, disability payments, or related VA-funded programs cannot be considered income for eligibility purposes.

Priority of service must be provided to eligible WIOA adult program clients in the following order:

- 1) Veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, including the underemployed, or individuals who are basic skills deficient.
- 2) All other non-covered (non-veteran) individuals who are recipients of public assistance, other low-income individuals, including the underemployed, or individuals who are basic skills deficient.
- 3) Veterans and eligible spouses who are not included in the WIOA priority of service categories who fall below the CSS self-sufficiency income level.
- 4) All other non-covered (non-veteran) individuals who do not meet the WIOA priority of service categories, but who fall below the CSS self-sufficiency income level.

3. **Training Services:** Describe how training services outlined in WIOA section 134 are provided, including:

- A. A description of the process and criteria for issuing ITAs, including a description of any ITA limitations established by the LWDB and a description of any exceptions to the use of ITAs.

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 Workforce Development Specialist 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). Specialists 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, an ITA is then issued through the CSS accounting software.

ITA limitations established by the board are:

- 1) \$15,000 per client maximum lifetime limit
- 2) Two (2) year maximum training program.
 - (a) Registered Apprenticeship Programs are excluded from the two-year maximum.
- 3) 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.

- B. If contracts for training services are used, how the use of such contracts are coordinated with the use of ITAs.

Classroom training issued through an ITA can be provided by approved training providers for programs directly connected to 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.

Work-based training (i.e., On-the-job training) is provided through the use of a Contract with an employer for a position directly connected to the Regional Targeted Occupations List to provide training to an individual with a demonstrated skills gap for the targeted position.

All ITA and OJT expenditures are counted toward the client's individual lifetime ITA limitation of \$15,000. CSS utilizes an accounting system that tracks client expenditures.

- C. How the LWDB will ensure informed customer choice in the selection of training programs regardless of how the training services are to be provided (WIOA §108(b)(19) and 20 CFR 679.560(18)).

Clients may select the desired training provider/program from the list of approved eligible training providers/programs as described above. The list of approved training programs is updated annually and publicly posted on the [CSS website](#). The published Eligible Training Providers List (ETPL) provides information on the costs, and performance of the training programs. All clients are made aware of the published ETPL, when being assessed for training services. If a client wishes to enter training at an eligible private institution or a type of training that is more costly, they 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.

- D. How the LWDB 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)(3)(G)(iii)). Include strategic or other policies that align training initiatives and Individual Training Accounts (ITAs) to sector strategies and demand occupations (WIOA §134(d)(1)(A)(ix)(II)(aa)).

FloridaCommerce - Labor Market Statistics provides a statewide and [Regional Demand Occupations List - FloridaJobs.org](#) (RDOL) annually. The list provides top occupations by size and growth rate on a statewide and regional level. Utilizing this employment projection provides information needed to ensure Florida and our region's workforce is prepared to fulfill our occupational demands. On an annual basis, CareerSource Suncoast utilizes the published regional demand occupation list to develop the regions "Local Targeted Occupations List" (LTOL). CSS disseminates the RDOL to board members, employer groups, local Chambers of Commerce, local Economic Development Corporations, and educational partners to solicit and receive comments regarding request for additions to the LTOL using a prescribed format. After the solicitation period has passed, requests are reviewed, and additions are made to develop the "Local Targeted Occupations List" (LTOL) for the region.

All training programs included on the ETPL must be directly connected to the Local Targeted Occupations list. The ETPL programs are reviewed annually to ensure they are directly linked to a targeted occupation. If programs are not connected to the LTOL, they are removed from the ETPL.

Additionally, all one-the-job and customized training supported by WIOA training funds

must be connected to the LTOL.

- E. How the LWDB incorporates/includes work-based training activities in the local area's service delivery model.

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 wage increases.

4. **Youth Workforce Investment Activities:** Provide a description and assessment of the type and availability of youth workforce investment activities (services) in the local area, including activities for youth who are individuals with disabilities. The description and assessment must:
- A. Identify successful models of such youth workforce investment activities (WIOA §108(b)(9) and 20 CFR 679.560(b)(8)).

Youth Workforce Investment Activities

CareerSource Suncoast focus on youth workforce investment activities that aim to prepare young individuals for successful careers. Successful models of such activities often include comprehensive approaches that address various aspects of career readiness and skill development. Here are some examples:

- 1) **Youth Career Pathways Programs:** These programs are structured to provide a clear pathway for youth from education to careers by integrating academic and technical education with work-based learning experiences. Successful models often include partnerships between educational institutions, employers, and workforce development agencies to ensure that youth gain both theoretical knowledge and practical skills relevant to current job market demands.
- 2) **Apprenticeship Programs:** Apprenticeships offer a structured approach to workforce development by combining on-the-job training with related classroom instruction. Successful youth apprenticeship models typically involve collaborations between employers, industry associations, educational institutions, and workforce agencies to design programs that meet industry standards and provide youth with valuable skills and credentials.
- 3) **Summer Youth Employment Programs:** These programs provide opportunities for youth to gain work experience during the summer months. Successful models focus on providing meaningful job placements, training in workplace skills, and career exploration activities. They often include services

such as mentoring, financial literacy education, and guidance on career planning.

- 4) **Career and Technical Education (CTE) Pathways:** CTE programs offer youth the opportunity to gain technical skills and knowledge in specific career fields while still in high school or through postsecondary education. Successful models of CTE pathways integrate industry-recognized certifications, work-based learning experiences (such as internships or cooperative education), and strong partnerships with local employers to ensure that youth are prepared for entry-level positions or further education in high-demand fields.
- 5) **Youth Entrepreneurship Programs:** These programs encourage youth to explore entrepreneurship as a career option by providing training in business planning, financial management, and leadership skills. Successful models often include mentorship from successful entrepreneurs, access to seed funding or microloans, and opportunities to pitch business ideas to potential investors or community stakeholders.
- 6) **Career Exploration and Guidance Services:** Effective youth workforce investment activities also include career counseling, exploration of different career paths, and guidance on educational and training opportunities. Models that incorporate career assessments, job shadowing, informational interviews with professionals, and exposure to diverse industries can help youth make informed decisions about their future careers.

- B. Include the local area's design framework for the local youth program and how the 14 program elements required in 20 CFR 681.460 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 with a holistic approach for providing in-depth career exploration of high demand occupations with potential for vocational training in an in-demand industry.

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– 2nd and 4th 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 – 2nd 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:

Program Element	Provider	Details
Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies	Community-based organizations Local School Districts	CSS will collaborate with the local school districts as well as other community-based education providers to facilitate these services 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;
Alternative secondary school services, or dropout recovery services	Community-based organizations Local School Districts	CSS collaborates with the local school districts as well as other community-based education providers to facilitate conduct outreach and provide services to WIOA eligible youth.
Paid and Unpaid work experiences	CSS Local Business partnerships Community-based Organizations	CSS partners with local businesses and community-based organizations to offer the following work experience activities that include academic and occupational education components. a) summer employment opportunities and other employment opportunities available throughout the school year b) pre-apprenticeship programs c) internships and job shadowing d) on-the-job training opportunities
On-the-job Training Opportunities	CSS Local Business partnerships Community-based Organizations	CSS partners with local businesses to place youth candidates in on-the-job training to address skills gaps for specific occupations.

Program Element	Provider	Details
Occupational Skills Training (OST)	CSS partners Local ETPL training providers	Based on the client's individual assessment of interests and current skill levels, the youth may be offered OST to assist them in job placement leading to self-sufficient employment.
Education offered concurrently with workforce preparation Activities	CSS Local training providers	CSS will work with local training providers and community-based organizations to provide these services. Additionally, CSS offers online Metrix learning platform to allow youth to obtain skills that will prepare them for the workforce.
Leadership Development opportunities, including community service and civic behaviors.	CSS Community Based Organizations	CSS offers Covey 7- habits of highly effective people to help build leadership skills. In addition, CSS will partner with community-based organizations to encouraging responsibility and other positive social and civic behaviors, as appropriate;
Support Services	CSS Community Based Organizations	CSS may offer support services when funding is available. In addition, CSS will refer youth to community-based organization through the Crosswalk referral system for support services.
Adult mentoring	CSS Community -based organizations	CSS recognizes the positive impact of adult mentorship in successful youth outcomes. CSS partners with community-based organizations to provide referral to youth-based mentorship programs such as Big Brothers Big Sisters of the Suncoast.
Follow-up Services	CSS	CSS recognizes the value of providing continuous follow-up services to youth and their continued success in employment. Follow-up services may include ongoing contact, job coaching, job placement, mentoring and ongoing professional support.
Comprehensive guidance and counseling (Including: drug/alcohol abuse counseling)	CSS Community-based Organizations	Through the assessment process, youth barriers are identified. If the client's barriers include the need for counseling, CSS staff will provide referrals to community-based organization to address the individual need of the client.
Financial Literacy	CSS Community-based Organizations	CSS offers online and workshop financial learning-based curriculum. In addition, CSS will partner with local financial institutions to provide financial literacy workshops.

Program Element	Provider	Details
Entrepreneurial skills training	CSS	CSS offers a CEO entrepreneurial training curriculum in partnership with the Ewing Marion Kauffman Foundation, small Business Development Center (SBDC), Service Corp of Retired Executives (SCORE), Woman's Resource Center/Sarasota, Fifth Third Bank, Wells Fargo Bank, and the Greater Sarasota Chamber of Commerce.
Preparatory and transition activities for post-secondary education and training.	CSS	Transition services may include ongoing supportive and developmental services, assessment, regular contact, mentoring, and career pathway coaching.

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.

- C. Describe the LWDB's policy regarding how the local area will determine when an individual meets the definition of basic skills deficient contained in [Administrative Policy 095 – WIOA Youth Program Eligibility](#).

All youth receive an initial/objective assessment of their skills and abilities. These assessments include computerized academic skills testing, observation, and through conversation. If youth indicate an ability to read and write English, then an assessment will be administered to determine whether the youth perform above a basic skills deficient level. CSS also accepts documentation from the youth's current or previous school records or test results (i.e., TABE, CASA, etc.). Youth who score below a ninth-grade level are referred to Adult Basic Education programs for assistance in the areas of need.

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 staff.

Workforce Development Specialists will assess an individual's verbal, written and computer skills during the WIOA prescreening, suitability, application, and enrollment process. Workforce Development Specialist will also discuss other barriers to employment that require services or additional counseling from partner agencies.

- D. 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" and describe how the LWDB 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 CFR 681.290).

For both In-School Youth (ISY) and Out of School Youth (OSY), a youth who is considered to be Basic Skills Deficient (BSD) 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. Consequently, the term "basic skills deficient" applies to an individual who:

- 1) Have English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or
- 2) Are 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.

- E. Define the term "requires additional assistance to complete an educational program or to obtain or retain employment" and describe the circumstance(s) or other criteria the LWDB will use to qualify a youth under this eligibility barrier (20 CFR 681.300).

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

- 1) Is Gang involved/affiliated/affected;
- 2) Experiences personal/family substance abuse;
- 3) Is an emancipated minor;
- 4) Is a victim of domestic violence or sexual/child abuse;
- 5) Has been alienated due to sexual preference/orientations, gender identity, or transgender;
- 6) Is a member of a migrant or migrant/seasonal family; or first-generation immigrant family;
- 7) Employment Challenges: An individual who is lacking a significant or positive work history defined as:
 - (a) Has been fired from 1 or more jobs within the last three (3) months
 - (b) Has a history of sporadic employment:
 - (1) Youth who has not held the same job for more than three months in the past year prior to application
 - (2) Has held 3 or more jobs within the last 12 months and is no longer employed
 - (3) Has actively been seeking employment for at least one (1) month but remains unemployed or underemployed
- 8) Have a family history of teen pregnancy (parent or sibling was a teen parent)
- 9) Dysfunctional family defined as:
 - (a) One or more DCF cases occurring in their home or;
 - (b) Acts as a primary caregiver to a non-biological or sibling child under the age of 18;
- 10) Child of incarcerated parent(s):
 - (a) Has a parent that is currently incarcerated or;
 - (b) Has a parent that was incarcerated 1/3 or more of the youth's life;

- 11) Residing in subsidized/public housing, an empowerment zone, or high crime area;
- 12) Resides in a non-traditional household setting (i.e., lives with unofficial non-natural parent guardian, grandparents, domestic partners, etc.);
- 13) Experienced personal/family related Mental Health Issues;
- 14) Victim of human trafficking;
- 15) Victim of hate crime;
- 16) Experiencing an Adverse Childhood Event (ACE's) defined as:
 - (a) Experiencing violence, abuse, or neglect;
 - (b) Witnessing violence in the home or community;
 - (c) Having a family member attempt or die by suicide
 - (d) Instability due to parental separation/divorce;
 - (e) Death of a parent/sibling
 - (f) Any event deemed traumatic by a healthcare professional that has adversely affected the youth's development;
- 17) Is a dependent child living in their single parents/guardian's home;
- 18) Students who are at risk of dropping out of school due to the following factors:
 - (a) Having difficulties due to family circumstances such as:
 - (1) Lack of resources due to family's dependency on public assistance;
 - (2) Parents with criminal history or substance abuse;
 - (3) Parents that are long- term unemployed (at least thirteen (13) weeks);
 - (b) Academically deficient and/or is not making substantial progress in mastering basic skills that are appropriate for students of the same age;
 - (1) GPA is below 3.0;
 - (2) Two (2) or more years behind in reading, math, science from their current grade level;
 - (3) Has failed to pass one or more sections of the state standardized test;
 - (4) Retained 1 or more times in school during the last 5 years;
 - (c) Enrolled in a drop-out prevention program;
 - (d) 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;
 - (e) Truancy or excessive absences (as defined by state law);
 - (1) School discipline problem – (placed on probation, suspended from school, or expelled from school one or more times during the past two years);
 - (2) Frequently moves between schools; moved two (2) or more times in a single academic school year;
 - (3) Parents or siblings dropped out of school.

5. **Self-Sufficiency Definition:** Under WIOA § 134(c)(3)(A) training services may be made available to employed and unemployed adults and dislocated workers who need training services to obtain or retain employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment. Describe the definition of “self-sufficiency” used by your local area for:

- A. Adults (distinguish if there are different definitions for unemployed individuals or employed workers); and

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: (a)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 most current 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.

- B. Dislocated Workers (WIOA § 134(c)(3)(A)(xii)).

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.

- C. If self-sufficiency is defined differently for other programs or populations served in the local area, describe the definition of “self-sufficiency” used for those programs as well. NOTE: If the local area utilizes a self-sufficiency definition that exceeds 250% of the Lower Living Standard Income Level (LLSIL) or LLSIL wage rate, the description must include the rationale/methodology used by the local area to determine the local area’s self-sufficiency standard.

Not Applicable

6. **Supportive Services and Needs-Related Payments:** Describe the types of supportive services offered in the local area to include any applicable limits and levels. The supportive services offered by the LWDB in the local area must align with the supportive services outlined in [CareerSource Florida Administrative Policy 109 – Supportive Services and Needs-Related Payments](#)

Support Services:

Based on individual assessment and availability of funds, supportive services may be awarded to eligible program clients. Supportive services are intended to enable an individual to participate in workforce funded programs and activities and to secure and retain employment. Supportive services are provided on in an individual's need as determined by the CSS Workforce Development Specialist working with the client and may include:

- A. Assistance with transportation
- B. Assistance with childcare and dependent care
- C. Assistance with housing
- D. Assistance with educational testing
- E. Reasonable accommodations for individuals with disabilities
- F. Referrals to health care
- G. Assistance with uniforms or other appropriate work attire and work-related tools
- H. Payments and fees for employment and training-related applications, tests, certifications, background checks, drug screening, or other costs to comply with employers' hiring conditions, or other expenses necessary to complete work or alternative requirement plan activities (TANF only), such as paying the fee for a medical form certifying disability or other medical condition to be completed by a physician licensed under Florida Statute Chapter 458 or 459

CSS has established limits on the provision of support services issued to clients as follows:

- A. CSS Supportive Services cap is established as a maximum of \$1,500 per Program Year (PY) per client. CSS/Service Provider staff will track supportive service amounts per PY to ensure that established caps are not exceeded.
- B. The Chief Executive Officer may waive the \$1,500 limit, up to a maximum of \$2,500 limit if circumstances warrant. All waivers' must be documented in the client's case file and clients record in the state MIS with case notes.

Needs Related Payments (WIOA Only):

Needs-related payments are a supportive service that provides financial assistance to participants to enable their participation in training. Unlike other supportive services, LWDBs may only provide needs-related payments to eligible WIOA participants who are enrolled in training or accepted in a training program that will begin within 30 calendar days.

Eligibility for Adults, Dislocated Workers and Out-of-School Youth (OSY):

- A. Adults and OSY (ages 18-24) must:
 - 1) Be unemployed;
 - 2) Not qualify for, or have ceased qualifying for, Reemployment Assistance (RA) benefits;
 - 3) Be enrolled in training services authorized under WIOA sec. 134(c) (3)
- B. Dislocated Workers
 - 1) Have ceased to qualify for RA benefits or Trade Readjustment Allowance

(TRA) under the Trade Adjustment Assistance (TAA) program; and

- 2) Be enrolled in training services authorized under WIOA sec. 134(c)(3) by the end of the 13th week after the most recent layoff that resulted in a determination of the worker's eligibility as a dislocated worker, or, if later, by the end of the eighth week after the worker is informed that a short-term layoff will exceed six months; or
- 3) Be unemployed, deemed ineligible for RA benefits or TRA under the TAA program, and be enrolled in training services authorized under WIOA sec. 134(c)(3).

Payment Levels:

A. Adults and OSY (ages 18-24)

- 1) Payment levels will be established within the CSS local operating procedures.
- 2) For statewide projects, the payment level will be established by the State Workforce Development Board.

B. Dislocated Workers the payment level of needs-related payments must not exceed the greater of:

- 1) The applicable weekly level of RA benefits for participants who were eligible for RA benefits; or
- 2) The poverty level for an equivalent period, for participants who did not qualify for unemployment compensation because of the qualifying layoff. The weekly payment level must be adjusted to reflect changes in total family income.

7. **Individuals with Disabilities:** 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.

Employment Network (EN)

In PY2018-2019 (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 support, and assistance with requesting and obtaining job accommodations. In September 2019, CareerSource Suncoast moved an experienced senior Workforce Development Specialist 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 added benefits counseling as another service for beneficiaries. The staff member has completed the Community Work Incentive Coordinator (CWIC) certification to be able to demonstrate to beneficiaries how working will affect their benefits.

The career center resource rooms provide accommodations for customers with disabilities, which is reviewed as part of the annual one-stop accreditation.

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 Sarasota Career Center to provide better coordination and sharing of services. Vocational Rehabilitation offices are located onsite in the same building as CSS office located in Palmetto Florida. Referrals are also provided via the Crosswalk referral system.

CSS reviews opportunities to improve accessibility and has installed a translation add-on feature to our web browsers in our centers for individuals with language barriers. CSS employs 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).

CSS is a host agency with the AARP Foundation–Senior Community Service Employment Program, assisting 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. This information is posted in the centers as well as on the CSS website. All information required regarding the Filing a Complaint process is posted and reviewed as part of the annual one- stop accreditation.

8. **Linkage with Unemployment Insurance (referred to as Reemployment Assistance in Florida) programs:** Describe strategies and services used in the local area to strengthen linkages between the one-stop delivery system and the Reemployment Assistance program (WIOA § 134(c) and 20 CFR 679.560(b)(3)(iv)).

CareerSource Suncoast employs a Rapid Response Coordinator (RRC) focusing on providing services to individuals who have been impacted WARN notices. In collaboration with the business services staff, the RRC conducts WARN visits to employers who have announced layoffs or intentions to close facilities. Employees affected by the closure 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.

Additionally, CSS provides services to individuals referred to the RESEA program from FloridaCommerce. Clients referred to the RESEA program receive applicable individualized career services such as:

- A. CSS Orientation of Services
- B. Objective Assessment
- C. Individualized Employment Plans
- D. Assigned CSS work activity (Resume Development, Interviewing, etc.)
- E. Labor Market Information
- F. Job Referrals
- G. Referrals to Support Services
- H. Referrals to WIOA Training Services

9. **Highest Quality of Services to Veterans and Covered Persons:** Describe the LWDB's strategies and policies for providing veterans and covered persons with the highest quality of service at every phase of services offered. Policies must be implemented to ensure eligible veterans and covered persons are aware of their entitlement to priority of service, the full array of programs and services available to them, and applicable eligibility requirements for those programs and/or services.

CSS policy dictates that all Veterans are identified at point of entry. CSS staff ask individuals at point of entry if they or their spouse have served in the U.S. Military. When a client identifies as a Veteran or eligible person, CSS staff will provide information on priority of service and CSS veterans' services. This includes the option of filling out an assessment questionnaire for identification of a significant barrier to employment. A veteran client who chooses to fill out a Veteran Assessment Questionnaire will briefly meet with a Workforce Development Specialist to review the questionnaire. If the veteran is determined to have a significant barrier to employment, they are provided the opportunity to meet with a local DVOP staff member. If they do not want to meet with a DVOP staff member, they will be served by CSS general staff with Priority of Service.

In addition, Veterans can also be identified through self-identification on the electronic sign-in system, program application, Crosswalk referrals, or on their Employ Florida registration. Veterans are identified in the electronic sign-in system and Employ Florida by an American flag icon displayed under their name. Once the Veteran is identified they are given an explanation of Priority of Service (POS) and the services available to them.

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 prioritized and contacted first to provide priority of service for WIOA services.

10. **Entities Carrying Out Core Programs and Combined State Plan Partner Programs:** Describe how the LWDB works with entities carrying out core and combined state plan partner programs to:

CSS is the direct services provider carrying out the WIOA Adult, Dislocated Worker and Youth Services, Welfare Transition (TANF) services, Supplemental Nutrition Assistance Program (SNAP), Wagner-Peyser Labor Exchange services, Business Services, Migrant Seasonal Farm Worker, Local Veterans Employment & Disabled Veterans Outreach Programs, RESEA, Trade Adjustment Assistance through merit (FloridaCommerce) staff, and Reemployment Assistance Programs.

Other Core partnerships, such a Division of Blind Services, Vocational Rehabilitation, and Adult Education and Literacy programs are provided through direct linkage through our Crosswalk agency-to-agency referral system.

