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**MEMORANDUM OF UNDERSTANDING
BETWEEN
CAREERSOURCE GULF COAST
AND
FLORIDA DEPARTMENT OF EDUCATION
DIVISION OF BLIND SERVICES
IA-843**

I. Parties

This Memorandum of Understanding (MOU) is hereby entered into by and between CareerSource Gulf Coast hereafter referred to as CSGC, as the duly appointed and certified Workforce Development Board for the Workforce Investment and Opportunity Act (WIOA) and the Division of Blind Services (hereafter referred to as DBS). Pursuant to PL 113-128, Chapter 121, the programs authorized under Title I of the Rehabilitation Act of 1973 (Florida Divisions of Vocational Rehabilitation and Blind Services) are required one stop partners and must be participants in a memorandum of understanding with the local board.

II. Background

The vision for the One-Stop Delivery System is to align a wide range of publicly and privately funded education, employment, and job training programs while also providing high-quality customer service to job seekers, workers, and businesses. One-stop centers (currently branded as American Job Centers) continue to be a valued community resource, known both locally and nationally as an important source of assistance for those looking for work or workers, and those looking for opportunities to grow their careers.

This agreement is intended to coordinate resources and to prevent duplication and ensure the effective and efficient delivery of workforce services in the counties represented by CSGC. In addition, the Agreement will establish joint processes and procedures that will enable the Partner Agency to integrate with the current job center service delivery system resulting in a seamless and comprehensive array of education, human service, job training, and other workforce development services to persons within the CSGC area.

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

III. Purpose

The purpose of this MOU is to further codify the existing relationship for service provision and the infrastructure funding agreement between CareerSource Gulf Coast and the Division of Blind Services.

IV. Responsibilities

A. CareerSource Gulf Coast will:

1. Coordinate with the DBS 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 job center delivery system.
2. Identify the quantity of informational materials needed to the DBS and distribute the materials in each job center as needed.

MOU – CSGC and Blind Services

3. Identify clients who are blind and/or visually impaired and refer those clients through Direct Linkage to DBS, using electronic or telephonic means.
 4. Provide training and access to the State of Florida's employment matching system, Employ Florida, in order to allow DBS to track client progress.
 5. Provide an area for DBS meetings and/or co-location as space permits.
 6. Abide by all policies, rules, and procedures and applicable Florida statutes and rules.
- B. Division of Blind Services agrees to:
1. Provide informational materials that identify local points of contact, contact phone numbers, description of services and website addresses for prospective clients. The informational materials will be available in the following formats: regular print, large print, Braille and electronic format on CD.
 2. Provide the specified quantities of informational materials to the job centers
 3. Provide feedback to CSGC management regarding the performance of the partnership, including its effectiveness and success.
 4. Participate in job center periodic meetings to provide updates on the DBS's programs and procedures to CSGC staff.
 5. Maintain the confidentiality required to have access to workforce information systems.
 6. Model DBSs' core values and maintain a professional working environment.
 7. Abide by all policies, rules, and procedures and applicable Florida statutes and rules.
 8. Provide an acceptable client authorization form that may be used so that client information may be shared between the job center and DBS.

DBS services include:

- Activities of Daily Living (Personal & Home Management)
- Assessments
- Assistive Technology Training
- Rehabilitation technology and Engineering
- Communication Skills Training
- Community Integration
- Counseling Services (Adjustment to Blindness)
- Information and Referral
- Job-site assessment and accommodations
- Job placement
- Job coaching
- On-the-job training
- Supported employment
- Time-limited medical and/or psychological treatment

DBS will provide services to individuals who have a visual impairment in both eyes and require vocational rehabilitation services to obtain, maintain, or retain an employment outcome. The goal of Vocational Rehabilitation (VR) is to assist an individual in achieving or maintaining an employment outcome that is consistent with his/her unique strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice.