Relationships have been established with local agencies that serve individuals with barriers to employment including Vocational Rehabilitation, Division of Blind Services, Florida Department of Corrections, Department of Juvenile Justice, Women's Resource Centers, Manatee and Sarasota County action agencies, Housing Authorities, United Way Suncoast and other community-based organizations.

These relationships provide opportunities to generate referrals into WIOA programs, provide onsite services such as Employ Florida Registration, job search training, and eligibility determination.

- A. Expand access to employment, training, education and supportive services for eligible individuals, particularly eligible individuals with barriers to employment; (20 CFR 679.560(b)(2)(i))

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. CSS employs Priority of Services to eligible individuals with barriers to employment.

CSS staff are cross trained to understand the services, resources and eligibility requirements of all available programs offered. Several staff members are fully trained in multiple programs and receive program “level-up” assessments to demonstrate their understanding of the core programs.

Additionally, CSS host bi-weekly education and community partner meetings to share information on CSS core programs. The community partners are organizations serving populations with barriers to employment. The Crosswalk agency-to-agency referral system is utilized by core and community-based programs.

- B. Facilitate the development of career pathways and co-enrollment, as appropriate, in core programs; (20 CFR 679.560(b)(2)(ii) and

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.

Additionally, as referenced above. CSS has several staff members cross-trained in multiple programs. This gives staff the ability to seamlessly refer and/or provide additional services as needed to the clients in multiple programs without duplication of services provided.

- C. Improve access to activities leading to a recognized postsecondary credential (including a portable and stackable credential that is an industry-recognized certificate or certification) (WIOA § 108(b)(3) and 20 CFR 679.560(b)(2)(iii), to include credentials contained on Florida’s Master Credentials List.

The programs listed on the CSS ETPL lead to a WIOA recognized credential, leading to employment in a high demand occupation in the local area. All programs are connected to the Local Targeted Occupation list. The ETPL and the LTOL are posted on the CSS website for individuals to make an informed choice when selecting a training provider and program.

Credential, certificate, or certification are the required outcomes of training programs. All training programs funded by CareerSource Suncoast are directly related to the region’s Local Targeted Occupation list, connecting to Florida’s Master Credentials List.

11. Employer Engagement: Describe strategies and services used in the local area to:

Such strategies and services may include the implementation of initiatives such as incumbent worker training programs, on-the-job training programs, customized training programs, industry and sector strategies, career pathways initiatives, U.S. Chamber of Commerce Foundations’ Talent Pipeline Management, utilization of effective business intermediaries, and other business services and strategies designed to meet the needs of regional employers.

These initiatives must support the strategies described above.

- A. Facilitate engagement of employers in workforce development, including small employers and employers in in-demand industry sectors and occupations; (20 CFR 679.560(b)(3(i)) and

CareerSource Suncoast collaborates closely with key economic development organizations to receive employer referrals from targeted industries to the CSS Business Services team. CSS Business Services offers a range of services to engage these employers, including job order entry assistance, referrals, placements, On-the-Job Training, Incumbent Worker Training, Customized Training and Paid Work Experience.

The organization hosts multiple annual job fairs and on-site hiring events specifically tailored for smaller employers. Additionally, CareerSource Suncoast staff actively participate in local associations such as SAMA and SHRA. CSS staff serve on committees with organizations like the Chamber of Commerce and Economic Development Corporations of Sarasota and Manatee Counties to expand outreach to employers.

Additionally, 50% of the CSS Board of Directors is made of local business leaders in Manatee and Sarasota Counties. The Education and Industry Consortium also includes local business leaders to collaborate and provide input in driving the local business community.

Furthermore, in 2018 CSS launched an entrepreneurial program, THRIVE, offering business development training. The THRIVE team facilitates a ten-week class session with separate focuses for startups and second phase businesses. They maintain referral relationships with SCORE, SBDC, local financial institutions and other regional support organizations.

- B. Support a local workforce development system that meets the needs of businesses in the local area. (20 CFR 679.560(b)(3(ii))

CareerSource Suncoast organizes an annual State of Talent Conference aimed at employers, featuring speakers who address topics specifically requested by the audience, such as enhancing workforce recruitment and retention strategies. Additionally, the workforce board provides quarterly educational programming for the business community on core business topics presented by subject matter experts. The conferences are supported by local and statewide higher education institutions, emphasizing educational pathways that align with future job opportunities in the community. CareerSource Suncoast is also increasing its focus on apprenticeships and internships to better meet the evolving needs of employers.

- C. Utilize community-based information related to educational programs and industry needs contained in the quarterly reports submitted to the LWDB by the local area's education and industry consortium. (CareerSource Florida Strategic Policy 2023.09.19.A.2)

Reports received from the Education and Industry Consortia will be used to develop and deliver services that provide employers with the talent they need to succeed. Information provided will assist CSS to:

- 1) Enhance offerings to focus on increasing access by employers and customized employer-focused solutions.

- 2) Provide programs to help job seekers and employees address benefits cliff and financial gaps.
- 3) Develop a plan to invest unrestricted funds in growing best practice employer programs.
- 4) Implement targeted initiatives to expand employer access and strengthen partnerships with local businesses, Chambers of Commerce, and economic development agencies.
- 5) Investing in technology and data analytics to enhance our ability to deliver personalized workforce solutions.
- 6) Continuously assessing and improving the effectiveness of our employer-focused programs through feedback mechanisms and performance metrics.
- 7) Collaborate with community partners, social service agencies, and financial institutions to provide comprehensive support services.
- 8) Offer financial literacy workshops, career counseling, and resource navigation assistance to individuals facing economic hardships
- 9) Conduct a comprehensive assessment of existing employer programs to identify best practices and areas for improvement.
- 10) Allocate unrestricted funds to scale up successful programs, enhance service delivery, and address emerging workforce trends.
- 11) Establish clear criteria and evaluation metrics to guide investment decisions and measure program outcomes.

12. **Enhancing Apprenticeships:** Describe how the LWDB enhances the use of registered apprenticeships to support the local economy and comply with CareerSource Florida Strategic Policy 2019.02.13.A.1 – Registered Apprenticeship Strategic Policy. Describe how the LWDB and apprenticeship navigators work with industry representatives, education partners, and local businesses to develop registered apprenticeships, in collaboration with apprenticeship training representatives from the Florida Department of Education and other partners.

CareerSource Suncoast saw the need to further apprenticeships in the region and became a RA sponsor in 2018 of a Tool & Die Maker program. The program has led to six registered apprentices enrolled in the programs working at our largest local manufacturing company, with one apprenticeship being recognized as the States Apprentice of the year. CSS currently sponsors six registered apprenticeship programs and will continue to add to the programs as needed by local demand and industry partners.

CSS participates on state and national panels talking about apprenticeships to industry leaders and fellow workforce colleagues. 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 an active registered program. 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.

Describe strategies and operations that promote and support statewide apprenticeship goals that include, but are not limited to:

A. Increasing total number of new apprentices and pre-apprentices per year

CSS is in the process of developing The MySuncoast Apprenticeship Network to highlight available apprenticeship sponsors and programs in the local area. This network is designed to connect individuals and employers with existing apprenticeship programs in the area. CSS has a dedicated webpage [Apprenticeships - CareerSource Suncoast](#). The webpage is geared toward employers and individuals interested in Registered Apprenticeship programs. Additionally, CSS has apprenticeship sponsors represented in the Crosswalk agency-to-agency referral system.

B. Increasing total number of registered apprenticeship programs and program occupations

CSS hosted our first National Apprenticeship Week event in 2023. Additionally, CSS has hosted three apprenticeship accelerators in the past 12 months and will continue to provide programming to employers and partners about registered apprenticeship programs. The accelerator events have resulted in the development of registered apprenticeship programs being created in partnership with CSS and local employers and approved by the Department of Education. CSS Apprenticeship Navigator has developed a streamlined process to assist local employers and training providers with the development of apprenticeship standards and submission to the Department of Education for approval. CSS currently sponsors six registered apprenticeship programs and will continue to add to the programs as needed by local demand and industry partners.

C. Increasing total number of registered pre-apprenticeship programs

CSS Apprenticeship Navigator meets directly with sponsors, training providers, and employers providing information on pre-apprenticeship programs. CSS is currently working with local community organizations and training providers to assist in the development of youth-focused pre-apprenticeship programs.

D. Expanding registered apprenticeships and pre-apprenticeships into healthcare, advanced manufacturing, aviation and aerospace, information technology, and other emerging industries.

CSS will continue to build talent pipeline for targeted new and emerging industries of focus by assisting individuals to earn credentials that directly support the sector. CSS will continue to promote apprenticeships in emerging industries and engage with tech groups supported by other community partners.

E. Supporting apprentices with WIOA services to support the on-the-job learning, related instruction and supportive services.

CSS supports eligible apprentices in RA programs that have opted for inclusion on the local ETPL with the issuance of an ITA for the related technical instruction.

RA employers and eligible apprentices may be supported through the use of an OJT Contract and agreement to reimburse up to 50% of the apprentice's wages.

Support services are available to apprentices in accordance with CSS policy and funding availability. CSS will also provide direct referrals to other community partners for support services through the Crosswalk referral system.

DESCRIPTION OF THE LOCAL ONE-STOP DELIVERY 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)).

The local one-stop delivery system includes a comprehensive career center Sarasota County and an affiliate career center in Manatee County, offering career seekers a range of programs and services that support the local workforce development system. These services are available to any eligible adult, at-risk youth, dislocated workers, TANF and SNAP recipients based upon an assessment of the individual's needs.

Specific services incorporated into CSS's service delivery system include orientation to services; computer resources which career seekers may use to conduct job searches, develop and post their resume, complete job applications and other job-search related needs; referrals to job opportunities; career exploration and assessment; information on training provider programs to include past performance and cost; local and state labor market information; information on referral to support services such as transportation, childcare and assistance to victims of domestic violence; assistance with applying for reemployment assistance benefits and claiming weeks; determining eligibility for federal workforce programs such as WIOA and special grant funded programs; and other basic and individualized career services as well as training services.

The local one-stop delivery system also includes a variety of comprehensive services to employers that include, but are not limited to: job postings; training grants for incumbent workers; provision of labor market information; job fairs, hiring events and other recruitment events; general and updated information regarding unemployment insurance and workers' compensation; customized recruitment, qualification and assessment screening of applicants; Rapid Response and/or Outplacement services for downsizing companies; development of on-the-job training programs and customized training.

The following resources are available within the one-stop systems to provide services: 1) Workforce Innovation and Opportunity Act funds, 2) Temporary Assistance for Needy Families funds for the Welfare Transition program, 3) Wagner-Peyser services, 4) Supplemental Nutrition Assistance Program Employment & Training services, 5) Reemployment Assistance services, 6) Veteran Services, and 6) other special grants funds/services as awarded to CSS.

CSS has entered into MOU's and Infrastructure funding agreements with mandated one-stop partners. One-stop partners convene on a quarterly basis to provide updates and share service availability. Additionally, One-stop partners provide agency to agency referrals through the CSS Crosswalk referral system as an effort to coordinate services.

- A. Describe how WIOA core partners and combined state plan partners contribute to the LWDB's planning and implementation efforts. If any core or 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:

- 1) WIOA Adult
- 2) WIOA Dislocated Worker
- 3) WIOA Youth
- 4) Wagner-Peyser/MSFW
- 5) Temporary Assistance to Needy Families (TANF)
- 6) Local Veterans' Employment Representative (LVER)
- 7) Disabled Veterans' Outreach Program (DVOP)
- 8) Trade Adjustment Assistance Programs (TAA)
- 9) Supplemental Nutrition & Assistance Program (SNAP)
- 10) Reemployment Assistance Programs
- 11) Sarasota County Adult Education and Literacy
- 12) Division of Vocational Rehabilitation

Virtual Presence Partners:

- 1) Housing Authority-Manatee and Sarasota Counties
- 2) Community Action Agency-Manatee and Sarasota Counties
- 3) Division of Blind Services
- 4) Job Corp
- 5) Senior Community Service Employment Program (SCSEP)
- 6) Manatee County Adult Education and Literacy

- B. Identify any optional/additional partners included in the local one-stop delivery system and how their inclusion in the local system achieves state and local strategies, operations and performance outcomes.

Not Applicable

2. **Customer Access:** Describe actions taken by the LWDB to fully implement [CareerSource Florida Strategic Policy 2021.09.15.A.1 – Availability of Services to Floridians](#) and promote maximum integration of service delivery through the one-stop delivery system for both business customers and job seekers.

CSS employs a supply and demand system to serve the needs of both businesses and career seekers. CareerSource Suncoast engages with Chambers of Commerce to ensure seamless integration of business services provided by the LWDB to the business community. CSS staff manages the demand side of the equation through outreach and recruitment with the local business community. Career Center staff are kept apprised of the specific needs of employers through ongoing communications on hiring events, job fairs, and OJT opportunities. Skill gaps are addressed through seeking out and securing training providers and programs that meet

the needs of local employers.

The Career Centers are offered to businesses for interviewing and screening job seekers for available positions. Additionally, CSS partners with local organizations and school districts to host multi-employer job fairs and hiring events. Career Center staff actively assess, assist and refer candidates to all employer hiring events and job fairs.

The career seekers are offered access through Service Accessibility, this would include ensuring that CSS services are physically and digitally accessible to career seekers by having physical locations and providing online portals and ensuring compatibility with assistive technologies for individuals with disabilities.

Equitable Access: Ensuring that services are available to all eligible individuals without discrimination based on factors such as race, ethnicity, gender, disability, or socioeconomic status. This may involve outreach efforts to underserved communities and ensuring language accessibility.

Information Availability: Providing clear information about the services offered, eligibility criteria, and how to access them. This might include publishing brochures, maintaining a comprehensive website, and having trained staff available to answer questions.

Customer Support: Offering assistance to individuals navigating the services, which could involve help desks, online chat support, or dedicated phone lines staffed with knowledgeable personnel.

Continuous Improvement: Committing to ongoing evaluation and improvement of customer access processes to enhance service delivery and customer satisfaction.

- 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 FloridaCommerce, Office of Civil Rights through virtual and onsite inspections. Additionally, CareerSource Suncoast website is ADA accessible, to make it easier for all customers to access 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 Workforce Development Specialists as part of their internal Workforce Development Specialist Certification.

All training providers are required to complete an ADA Accessibility checklist to ensure they are compliant and offer accommodations to those who are in need of such accommodations.

CSS holds regular partner meetings which include Vocational Rehabilitation and the Division of Blind Services. Additionally, our one-stop operator regularly meets with these entities actively seeking feedback to improve the service delivery to individuals with disabilities.

- 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:

- 1) Equitable use
- 2) Flexibility in use
- 3) Simple and intuitive use
- 4) Perceptible information
- 5) Tolerance for error
- 6) Low physical effort
- 7) 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) and 20 CFR 560 (b)(5)(ii)).

CareerSource Suncoast facilitates access to services provided through the regional delivery system, including remote areas, by utilizing the web-based labor exchange system (EmployFlorida/EF), CareerSource Suncoast website, social media, a full-service career centers and satellite offices in Palmetto, Suncoast Technical College, State College of Florida and Manatee Technical College. Our outreach through technology includes a graphical element, which is accompanied by multi language and handicap accessible features.

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 to have access to information and insight that may lead to more positive outcomes. Under WIOA, career centers and their partners:

- A. Offer career seekers assessments to measure skill gaps,
- B. Connect career seekers with opportunities to gain skills and credentials necessary to advance their career, including individuals with barriers, such as individuals with disabilities,
- C. 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, career coaching, mock interviews, resume development, web-based assessments, and career seeker profiles. CSS has also purchased 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 achieves more efficient and effective services.

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

Not Applicable

CareerSource Suncoast is the direct provider of services and does not award subgrants or contracts for WIOA-funded activities

5. **Service Provider Continuous Improvement:** Describe how the LWDB will ensure the continuous improvement of eligible providers through the system and that such providers will meet the employment needs of local employers, workers and job seekers (WIOA §108(b)(6)(A) and 20 CFR 679.560(5)(i)).

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:

- A. Tracking outcomes related to program completion, placement, wage, and industry data for careerseekers who participated in training;
- B. Employer feedback regarding candidate quality and readiness;
- C. Sharing provider performance with CareerSource Suncoast board
- D. Regularly review of regional demand and regional targeted occupations list to respond 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 not meeting minimum performance requirements; remove providers from the eligible training providers lists when not meeting minimum performance requirements or when they are no longer connected to the local targeted occupation list.

COORDINATION OF SERVICES

1. **Coordination of Programs/Partners:** Describe how services are coordinated across programs/partners in the one-stop career centers, including Vocational Rehabilitation, TANF, SNAP E&T, 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. 20 CFR 679.560.

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 Workforce Development Specialists are cross trained to 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. Co-enrollment can be key as well to ensure that clients are accessing all of the programs necessary to meet their needs and goals as outlined in their plans.

Programs managed through direct services are:

- A. Labor Exchange services provided under Wagner-Peyser staff
- B. Trade Adjustment Assistance program
- C. Veteran's Employment program
- D. Temporary Assistance to Needy Families (TANF)
- E. Reemployment Services and Eligibility Assessment (RESEA)
- F. Reemployment Assistance program
- G. WIOA Adult, Dislocated Worker, and Youth
- H. Supplemental Nutrition Assistance Program (SNAP)

Programs managed through a partner under MOU are:

- A. Division of Vocational Rehabilitation
- B. Adult Education and Literacy programs under Title II, local County Schools Adult and Education
- C. Career and post-secondary technical education programs under Carl D. Perkins Career and Technical Education Act of 2006 through multiple training partners on the eligible training providers list and through apprenticeship programs.
- D. AARP's Foundation's Senior Community Service Employment Program (SCSEP)
- E. Division of Blind Services
- F. Job Corp
- G. Department of Housing & Urban Development – Manatee & Sarasota Counties Housing Authority
- H. 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 the strategies and services that are used in the local area to better coordinate workforce development programs and economic development (20 CFR 679.560(b)(3)(iii)).

Include an examination of how the LWDB will coordinate local workforce investment activities with local economic development activities that are carried out in the local area and how the LWDB will promote entrepreneurial skills training and microenterprise services (WIOA §108(b)(5) and 20 CFR 679.550(b)(4)).

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 semi-monthly partner meetings.

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. The EDCS provides monthly reporting of activities to CSS as a part of the agreement.

CareerSource Suncoast maintains relationships with economic development professionals with both counties and the local municipalities. The EDCs and CareerSource Suncoast also work together on many regional task force, 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, small business and microenterprise services. The EDCs make referrals to our THRIVE small business and entrepreneur accelerator. Through our CEO program and ensuring Accelerate cohorts, CSS introduced those microenterprises to SCORE and SBDC via our entrepreneurial training that access content from the Kaufmann Foundation to further facilitate their growth in addition to showcasing the training opportunities available within THRIVE.

3. **Coordination with Rapid Response:** Describe how the LWDB coordinates workforce investment activities carried out in the local area with statewide rapid response and layoff aversion activities (WIOA §108(b)(8) and 20 CFR 679.560(b)(7)). The description must include how the LWDB implements the requirements [in CareerSource Florida Strategic Policy 2021.06.09.A.2. – Rapid Response and Layoff Aversion System](#) and [CareerSource Florida Administrative Policy 114 – Rapid Response Program Administration](#).

Rapid Response (RR) provides customer-focused services to both dislocated workers and employers, ensuring immediate access to services for affected workers to expedite re-entry into the workforce. CSS strives to provide early intervention assistance to workers to avert or minimize the economic disruption of a mass job dislocation event.

CSS employs a designated Rapid Response Coordinator. The RR Coordinator is the designated primary point of contact for the coordination of Rapid Response services and communication with FloridaCommerce State RR Coordinator. The RR Coordinator is responsible for the following:

- A. Communicating with FloridaCommerce and the State Rapid Response Coordinator;
- B. Serving as lead contact for affected employers and dislocated workers;
- C. Leading the CareerSource Suncoast Rapid Response team;

- D. Ensuring Rapid Response activities are reported accurately and timely in Employ Florida.

The RR coordinator may develop a Team of individuals that provide information, resources, and services to assist affected employers and workers. The team may include, but is not limited to:

- A. Business development representatives;
- B. Local TAA Coordinators;
- C. Department of Children and Families (DCF) case managers;
- D. Division of Vocational Rehabilitation (DVR)
- E. Business Outreach Specialists;
- F. WIOA and WP Workforce Development Specialists;
- G. Supplemental Nutrition Assistance Program (SNAP) Workforce Development Specialists;
- H. Temporary Assistance for Needy Families (TANF) Workforce Development Specialists;
- I. Local Veteran Employment Representatives (LVER's).

Additionally, CSS provides mitigation services to local business through Pathways to Success workshops. These workshops focus on target topics that were identified as most likely to result in layoffs and business closures. These workshops include the distribution of takeaway printed materials (books and studies) so employers can both reinforce and further enhance their learning. CSS's proactive approach is an effort to proactively provide education to avert future layoffs by employers. State and local grants such as IWT can also be a resource for businesses in layoff aversion.

- 4. **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 §108(b)(4)A)). The local area must describe how the following elements are incorporated into its local strategy and operational sector strategy policy. Describe how:

- A. Selected industries or sectors are driven by high-quality data (cite data source used);

CSS utilizes [FloridaCommerce Employment Projections 2023-2031](#), [Regional Demand Occupations List - FloridaJobs.org](#), and [Lightcast - A Global Leader in Labor Market Analytics](#) to make data driven decisions in determining sector strategies deployed by the region.

Furthermore, CSS focuses on industries with high growth and high wages using data from the Florida Commerce Supply Demand Report and other data sources from FloridaCommerce such as Employment Projections and Occupational Employment Statistics and Wages (OES).

- B. Sector strategies are founded on a shared, regional vision;

CareerSource Suncoast (CSS) 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 (BAEDC) and the Economic Development Corporation of issuance of WIOA training dollars for ITAs

and employer-focused activities, such as customized training, on-the-job training and incumbent worker training.

CSS solicits input from the regions EDO's for additions to the LTOL for industries that are emerging and in-demand in the local area.

C. The local area ensures that sector strategies are directed by industry;

CSS attends regional collaboration and convening meetings in targeted sectors, where individual employers can share their concerns. CSS private workforce partners have quarterly manufacturing collaborative meetings. Furthermore, CSS is actively engaged with industry groups such as SAMA, SHRA, and Regional manufacturing associations.