Ticket to Work is a Social Security Administration program available to Floridians. For those who qualify for social security benefits, tickets will be issued and may be taken to Employment Network participants. These participants offer access to employment and rehabilitation services necessary to help a person secure and retain employment. This program is voluntary. The DBS Transition Program involves a number of activities to help students with disabilities prepare and plan for

MOU – CSGC and Blind Services

employment success after high school. DBS coordinates services with available mental health centers, programs, and service providers to assist individuals with mental or emotional disabilities in becoming employed.

Supported Employment serves people with the most significant disabilities who have not been successful in competitive employment. The program helps individuals become employed in their community by using services such as job coaching and follow-up to promote employment stability.

V. Cost / Resource Sharing

Costs of the infrastructure of CareerSource Gulf Coast's comprehensive Job 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. As a Direct Linkage partner, Division of Blind Services will pay its share of infrastructure costs as outlined in the Infrastructure Funding Agreement. Please see attached One Stop operating budget (Attachment A-One Stop Budget) which details the infrastructure cost of the one stop delivery system and the assigned cost to the required partners based upon their proportionate use of the system and relative benefit received.

VI. Infrastructure Funding Agreement (IFA) – Addendum

In compliance with WIOA and its implementing regulations and consistent with the Uniform Guidance, funding provided by the one-stop partners to cover the operating costs, including infrastructure cost of the one-stop delivery system must be based on the partner program's proportionate use of the system and relative benefit received (WIOA sec. 121 (h)(1)(B)(i) and 121 (h)(2)(C)(i), 20 CFR 678.700 through 678.760, 34 CFR 361.700 through 361.760, and 34 CFR 463.700 through 463.760).

Payment Method: CareerSource Gulf Coast will prepare and send a quarterly invoice for each partner's share. For year one, the invoice will be pro-rated based upon the number of months left in the current program year. The One Stop operating budget is subject to change based upon increases or decreases in the infrastructure costs contained within. The actual infrastructure costs will be reconciled with those projected.

DBS estimated annual cost is \$234.00. Cost of sharing one phone line and IT contract and related software with all other direct linkage partners.

Required Partners in Local Workforce Development Area 4 (CareerSource Gulf Coast region) are:

- SCSEP (Senior Comm. Svc. Employment Program.) - NCBA
- VR (Vocational Rehabilitation)
- Division of Blind Services
- Adult Ed (Bay District Schools)
- Career Tech (Bay District Schools)
- Career Tech (Gulf Coast State College)
- CSBG (Comm. Svc Block Grant) Tri-County Community Council, Inc.

The following programs are administered by CareerSource Gulf Coast:

- | | |
|-----------------|--------------------------|
| WIOA Adult | RA/UC |
| WIOA Youth | Vets DVOP |
| WIOA Disl. Wkr. | Vets LVER |
| WT TANF | Military Spouse |
| SNAP | RESEA 17 |
| SNAP ERS | RESEA 18 |
| Wagner-Peyser | Wagner-Peyser Perf. Inc. |

Chief Elected Officials: Bay County Board of Commissioners
Gulf County Board of Commissioners
Franklin County Board of Commissioners

VII. Modification

CareerSource Gulf Coast or Division of Blind Services may propose to modify this MOU at any time. Any such modification will not be effective until a written amendment to this MOU is executed by both parties. Modifications made solely due to changes in infrastructure costs will not require approval of local elected officials.

VIII. Dispute and Impasse Resolution

All Parties will actively participate in local IFA negotiations in a good faith effort to reach agreement. Any disputes shall first be attempted to be resolved informally. Should informal resolution efforts fail, then the following Dispute Resolution process must be followed.

1. If an issue arises involving this MOU, 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.
2. If not resolved, the issue and the efforts to resolve will be documented and forwarded to the President/CEO of CareerSource and the Director of the Division of Blind Services, Partner. A joint decision shall be issued within 60 calendar days of receipt.
3. If dissatisfied with the decision, the dispute may be filed with the State of Florida Department of Economic Opportunity (DEO) and the Commissioner of the Department of Education (DOE) to review concerns and determine resolution. DEO and DOE may remand the issue back to the President/CEO of Career Source and to the Director of the Division of Blind Services, Partner or impose other remedies to resolve the issue.