Additionally, CSS will utilize the Education and Industry Consortiums reports and information to gain an understanding of local industry leaders' perspectives.

D. The local area ensures that sector strategies are aimed at 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 service team works with employers that are referred by the EDC and therefore meet targeted sectors. This helps ensure that the majority of IWT, Customized Training and OJT funding goes to employers in those intended sectors.

E. 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, CSS has been able to develop services to meet their needs. CSS has also positioned business services staff to deliver youth services such as work experience and On-the-Job Training to meet employer needs to augment the gaps associated with labor force participations sectors.

F. The sector strategies are measured, improved and sustained.

CareerSource Suncoast (CSS) 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 (BAEDC) and the Economic Development Corporation of issuance of WIOA training dollars for ITAs and employer-focused activities, such as customized training and incumbent worker training.

Sector strategies and services for the local areas are developed to:

- 1) To facilitate engagement of employers in workforce development programs, including small employers and employers in in-demand industry sectors and occupations;
- 2) To support a local workforce development system that meets the needs of businesses in the local area;
- 3) To better coordinate workforce development programs and economic development;
- 4) To strengthen linkages between the one-stop delivery system and unemployment insurance programs; and

- 5) That may include the implementation of initiatives such as incumbent worker training programs, on-the-job training programs, customized training programs, industry and sector strategies, career pathways initiatives, utilization of effective business intermediaries, and other business services and strategies designed to meet the needs of regional employers. These initiatives must support the strategy described in paragraph (b)(3) of this section;

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.

Industry Partnerships:

Through partnerships with our local economic development corporations, BAEDC and EDCSC, CSS works to align with industries for our targeted sectors. Furthermore, CSS focuses on industries with high growth and high wages using data from FloridaCommerce's Supply Demand Report and other data sources from the department such as Employment Projections and Occupational Employment Statistics and Wages (OES).

Sector Strategy Tracking and Sustainability:

CSS tracks work-based training and occupational skills trainings services provided by industry and occupation through a PowerBI dashboard. Each year CSS will include Sector Strategies in the organizational goals. Organizational goals are tracked on a quarterly basis through the Workteam software. CSS will utilize the states Management Information System and Accounting/ITA software reports for tracking goals.

5. **Coordination with Relevant Secondary and Postsecondary Education:** Describe how the LWDB coordinates relevant secondary and postsecondary education programs and activities with education and workforce investment activities (including activities related to the Credentials Review Committee, as appropriate) to coordinate strategies, enhance services, and avoid duplication of services (WIOA §108(b)(10) and 20 CFR 679.560(b)(9)).

CareerSource Suncoast coordinates and is in alignment 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:

- A. The local state college, technical colleges, and private education institutions are represented on the CareerSource Suncoast's Board of Directors
- B. The local state college and technical colleges contribute to the development of the local targeted occupations list to focus on meeting the needs of regional businesses with occupations in high-demand and provide self-sustaining wages
- C. CareerSource Suncoast maintains satellite offices at the main campuses of Suncoast Technical College, Manatee Technical College, and State College of Florida, to deliver career services to students, which includes resume, interviewing, tuition assistance, and placement assistance

- D. CareerSource Suncoast participates on the technical colleges' Board of Governors/Advisory Council and their programs Academic Advisory Committees
- E. CareerSource Suncoast, the local state college, and technical colleges collaboratively engage targeted employers and industries for designing customized and relevant training solutions
- F. CareerSource Suncoast, local state college and technical colleges collaborating on outreach events, which includes career and job fairs, and open houses
- G. CareerSource Suncoast, local state college and technical colleges work together on 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.
- H. The Education and Industry Consortium memberships includes representatives from the State College of Florida, and both Manatee and Suncoast Technical Colleges.

6. Coordination of Transportation and Other Supportive Services: Describe how the LWDB coordinates WIOA Title I workforce investment activities with the provision of transportation assistance, including public transportation, and other appropriate supportive services in the local area (WIOA §108(b)(11) and 20 CFR 679.560(b)(10)).

CareerSource Suncoast may provide 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 the following programs: WIOA Adult, WIOA Dislocated Worker, WIOA Youth, TANF/Welfare Transition (WT) Program, and Special Grants when allowed.

Based on individual assessment and availability of funds, supportive services may be issued to eligible program clients. Supportive services are intended to enable an individual to participate in workforce funded programs and activities and to secure and retain employment. Supportive services are provided based on individual need as determined by the staff member working with the client and may include:

- A. Transportation: including reloadable pay cards, bus passes, and direct deposits into individual bank accounts
- B. Clothing: including uniforms required for work-related activities and/or training that cannot be funded through an Individual Training Account (ITA)
- C. Tools: work-related (training related tools are funded through and ITA)
- D. Assistance with educational testing that cannot be funded through an ITA
- E. Childcare and Dependent Care Costs
- F. Housing Assistance
- G. Referrals to health care
- H. Reasonable accommodations for individuals with disabilities
- I. Payments and fees for employment and training-related applications, tests, certifications, background checks, drug screening, or other costs to comply with employers' hiring conditions, or other expenses necessary to complete work or alternative requirement plan activities (TANF only), such as paying the fee for a medical form certifying disability or other medical condition to be completed by a

physician licensed under Florida Statute Chapter 458 or 459.

Additionally, CSS staff may provide referrals to local community partners for additional support services through the Crosswalk referral system.

- 7. Coordination of Wagner-Peyser Services:** Describe plans, assurances, and strategies for maximizing coordination, improving service delivery, and avoiding duplication of Wagner-Peyser Act (29 U.S.C 49 et seq.) services and other services provided in the local area through the one-stop delivery system (WIOA §108(b)(12) and 20 CFR 679.560(b)(11)).

CareerSource Suncoast, in partnership with FloridaCommerce, provides career and business services through the one-stop system under the Wagner- Peyser Act (WP). Funding for WP employees is provided through FloridaCommerce, as well as oversight for human resources and policy guidance in delivery of WP services.

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 careerservices.

WP staff play a critical role in connecting clients to career services and core programs support that best fit their needs and goals. Referrals to core partner programs to provide support for identified needs are made, as appropriate. WP staff may engage the universal career seeker in basic services, as appropriate, including orientation to all services available in the one-stop delivery system, Employ Florida registration, skills assessments, job search and placement assistance, labor market information, reemployment benefit claims assistance, and referrals to community partners for supportive services. As determined appropriately clients may be referred and provided individualized career services such as comprehensive and specialized assessments and diagnostic testing, development of an individual employment plan, group and/or individual counseling and mentoring, career planning, and training are also available.

Reemployment services which include orientation, assessment, and labor market information are provided to RESEA clients selected and referred to CareerSource Suncoast by FloridaCommerce. While these clients are mandated to receive these minimum services, they are often engaged in additional services and activities. As a best practice, CSS staff are cross trained to determine if additional program services are needed to secure self-sufficient employment.

If additional services are needed outside the scope of CareerSource Suncoast, an individual is referred to one of the core partners programs to provide specialized services.

- 8. Coordination of Adult Education and Literacy:** Describe how the LWDB coordinates WIOA Title I workforce investment activities with adult education and literacy activities under WIOA Title II. This description must include how the LWDB carries out the review of local applications submitted under Title II WIOA § 108(b)(10), consistent with WIOA sections 107(d)(11)(A) and (B)(i) and WIOA § 232 (20 CFR 679.560(b)(12)).

The providers of Adult Education and Literacy for the region are represented on the CareerSource Suncoast Board of Directors as well as the Education and Industry Consortium

Additionally, CSS leadership actively participates on school board advisory committees for both counties. Information is shared at these meetings to address service gaps, leverage resources, and improve effectiveness.

There are MOUs in place with Manatee and Sarasota Counties adult education and literacy programs. The purpose of these MOUs is to collaboratively partner to provide adults with the knowledge and skills they need to enroll and be successful in post-secondary education, to

increase credential attainment and to improve their career options.

CareerSource Suncoast has the Sarasota County School Districts' adult education programs are co-located in the one-stop center to provide Adult Basic Education and GED programs.

For those individuals where English is their second language, the purpose is to improve their English speaking and writing skills to improve their academic skills so they can earn a high school credential and/or enter post-secondary education to improve their career options and credential attainment. Additionally, CareerSource Suncoast has an MOU in place with the Farmworkers Career Development Program (FCDP) Adult Education Program. CSS has actively participated in both state and regional level discussions on coordination of program services, referral process, and improving coordination with the career centers.

9. **Reduction of Welfare Dependency:** Describe how the LWDB coordinates workforce investment activities to reduce welfare dependency, particularly regarding how services are delivered to TANF/Welfare Transition and SNAP E&T participants, to help individuals become self-sufficient. This description must include:

CareerSource Suncoast's programs are designed to provide comprehensive support to recipients, helping them acquire necessary skills, certifications, and education to secure meaningful employment and achieve self-sufficiency. It integrates career coaching with practical opportunities like job referrals, work experience, and educational support to foster long-term career success.

CSS provides one on one career coaching as recipients are assigned a Workforce Development Specialist. CareerSource Suncoast specialists 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.

- A. How the CLIFF suite of tools is used to support the case management of participants, consistent with CareerSource Florida Strategic Policy 2023.06.07.A.5;

CSS will provide case management services to support families transition from dependency on public assistance to economic self-sufficiency. Case management services must include, but are not limited to:

- 1) Career planning o Job search assistance
- 2) Resume building
- 3) Basic financial planning
- 4) Connection to supportive services
- 5) Utilizing the CLIFF's Benefits management tool to demonstrate future financial impacts of the participant's change in income and benefits over time.

- B. Information and data on activities related to initiatives in the local area that support the self-sufficiency of public benefit recipients (i.e., Hope Florida); and

CSS will continue to integrate the CLIFF Benefits management tool into the one-stop delivery system to assist public benefit recipients participating in workforce development programs with visualizing how returning to work or up-skilling to a higher

paying occupation could improve their economic self-sufficiency, impact their future earnings, and impact public benefits as their household progresses to self-sufficiency. Information is vital in planning career pathways and making informed decisions for additional services needed.

- C. Strategies and services used in the local area to support co-enrollment of Welfare Transition and SNAP E&T participants into other workforce development programs. 20 CFR 675.100(h) and 20 CFR 680.

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. CSS employs Priority of Services to eligible individuals with barriers to employment.

CSS staff are cross trained to understand the services, resources and eligibility requirements of all available programs offered. Several staff members are fully trained in multiple programs and receive program “level-up” assessments to demonstrate their understanding of the core programs. Staff provide referrals to core programs as determined by the client’s needs.

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PERFORMANCE & EFFECTIVENESS

The local workforce plan must include:

1. The local levels of performance negotiated with the Governor and chief local elected official(s) with WIOA § 116(c), to be used to measure the performance of the local area and to be used by the LWDB for measuring the performance of the local fiscal agent (where appropriate), eligible providers under WIOA Title I Subtitle B, and the one-stop delivery system in the local area. (WIOA §108(b)(17) and 20 CFR 679.560(16)(b))

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 2023-2024 Negotiated Performance Goals
Adults:	
Employed 2 nd Qtr. After Exit	90.2%
Employed 4th Qtr. After Exit	87%
Median Wage 2 nd Qtr. After Exit	\$9,351
Credential Attainment Rate	78%
Dislocated Workers:	
Employed 2 nd Qtr. After Exit	77.6%
Employed 4th Qtr. After Exit	82%
Median Wage 2 nd Qtr. After Exit	\$10,078
Credential Attainment Rate	58.4%
Youth:	
Employed 2 nd Qtr. After Exit	85.10%
Employed 4th Qtr. After Exit	86%
Median Wage 2 nd Qtr. After Exit	\$4,430
Credential Attainment Rate	80.70%
Wagner Peyser:	
Employed 2 nd Qtr. After Exit	65%
Employed 4th Qtr. After Exit	63.5%
Median Wage 2 nd Qtr. After Exit	\$5,950

2. Actions the LWDB will take toward becoming or remaining a high- performing board, consistent with the factors developed by the state board pursuant to WIOA §101(d)(6).

The CareerSource Suncoast Board of Directors completed its strategic planning in the fall of 2023. In an effort to ensure that CSS remains a high-performing Board, the strategic plan will be reviewed on a two-year cycle for a more responsive model. The Board laid out the vision as “**A highly skilled and responsive workforce that fuels a thriving economy.**”

With the implementation of the two-year CSS will have the ability to deliver services that provide employers with the talent they need to succeed. Our work is guided by four overarching objectives:

- A. Enhance Offerings to Focus on Increasing Access by Employers and Customized Employer-Focused Solutions
- B. Provide Programs to Help Job Seekers and Employees Address Benefits Cliff and Financial Gaps
- C. Develop a Plan to Invest Unrestricted Funds in Growing Best Practice Employer Programs Strengthen Board Engagement and Match Board Members According to Highest and Best Strengths

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 providing the highest quality of service to our clients and seek to consistently improve customer service. CSS’s budget, performance, resources, and expenditures are routinely evaluated and communicated to the CLEO’s, Board committees and full Board of Directors. By focusing on these actions, CareerSource Suncoast will continue to assist with our economic prosperity in a local fashion.

CSS uses a platform called Workteam to set Objectives and Key Results (OKRs) for the organization. Individual teams and staff members can then set their own OKRs and show how they link to the organization’s OKRs. Our Data Analyst publishes performance dashboards and reports for organizational use. The executive staff, directors and managers in the organization utilize these reports to track progress towards local and statewide goals, as well as individual clients impacting these performance measures.

3. How the LWDB considered feedback from one-stop career center customers when evaluating the effectiveness of its one-stop career centers.

CSS gathers customer satisfaction feedback from clients who used the career center’s services. By utilizing proactive emails and feedback links to surveys available on the Career Center computers, CSS can gather client feedback and input to evaluate the effectiveness, quality and availability of services provided.

CSS local vision, goals, and priorities 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.

4. Actions the LWDB took to implement and assess the use and effectiveness of the following WIOA waiver(s) in effect for Florida, if applicable.

Not applicable. Currently CSS has not seen the need to utilize the waivers outlined below.

However, in the event CSS determines there is a need to utilize the waiver, the same approach with the measurement of all WIOA performance metrics will be used. CSS will utilize PowerBI reports to monitor and address the performance outcomes of any eligible Youth that were served under the waivers.

- A. Waiver associated with the requirement at WIOA § 129(a)(4)(A) and 20 CFR 681.410 that State and local areas expend 75 percent of local formula youth funds on out-of-school youth. The response should include programmatic outcomes including the increase of:
- 1) Youth that attained a measurable skill gain;
Not Applicable
 - 2) Youth that attended post-secondary education;
Not Applicable
 - 3) Youth that participated in occupational skills training;
Not Applicable
 - 4) ISY who participated in work experience opportunities; and
Not Applicable
 - 5) Youth that earned an industry-recognized credential.
Not Applicable
- B. Waiver of 20 CFR 681.550 to allow WIOA individual training accounts (ITAs) for in-school youth (ISY). The response should include programmatic outcomes including:
- 1) Improved response of the LWDB and youth providers to the workforce needs of ISY;
Not Applicable
 - 2) Increased number of youth that utilized an ITA to pursue an industry-recognized post-secondary credential;
Not Applicable
 - 3) Increased access to and engagement of ISY in need of post-secondary education, training and support to succeed in the labor market;
Not Applicable
 - 4) Increased number of prepared youth candidates who are ready to fill high growth industry demand in the State and local area.
Not Applicable

REGIONAL PLAN REQUIREMENTS

LWDBs in an identified planning region will have to work together to formulate a regional plan as an addendum to each of their local plans. Once identified, planning regions will remain in effect if federal and state requirements for planning regions continue to be met. With each submission of the regional plan to the state, the respective LWDBs and chief local elected official(s) will certify that the requirements to be identified as a planning region continue to be met. The regional plan must include:

Not applicable at this time.

1. **Names of the LWDBs that comprise the planning area.** ([Administrative Policy 123: Regional Planning Area Identification and Requirements](#))
2. **Description of how the planning region shares a single labor market, shares a common economic development area, and possesses federal and non-federal resources, including appropriate education and training institutions, to administer activities under WIOA, subtitle B.** ([Administrative Policy 123: Regional Planning Area Identification and Requirements](#))
3. **Analysis of regional and local population centers, commuting patterns, industrial composition, location quotients, labor force conditions, and geographic boundaries.** ([Administrative Policy 123: Regional Planning Area Identification and Requirements](#))
4. **Description of the established regional service strategies using cooperative service delivery agreements that include but are not limited to:**
 - A. Consistent eligibility standards and enrollment processes.
 - B. Common training and coordination of supportive service offerings, as appropriate.
 - C. Common technology tools and sharing of data within tools outside of Employ Florida.
5. **Description of sector strategies for existing and emerging in-demand sectors or occupations. (20 CFR 679.560(a)(1)(ii))**
 - A. How will the planning region convene or support the convening of regional employers, foundations, institutions and other stakeholders to create or maintain sector partnerships?
 - B. Identify and describe the established and active sector partnerships in the planning region.
6. **Description of the collection and analysis of regional labor market data (in conjunction with the state).**
7. **Description of the planning region's coordination of administrative cost arrangements, including the pooling of funds for administrative costs, as appropriate.**
8. **Description of the planning region's coordination of transportation and other supportive services, as appropriate.**
 - A. What regional organizations currently provide or could provide supportive services?
 - B. What policies and procedures will be established to promote coordination of supportive services delivery?
9. **Description of the planning region's coordination of services with regional economic development services and providers.**

10. Description of the planning region's establishment of an agreement concerning how the planning region will collectively negotiate and reach agreement with FloridaCommerce on local levels of performance for, and report on, the performance accountability measures described in WIOA Sec. 116(c) for local areas or the planning region.
11. Description of the planning region's strategy to prepare an educated and skilled workforce (including youth and individuals with barriers to employment) to meet the needs of the employers.
12. Description of the local strategies, policies and improvements to enhance consistency and coordination within the planning region and help streamline experiences for job seekers, workers and businesses, allowing a more agile workforce system to better adapt to changing marketplace and consumer expectations.
13. Description of the steps that will be taken to support the state's efforts to align and integrate education, workforce and economic development, including:
 - A. Fostering the improvement and expansion of employer-driven regional sector partnerships to increase the focus on critical in-demand occupations in key sectors that are the engine of economic growth for the state and its planning region.
 - B. Expanding career pathway opportunities through more accelerated and work-based training, and aligning and integrating programs of study leading to industry-recognized credentials and improved employment and earnings.
 - C. Expanding career services and opportunities for populations facing multiple barriers to educational attainment and economic advancement.

END OF LOCAL AND REGIONAL PLAN INSTRUCTIONS

Attachment List

- 2023 Interlocal Agreement
- CSS Bylaws
- CSS Organizational Chart
- Board of Directors Roster
- CSS MOUs and IFAs with Mandated Partners
 - AARP
 - Division of Blind Services
 - Division of Vocational Rehabilitation
 - Farmworkers Career Education Program
 - Adult Education and Literacy
 - Manatee Technical College
 - Suncoast Technical College
 - Manatee Co. Housing Authority
 - Sarasota Co. Housing Authority
 - Sarasota Co. Health and Human Services
 - Step-Up Suncoast
- One-Stop-Operator Contract
- LWDB Credentialing Certification for PY 2023-24.

Draft

Interlocal Agreement

Draft

CONTRACT NO. 2023-305

BCC APPROVED 5/9/2023

BOARD RECORDS
FILED FOR THE RECORD

WORKFORCE INNOVATION AND OPPORTUNITY ACT
2023 MAY -9 PM 3:15 **INTERLOCAL AGREEMENT BETWEEN**

KAREN E. RUSHING
CLERK OF THE CIRCUIT COURT
SARASOTA COUNTY, FL

MANATEE COUNTY, SARASOTA COUNTY, AND SUNCOAST WORKFORCE BOARD, INC.

THIS AGREEMENT is made and entered into by and between Manatee County, a political subdivision of the State of Florida, Sarasota County, a political subdivision of the State of Florida, and Suncoast Workforce Board, Inc., d/b/a CareerSource Suncoast (CSS), a Florida nonprofit corporation, hereinafter collectively referred to as the "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, CSS, has been established as the Local Workforce Development Board (LWDB) and fiscal agent, and 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 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 in July 2017 (hereinafter referred to as the "2017 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 2017 Interlocal Agreement.

NOW, THEREFORE, in consideration of the conditions herein set forth the Parties agree as follows:

1. Definitions

- A. "Agreement" means this agreement, including any amendments or supplements hereto executed and delivered in accordance with the provisions of this agreement.
- B. "Acts" refers interchangeably to 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.
- C. "Counties" means Manatee and Sarasota Counties collectively.
- D. "LWDA" means the Local Workforce Development Board Area for CSS, consisting of the geographical area of the Counties, and designated by the Governor of the State of Florida as the local area pursuant to 29 USC §3121.
- E. "LWDB" means the Local Workforce Development Board and consists of the LWDA appointees who serve on the LWDB performing the duties stated in Section 8 herein.
- F. "CSS" means CareerSource Suncoast, the Administrative Entity and Fiscal Agent of the LWDB.
- G. "CLEO" refers to the Chief Local Elected Official. Pursuant to WIOA Sec. 3(9), the CLEO is the chief elected executive officer of a unit of general local government in a local area and, in a case in which a local area includes more than one unit of general local government, the representative(s) under an agreement that specifies the respective roles.
- H. "Executive Leadership" means the CSS executive team comprising of the President/Chief Executive Officer, Vice-president/Chief Operating Officer, Vice-President/Chief Financial and Administrative Officer, and the Vice-President/Chief Talent Officer.
- I. "Fiscal Agent" means the individual or entity designated with the responsibilities described in 20 CFR § 679.420.
- J. "Parties" means the Counties and CSS.
- K. "Previous agreement" means that certain Interlocal agreement entered into by the Counties in July 2017, and any other agreement between the Counties and/or the Parties concerning this matter, which is superseded by this Agreement.
- L. "Programs" means the workforce development programs operating within the LWDA and that are administered by the LWDB.
- M. "State" means the State of Florida
- N. "WIOA" means the Workforce Innovation and Opportunity Act of 2014, 29 USCS §3101 - §3361, United States Public Law 113-128.
- O. "Workforce Innovation Act" means Chapter 445, Fla. Stat., known as the "Workforce Innovation Act of 2000."

P. "CCC" is the Commissioners Coordinating Council. This is one appointed member of the Board of County Commissioners of each of the Counties.

2. Purpose

The purpose of this Interlocal Agreement is to establish joint policies between the Counties and CSS required for compliance with the Acts. This Interlocal Agreement is intended only in furtherance of the fulfillment of the Parties' obligations pursuant to the authorities recited herein and remains subject to the rights of the Parties to amend this Interlocal Agreement as may be permitted by law and agreed to by the Parties.

3. Term of Agreement

This Agreement shall take effect as of the Effective Date as written below in Section 14 and will remain in effect until terminated pursuant to the notice and termination provisions set forth in Sections 4 and 14 of this agreement.

4. Notice

All notices required or permitted under this Agreement shall be in writing and be addressed to the Parties and their representatives as shown below, or to such other addresses and representatives of a Party as that Party shall notify the others under this Section. Notices shall be deemed made only if delivered by certified or registered first class mail, return receipt requested, by U.S. overnight mail or commercial overnight mail with a tracking number and record, or by commercial courier service with a receipt, and shall be deemed to have been given or made as of the date received, as evidenced by the receipt or record:

To: Manatee County, Florida
Board of County
Commissioners
Attn: County Administrator
and Community and Veterans
Services
1112 Manatee Ave. W.
Bradenton, FL 34205

To: Sarasota County, Florida
Board of County
Commissioners
Attn: County Administrator
and Governmental Relations
1660 Ringling Blvd.
Sarasota, FL 34236

To: Suncoast Workforce Board, Inc.,
dba CareerSource Suncoast
Attn: President/CEO
3660 N. Washington Blvd.
Sarasota, FL 34234

Any changes to the contact information outlined above shall be provided to the other Parties pursuant to the notice provisions of this agreement.

5. Local Workforce Development Board Formation
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.

6. Administrative Entity and Fiscal Agent Designation
In accordance with the provisions of the Acts and Pursuant to 20 CFR 679.420, this Agreement designates CSS as the Administrative Entity, sub-grantee recipient and fiscal agent for the LWDA 18 and shall serve as staff to the LWDB.

As the designated Fiscal Agent, CSS is responsible for the following;

- A. Receive funds;
- B. Ensure sustained fiscal integrity and accountability for expenditure of funds in accordance with the Management and Budget circulars, WIOA and the corresponding Federal Regulations and State policies;
- C. Respond to all audit financial findings;
- D. Maintain proper accounting records and adequate documentation;
- E. Preparation of financial reports;
- F. Provide technical assistance to any subrecipients regarding fiscal issues;
- G. Procure all contracts and obtain written agreements;
- H. Conduct financial monitoring; and
- I. In accordance with 2 CFR 200, Part F and 20 CFR 679.420, ensure independent fiscal audits of all employment and training programs.

The foregoing is without limitation for CSS to comply with any and all additional responsibilities of the designated fiscal agent as set forth in applicable federal and state laws and policies.

7. Financial Responsibility
As provided in the WIOA, the Board of County Commissioners of each of the Counties, as the CLEO, is not relieved of liability for the misuse of grant funds by the designation of CSS as sub-grantee and Fiscal Agent as provided herein. However, as authorized by WIOA, to provide assurances to and protection for the CLEO, CSS agrees to the following:

- A. Indemnification: Unless determined to be contrary to applicable law, CSS shall indemnify, defend, and hold harmless the Board of County Commissioners of each of the Counties, its agents and employees, from all claims, suits, judgments or damages caused by CSS, its agents or employees' negligent act or omission in the performance of its obligations under this Agreement. CSS shall not, however, indemnify, defend or hold harmless the Board of County Commissioners of each of the Counties from any claims, suits, judgments or damages resulting solely from the negligence of the tortfeasor County, its agents and employees.

- B. Disallowed Cost Liability: In the event CSS is determined to be responsible for any disallowed costs, through whatever means, CSS and the Counties will mutually work to resolve all such disallowed costs to include but not limited to: method of repayment, accountability of repayment, legal counsel and/or dispute of repayment. In the event that repayment of funds is demanded by the funding source, CSS shall have responsibility for repayment. In the event CSS funds are insufficient, then any repayment obligation shall be determined by the Acts.
- C. The foregoing notwithstanding, nothing herein shall be construed or interpreted as denying any Party any remedy or defense available to it under the laws of Florida. Nothing herein shall be construed or interpreted as a waiver of either County's sovereign immunity or an extension of its liability beyond the limits established pursuant to Section 768.28, Florida Statutes.

8. LWDB- Authority, Duties, and Responsibilities

The LWDB provides strategic and operational oversight, assists in achievement of the State's strategic and operational vision and goals, and maximizes and continues to improve quality of services, customer satisfaction, and effectiveness of services provided. In accordance with WIOA sec. 107(d) and 20 CFR 679.320 the LWDB responsibilities include, but are not limited to:

- A. Developing the local and regional workforce development plans and upon approval of the CLEO, submitting plans to the Department of Economic Opportunity (DEO); and
- B. Conducting workforce research and regional labor market analysis; and
- C. Convening local workforce development system stakeholders to assist in the development of the local plan and identify expertise and resources to leverage support for workforce development activities; and
- D. Leading efforts to engage a diverse range of employers and other entities in the region; and
- E. Leading efforts to develop and implement career pathways; and
- F. Leading efforts in the local area to identify and promote proven and promising strategies and initiatives for meeting the needs of employers, workers, and jobseekers; and
- G. Conducting oversight of the WIOA adult, dislocated worker and youth programs and the entire workforce delivery system, ensure the appropriate use and management of WIOA funds and ensure the appropriate use, management and investment of funds to maximize performance outcomes; and

- H. Negotiating and reaching agreement on local performance measures with the State and approval from the CLEO; and
- I. In partnership with the CLEO, establishing bylaws and codes of conduct for LWDB members, CSS President/CEO and staff to the LWDB; and
- J. Establishing additional monitoring and reporting requirements to ensure the LWDB is compliant with WIOA, final rules and regulations, OMB circulars, and the State's conflict of interest policy; and
- K. Coordinating with the CLEOs regarding the identification and nomination of members to the LWDB and ensuring membership is compliant with WIOA and Florida Statutes; and
- L. Organizing LWDB board meetings and ensuring meetings are held according to the LWDB's bylaws and Florida's sunshine laws; and
- M. Developing and submitting the local and regional workforce development plan;
- N. Conducting oversight of the WIOA audit, dislocated worker, youth programs and entire one-stop delivery system, including development of policies and monitoring the administration of the programs;
- O. Negotiating with the CLEOs and required partners for the Memorandum of Understanding (as prescribed in Administrative Policy 106 – Memorandums of Understanding and Infrastructure Funding Agreements);
- P. Negotiate with mandated partners on the methods for funding the infrastructure costs of the one-stop career center(s) in the Local Area in accordance with 20 CFR 678.715 and present for CLEO approval as appropriate; and
- Q. In compliance with local board procurement policy, provide oversight of the competitive procurement process for procuring or awarding contracts for providers of youth program services, providers of workforce services (if applicable), and the one-stop operator as required in paragraph (I) of 20 CFR 679.370; and
- R. Develop an annual budget for LWDB activities; and
- S. Certifying the one-stop career centers. One-stop certification requirements may be found in Administrative Policy 93 – One-Stop Career Center Certification Requirements; and

- T. Monitor progress toward the achievement of the performance measures set forth in the Local Plan and negotiated with DEO. The CSS Executive Leadership will report performance measure outcomes to the CLEO and LWDB at minimum semi-annually. This report shall also, include but is not limited to, DEO monitoring results, compliance reports, budget reports/updates, and any other professionally procured performance reports; and
- U. CSS may seek, compete for, and accept any grants and/or donations from sources other than Federal and State funds made available under the Acts or by other community-based organizations; and
- V. In Accordance with 20 CFR 661.307, CSS shall conduct business in an open manner as required by the Acts, by making available to the public, on a regular basis, through open meetings, information about the activities of the LWDB and CSS, including but not limited to information on the Local Plan, LWDB membership, policy development, grant awards, procurement, meeting agenda's and minutes.

9. Counties- Authority, Duties, and Joint Responsibilities

- A. A Commissioners Coordinating Council (CCC) shall be composed of one member of the Board of County Commissioners of Manatee County and that of Sarasota County. Annually, each Board of County Commissioners will appoint a member to serve on the Commissioners Coordinating Council of the LWDB 18.
- B. The Counties hereby delegate the duties of the "Chief Local Elected Official", as such position is defined in Section 3(9) of the WIOA, to the CCC, except as otherwise specifically provided herein. The CLEO shall have all of the rights, duties, and responsibilities of the CLEO in accordance with the Acts and corresponding regulations.
- C. Where the consent, approval, concurrence or other action of the "Chief Local 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.

10. LWDB 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 CareerSource Florida administrative policies.
- B. The composition of the LWDB Board shall ensure that there is representation from both Counties.
- C. 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.

11. 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.

12. Terms of Office

A. All appointments to the LWDB shall be for four (4) years with a maximum of eight (8) consecutive years and shall commence on the date the Commission of Coordinating Council approved the appointment, unless otherwise noted in the approval.

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.

13. LWDB 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.

14. Term, Amendments, and Termination

A. This agreement shall take effect upon the filing of a duly executed original with the Clerk of Circuit Court of Sarasota County and the Clerk of Circuit Court of Manatee County (the "Effective Date") and shall remain in effect until terminated pursuant to the notice and termination provisions herein.

B. Upon the Effective Date, this Interlocal Agreement shall supersede and replace the 2017 Interlocal Agreement between the Counties.

C. This Interlocal Agreement may be amended or modified in writing, signed by duly authorized representatives, and filed with participating Counties.

D. The Parties each reserve the right to terminate this Interlocal Agreement at any time by providing written notice to the other Parties pursuant to the notice provisions herein. 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 ninety (90) days written notice to the other Parties.

E. This Interlocal Agreement shall terminate immediately should this Interlocal Agreement become illegal due to changes in state or federal law.

15. Disclaimer of Beneficiaries

This Agreement is solely for the benefit of the Parties hereto and no right or cause of action shall accrue to, by reason of this Agreement, or for the benefit of any third party not a party to this Agreement.

16. Governing law

This Agreement shall be construed in accordance with the laws of the State of Florida. Venue for any dispute shall be located in a civil court of competent jurisdiction in 12th Judicial Circuit in and for Manatee County and Sarasota County, Florida.

17. Severability

Should any term or provision of this Agreement be held invalid or unenforceable by any court of competent jurisdiction, then such term or provision shall be deemed separate from the remaining terms and provisions of this Agreement which shall remain in full force and effect.

18. Dispute Resolution

A. In the event of a dispute between any of the Parties under this Agreement, the CCC and executive director of CSS, or their respective designees, shall review such dispute and options for resolutions. The joint decision of the CCC and the executive director of CSS shall be final. In the event the CCC and CSS are unable to agree then the matter shall be referred to the respective Commissions, who may jointly elect to hold a joint meeting to discuss the matter. To the extent Chapter 164, F.S., applies, this dispute resolution process shall substitute for the process set forth in Chapter 164, F.S.

B. The Parties hereby expressly agree that in the event of litigation regarding this Agreement, ANY AND ALL RIGHTS TO A JURY TRIAL ARE WAIVED.

19. Public Records

The records related to this Agreement shall be deemed public records in accordance with Florida law, available for inspection at all reasonable times by the Counties and any other party as provided by law regardless of whether said records are presently deemed public records by law. CSS agrees not to destroy or dispose of any such public records except in accordance with the requirements of Chapter 119, F.S., subject to the retention requests set forth herein. This section shall survive the termination of the expiration of this Agreement.

IF CSS HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CSS'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

**Sarasota County
Public Records office
1660 Ringling Blvd.
Sarasota, FL 34236**

Phone: 941-861-5886

Email: publicrecords@scgov.net

**Manatee County
Public Records Office
1115 Manatee Ave. W.**

Phone: 941-749-1800

Email: ServiceDesk@manateeclerk.com

Bradenton, FL 34208

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SIGNATURE PAGE 1 of 3

SUNCOAST WORKFORCE BOARD, INC., dba, CAREERSOURCE SUNCOAST, a Florida non-profit 501C(3) company .

APPROVED, this 28th day of March, 2023.

Printed Name: Joshua Matlock

By: 
President/CEO

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SIGNATURE PAGE 2 of 3

MANATEE COUNTY, a political subdivision of the State of Florida

APPROVED, with a quorum present and voting this the 25th day of April, 2023.

By: Its Board of County Commissioners

Printed Name: Kevin Van Oosterbridge

By: [Signature]
Chairman



ATTEST: By: Robin Potts, DC
Clerk of the Circuit Court and Comptroller

By: [Signature]
Clerk of the Circuit Court

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SIGNATURE PAGE 3 of 3

SARASOTA COUNTY, a political subdivision of the State of Florida

APPROVED, with a quorum present and voting this the 9 day of May, 2023.

By: Its Board of County Commissioners

Printed Name: Ron Cutsinger

By: [Signature]
Chairman

ATTEST: [Signature]

Clerk of the Circuit Court and Comptroller

By: [Signature]
Clerk of the Circuit Court

APPROVED AS TO FORM AND CORRECTNESS

[Signature]
COUNTY ATTORNEY *ces*

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CSS Bylaws

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 1st through June 30th 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

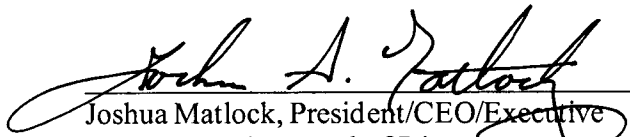
Section 12.1 The members, Officers, Directors, committee members, employees, and persons served by this Corporation shall be interviewed, selected, appointed, and promoted without regard to race, color, religion, sex, national origin, age, disability, handicap, marital status, sexual orientation, or 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 24th day of March, 2022, by the requisite affirmative vote of a majority of the full membership of the Board pursuant to the prior Bylaws.

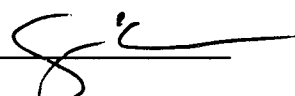

Eric Troyer, Chair


Joshua Matlock, President/CEO/Executive Secretary to the Board of Directors

COUNTY LOCAL ELECTED OFFICIALS:

Manatee County Commissioner

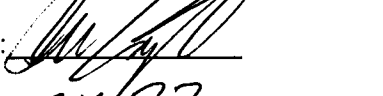
Name: George Kruse

Signature: 

Date: 3/24/22

Sarasota County Commissioner

Name: Christian Ziegler

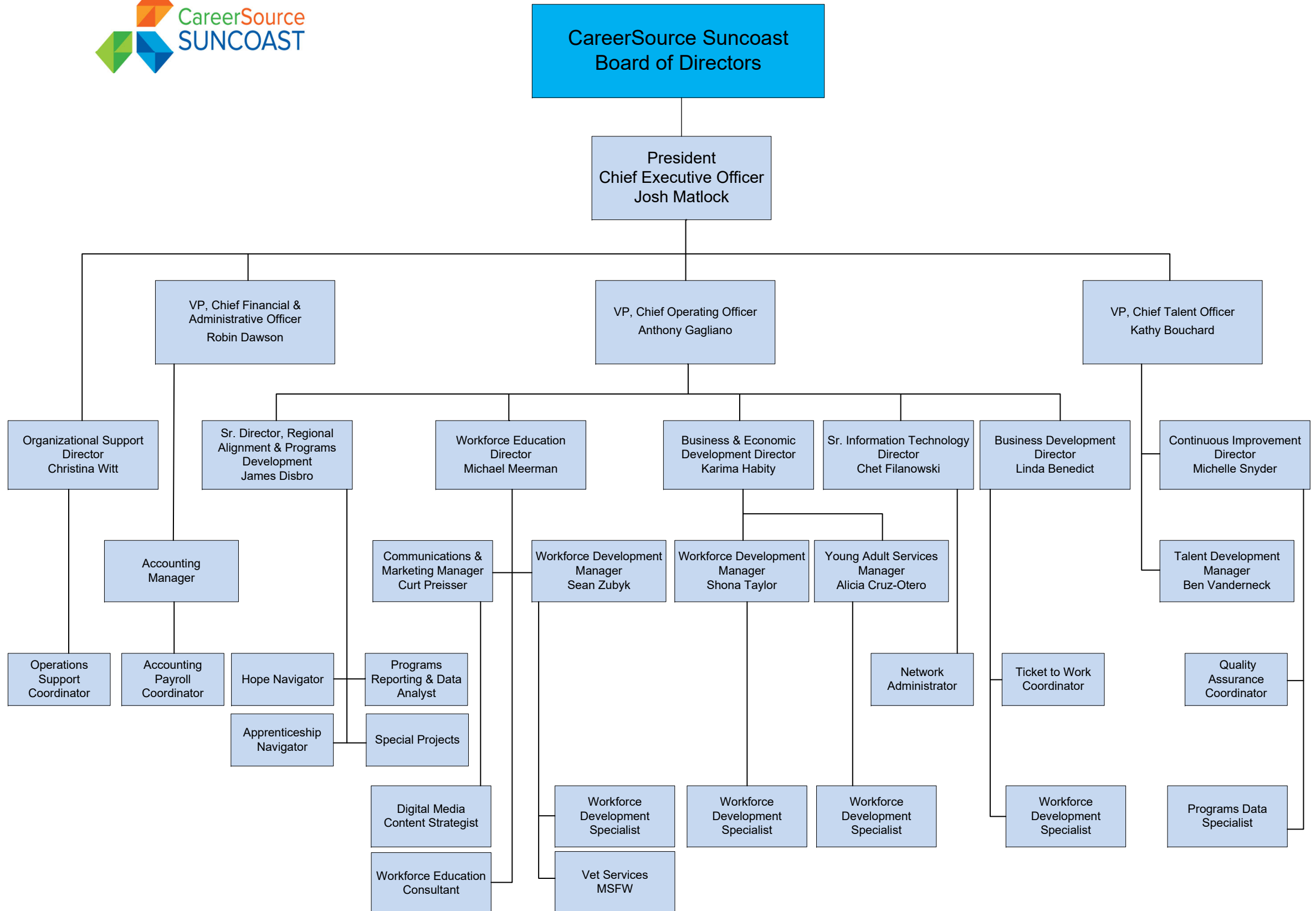
Signature: 