If Partners in a local area have employed the dispute resolution process and have failed to reach consensus on an issue pertaining to the IFA, then an impasse is declared and the State Funding Mechanism (SFM) is triggered and the IFA will be appealed through the process established by the governor for this purpose

IX. 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

X. Terms of Contract

The term of this MOU shall commence on July 1, 2017, or the date last executed by both parties, whichever is later, through June 30, 2020, and may be renewed for an additional three-year term. 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 or amended orally, but only by an instrument in writing signed by all of the parties to this Agreement.

XI. MOU Management

Listed below are the individuals identified as the MOU Managers. These individuals are responsible for enforcing performance of the MOU terms and conditions and shall serve as liaison/contact regarding issues arising out of this MOU.

IN WITNESS WHEREOF, the parties hereto cause this MOU to be executed by their undersigned officials as duly authorized.

CAREERSOURCE GULF COAST

Name: Kimberly L. Bodine
Title: Executive Director
Address: 5230 W. US 98, Panama City, FL 32401
Phone: (850) 913-3285
Fax: (850) 913-3269
Email: kbodine@r4careersourcegc.com

BY: Kimberly L. Bodine
Date: 6/13/18

APPROVED BY PARTNER:

**Florida Department of
Education/Division of Blind
Services**

By: Robert L. Doyle, III

Name: Robert L Doyle, III

Title: Director

Date: 6/11/2018

Authority and Signature
Local Elected Official

➤ One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, William Dozier, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either in three years or upon amendment, modification or termination or on June 30, 2020, whichever occurs earlier. The effective period for this MOU is 3 annual periods: 7/1/17-6/30/18, 7/1/18-6/30/19, and 7/1/19-6/30/20.

William T. Dozier July 18, 2018
Signature Date

William Dozier, Chair
Printed Name and Title

Bay County Board of County Commission
Agency Name

950-248-8140
Agency Contact Information

Authority and Signature
Local Elected Official

- One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Joseph Parrish, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either in three years or upon amendment, modification or termination or on June 30, 2020, whichever occurs earlier. The effective period for this MOU is 3 annual periods: 7/1/17-6/30/18, 7/1/18-6/30/19, and 7/1/19-6/30/20.


Signature

July 17, 2018
Date

Joseph Parrish, Chair
Printed Name and Title

Franklin County Board of County Commission
Agency Name

Agency Contact Information

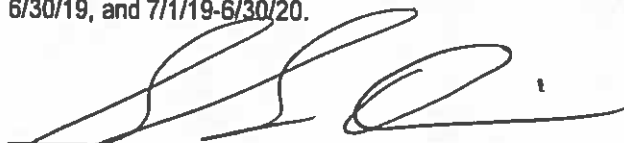
Authority and Signature
Local Elected Official

➤ One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Sandy Quinn, Jr., certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either in three years or upon amendment, modification or termination or on June 30, 2020, whichever occurs earlier. The effective period for this MOU is 3 annual periods: 7/1/17-6/30/18, 7/1/18-6/30/19, and 7/1/19-6/30/20.



Signature

6/26/18

Date

Sandy Quinn, Jr., Chair

Printed Name and Title

Gulf County Board of County Commission

Agency Name

Agency Contact Information

**INFRASTRUCTURE FUNDING AGREEMENT
FOR ONE-STOP CAREER CENTER SYSTEM
BETWEEN THE DEPARTMENT OF EDUCATION
DIVISION OF BLIND SERVICES
AND CAREERSOURCE GULF COAST**

I. PARTIES

This Infrastructure Funding Agreement (“IFA”), is made pursuant to the Workforce Innovation and Opportunity Act of 2014 (“WIOA”), and is entered into by the Florida Department of Education, Division of Blind Services (hereafter referred to as the Partners) and CareerSource Gulf Coast (hereafter referred to as “CareerSource”).

II. PURPOSE

The Workforce Innovation and Opportunity Act of 2014 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 one-stop customer service delivery system. The one-stop system assures coordination between the activities authorized in and linked to this Act.