Date: 3-24-22

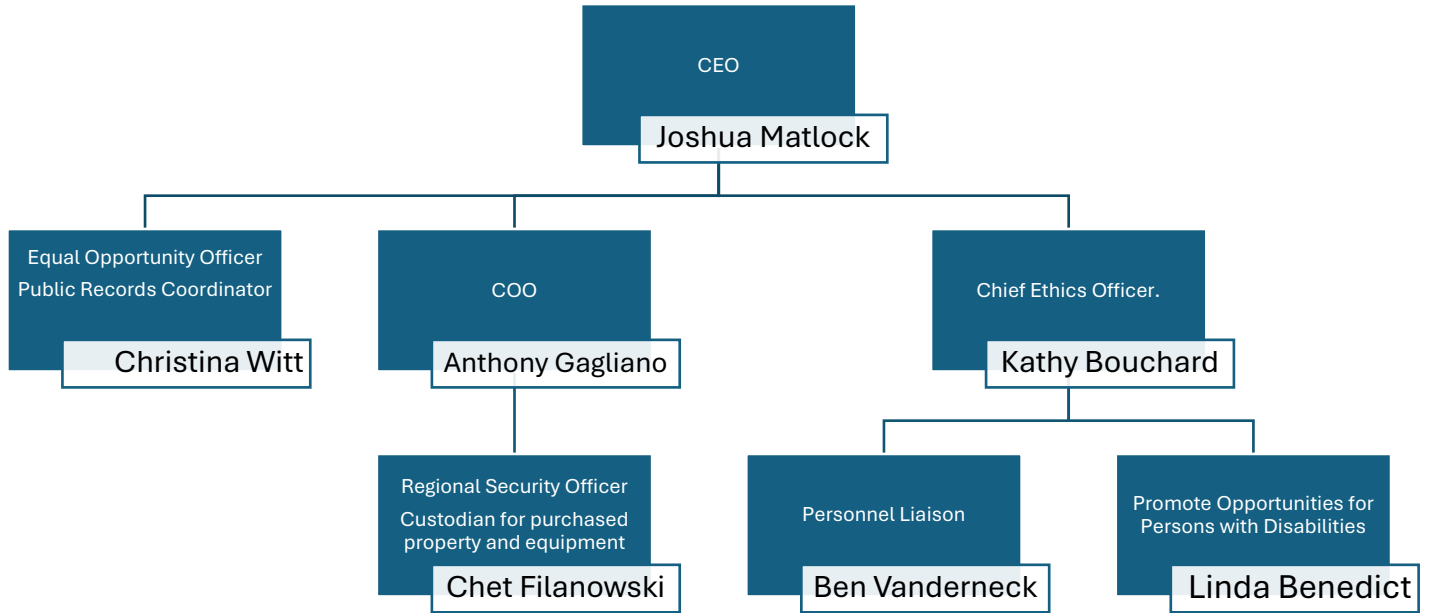
Organizational Charts



PY2024- 2025 Organizational Structure Chart



Organizational Roles



Board Member Roster

CareerSource Suncoast Board of Directors

Last Name	First Name	Title	Business / Entity	Term of Appointment	Address	City	ST	Zip	Email	Phone
Bos	Jim	President	MBJ Group Inc.		7604 Fairway Woods Dr	Sarasota	FL	34238	jim@mbjgroup.com	941-922-1777
Brown	Ashley	President	Womens Resoure Center of Manatee	1/23 - 1/27	1926 Manatee Ave W	Bradenton	FL	34205	abrown@mywrc.org	941-256-9721
Cardillo	Christy	Partner/CPA	Carr, Riggs & Ingram, LLC.	9/22 -9/26	1001 3rd Avenue West, Suite 500	Bradenton	FL	34205	ccardillo@cricpa.com	941-747-0500
Dezelski	Jacki	President/CEO	Manatee Chamber of Commerce	9/22 - 9/26	P.O. Box 321	Bradenton	FL	34206	JackiD@Manateechamber.com	941-748-3411
DiPillo	Ronald	Executive Director	Sarasota County Schools	1/20 - 1/24	4748 Beneva Road	Sarasota	FL	34233	ron.dillilo@sarasotacountyschools.net	941-924-1365
Eding	Lisa	HR Director	Teakdecking Systems	5/22 -5/2026	7061 15th St E	Sarasota	FL	34243	leding@teakdecking.com	941-756-0600 x242
Font	Luis	Labor Organizing Coordinator	Labor Union International	9/23 -9/27	1461 Olympia Rd	Venice	FL	34292	lfont@ovsrr.org	615-618-4535
Imre	Allison	President/CEO/Owner	Grapevine Communication	7/22 -07/26	5201 Paylor Lane	Sarasota	FL	34202	allison@grapeinc.com	941-315-0024
Gillot	Geoffrey	Director of Program Services	Boys & Girls Clubs of Sarasota County	7/24 - 7/28	3130 Fruitville Road	Sarasota	FL	34237	ggillot@bgcsdc.org	941-650-7168
Hayes	Peter	President	Tandem Construction	9/21 - 9/25	5391 Lakewood Ranch Blvd, Borth Suite 200	Sarasota	FL	34240	peter.hayes@tandemconstruction.com	941-954-1599
Hendrixx	Vaughn Alexander	Dean of Lifelong Learning and Workforce Development	State College of Florida	7/23 - 07/27	7131 Professional Pkwy	Sarasota	FL	34240	hendriv@scf.edu	941-363-7200
Hillstrom	Sharon	President/CEO	Bradenton Area EDC	9/20 - 9/24	4215 Concept Court	Lakewood Ranch	FL	34211	sharonH@bradentonareaedc.com	941-803-9031
Sara	Tar	Vice President, Business Connect Advisor	Truist Bank	3/24 - 3/28	1777 Main Street	Sarasota	FL	34236	Sarah.Tar@Truist.com	239-810-0170
Kasten	Heather	President	Greater Sarasota Chamber of Commerce	9/21 - 9/25	1945 Fruitville Road	Sarasota	FL	34236	hkasten@sarasotachamber.com	941-955-8187
Kraft	David	Founder-Chief Executive Officer	Vision Consulting Group	9/20 - 9/24	3212 43rd Ave E	Bradenton	FL	34208	dkraft@yourfutureaccelerated.com	941-896.2108
LeBaron	Anne	Chief Executive Officer	Take Stock in Children Manatee	9/23 - 9/27	P.O. Box 325	Palmetto	FL	34203	anne@takestockmanatee.org	941-713-4454
Polasky	Shaun	VP-HR and Peoples Operations	Helios Technologies	11/22-11/26	7456 16th St. East	Sarasota	FL	34243	shaun.polasky@heliotechnologies.com	941-362-1373
Randall	Erika	VR Supervisor	Vocational Rehabilitation	1/22 - 1/26	600 8th Ave W, Suite 201.	Palmetto	FL	34211	erika.randall@vr.fl DOE.org	941-721-2851
Spikes, Jr	Walter	Realtor	Coldwell Banker Realty	9/20 - 9/24	11215 E. SR 70 Ste 105	Lakewood Ranch	FL	34202	spikesinrealestate@gmail.com	941-323-4283
Troyer	Eric	CPA	Kerkering Barberio	9/20 - 9/24	1990 Main Street, Unit 801	Sarasota	FL	34236	etroyer@kgrp.com	941-365-4617
Wagner	Doug	Director, Manatee Technical College	Manatee County School Board	9/22-9/26	215 Manatee Ave. W.	Bradenton	FL	34203	wagnerd@manateeschools.net	941-708-8770 x41217
Warzecha	Craig	General Manager	Pittsburg Pirates	5/23 - 5/27	1701 27th St. East	Bradenton	FL	34208	craig.warzecha@pirates.com	941-747-3031
Waters	Ken	Vice President-Residential Services	Sarasota Housing Authority	3/22 -3/26	269 S. Osprey Ave	Sarasota	FL	34236	kwaters@sarasotahousing.org	941-361-6210 x261
Kathleen	Dwyer	VP of Operations and Regulatory Affairs	Galen College of Nursing	7/2024 - 7/28	3050 Terra crossing blvd	Louisville	Ky	40245	Kdwyer@galencollege.edu	502-241-6233
Mark	Viggiano	Training Coordinator	Local 123 Plumbers and Pipefitter	3/24 - 03/28	3601 N McIntosh Rd	Dover	FL	33527	mark.viggiano@lu123.com	813-636-0123

MOU's and IFA's

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

I. Purpose

It is the purpose of this Memorandum of Understanding (MOU) to state the conditions under which the Career Center Partner, **AARP Foundation**, hereinafter referred to as AARP Foundation or Partner, whose address is 1750 17th St., Building M, Sarasota, FL 34234 will implement and provide services, as shall be described herein, in partnership with the **Suncoast Workforce Board, Inc. dba CareerSource Suncoast (CSS)**, whose address is 3660 N. Washington Blvd., Sarasota FL 34234, to eligible clients Local Workforce Development Board 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 ensures 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, and important part of the overall operating budget which included applicable career services and shared operating costs and services among 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. This agreement is intended 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 the parties' respective programs, services, and agencies.

II. Services Provided

The Manatee Board of County Commissioners and Sarasota Board of County Commissioners have designated career Source Suncoast to act as the administrative entity, grant recipient and fiscal agent for this local workforce development area.

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 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 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**

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. See Section V – Infrastructure Cost.
4. Maintain the statewide "CareerSource" 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, staff development days and emergency situations.)
6. Model CareerSource core values and maintain a professional working environment and abide by all its policies, rules, and procedures and applicable Florida statutes and rules.
7. 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 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. Coordinate with CareerSource for the funding of any required 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. See Section V – Infrastructure Cost.
4. Provide CareerSource Suncoast management feedback regarding the performance of the partnership, including its effectiveness and success.
5. Participate in periodic meetings to provide updates on the partners' programs and procedures to CareerSource staff.

III. Methods of Internal Referral

Internal cross-referral procedures will be developed and/or reassessed based upon availability of funding, 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 agency-to-agency online referral system and access to the reports generated by this system as agreed upon with CSS staff.

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

IV. Confidentiality of Records

In the event that 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, 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.

V. Infrastructure Costs and Insurance

Costs of the infrastructure of the one-stop centers are in accordance with the requirements of the Workforce Innovation and Opportunity Act; federal cost principles; and all other applicable legal requirements. Infrastructure Funding Agreements (IFAs) are renewed annually with funding budget and operational cost updates and will effectively become an addendum to this MOU upon signatures of all parties of the IFA.

For Partners co-located physically in the career center, the Partner agrees to provide CSS a current Certificate of Insurance for General Liability, listing CSS as additional insured, on an annual basis. Additionally, Partner shall carry Contents Insurance for all property located in the CSS Career Center, if applicable. CSS is not responsible for lost or damaged contents.

VII. Term

This MOU is effective July 1, 2023 through June 30, 2026, or the date last executed by both parties, whichever is later. This MOU may be terminated for convenience at any time by either party upon thirty (30) days written notice.

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 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, 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**

VIII. Notifications/Agency Contacts

All notifications and correspondence regarding this MOU shall be directed to the designated agency contacts outlined below.

Partner Agency

Contact Name:	Jamescha Jones
Phone:	202-434-6219
E-mail:	jjones@aarp.org

CareerSource Suncoast:

Contact Name:	Christina Witt
Phone:	941-315-9020
E-mail:	cwitt@careersourcesc.com

IX. Signatures

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

LWDB: CareerSource SuncoastPartner Agency: AARP FoundationName: Joshua MatlockName: Demetri AntzoulatosTitle: President/CEOTitle: VP, Finance, Grants, & OperationsSignature: *Joshua Matlock*
Joshua Matlock (Jul 14, 2023 13:42 EDT)DocuSigned by:
Signature: *Demetri Antzoulatos*
623F409E96E1430...Date: 07/14/2023Date: 7/14/2023**Chief Local Elected Officials****Manatee Board of County Commissioners****Sarasota Board of County Commissioners**Name: George KruseName: Joe NeunderTitle: Manatee County CommissionerTitle: Sarasota County CommissionerSignature: *George W Kruse*
George W Kruse (Jul 14, 2023 13:46 EDT)Signature: *Joe Neunder*
Joe Neunder (Jul 16, 2023 18:49 EDT)Date: 07/14/2023Date: 07/16/2023

**INFRASTRUCTURE FUNDING AGREEMENT
ONE-STOP CAREER CENTER SYSTEM
BY AND BETWEEN CAREERSOURCE SUNCOAST
AND
AARP FOUNDATION**

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**, hereinafter referred to as AARP Foundation or Partner and **Suncoast Workforce Board, Inc., dba CareerSource Suncoast** ("CSS").

The contact information for Partner is as follows:

Name:	Jamescha Jones
Title:	Asst. National Director
Phone:	202-434-6219
Email:	jjones@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 be 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 as the master budget 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 2023-2024 for Comprehensive American Job Center		
North Sarasota County Career Center		
3660 North Washington Blvd		
Sarasota, FL		
	Estimated	
Description	IFA Budget	
Infrastructure Costs:		
Office Rent includes Utilities & Bldg Maintenance	\$226,916	
Copier Usage and Maintenance for Clients	\$5,086	
Internet, Phone, Fax	\$47,832	
Atlas Maintenance	\$7,024	
Website Maintenance	\$1,071	
Deep Freeze Maintenance - Labs	\$810	
Windows 10 Maintenance	\$800	
MS Office Software Maintenance - Labs	\$5,654	
Total Infrastructure Costs		\$295,193
Additional Services:		
Career Services - Resource Rm (2)	\$121,440	
IT Services - Crosswalk Maintenance	\$2,087	
Total Additional Services		\$123,527
Total One Stop Operating Budget		\$418,719
FTEs Supporting the American Job Center (as of July 2023)		23
Cost per FTE = \$419,652/28 FTEs (as of July 2023)		\$18,205
Direct Linkage/Virtual Presence = 0.1 x Cost per FTE (as of July 2023)		\$1,821

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

- 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 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:

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 programs' requirements.

VII. Cost Reconciliation

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 Partner agrees to submit Infrastructure Funding agreement reports on a quarterly basis for the LWDB (CSS) to complete a reconciliation of budgeted and actual costs and updates of the allocation basis.

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

The LWDB will submit invoices (if applicable) 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.

VII. Term

The Term of this IFA shall commence on July 1, 2023 or the date last executed by both parties, whichever is later, through June 30, 2024. The IFA will be reviewed and renewed annually for successive one-year terms as an amendment to this agreement. 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, return receipt requests, 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 sixty 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 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.

The remainder of this page intentionally left blank

XIV. Signatures

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

LWDB: CareerSource Suncoast

Partner Agency: AARP Foundation

Name: Joshua Matlock

Name: Demetri Antzoulatos

Title: President/CEO

Title: VP, Finance, Grants, & Operations

Signature: *Joshua Matlock*
Joshua Matlock (Jul 14, 2023 13:42 EDT)

DocuSigned by:
Signature: *Demetri Antzoulatos*
623F409E96E1430...

Date: 07/14/2023

Date: 7/12/2023

Chief Local Elected Officials

**Manatee Board of County Commissioners
Commissioners**

Sarasota Board of County

Name: George Kruse

Name: Joe Neunder

Title: Manatee County Commissioner

Title: Sarasota County Commissioner

Signature: *George W. Kruse*
George W Kruse (Jul 14, 2023 13:46 EDT)

Signature: *Joe Neunder*
Joe Neunder (Jul 16, 2023 18:49 EDT)

Date: 07/14/2023

Date: 07/16/2023

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Attachment A						
Partner On-Site Representation Schedule						
Comprehensive One Stop Center - American Job Center			Estimated Infrastructure Cost	\$418,719		
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	17.00	73.91%	\$309,488	Physical
Wagner Peyser	DOL	CSS	1.94	8.43%	\$35,318	Physical
Veteran Program	DOL	CSS	2.00	8.70%	\$36,410	Physical
Trade Adjustment Act - TAA	DOL	CSS	0.06	0.26%	\$1,092	Physical
Senior Community Employment Program	DOL	AARP - Manatee/Sarasota	0.10	0.43%	\$1,821	Virtual
Adult Education & Literacy-GED	DOE	SCSB	1.00	4.35%	\$18,205	Physical
Adult Education & Literacy-GED	DOE	MCSB	0.10	0.43%	\$1,821	Virtual
Migrant Seasonal Farmworker Jobs Program	DOL/DOE	MCSB	0.10	0.43%	\$1,821	Virtual
Vocational Rehabilitation	DOE	VR	0.10	0.43%	\$1,821	Virtual
Division of Blind Services	DOE	FL Div BS	0.10	0.43%	\$1,821	Virtual
Job Corp	DOL	JC Pinellas Co	0.10	0.43%	\$1,821	Virtual
CSBG	HHS	SC Health & Human Svs	0.10	0.43%	\$1,821	Virtual
CSBG	HHS	Manatee Community Action Agency	0.10	0.43%	\$1,821	Virtual
Dept Housing & Urban Development	HUD	MC Housing Authority	0.10	0.43%	\$1,821	Virtual
Dept Housing & Urban Development	HUD	SC Housing Authority	0.10	0.43%	\$1,821	Virtual
Totals			23.00	100.00%	\$418,719	
Estimated Cost per FTE - Physical Presence	\$18,205					
Estimated Cost for 0.10 FTE - Virtual Presence	\$1,821					

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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

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. Jr.*

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.

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
Infrastructure Costs:	
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
Total Infrastructure Costs	\$260,775
Additional Services:	
Career Services - Resource Rm (2)	\$89,080
IT Services - Crosswalk Maintenance	\$1,225
Total Additional Services	\$90,305
Total One Stop Operating Budget	\$351,080
FTEs Supporting the American Job Center (as of Jan 2020)	22.2
Cost per FTE = \$351,080/22.2 FTEs (as of Jan 2020)	\$15,814
Direct Linkage/Virtual Presence = 0.1 x Cost per FTE (as of Jan 2020)	\$1,581

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 / =
Partner Physical Presence Contribution <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 (1 FTE represents 40 hours/week commitment)
Partner Direct Linkage/Visual Presence Contribution <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 (0.1 FTE represents 4 hours/week commitment)

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.

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: [Signature]

Name: J. Alcala Kelly

Title: Chief of Staff

Date: 8/21/20

APPROVED BY PARTNER:

Florida Department of Education
Division of Blind Services

By: [Signature]

Name: Robert L. Doyle

Title: Division Director

Date: 07/23/2020

APPROVED BY:
COUNTY LOCAL ELECTED OFFICIALS:

Manatee County Commissioner

[Signature]
Reggie Bellamy

Date: 07/07/2020

Sarasota County Commissioner

[Signature]
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 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
Totals			22.20	100.00%	\$351,080	
Estimated Cost per FTE - Physical Presence	\$15,814					
Estimated Cost for 0.10 FTE - Virtual Presence	\$1,581					

Signature Certificate

Document Ref.: NFD4T-HUNNX-PDZ4Y-WSCSF

Document signed by:

	Verified E-mail: cziegler@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



Signed with **PandaDoc.com**

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

I. Purpose

It is the purpose of this Memorandum of Understanding (MOU) to state the conditions under which the Career Center Partner, **School District of Manatee County**, hereinafter referred to as School District of Manatee County or Partner, whose address is 215 Manatee Ave. West, Bradenton, Fl. 34205, will implement and provide services, as shall be described herein, in partnership with the **Suncoast Workforce Board, Inc. dba CareerSource Suncoast (CSS)**, whose address is 3660 N. Washington Blvd., Sarasota Fl. 34234, to eligible clients Local Workforce Development Board 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, and important part of the overall operating budget which included applicable career services and shared operating costs and services among 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. This agreement is intended 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 the parties' respective programs, services, and agencies.

II. Services Provided

The Manatee Board of County Commissioners and Sarasota Board of County Commissioners have designated career Source Suncoast to act as the administrative entity, grant recipient and fiscal agent for this local workforce development area.

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 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 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**

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. See Section V – Infrastructure Cost.
4. Maintain the statewide "CareerSource" 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, staff development days and emergency situations.)
6. Model CareerSource core values and maintain a professional working environment and abide by all its policies, rules, and procedures and applicable Florida statutes and rules.
7. 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 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. Coordinate with CareerSource for the funding of any required 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. See Section V – Infrastructure Cost.
4. Provide CareerSource Suncoast management feedback regarding the performance of the partnership, including its effectiveness and success.
5. Participate in periodic meetings to provide updates on the partners' programs and procedures to CareerSource staff.

III. Methods of Internal Referral

Internal cross-referral procedures will be developed and/or reassessed based upon availability of funding, 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 agency-to-agency online referral system and access to the reports generated by this system as agreed upon with CSS staff.

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

IV. Confidentiality of Records

In the event that 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, 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.

V. Infrastructure Costs and Insurance

Costs of the infrastructure of the one-stop centers are in accordance with the requirements of the Workforce Innovation and Opportunity Act; federal cost principles; and all other applicable legal requirements. Infrastructure Funding Agreements (IFAs) are renewed annually with funding budget and operational cost updates and will effectively become an addendum to this MOU upon signatures of all parties of this MOU.

For Partners co-located physically in the career center, the Partner agrees to provide CSS a current Certificate of Insurance for General Liability, listing CSS as additional insured, on an annual basis. Additionally, Partner shall carry Contents Insurance for all property located in the CSS Career Center, if applicable. CSS is not responsible for lost or damaged contents.

VII. Term

This MOU is effective July 01, 2023 through June 30, 2026, or the date last executed by both parties, whichever is later. This MOU may be terminated for convenience at any time by either party upon thirty (30) days written notice.

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 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, 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**

VIII. Notifications/Agency Contacts

All notifications and correspondence regarding this MOU shall be directed to the designated agency contacts outlined below.

Partner Agency

Contact Name:	Doug Wagner
Phone:	941-708-8770 x41217
E-mail:	wagnerd@manateeschools.net

CareerSource Suncoast:

Contact Name:	Christina Witt
Phone:	941-315-9020
E-mail:	cwitt@careersourcesc.com

IX. Signatures

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

LWDB: CareerSource Suncoast


Name: Joshua Matlock

Title: President/CEO

Signature: 
Joshua Matlock (Jun 8, 2023 10:59 EDT)

Date: 06/08/2023

Partner Agency: School District of Manatee County

Name: 

Title: Deputy Superintendent Operations

Signature: 

Date: 6/7/2023

Chief Local Elected Officials

Manatee Board of County Commissioners

Name: George Kruse

Title: Manatee County Commissioner

Signature: 
George W Kruse (Jun 8, 2023 15:49 EDT)

Date: 06/08/2023

Sarasota Board of County Commissioners

Name: Joe Neunder

Title: Sarasota County Commissioner

Signature: 
Joe Neunder (Jun 13, 2023 08:54 EDT)

Date: 06/13/2023

INFRASTRUCTURE FUNDING 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, hereinafter referred to as School District of Manatee County or Partner and **Suncoast Workforce Board, Inc., dba CareerSource Suncoast ("CSS")**.

The contact information for Partner is as follows:

Name:	Doug Wagner
Title:	Deputy Superintendent
Phone:	941-708-8770 x41217
Email:	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 be 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 as the master budget 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 2023-2024 for Comprehensive American Job Center
 North Sarasota County Career Center
 3660 North Washington Blvd
 Sarasota, FL

Description	Estimated IFA Budget
Infrastructure Costs:	
Office Rent includes Utilities & Bldg Maintenance	\$226,916
Copier Usage and Maintenance for Clients	\$5,086
Internet, Phone, Fax	\$47,832
Atlas Maintenance	\$7,024
Website Maintenance	\$1,071
Deep Freeze Maintenance - Labs	\$810
Windows 10 Maintenance	\$800
MS Office Software Maintenance - Labs	\$5,654
Total Infrastructure Costs	\$295,193
Additional Services:	
Career Services - Resource Rm (2)	\$121,440
IT Services - Crosswalk Maintenance	\$2,087
Total Additional Services	\$123,527
Total One Stop Operating Budget	\$418,719
FTEs Supporting the American Job Center (as of July 2023)	23
Cost per FTE = \$419,652/28 FTEs (as of July 2023)	\$18,205
Direct Linkage/Virtual Presence = 0.1 x Cost per FTE (as of July 2023)	\$1,821

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 / =
Partner Physical Presence Contribution (<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 \$18,205 = \$18,205 (1 FTE represents 40 hours/week commitment)
Partner Direct Linkage/Visual Presence Contribution (<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 \$ 18,205= \$1,821 (0.1 FTE represents 4 hours/week commitment)

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: [TRAINING AND EMPLOYMENT GUIDANCE LETTER No. 17-16 | U.S. Department of Labor \(dol.gov\)](https://www.dol.gov/eis/whd/tegl/tegl17-16.pdf)).

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 contributions or on how the program may treat these contributions for fiscal accountability purposes under the respective program's requirements.

<p>* 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.</p> <p>Non-Cash</p> <ul style="list-style-type: none">• 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. <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>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:</p>

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 programs' requirements.

VII. Cost Reconciliation

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 Partner agrees to submit Infrastructure Funding agreement reports on a quarterly basis for the LWDB (CSS) to complete a reconciliation of budgeted and actual costs and updates of the allocation basis.

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

The LWDB will submit invoices (if applicable) 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.

VII. Term

The Term of this IFA shall commence on July 01, 2023 or the date last executed by both parties, whichever is later, through June 30, 2024. The IFA will be reviewed and renewed annually for successive one-year terms as an amendment to this agreement. 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, return receipt requests, 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 sixty 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 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.

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XIV. Signatures

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

LWDB: CareerSource Suncoast Partner Agency: School District of Manatee County

Name: Joshua Matlock

Name: Doug Wagner

Title: President/CEO

Title: Deputy Superintendent

Signature: *Joshua Matlock*
Joshua Matlock (Jun 8, 2023 10:59 EDT)

Signature: *Doug Wagner*

Date: 06/08/2023

Date: 6/7/2023

Chief Local Elected Officials

**Manatee Board of County Commissioners
Commissioners**

Sarasota Board of County

Name: George Kruse

Name: Joe Neunder

Title: Manatee County Commissioner

Title: Sarasota County Commissioner

Signature: *SK*
George Kruse (Jun 8, 2023 15:49 EDT)

Signature: *Joe Neunder*
Joe Neunder (Jun 13, 2023 08:54 EDT)

Date: 06/08/2023

Date: 06/13/2023

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Attachment A

Partner On-Site Representation Schedule

Comprehensive One Stop Center - American Job Center **Estimated Infrastructure Cost** **\$418,719**
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	17.00	73.91%	\$309,488	Physical
Wagner Peyser	DOL	CSS	1.94	8.43%	\$35,318	Physical
Veteran Program	DOL	CSS	2.00	8.70%	\$36,410	Physical
Trade Adjustment Act - TAA	DOL	CSS	0.06	0.26%	\$1,092	Physical
Senior Community Employment Program	DOL	AARP - Manatee/Sarasota	0.10	0.43%	\$1,821	Virtual
Adult Education & Literacy-GED	DOE	SCSB	1.00	4.35%	\$18,205	Physical
Adult Education & Literacy-GED	DOE	MCSB	0.10	0.43%	\$1,821	Virtual
Migrant Seasonal Farmworker Jobs Program	DOL/DOE	MCSB	0.10	0.43%	\$1,821	Virtual
Vocational Rehabilitation	DOE	VR	0.10	0.43%	\$1,821	Virtual
Division of Blind Services	DOE	FL Div BS	0.10	0.43%	\$1,821	Virtual
Job Corp	DOL	JC Pinellas Co	0.10	0.43%	\$1,821	Virtual
CSBG	HHS	SC Health & Human Svcs	0.10	0.43%	\$1,821	Virtual
CSBG	HHS	Manatee Community Action Agency	0.10	0.43%	\$1,821	Virtual
Dept Housing & Urban Development	HUD	MC Housing Authority	0.10	0.43%	\$1,821	Virtual
Dept Housing & Urban Development	HUD	SC Housing Authority	0.10	0.43%	\$1,821	Virtual
Totals			23.00	100.00%	\$418,719	

Estimated Cost per FTE - Physical Presence **\$18,205**
Estimated Cost for 0.10 FTE - Virtual Presence **\$1,821**

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

I. Purpose

It is the purpose of this Memorandum of Understanding (MOU) to state the conditions under which the Career Center Partner, **Manatee housing Authority**, whose address is 5631 11th Street East, Bradenton, Fl. 34203, hereinafter referred to as Manatee Housing Authority or Partner will implement and provide services, as shall be described herein, in partnership with the **Suncoast Workforce Board, Inc. dba CareerSource Suncoast (CSS)**, whose address is 3660 N. Washington Blvd., Sarasota Fl. 34234, to eligible clients Local Workforce Development Board 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, and important part of the overall operating budget which included applicable career services and shared operating costs and services among 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. This agreement is intended 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 the parties' respective programs, services, and agencies.

II. Services Provided

The Manatee Board of County Commissioners and Sarasota Board of County Commissioners have designated career Source Suncoast to act as the administrative entity, grant recipient and fiscal agent for this local workforce development area.

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 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 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**

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. See Section V – Infrastructure Cost.
4. Maintain the statewide "CareerSource" 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, staff development days and emergency situations.)
6. Model CareerSource core values and maintain a professional working environment and abide by all its policies, rules, and procedures and applicable Florida statutes and rules.
7. 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 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. Coordinate with CareerSource for the funding of any required 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. See Section V – Infrastructure Cost.
4. Provide CareerSource Suncoast management feedback regarding the performance of the partnership, including its effectiveness and success.
5. Participate in periodic meetings to provide updates on the partners' programs and procedures to CareerSource staff.

III. Methods of Internal Referral

Internal cross-referral procedures will be developed and/or reassessed based upon availability of funding, 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 agency-to-agency online referral system and access to the reports generated by this system as agreed upon with CSS staff.

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

IV. Confidentiality of Records

In the event that 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, 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.

V. Infrastructure Costs and Insurance

Costs of the infrastructure of the one-stop centers are in accordance with the requirements of the Workforce Innovation and Opportunity Act; federal cost principles; and all other applicable legal requirements. Infrastructure Funding Agreements (IFAs) are renewed annually with funding budget and operational cost updates and will effectively become an addendum to this MOU upon signatures of all parties of this MOU.

For Partners co-located physically in the career center, the Partner agrees to provide CSS a current Certificate of Insurance for General Liability, listing CSS as additional insured, on an annual basis. Additionally, Partner shall carry Contents Insurance for all property located in the CSS Career Center, if applicable. CSS is not responsible for lost or damaged contents.

VII. Term

This MOU is effective **July 1, 2023** through **June 30, 2026**, or the date last executed by both parties, whichever is later. This MOU may be terminated for convenience at any time by either party upon thirty (30) days written notice.

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 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, 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**

VIII. Notifications/Agency Contacts

All notifications and correspondence regarding this MOU shall be directed to the designated agency contacts outlined below.

Partner Agency

Contact Name:	Cindy Kane
Phone:	941-756-3974 ext. 227
E-mail:	Cindy.Kane@manateehousing.com

CareerSource Suncoast:

Contact Name:	Christina Witt
Phone:	941-315-9020
E-mail:	cwitt@careersourcesc.com

IX. Signatures

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

LWDB: CareerSource Suncoast

Partner Agency: Manatee Housing Authority

Name: Joshua Matlock

Name: Willie Calhoun Jr.

Title: President/CEO

Title: Executive Director

Signature: 
Joshua Matlock (Jul 10, 2023 13:35 EDT)

Signature: 
Willie Calhoun Jr. (Jul 10, 2023 13:09 EDT)

Date: 07/10/2023

Date: 07/10/2023

Chief Local Elected Officials

Manatee Board of County Commissioners

Sarasota Board of County Commissioners


Name: George Kruse

Name: Joe Neunder

Title: Manatee County Commissioner

Title: Sarasota County Commissioner

Signature: 
George W Kruse (Jul 10, 2023 13:37 EDT)

Signature: 
Joe Neunder (Jul 26, 2023 12:32 EDT)

Date: 07/10/2023

Date: 07/26/2023

INFRASTRUCTURE FUNDING AGREEMENT
ONE-STOP CAREER CENTER SYSTEM
BY AND BETWEEN CAREERSOURCE SUNCOAST
AND
MANATEE 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 Housing Authority hereinafter referred to as Manatee Housing Authority or Partner and **Suncoast Workforce Board, Inc., dba CareerSource Suncoast** ("CSS").

The contact information for Partner is as follows:

Name:	Cindy Kane
Title:	ROSS Service Coordinator
Phone:	941-756-3974 x 227
Email:	Cindy.Kane@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 be 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 as the master budget 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 2023-2024 for Comprehensive American Job Center		
North Sarasota County Career Center		
3660 North Washington Blvd		
Sarasota, FL		
	Estimated	
Description		IFA Budget
Infrastructure Costs:		
Office Rent includes Utilities & Bldg Maintenance	\$226,916	
Copier Usage and Maintenance for Clients	\$5,086	
Internet, Phone, Fax	\$47,832	
Atlas Maintenance	\$7,024	
Website Maintenance	\$1,071	
Deep Freeze Maintenance - Labs	\$810	
Windows 10 Maintenance	\$800	
MS Office Software Maintenance - Labs	\$5,654	
Total Infrastructure Costs		\$295,193
Additional Services:		
Career Services - Resource Rm (2)	\$121,440	
IT Services - Crosswalk Maintenance	\$2,087	
Total Additional Services		\$123,527
Total One Stop Operating Budget		\$418,719
FTEs Supporting the American Job Center (as of July 2023)		23
Cost per FTE = \$419,652/28 FTEs (as of July 2023)		\$18,205
Direct Linkage/Virtual Presence = 0.1 x Cost per FTE (as of July 2023)		\$1,821

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 / =
Partner Physical Presence Contribution (<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 \$18,205 = \$18,205 (1 FTE represents 40 hours/week commitment)
Partner Direct Linkage/Visual Presence Contribution (<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 \$ 18,205 = \$1,821 (0.1 FTE represents 4 hours/week commitment)

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: [TRAINING AND EMPLOYMENT GUIDANCE LETTER No. 17-16 | U.S. Department of Labor \(dol.gov\)](https://www.dol.gov/eis/whistleblowers/tegl-17-16)).

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 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:

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 programs' requirements.

VII. Cost Reconciliation

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 Partner agrees to submit Infrastructure Funding agreement reports on a quarterly basis for the LWDB (CSS) to complete a reconciliation of budgeted and actual costs and updates of the allocation basis.

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

The LWDB will submit invoices (if applicable) 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.

VII. Term

The Term of this IFA shall commence on **July 1, 2023** or the date last executed by both parties, whichever is later, through **June 30, 2024**. The IFA will be reviewed and renewed annually for successive one-year terms as an amendment to this agreement. 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, return receipt requests, 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.

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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 sixty 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 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.

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XIV. Signatures

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

LWDB: CareerSource Suncoast

Partner Agency: Manatee Housing Authority

Name: Joshua Matlock

Name: Willie Calhoun, Jr.

Title: President/CEO

Title: Executive Director

Signature: 
Joshua Matlock (Jul 10, 2023 13:35 EDT)

Signature: 
Willie Calhoun Jr. (Jul 10, 2023 13:09 EDT)

Date: 07/10/2023

Date: 07/10/2023

Chief Local Elected Officials

**Manatee Board of County Commissioners
Commissioners**


Sarasota Board of County


Name: George Kruse

Name: Joe Neunder

Title: Manatee County Commissioner

Title: Sarasota County Commissioner

Signature: 
George W Kruse (Jul 10, 2023 13:37 EDT)

Signature: 
Joe Neunder (Jul 26, 2023 12:32 EDT)

Date: 07/10/2023

Date: 07/26/2023

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Attachment A						
Partner On-Site Representation Schedule						
Comprehensive One Stop Center - American Job Center			Estimated Infrastructure Cost	\$418,719		
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	17.00	73.91%	\$309,488	Physical
Wagner Peyser	DOL	CSS	1.94	8.43%	\$35,318	Physical
Veteran Program	DOL	CSS	2.00	8.70%	\$36,410	Physical
Trade Adjustment Act - TAA	DOL	CSS	0.06	0.26%	\$1,092	Physical
Senior Community Employment Program	DOL	AARP - Manatee/Sarasota	0.10	0.43%	\$1,821	Virtual
Adult Education & Literacy-GED	DOE	SCSB	1.00	4.35%	\$18,205	Physical
Adult Education & Literacy-GED	DOE	MCSB	0.10	0.43%	\$1,821	Virtual
Migrant Seasonal Farmworker Jobs Program	DOL/DOE	MCSB	0.10	0.43%	\$1,821	Virtual
Vocational Rehabilitation	DOE	VR	0.10	0.43%	\$1,821	Virtual
Division of Blind Services	DOE	FL Div BS	0.10	0.43%	\$1,821	Virtual
Job Corp	DOL	JC Pinellas Co	0.10	0.43%	\$1,821	Virtual
CSBG	HHS	SC Health & Human Svcs	0.10	0.43%	\$1,821	Virtual
CSBG	HHS	Manatee Community Action Agency	0.10	0.43%	\$1,821	Virtual
Dept Housing & Urban Development	HUD	MC Housing Authority	0.10	0.43%	\$1,821	Virtual
Dept Housing & Urban Development	HUD	SC Housing Authority	0.10	0.43%	\$1,821	Virtual
Totals			23.00	100.00%	\$418,719	
Estimated Cost per FTE - Physical Presence	\$18,205					
Estimated Cost for 0.10 FTE - Virtual Presence	\$1,821					

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

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**, hereinafter referred to as **Farmworkers Career Development Program or Partner**, whose address is 215 Manatee Ave. West, Bradenton, FL 34205, will implement and provide services, as shall be described herein, in partnership with the **Suncoast Workforce Board, Inc. dba CareerSource Suncoast (CSS)**, whose address is 3660 N. Washington Blvd., Sarasota FL 34234, to eligible clients Local Workforce Development Board 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, and important part of the overall operating budget which included applicable career services and shared operating costs and services among 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. This agreement is intended 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 the parties' respective programs, services, and agencies.

II. Services Provided

The Manatee Board of County Commissioners and Sarasota Board of County Commissioners have designated career Source Suncoast to act as the administrative entity, grant recipient and fiscal agent for this local workforce development area.

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 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 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**

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. See Section V – Infrastructure Cost.
4. Maintain the statewide "CareerSource" 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, staff development days and emergency situations.)
6. Model CareerSource core values and maintain a professional working environment and abide by all its policies, rules, and procedures and applicable Florida statutes and rules.
7. 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 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. Coordinate with CareerSource for the funding of any required 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. See Section V – Infrastructure Cost.
4. Provide CareerSource Suncoast management feedback regarding the performance of the partnership, including its effectiveness and success.
5. Participate in periodic meetings to provide updates on the partners' programs and procedures to CareerSource staff.

III. Methods of Internal Referral

Internal cross-referral procedures will be developed and/or reassessed based upon availability of funding, 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 agency-to-agency online referral system and access to the reports generated by this system as agreed upon with CSS staff.

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

IV. Confidentiality of Records

In the event that 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, 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.

V. Infrastructure Costs and Insurance

Costs of the infrastructure of the one-stop centers are in accordance with the requirements of the Workforce Innovation and Opportunity Act; federal cost principles; and all other applicable legal requirements. Infrastructure Funding Agreements (IFAs) are renewed annually with funding budget and operational cost updates and will effectively become an addendum to this MOU upon signatures of all parties of this MOU.

For Partners co-located physically in the career center, the Partner agrees to provide CSS a current Certificate of Insurance for General Liability, listing CSS as additional insured, on an annual basis. Additionally, Partner shall carry Contents Insurance for all property located in the CSS Career Center, if applicable. CSS is not responsible for lost or damaged contents.

VII. Term

This MOU is effective July 01, 2023 through June 30, 2026, or the date last executed by both parties, whichever is later. This MOU may be terminated for convenience at any time by either party upon thirty (30) days written notice.

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 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, 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**

VIII. Notifications/Agency Contacts

All notifications and correspondence regarding this MOU shall be directed to the designated agency contacts outlined below.

Partner Agency

Contact Name:	Doug Wagner
Phone:	941-707-8770 ext. 41217
E-mail:	wagnerd@manateeschools.net

CareerSource Suncoast:

Contact Name:	Christina Witt
Phone:	941-315-9020
E-mail:	cwitt@careersourcesc.com

IX. Signatures

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

LWDB: CareerSource Suncoast

Partner Agency: Farmworker Career Development Program

Name: Joshua Matlock

Name: Doug Wagner

Title: President/CEO

Title: Deputy Superintendent

Signature: 
Joshua Matlock (Jun 12, 2023 08:08 EDT)

Signature: 
Doug Wagner (Jun 12, 2023 07:47 EDT)

Date: 06/12/2023

Date: 06/12/2023

Chief Local Elected Officials

Manatee Board of County Commissioners

Sarasota Board of County Commissioners


Name: George Kruse

Name: Joe Neunder

Title: Manatee County Commissioner

Title: Sarasota County Commissioner

Signature: 
George Kruse (Jun 12, 2023 08:42 EDT)

Signature: 
Joe Neunder (Jun 12, 2023 08:45 EDT)

Date: 06/12/2023

Date: 06/12/2023

INFRASTRUCTURE FUNDING AGREEMENT
ONE-STOP CAREER CENTER SYSTEM
BY AND BETWEEN CAREERSOURCE SUNCOAST
AND
SCHOOL BOARD OF MANATEE COUNTY – FARMWORKERS 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 **School Board of Manatee County – Farmworkers Career Development Program**, hereinafter referred to as School Board of Manatee County – Farmworkers Career Development Program or Partner 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:	941-410-4947 x42099
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 be 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 as the master budget 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 2023-2024 for Comprehensive American Job Center		
North Sarasota County Career Center		
3660 North Washington Blvd		
Sarasota, FL		
	Estimated	
Description	IFA Budget	
Infrastructure Costs:		
Office Rent includes Utilities & Bldg Maintenance	\$226,916	
Copier Usage and Maintenance for Clients	\$5,086	
Internet, Phone, Fax	\$47,832	
Atlas Maintenance	\$7,024	
Website Maintenance	\$1,071	
Deep Freeze Maintenance - Labs	\$810	
Windows 10 Maintenance	\$800	
MS Office Software Maintenance - Labs	\$5,654	
Total Infrastructure Costs		\$295,193
Additional Services:		
Career Services - Resource Rm (2)	\$121,440	
IT Services - Crosswalk Maintenance	\$2,087	
Total Additional Services		\$123,527
Total One Stop Operating Budget		\$418,719
FTEs Supporting the American Job Center (as of July 2023)		23
Cost per FTE = \$419,652/28 FTEs (as of July 2023)		\$18,205
Direct Linkage/Virtual Presence = 0.1 x Cost per FTE (as of July 2023)		\$1,821

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 / =
Partner Physical Presence Contribution (<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 \$18,205 = \$18,205 (1 FTE represents 40 hours/week commitment)
Partner Direct Linkage/Visual Presence Contribution (<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 \$ 18,205 = \$1,821 (0.1 FTE represents 4 hours/week commitment)

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: [TRAINING AND EMPLOYMENT GUIDANCE LETTER No. 17-16 | U.S. Department of Labor \(dol.gov\)](https://www.dol.gov/eis/whd/tegl/tegl17-16.pdf)).

- 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 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:

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 programs' requirements.

VII. Cost Reconciliation

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 Partner agrees to submit Infrastructure Funding agreement reports on a quarterly basis for the LWDB (CSS) to complete a reconciliation of budgeted and actual costs and updates of the allocation basis.

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

The LWDB will submit invoices (if applicable) 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.

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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 sixty 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 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.

The remainder of this page intentionally left blank

XIV. Signatures

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

LWDB: CareerSource Suncoast Partner Agency: Farmworker Career Development Program

Name: Joshua Matlock Name: Doug Wagner

Title: President/CEO Title: Deputy Superintendent

Signature: 
Joshua Matlock (Jun 12, 2023 08:08 EDT)

Signature: 
Doug Wagner (Jun 12, 2023 07:47 EDT)

Date: 06/12/2023

Date: 06/12/2023

Chief Local Elected Officials

**Manatee Board of County Commissioners
Commissioners**

Sarasota Board of County

Name: George Kruse

Name: Joe Neunder

Title: Manatee County Commissioner

Title: Sarasota County Commissioner

Signature: 
George W Kruse (Jun 12, 2023 08:42 EDT)

Signature: 
Joe Neunder (Jun 12, 2023 08:45 EDT)

Date: 06/12/2023

Date: 06/12/2023

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Attachment A						
Partner On-Site Representation Schedule						
Comprehensive One Stop Center - American Job Center			Estimated Infrastructure Cost	\$418,719		
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	17.00	73.91%	\$309,488	Physical
Wagner Peyser	DOL	CSS	1.94	8.43%	\$35,318	Physical
Veteran Program	DOL	CSS	2.00	8.70%	\$36,410	Physical
Trade Adjustment Act - TAA	DOL	CSS	0.06	0.26%	\$1,092	Physical
Senior Community Employment Program	DOL	AARP - Manatee/Sarasota	0.10	0.43%	\$1,821	Virtual
Adult Education & Literacy-GED	DOE	SCSB	1.00	4.35%	\$18,205	Physical
Adult Education & Literacy-GED	DOE	MCSB	0.10	0.43%	\$1,821	Virtual
Migrant Seasonal Farmworker Jobs Program	DOL/DOE	MCSB	0.10	0.43%	\$1,821	Virtual
Vocational Rehabilitation	DOE	VR	0.10	0.43%	\$1,821	Virtual
Division of Blind Services	DOE	FL Div BS	0.10	0.43%	\$1,821	Virtual
Job Corp	DOL	JC Pinellas Co	0.10	0.43%	\$1,821	Virtual
CSBG	HHS	SC Health & Human Svs	0.10	0.43%	\$1,821	Virtual
CSBG	HHS	Manatee Community Action Agency	0.10	0.43%	\$1,821	Virtual
Dept Housing & Urban Development	HUD	MC Housing Authority	0.10	0.43%	\$1,821	Virtual
Dept Housing & Urban Development	HUD	SC Housing Authority	0.10	0.43%	\$1,821	Virtual
Totals			23.00	100.00%	\$418,719	
Estimated Cost per FTE - Physical Presence	\$18,205					
Estimated Cost for 0.10 FTE - Virtual Presence	\$1,821					

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

I. Purpose

It is the purpose of this Memorandum of Understanding (MOU) to state the conditions under which the Career Center Partner, **School Board of Sarasota County**, whose address is 4748 Beneva Road, Sarasota, FL. 34233, hereinafter referred to as School Board of Sarasota County or Partner, will implement and provide services, as shall be described herein, in partnership with the **Suncoast Workforce Board, Inc. dba CareerSource Suncoast (CSS)**, whose address is 3660 N. Washington Blvd., Sarasota FL. 34234, to eligible clients Local Workforce Development Board 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, and important part of the overall operating budget which included applicable career services and shared operating costs and services among 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. This agreement is intended 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 the parties' respective programs, services, and agencies.

II. Services Provided

The Manatee Board of County Commissioners and Sarasota Board of County Commissioners have designated Career Source Suncoast to act as the administrative entity, grant recipient and fiscal agent for this local workforce development area.

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 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 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**

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. See Section V – Infrastructure Cost.
4. Maintain the statewide "CareerSource" 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, staff development days 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 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 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. Coordinate with CareerSource for the funding of any required 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. See Section V – Infrastructure Cost.
 - a. CSS- GED Lab office space, furniture, and computers at the Sarasota Career Center located at 3660 N. Washington Blvd. Sarasota, Fl. 34234. Access to lab Tuesday – Wednesday- Thursday 9:00 am to 12:00 pm for nine (9) hours per week. Annual Cost \$3,994.
 - b. Sarasota County School District – Provide a GED Instructor at Sarasota Career Center during the above location hours of operation. Annual Cost \$7,452 (Salary and benefits)
4. Provide CareerSource Suncoast management feedback regarding the performance of the partnership, including its effectiveness and success.
5. Participate in periodic meetings to provide updates on the partners' programs and procedures to CareerSource staff.

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

III. Methods of Internal Referral

Internal cross-referral procedures will be developed and/or reassessed based upon availability of funding, 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 agency-to-agency online referral system and access to the reports generated by this system as agreed upon with CSS staff.

IV. Confidentiality of Records

In the event that 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, 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.

V. Infrastructure Costs and Insurance

Costs of the infrastructure of the one-stop centers are in accordance with the requirements of the Workforce Innovation and Opportunity Act; federal cost principles; and all other applicable legal requirements. Infrastructure Funding Agreements (IFAs) are renewed annually with funding budget and operational cost updates and will effectively become an addendum to this MOU upon signatures of all parties of this MOU.

For Partners co-located physically in the career center, the Partner agrees to provide CSS a current Certificate of Insurance for General Liability, listing CSS as additional insured, on an annual basis. Additionally, Partner shall carry Contents Insurance for all property located in the CSS Career Center, if applicable. CSS is not responsible for lost or damaged contents.

VII. Term

This MOU is effective July 01, 2023 through June 30, 2026, or the date last executed by both parties, whichever is later. This MOU may be terminated for convenience at any time by either party upon thirty (30) days written notice.

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 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, 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
Memorandum of Understanding**

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.

VIII. Notifications/Agency Contacts

All notifications and correspondence regarding this MOU shall be directed to the designated agency contacts outlined below.

Partner Agency

Contact Name:	Merlin Schenk
Phone:	941-924-1365 ext. 62494
E-mail:	Merlin.Schenk@sarasotacountyschools.net

CareerSource Suncoast:

Contact Name:	Christina Witt
Phone:	941-315-9020
E-mail:	<u>cwitt@careersourcesc.com</u>

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

IX. Signatures

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

LWDB: CareerSource Suncoast

Partner Agency: School Board of Sarasota County

Name: Joshua Matlock

Name: Bridget Ziegler

Title: President/CEO

Title: Board Chair

Signature: 
Joshua Matlock (Sep 23, 2023 10:59 EDT)

Signature: 

Date: 09/23/2023

Date: 9/15/23

Chief Local Elected Officials

Manatee Board of County Commissioners


Sarasota Board of County Commissioners


Name: George Kruse

Name: Joe Neunder

Title: Manatee County Commissioner

Title: Sarasota County Commissioner

Signature: 
George W. Kruse (Sep 23, 2023 14:25 EDT)

Signature: 
Joe Neunder (Oct 2, 2023 07:12 EDT)

Date: 09/23/2023

Date: 10/02/2023

APPROVED AS TO FORM AND LEGAL CONTENT

By:  Dated: 8/21/23

Leonard J. Dietzen
Substitute Attorney for the School Board of
Sarasota County

**INFRASTRUCTURE FUNDING AGREEMENT
ONE-STOP CAREER CENTER SYSTEM
BY AND BETWEEN CAREERSOURCE SUNCOAST
AND
SCHOOL BOARD OF SARASOTA 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 Board of Sarasota County, hereinafter referred to as School Board of Sarasota County or Partner and **Suncoast Workforce Board, Inc., dba CareerSource Suncoast ("CSS")**.

The contact information for Partner is as follows:

Name:	Merlin Schenk
Title:	Assistant Director
Phone:	941-924-1365 ext. 62494
Email:	Merlin.Schenk@sarasotacountyschools.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 be 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 as the master budget 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 2023-2024 for Comprehensive American Job Center		
North Sarasota County Career Center		
3660 North Washington Blvd		
Sarasota, FL		
	Estimated	
Description	IFA Budget	
Infrastructure Costs:		
Office Rent includes Utilities & Bldg Maintenance	\$226,916	
Copier Usage and Maintenance for Clients	\$5,086	
Internet, Phone, Fax	\$47,832	
Atlas Maintenance	\$7,024	
Website Maintenance	\$1,071	
Deep Freeze Maintenance - Labs	\$810	
Windows 10 Maintenance	\$800	
MS Office Software Maintenance - Labs	\$5,654	
Total Infrastructure Costs		\$295,193
Additional Services:		
Career Services - Resource Rm (2)	\$121,440	
IT Services - Crosswalk Maintenance	\$2,087	
Total Additional Services		\$123,527
Total One Stop Operating Budget		\$418,719
FTEs Supporting the American Job Center (as of July 2023)		23
Cost per FTE = \$419,652/28 FTEs (as of July 2023)		\$18,205
Direct Linkage/Virtual Presence = 0.1 x Cost per FTE (as of July 2023)		\$1,821

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 / =
Partner Physical Presence Contribution (<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 \$18,205= 18,205 (1 FTE represents 40 hours/week commitment)
Partner Direct Linkage/Visual Presence Contribution (<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 \$ 18,205= \$1,821 (0.1 FTE represents 4 hours/week commitment)

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: [TRAINING AND EMPLOYMENT GUIDANCE LETTER No. 17-16 | U.S. Department of Labor \(dol.gov\)](https://www.dol.gov/eop/etd/17-16)).

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 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:

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 programs' requirements.

VII. Cost Reconciliation

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 Partner agrees to submit Infrastructure Funding agreement reports on a quarterly basis for the LWDB (CSS) to complete a reconciliation of budgeted and actual costs and updates of the allocation basis.

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

The LWDB will submit invoices (if applicable) 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.

VII. Term

The Term of this IFA shall commence on **July 01, 2023** or the date last executed by both parties, whichever is later, through **June 30, 2024**. The IFA will be reviewed and renewed annually for successive one-year terms as an amendment to this agreement. 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, return receipt requests, 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 sixty 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 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.

The remainder of this page intentionally left blank

XIV. Signatures

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

LWDB: CareerSource Suncoast

Partner Agency: School Board of Sarasota County

Name: Joshua Matlock

Name: Bridget Ziegler

Title: President/CEO

Title: Board Chair

Signature: 
Joshua Matlock (Sep 23, 2023 10:59 EDT)

Signature: 
Bridget Ziegler

Date: 09/23/2023

Date: 9/15/23

Chief Local Elected Officials

**Manatee Board of County Commissioners
Commissioners**

Sarasota Board of County


Name: George Kruse

Name: Joe Neunder

Title: Manatee County Commissioner

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George W. Kruse (Sep 23, 2023 14:25 EDT)

Signature: 
Joe Neunder (Oct 2, 2023 07:12 EDT)

Date: 09/23/2023

Date: 10/02/2023

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Sarasota Location						
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Dept Housing & Urban Development	HUD	SC Housing Authority	0.10	0.43%	\$1,821	Virtual
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Estimated Cost per FTE - Physical Presence	\$18,205					
Estimated Cost for 0.10 FTE - Virtual Presence	\$1,821					

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CONTRACT NO. 2022-184

BCC APPROVED 5-10-2022 MOU/IFA # :
Effective

Date:

Memorandum of Understanding

With

**Sarasota County Government- Health and Human Services
(Operating as the Sarasota County Community Action Agency)**

And

Suncoast Workforce Board, Inc. dba, CareerSource Suncoast

This Memorandum of Understanding is entered into the 23 day of May, 2022, by and between Sarasota County, a political subdivision of the State of Florida, operating as the Sarasota Community Action Agency (the "SCCAA" or "Partner") and Suncoast Workforce Board, Inc. dba CareerSource Suncoast (the "CSS") (collectively, the "partners").

I. Purpose

- A. It is the purpose of this Memorandum of Understanding (MOU) to state the conditions under which the Career Center Partner, 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 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 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 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 all previously executed agreements.
- 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 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. SCAA 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 Attachment A1, 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 CSS 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 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.

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 PII requires a client signed release of information held by one of the two parties that specifically allows for the sharing of such information.

MOU/IFA # :
Effective
Date:

VI. Infrastructure Costs and Insurance

Costs of the infrastructure of one-stop centers outlined in Attachment A1 will be funded in accordance with the requirements of the Workforce Innovation and Opportunity Act; federal cost principles; and all other applicable legal requirements. CSS will invoice SCCAA annually their shared infrastructure cost and include a copy of the annual One-Stop Partner representation schedule. Please refer to Attachment A2.

VII. Term

This MOU is effective April__ 2022 through June 30, 2023. 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. No 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 MOU.

VIII. 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 MOU sent via certified U. S. Mail.

IX. 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.

X. Third Party Beneficiary

This MOU is for the benefit of CSS, SCCAA, and the Sarasota Board of County Commissioners and no third party is an intended beneficiary.

XI. 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.

MOU/IFA # :
Effective
Date:

XII. Notices

All notices, information, or requests to SCCAA from CSS under the terms of this MOU shall be addressed to:

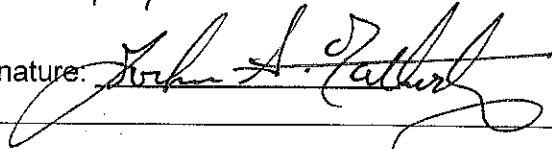

Partner Contact: Nancy DeLoach or Barbara E. Kopp

Phone: 941.861.2576 or 941.861.2580

E-Mail: ndeloach@scgov.net or bkopp@scgov.net

MOU/IFA # :
Effective
Date:

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals as of the day and year first above written.

	CareerSource Suncoast Name: <u>Joshua Matlock</u> Title: <u>President / CEO</u> Date: <u>5/23/22</u> Signature: 
	Board of County Commissioners of Sarasota County, Florida Name: <u>Alan Maio</u> Chairman Date: <u>5-10-2022</u> Signature: 
ATTEST: Karent E. Rushing, Clerk of the Circuit Court and Ex-Officio Clerk of the Board of County Commissioners of Sarasota County, Florida By: <u>Maria Bocci</u> Deputy Clerk	
Approved as to form and correctness: By: <u>FJ E Omt</u> County Attorney LOS	

ATTACHMENT A1

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

CareerSource Suncoast One-Stop Infrastructure Operating budget establishes a financial plan to fund the services and operating cost of the One-Stop Centers and will be sent to SCCAA annually. The Local Workforce Development Board bases the budget on all costs associated with operating the America Job Center.

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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
Infrastructure Costs:	
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
Total Infrastructure Costs	\$290,662
Additional Services:	
Career Services - Resource Rm (2)	\$89,760
IT Services - Crosswalk Maintenance	\$1,295
Total Additional Services	\$91,055
Total One Stop Operating Budget	\$381,717
FTEs Supporting the American Job Center (as of Mar 2021)	30.2
Cost per FTE = \$381,717/30.3 FTEs (as of Mar 2021)	\$12,640
Direct Linkage-Virtual Presence = 0.1 x Cost per FTE (as of Mar 2021)	\$1,264

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 A2 (Partner On-site Representation Schedule) and will fund operating costs based on a percentage of SCCAA'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 Job Center)

Below is the partner contribution cost determination example:

Estimated Cost per FTE	Estimated Infrastructure Costs Total Partner FTE / =
Partner Physical Presence Contribution <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 (1 FTE represents 40 hours/week commitment)
Partner Direct Linkage/Visual Presence Contribution <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 (0.1 FTE represents 4 hours/week commitment)

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 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.

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.

COST RECONCILIATION

SCCAA agrees to submit Infrastructure Funding agreement reports to CSS on a quarterly basis to complete a reconciliation of budgeted and actual costs.

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

The LWDB (CSS) 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.

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.

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Attachment A2

Partner On-Site Representation Schedule

Comprehensive One Stop Center - American Job Center

Sarasota Location PY 21-22

Estimated Infrastructure Cost \$381,717

Required Program Partners	Governance	Local Grantee	# of Staff	% of Total FTEs	Partner Contribution	Physical or Virtual Presence
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
Totals			30.20	100.00%	\$381,717	

Estimated Annual Cost per FTE - Physical Presence \$12,640

Estimated Annual Cost for 0.10 FTE - Virtual Presence \$1,264

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

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**, whose address is 269 S. Osprey Ave. Sarasota, FL 34236, hereinafter referred to as Sarasota Housing Authority or Partner will implement and provide services, as shall be described herein, in partnership with the **Suncoast Workforce Board, Inc. dba CareerSource Suncoast (CSS)**, whose address is 3660 N. Washington Blvd., Sarasota FL 34234, to eligible clients Local Workforce Development Board 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, and important part of the overall operating budget which included applicable career services and shared operating costs and services among 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. This agreement is intended 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 the parties' respective programs, services, and agencies.

II. Services Provided

The Manatee Board of County Commissioners and Sarasota Board of County Commissioners have designated Career Source Suncoast to act as the administrative entity, grant recipient and fiscal agent for this local workforce development area.

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 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 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**

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. See Section V – Infrastructure Cost.
4. Maintain the statewide "CareerSource" 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, staff development days and emergency situations.)
6. Model CareerSource core values and maintains a professional working environment and abide by all its policies, rules, and procedures and applicable Florida statutes and rules.
7. 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 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. Coordinate with CareerSource for the funding of any required 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. See Section V – Infrastructure Cost.
4. Provide CareerSource Suncoast management feedback regarding the performance of the partnership, including its effectiveness and success.
5. Participate in periodic meetings to provide updates on the partners' programs and procedures to CareerSource staff.

III. Methods of Internal Referral

Internal cross-referral procedures will be developed and/or reassessed based upon availability of funding, 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 agency-to-agency online referral system and access to the reports generated by this system as agreed upon with CSS staff.

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

IV. Confidentiality of Records

In the event that 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, 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.

V. Infrastructure Costs and Insurance

Costs of the infrastructure of the one-stop centers are in accordance with the requirements of the Workforce Innovation and Opportunity Act; federal cost principles; and all other applicable legal requirements. Infrastructure Funding Agreements (IFAs) are renewed annually with funding budget and operational cost updates and will effectively become an addendum to this MOU upon signatures of all parties of this MOU.

For Partners co-located physically in the career center, the Partner agrees to provide CSS a current Certificate of Insurance for General Liability, listing CSS as additional insured, on an annual basis. Additionally, Partner shall carry Contents Insurance for all property located in the CSS Career Center, if applicable. CSS is not responsible for lost or damaged contents.

VII. Term

This MOU is effective July 01, 2023 through June 30, 2026, or the date last executed by both parties, whichever is later. This MOU may be terminated for convenience at any time by either party upon thirty (30) days written notice.

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 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, 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**

VIII. Notifications/Agency Contacts

All notifications and correspondence regarding this MOU shall be directed to the designated agency contacts outlined below.

Partner Agency

Contact Name:	Ken Waters
Phone:	941-321-6210 ext. 261
E-mail:	kwaters@sarasotahousing.org

CareerSource Suncoast:

Contact Name:	Christina Witt
Phone:	941-315-9020
E-mail:	cwitt@careersourcesc.com

IX. Signatures

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

LWDB: CareerSource Suncoast

Partner Agency: Sarasota Housing Authority

Name: Joshua Matlock

Name: Ken Waters

Title: President/CEO

Title: VP, Residential Services

Signature: 
[Joshua Matlock \(Jul 10, 2023 07:42 EDT\)](#)

Signature: 
[Ken Waters \(Jul 9, 2023 10:04 EDT\)](#)

Date: 07/10/2023

Date: 07/09/2023

Chief Local Elected Officials

Manatee Board of County Commissioners


Sarasota Board of County Commissioners


Name: George Kruse

Name: Joe Neunder

Title: Manatee County Commissioner

Title: Sarasota County Commissioner

Signature: 
[George W. Kruse \(Jul 10, 2023 09:26 EDT\)](#)

Signature: 
[Joe Neunder \(Jul 29, 2023 08:30 EDT\)](#)

Date: 07/10/2023

Date: 07/29/2023

INFRASTRUCTURE FUNDING 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 **Sarasota Housing Authority**, hereinafter referred to as Sarasota Housing Authority or Partner 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:	941-321-6210 ext. 261
Email:	kwaters@sarasotahousing.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 be 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 as the master budget 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.

(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 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:

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 programs' requirements.

VII. Cost Reconciliation

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 Partner agrees to submit Infrastructure Funding agreement reports on a quarterly basis for the LWDB (CSS) to complete a reconciliation of budgeted and actual costs and updates of the allocation basis.

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

The LWDB will submit invoices (if applicable) 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.

VII. Term

The Term of this IFA shall commence on July 01, 2023, or the date last executed by both parties, whichever is later, through June 30, 2024. The IFA will be reviewed and renewed annually for successive one-year terms as an amendment to this agreement. 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, return receipt requests, 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 sixty 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 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.

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XIV. Signatures

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

LWDB: CareerSource Suncoast

Partner Agency: Sarasota Housing Authority

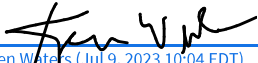
Name: Joshua Matlock

Name: Ken Waters

Title: President/CEO

Title: VP, Residential Services

Signature: 
Joshua Matlock (Jul 10, 2023 07:42 EDT)

Signature: 
Ken Waters (Jul 9, 2023 10:04 EDT)

Date: 07/10/2023

Date: 07/09/2023

Chief Local Elected Officials

**Manatee Board of County Commissioners
Commissioners**


Sarasota Board of County


Name: George Kruse

Name: Joe Neunder

Title: Manatee County Commissioner

Title: Sarasota County Commissioner

Signature: 
George W Kruse (Jul 10, 2023 09:26 EDT)

Signature: 
Joe Neunder (Jul 29, 2023 08:30 EDT)

Date: 07/10/2023

Date: 07/29/2023

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Attachment A						
Partner On-Site Representation Schedule						
Comprehensive One Stop Center - American Job Center			Estimated Infrastructure Cost	\$418,719		
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	17.00	73.91%	\$309,488	Physical
Wagner Peyser	DOL	CSS	1.94	8.43%	\$35,318	Physical
Veteran Program	DOL	CSS	2.00	8.70%	\$36,410	Physical
Trade Adjustment Act - TAA	DOL	CSS	0.06	0.26%	\$1,092	Physical
Senior Community Employment Program	DOL	AARP - Manatee/Sarasota	0.10	0.43%	\$1,821	Virtual
Adult Education & Literacy-GED	DOE	SCSB	1.00	4.35%	\$18,205	Physical
Adult Education & Literacy-GED	DOE	MCSB	0.10	0.43%	\$1,821	Virtual
Migrant Seasonal Farmworker Jobs Program	DOL/DOE	MCSB	0.10	0.43%	\$1,821	Virtual
Vocational Rehabilitation	DOE	VR	0.10	0.43%	\$1,821	Virtual
Division of Blind Services	DOE	FL Div BS	0.10	0.43%	\$1,821	Virtual
Job Corp	DOL	JC Pinellas Co	0.10	0.43%	\$1,821	Virtual
CSBG	HHS	SC Health & Human Svcs	0.10	0.43%	\$1,821	Virtual
CSBG	HHS	Step-up Suncoast	0.10	0.43%	\$1,821	Virtual
Dept Housing & Urban Development	HUD	MC Housing Authority	0.10	0.43%	\$1,821	Virtual
Dept Housing & Urban Development	HUD	SC Housing Authority	0.10	0.43%	\$1,821	Virtual
Totals			23.00	100.00%	\$418,719	
Estimated Cost per FTE - Physical Presence	\$18,205					
Estimated Cost for 0.10 FTE - Virtual Presence	\$1,821					

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

MOU # :21-32
IFA #:21-32A
Effective
Date: July 1st, 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).

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

MOU # :21-32
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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

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

MOU # :21-32
IFA #:21-32A
Effective
Date: July 1st, 2021

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

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

MOU # :21-32
IFA #:21-32A
Effective
Date: July 1st, 2021

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

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
Infrastructure Costs:	
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
Total Infrastructure Costs	\$290,662
Additional Services:	
Career Services - Resource Rm (2)	\$89,760
IT Services - Crosswalk Maintenance	\$1,295
Total Additional Services	\$91,055
Total One Stop Operating Budget	\$381,717
FTEs Supporting the American Job Center (as of Mar 2021)	30.2
Cost per FTE = \$381,717/30.3 FTEs (as of Mar 2021)	\$12,640
Direct Linkage-Virtual Presence = 0.1 x Cost per FTE (as of Mar 2021)	\$1,264

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 / =
Partner Physical Presence Contribution <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 (1 FTE represents 40 hours/week commitment)
Partner Direct Linkage/Visual Presence Contribution <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 (0.1 FTE represents 4 hours/week commitment)

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.)

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**

Required Program Partners	Governance	Local Grantee	# of Staff	% of Total FTEs	Partner Contribution	Physical or Virtual Presence
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
Totals			30.20	100.00%	\$381,717	

**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**

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 Vocational Rehabilitation**, hereinafter referred to as **Division of Vocational Rehabilitation or Partner**, whose address is 600 8th Ave. West, Suite 201, Palmetto, Fl. 34221, will implement and provide services, as shall be described herein, in partnership with the **Suncoast Workforce Board, Inc. dba CareerSource Suncoast (CSS)**, whose address is 3660 N. Washington Blvd. Sarasota Fl. 34234, to eligible clients Local Workforce Development Board 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, and important part of the overall operating budget which included applicable career services and shared operating costs and services among 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. This agreement is intended 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 the parties' respective programs, services, and agencies.

II. Services Provided

The Manatee Board of County Commissioners and Sarasota Board of County Commissioners have designated career Source Suncoast to act as the administrative entity, grant recipient and fiscal agent for this local workforce development area.

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 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 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**

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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. This agreement is intended 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.

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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 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 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**

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. See Section V – Infrastructure Cost.
4. Maintain the statewide "CareerSource" 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, staff development days and emergency situations.)
6. Model CareerSource core values and maintains a professional working environment and abide by all its policies, rules, and procedures and applicable Florida statutes and rules.
7. 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 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. Coordinate with CareerSource for the funding of any required 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. See Section V – Infrastructure Cost.
4. Provide CareerSource Suncoast management feedback regarding the performance of the partnership, including its effectiveness and success.
5. Participate in periodic meetings to provide updates on the partners' programs and procedures to CareerSource staff.

III. Methods of Internal Referral

Internal cross-referral procedures will be developed and/or reassessed based upon availability of funding, 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 agency-to-agency online referral system and access to the reports generated by this system as agreed upon with CSS staff.

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

IV. Confidentiality of Records

In the event that 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, 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.

V. Infrastructure Costs and Insurance

Costs of the infrastructure of the one-stop centers are in accordance with the requirements of the Workforce Innovation and Opportunity Act; federal cost principles; and all other applicable legal requirements. Infrastructure Funding Agreements (IFAs) are renewed annually with funding budget and operational cost updates and will effectively become an addendum to this MOU upon signatures of all parties of this MOU.

For Partners co-located physically in the career center, the Partner agrees to provide CSS a current Certificate of Insurance for General Liability, listing CSS as additional insured, on an annual basis. Additionally, Partner shall carry Contents Insurance for all property located in the CSS Career Center, if applicable. CSS is not responsible for lost or damaged contents.

VII. Term

This MOU is effective **July 01, 2023** through **June 30, 2026**, or the date last executed by both parties, whichever is later. This MOU may be terminated for convenience at any time by either party upon thirty (30) days written notice.

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 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, 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**

VIII. Notifications/Agency Contacts

All notifications and correspondence regarding this MOU shall be directed to the designated agency contacts outlined below.

Partner Agency

Contact Name:	Ericka Randall
Phone:	941-721-2851
E-mail:	Ericka.Randall@vr.fldoe.org

CareerSource Suncoast:

Contact Name:	Christina Witt
Phone:	941-315-9020
E-mail:	cwitt@careersourcesc.com

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

IX. Signatures

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

LWDB: CareerSource Suncoast

Name: Joshua Matlock

Title: President/CEO

Signature: 
Joshua Matlock (Oct 16, 2023 08:45 EDT)

Date: 10/16/2023

Partner Agency: Division of Vocational Rehabilitation

Name: Brent McNeal

Title: Director of Vocational Rehabilitation

Signature: 

Date: 9-20-23

Partner Agency: Florida Department of Education

Name: Manny Diaz, Jr.

Title: Commissioner of Education

Signature: 

Date: 10/6/23

Chief Local Elected Officials

Manatee Board of County Commissioners

Name: George Kruse

Title: Manatee County Commissioner

Signature: 
George W. Kruse (Oct 16, 2023 08:51 EDT)

Date: 10/16/2023

Sarasota Board of County Commissioners

Name: Joe Neunder

Title: Sarasota County Commissioner

Signature: 
Joe Neunder (Oct 16, 2023 09:48 EDT)

Date: 10/16/2023

**INFRASTRUCTURE FUNDING AGREEMENT
ONE-STOP CAREER CENTER SYSTEM
BY AND BETWEEN CAREERSOURCE SUNCOAST
AND
FLDOE– 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 FLDOE – Division of Vocational Rehabilitation, hereinafter referred to as FLDOE – Division of Vocational Rehabilitation or Partner and Suncoast Workforce Board, Inc., dba CareerSource Suncoast ("CSS").

The contact information for Partner is as follows:

Name:	Ericka Randall
Title:	Vocational Rehabilitation Supervisor,
Phone:	941-721-2851
Email:	ericka.randall@vr.fl DOE.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 be 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 as the master budget 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 2023-2024 for Comprehensive American Job Center
 North Sarasota County Career Center
 3660 North Washington Blvd
 Sarasota, FL

Description	Estimated IFA Budget
Infrastructure Costs:	
Office Rent includes Utilities & Bldg Maintenance	\$226,916
Copier Usage and Maintenance for Clients	\$5,086
Internet, Phone, Fax	\$47,832
Atlas Maintenance	\$7,024
Website Maintenance	\$1,071
Deep Freeze Maintenance - Labs	\$810
Windows 10 Maintenance	\$800
MS Office Software Maintenance - Labs	\$5,654
Total Infrastructure Costs	\$295,193
Additional Services:	
Career Services - Resource Rm (2)	\$121,440
IT Services - Crosswalk Maintenance	\$2,087
Total Additional Services	\$123,527
Total One Stop Operating Budget	\$418,719
FTEs Supporting the American Job Center (as of July 2023)	23
Cost per FTE = \$419,652/28 FTEs (as of July 2023)	\$18,205
Direct Linkage/Virtual Presence = 0.1 x Cost per FTE (as of July 2023)	\$1,821

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 / =
Partner Physical Presence Contribution (<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 \$18,205 = \$18,205 (1 FTE represents 40 hours/week commitment)
Partner Direct Linkage/Visual Presence Contribution (<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 \$ 18,205 = \$1,821 (0.1 FTE represents 4 hours/week commitment)

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: [TRAINING AND EMPLOYMENT GUIDANCE LETTER No. 17-16 | U.S. Department of Labor](#))

[dol.gov](https://www.dol.gov).

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 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:

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 programs' requirements.

VII. Cost Reconciliation

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 Partner agrees to submit Infrastructure Funding agreement reports on a quarterly

basis for the LWDB (CSS) to complete a reconciliation of budgeted and actual costs and updates of the allocation basis.

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

The LWDB will submit invoices (if applicable) 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.

VII. Term

The Term of this IFA shall commence on July 01, 2023 or the date last executed by both parties, whichever is later, through June 30, 2024. The IFA will be reviewed and renewed annually for successive one-year terms as an amendment to this agreement.

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, return receipt requests, 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 sixty 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 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.

XIV. Signatures

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

LWDB: CareerSource Suncoast

Partner Agency: Division of Vocational Rehabilitation

Name: Joshua Matlock

Name: Brent McNeal

Title: President/CEO

Title: Director of Vocational Rehabilitation

Signature: 
Joshua Matlock (Oct 16, 2023 08:45 EDT)

Signature: 

Date: 10/16/2023

Date: 7/31/23

Partner Agency: Florida Department of Education

Name: Manny Diaz Jr.

Title: Commissioner of Education

Signature: 

Date: 10/6/23

Chief Local Elected Officials

Manatee Board of County Commissioners

Sarasota Board of County Commissioners

Name: George Kruse

Name: Joe Neunder

Title: Manatee County Commissioner

Title: Sarasota County Commissioner

Signature: 
George Kruse (Oct 16, 2023 08:51 EDT)

Signature: 
Joe Neunder (Oct 16, 2023 09:48 EDT)

Date: 10/16/2023

Date: 10/16/2023

Attachment A

Partner On-Site Representation Schedule
 Comprehensive One Stop Center - American Job Center
 Sarasota Location
 Estimated Infrastructure Cost \$418,719

Required Program Partners	Governance	Local Grantee	# of Staff	% of Total FTEs	Partner Contribution	Physical or Virtual Presence
WIOA Adult, Youth, Dislocated Wkr - Formula Funds, TANF, SNAP, RESEA	DOL & HHS	CSS	17.00	73.91%	\$309,488	Physical
Wagner Peyster	DOL	CSS	1.94	8.43%	\$35,319	Physical
Veteran Program	DOL	CSS	2.00	8.70%	\$36,410	Physical
Trade Adjustment Act - TAA	DOL	CSS	0.06	0.26%	\$1,092	Physical
Senior Community Employment Program	DOL	AARP - Manatee/Sarasota	0.10	0.43%	\$1,821	Virtual
Adult Education & Literacy-GED	DOE	SCSB	1.00	4.35%	\$18,205	Physical
Adult Education & Literacy-GED	DOE	MCSB	0.10	0.43%	\$1,821	Virtual
Migrant Seasonal Farmworker Jobs Program	DOL/DOE	MCSB	0.10	0.43%	\$1,821	Virtual
Vocational Rehabilitation	DOE	VR	0.10	0.43%	\$1,821	Virtual
Division of Blind Services	DOE	FL Div BS	0.10	0.43%	\$1,821	Virtual
Job Corp	DOL	JC Pinellas Co	0.10	0.43%	\$1,821	Virtual
CSBG	HHS	SC Health & Human Svcs	0.10	0.43%	\$1,821	Virtual
CSBG	HHS	Manatee Community Action Agency	0.10	0.43%	\$1,821	Virtual
Dept Housing & Urban Development	HUD	MC Housing Authority	0.10	0.43%	\$1,821	Virtual
Dept Housing & Urban Development	HUD	SC Housing Authority	0.10	0.43%	\$1,821	Virtual
Totals			23.00	100.00%	\$418,719	

Estimated Cost per FTE - Physical Presence \$18,205
 Estimated Cost for 0.10 FTE - Virtual Presence \$1,821

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One-Stop Operator Agreement

**CAREERSOURCE SUNCOAST
SUB-AWARD TO
Tclark Workforce Solutions, LLC.**

Title 2 – Subtitle A – Chapter II – Part 200 – Subpart D - § 200.331: Requirements for pass-through entities.	
(a) The following sub-award information is provided by Suncoast Workforce Board Inc., dba CareerSource Suncoast (CSS), the Pass-Through Entity, to TClark Workforce Solutions, 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"> Sub-Recipient name (which must match the name associated with its unique entity identifier) 	TClark Workforce Solutions, LLC.
<ul style="list-style-type: none"> Sub-Recipient's unique entity identifier 	FEI# 88-2321854
<ul style="list-style-type: none"> Sub-Award Period of Performance: start/end dates 	07/01/2024 – 06/30/2025
<ul style="list-style-type: none"> Amount of Federal funds obligated by this action 	\$35,000
<ul style="list-style-type: none"> Total amount of Federal funds obligated to the Sub-Recipient 	\$35,000
<ul style="list-style-type: none"> Federal award project description 	One- Stop Operator and EIC Management
<ul style="list-style-type: none"> Name of Federal awarding agency Pass-through entity 	<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 <u>Pass Through Entity:</u> Suncoast Workforce Board, Inc., dba CareerSource Suncoast
<ul style="list-style-type: none"> CFDA Number and Name 	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, 7.225 – RESEA.
<ul style="list-style-type: none"> Is this sub-award for R&D? 	No
<ul style="list-style-type: none"> Indirect cost rate for the Federal award 	Not Applicable

THIS SUB-AWARD is entered into between **Suncoast Workforce Board Inc., dba CareerSource Suncoast (CSS)**, with administrative offices at 3660 N. Washington Blvd., Sarasota, FL 34234, and **TClark Workforce Solutions, LLC.** hereinafter referred to as “**Sub-recipient**” with administrative offices at 11847 Meadowgate Place, Bradenton, FL 34211 for the purpose of providing One-Stop Operator services as authorized by the Workforce Innovation and Opportunity Act (WIOA – Public Law 113-128), the Florida’s Workforce Innovation Act 2000, Chapter 2000-165 Laws of Florida, and any subsequent amendments, and providing Education and Industry Consortium management services.

CSS agrees to pay Sub-recipient for services according to the Agreement of Payment, an amount not to exceed thirty-five thousand dollars (\$35,000.00) 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 1, 2024 through June 30, 2025. 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 three (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 3-14
B	Statement of Work		Pages 15-18
C	Budget		Page 19
D	Performance Objectives and Deliverables		Page 20
E	Individual Non-Disclosure and Confidentiality Certification Form		Pages 21–22
F	Sub-recipient Certifications		Page 23-25

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.

Tclark Workforce Solutions, LLC

Suncoast Workforce Board, Inc. dba, CareerSource Suncoast

Terri Clark
Terri Clark (May 17, 2024 09:00 EDT)
 Terri Clark, Owner/President

Joshua Matlock
Joshua Matlock (May 17, 2024 09:04 EDT)
 Joshua Matlock, President/CEO

05/17/2024
 Date

05/17/2024
 Date

CONTRACT NOT VALID UNTIL SIGNED BY BOTH PARTIES

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ATTACHMENT A: GENERAL PROVISIONS

TABLE OF CONTENTS

I. Sub-Recipient Assurances A. General Agreement B. Laws and Regulations C. Audits and Monitoring D. Record Keeping E. Access to Records F. Data Sharing and Confidentiality G. Internal Financial Control H. Invoices and Contract Close-Out I. Disallowed Costs/Return of Funds	J. Purchasing K. Equipment L. Use of Supplies M. Copyrights, Patent Rights, and Rights to Data N. Public Records O. Assignment and Subcontracts P. Conflict of Interest Q. Indemnification R. Health and Safety S. Grievance and Complaint Procedures T. Sponsorship	U. Knowledge of Terms of this contract V. Code of Conduct W. Incident Reporting X. Enforcement of Sub-award Provisions Y. Warranty
		II. Mutual Assurances A. Amendments and Modifications B. Termination

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 customer 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 CSS 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), 3660 N. Washington Blvd. Sarasota, FL 34234, including, but not limited to:

1. Invoice: In order to receive payment Subrecipient shall submit an invoice to CSS by the twentieth (20th) 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 (20th) 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 the CSS program year, which is June 30 of each year, will be honored at CareerSource Suncoast's discretion. If the accrual or invoice due date occurs on a weekend, then the due date occurs on a weekend, then the due date shall be 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 documentation described below 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-recipients will submit supporting details 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 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 '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 (Christina Witt, ORGANIZATIONAL SUPPORT DIRECTOR) AT:

(941)315-9020
CWITT@CAREERSOURCESC.COM
3660 N. WASHINGTON BLVD.
SARASOTA FLORIDA, 34234
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

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 sum's 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 sum's 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 customer 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 four (4) 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 days' 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 Sarasota County, Florida.

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ATTACHMENT B: STATEMENT OF WORK

One-Stop Operator – TCLark Workforce Solutions, LLC.

July 1, 2024– June 30, 2025

Purpose:

The purpose of this agreement is to establish an entity to act on behalf of CareerSource Suncoast as a One Stop Operator as defined Board of Directors below, and provide Education and Industry Consortium management services:

One-Stop Operator Definition:

“An entity or entities that will strategically coordinate all mandatory partners across the two counties represented by CareerSource 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.”

Per 20 CFR § 678.620, CSS 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 the Sarasota Career Center office. 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; or
- develop and submit budgets or infrastructure agreements for activities of the local workforce development area.

One-Stop Operator Services to be Provided:

TClark Workforce Solutions, 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 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. Ensuring timely execution of MOU's and IFAs with all mandated partners to prevent gaps in service delivery. All recommendations for shared costs, improvements, efficiencies, and modifications to current MOU's must be submitted in writing to the CSS One-Stop-Operator liaison.
3. Quarterly monitoring of mandated partner activity supporting the IFA. Providing blank quarterly infrastructure funding reports to each mandated partner prior to due dates. Ensure completed quarterly IFA reports are submitted by all mandated partners within forty-five (45) days after the completion of the previous quarter. Tracking and reporting on completed quarterly infrastructure funding reports submitted by mandated partners. Follow up with disengaged mandated partners to determine the cause, identify and initiate steps for reengagement with CSS one-stop centers.
4. Evaluate CSS Customer Satisfaction Survey results, providing quarterly reports on feedback received to include, number of surveys received and average score. Any recommendations for continuous improvement must be submitted in writing to the CSS One-Stop-Operator liaison.
5. Facilitate conversations and engagement with CSS mandated partners to support, increase and maintain the use of the Crosswalk – agency to agency referral system with the one stop center.
6. Convene virtual quarterly meetings with mandated partners to promote Crosswalk usage, share information, discuss strategies to positively impact employment outcomes for shared clients, and problem-solve collaboration issues. Based on mandated partner input the meetings may be held in person if there is a majority request to do so.
7. 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 comprehensive one stop centers and cross-referring of clients. Written quarterly reports are to be submitted to the CSS One-Stop-Operator liaison within forty-five (45) days after the completion of the quarter detailing the following:
 - a. Activities conducted (i.e., meetings, correspondence, MOU execution.)
 - b. Customer Satisfaction Survey Results
 - i. Number of surveys received
 - ii. Average score
 - c. Mandated partner engagement (Crosswalk training/entry, correspondence)

- d. Previous quarter referral activity compared to current quarter referral activity by mandated partners
 - e. Previous quarter referral activity compared to current quarter referral activity by non-mandated partner
 - f. Partner strategies to coordinate and deliver services
 - g. Partner success stories, and highlights of services coordination efforts.
8. With guidance from CSS, the sub-recipient shall prepare a summary report on the scope of services provided for the current program year for the January Board meeting, and year-end Board report in June. The summary report must be provided to the CSS liaison two weeks prior to Board meeting for review and distribution and include at minimum the following information.
- a. Activities conducted (i.e., meetings, correspondence, MOU execution.)
 - b. Customer Satisfaction Survey results
 - i. # Surveys received
 - ii. Average score
 - c. Mandated partner engagement (Crosswalk training/entry, correspondence)
 - d. Previous quarter referral activity compared to current quarter referral activity by mandated partners
 - e. Previous quarter referral activity compared to current quarter referral activity by non-mandated partners
 - f. Partner strategies to coordinate and deliver services
 - g. Partner success stories, and highlights of services coordination efforts.

Education and Industry Consortium (EIC) Management Services to Be Provided

In accordance with CareerSource Florida [Strategic Policy – Education and Industry Consortiums](#), TClark Workforce Solutions, LLC will facilitate and manage the required activities of the EIC. Detailed requirements are articulated below.

1. Act as main point of contact for the EIC members – This includes but is not limited to, sending meeting invites, distribution of meeting agendas and materials, providing EIC overview to new EIC members, etc.
2. Maintain a roster of consortium members – CSS Board of Directors Chair will maintain EIC member appointment authority. The roster of consortium members must be maintained and provided to CSS for posting on the CareerSource Suncoast website. All resignations must be communicated to CSS within two (2) business days of receipt of resignation.
3. Schedule and convene quarterly meetings - Each education and industry consortium composed of representatives of educational entities and businesses in the designated service delivery area must meet at least quarterly. TClark Workforce Solutions will provide administrative support to the consortium and will be specifically responsible for the following:
 - Submitting scheduled consortium meetings to CSS two weeks in advance to ensure the meeting is posted on the CareerSource Suncoast website.
 - Provide CSS with quarterly reports from each meeting to post on the CareerSource Suncoast website.
 - Consortium meetings’ discussions need only focus on the local labor market needs including:
 - Industry representatives sharing their specific talent development needs or observations on talent in the local area.

- Education representatives sharing what specific education offerings are available in the local area.
 - Develop meeting agendas;
4. Submit meeting quarterly reports to the CSS Board of Directors - Reports must provide community-based information related to educational programs and industry needs to inform the local workforce development board on programs, services, and partnerships in the service delivery area.

Quarterly reports shall include:

- A record of the consortium members in attendance.
- A summary analysis of the local labor market based on industry representative needs and education offerings.
- Information on priority industry sectors and occupations for the local area.
- Information on the status of existing talent pipelines for in-demand occupations and the need to expand or leverage existing and/or new resources.

Quarterly education and industry consortium reports will be published on the CareerSource Suncoast website.

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ATTACHMENT C: BUDGET

One-Stop Operator – TClark Workforce Solutions, LLC.

July 1, 2024– June 30, 2025

Payment to sub-contractor shall be cost reimbursement. The total cost reimbursement to be paid to sub-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 sub-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' Accounting Department via its email address: accounting@careersourcesc.com.

Cost Reimbursement Budget Cost Category Line Item	CareerSource Funding Amount \$
A. Salaries	
• Salary & Fringe Benefits	\$35,000
B. TOTAL	\$35,000

The sub-contractor will be responsible for all other general overhead costs not included in the above budget (i.e., travel, insurance, supplies, telephones, etc.).

ATTACHMENT D – PERFORMANCE OBJECTIVES AND DELIVERABLES

One-Stop Operator – TClark Workforce Solutions, LLC.

July 1, 2024 – June 30, 2025

In collaboration with CSS, during the period of performance under this agreement, the One Stop Operator will:

1. Provide quarterly reports on feedback received from the CSS Customer Satisfaction Survey results to include, number of surveys received and average score. Any recommendations for continuous improvement must be submitted in writing to the CSS One-Stop-Operator liaison.
2. Provide written quarterly reports to the CSS One-Stop-Operator liaison within forty-five (45) days after the completion of the quarter detailing the following:
 - a. Activities conducted (i.e., meetings, correspondence, MOU execution.)
 - b. Customer Satisfaction Survey Results
 - i. Number of surveys received
 - ii. Average score
 - c. Mandated partner engagement (Crosswalk training/entry, correspondence)
 - d. Previous quarter referral activity compared to current quarter referral activity by mandated partners
 - e. Previous quarter referral activity compared to current quarter referral activity by non-mandated partners
 - f. Partner strategies to coordinate and deliver services
 - g. Partner success stories, and highlights of services coordination efforts.
3. Track the execution of all MOUs and IFAs for the program year 202 -202 and review every quarter. Maintain MOU and IFA documents with mandated partners and revise and reissue as required per the scope of work.
4. Convene and facilitate quarterly meetings with the designated one-stop's required partners to review coordination activities and alignment with the MOU's and IFAs. Outcomes of meetings will be noted with monthly invoices as applicable.
5. Continuous training and engagement feedback in regard to Crosswalk referrals of partner clients.
6. As applicable, provide all recommendations for shared costs, improvements, efficiencies, and modifications to current MOUs in writing to the CSS One-Stop-Operator liaison.
7. Prepare a summary report on the scope of services provided year-to-date for the January Board meeting, and year-end Board report in June. The summary report must be provided to the CSS liaison two weeks prior to Board meeting for review and distribution and include at minimum the following information.
 - a. Activities conducted (i.e., meetings, correspondence, MOU execution.)
 - b. Customer Satisfaction Survey results to include number of surveys received and average score
 - c. Mandated partner engagement (Crosswalk training/entry, correspondence)
 - d. Previous quarter referral activity compared to current quarter referral activity by mandated partners
 - e. Previous quarter referral activity compared to current quarter referral activity by non-mandated partners
 - f. Partner strategies to coordinate and deliver services
 - g. Partner success stories, and highlights of services coordination efforts.

**ATTACHMENT E -
INDIVIDUAL NON-DISCLOSURE 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 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.

Sub-recipient Employee Signature: _____

Date: _____

Print Sub-recipient Name: Terri Clark

Company Name and Address: TClark Workforce Solutions, LLC. - 11847 Meadowgate Place, Bradenton, FL 34211

Work Telephone: (601) 408-1247

Email: terriclark0804@gmail.com

Application(s) Given Access to:

CSS Network & Email

Crosswalk- Agency-to-Agency referral system

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ATTACHMENT F – Subrecipient 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 is 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:

Terri Clark, Owner/President
 (Print Individual's Name & Title)

for TClark Workforce Solutions, LLC
 (Print Name of Sub-recipient Submitting Sworn Statement)

whose business address is 11847 Meadowgate Place, Bradenton, FL 34211

and its Federal Employer Identification Number is 88-2321854

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 FLORIDA 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.

Terri Clark, Owner/President
Name and Title of Authorized Representative

Terri Clark
Terri Clark (May 17, 2024 09:00 EDT)
Signature of Authorized Representative

TClark Workforce Solutions, LLC
Sub-recipient

05/17/2024
Date

Credentialing Attestation