The purpose of this IFA is to describe the infrastructure cost responsibilities of the Parties to provide for the maintenance of an effective and successful one-stop system. This agreement is intended to coordinate resources and to prevent duplication and ensure the effective and efficient delivery of workforce services in three counties.

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

III. INFRASTRUCTURE COST BUDGET

SEE ATTACHMENT “A”

IV. COST ALLOCATION METHODOLOGY

CareerSource selected FTE as the 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 one-stop center(s) and relative benefit received.

V. ALLOCATION BASIS PER COST ITEM

N/A

VI. PARTNER CONTRIBUTION AMOUNTS

SEE ATTACHMENT “A”

VII. COST RECONCILIATION AND ALLOCATION BASE UPDATE

All Parties agree that a quarterly reconciliation of budgeted and actual costs and update of the allocation bases will be completed in accordance with the following process:

1. Partners will provide CareerSource with the following information no later than fifteen (15) days after the end of each quarter, as applicable:
 - o Updated staffing information (per the 1st day of the 1st month of each quarter)
2. Upon receipt of the above information, CareerSource will:
 - o Compare budgeted costs to actual costs,
 - o Update the allocation bases, and
 - o Apply the updated allocation bases, as described in the Cost Allocation Methodology section above, to determine the actual costs allocable to each partner.
3. CareerSource will prepare an updated budget document showing cost adjustments and will prepare an invoice for each Partner with the actual costs allocable to each Partner for the quarter.
4. CareerSource will submit the invoices to the Partners and send a copy of the updated budget to all Parties no later than forty-five (45) days after the end of each quarter. The Partners understand that the timeliness of CareerSource's preparation and submission of invoices and adjusted budgets is contingent upon the timeliness of each Partner in providing the necessary cost information. For Partners that advance funds to the local area, CareerSource will only send a copy of the updated budget.
5. Upon receipt of the invoice and adjusted budget, each Partner will review both documents and will submit payment to CareerSource no later than fifteen (15) days following receipt. Payment of the invoice signifies agreement with the costs in the adjusted budget. For Partners that advance funds to the local area, CareerSource may draw down funds for quarterly payments upon approval via email of the reconciled budget.
6. Partners will communicate any disputes with costs in the invoice or the adjusted budget to CareerSource in writing. CareerSource will review the disputed cost items and respond accordingly to the Partner within ten (10) days of receipt of notice of the disputed costs. When necessary, CareerSource will revise the invoice and the adjusted budget upon resolution of the dispute.

VIII. STEPS UTILIZED TO REACH CONSENSUS

The Partners and CareerSource conferred regarding the involvement of each partner at the CareerSource Centers. The appropriate allocation bases were discussed and those bases included in this IFA were agreed upon as the most appropriate. CareerSource proposed the initial Partner Contribution Amounts as described above and the Partners concurred with their proposal. Finally, the parties discussed the best mechanisms by which to review and reconcile actual expenses in the future and agreed to the term included in the Cost Reconciliation and Allocation Base Update section above.

IX. DISPUTE AND IMPASSE RESOLUTION

All Parties will actively participate in local IFA negotiations in a good faith effort to reach agreement. Any disputes shall first be attempted to be resolved informally. Should informal resolution efforts fail, then the following Dispute Resolution process must be followed.

1. 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.
2. If not resolved, the issue and the efforts to resolve will be documented and forwarded to the President/CEO of CareerSource and the Director of the Partner organization. A joint decision shall be issued within 60 calendar days of receipt.
3. If dissatisfied with the decision, the dispute may be filed with the State of Florida Department of Economic Opportunity (DEO) and the Commissioner of the Department of Education (DOE) to review concerns and determine resolution. DEO and DOE may remand the issue back to the President/CEO of CareerSource and to the Director of the Partner organization, Partner or impose other remedies to resolve the issue.

If Partners in a local area have employed the dispute resolution process and have failed to reach consensus on an issue pertaining to the IFA, then an impasse is declared and the State Funding Mechanism (SFM) is triggered and the IFA will be appealed through the process established by the governor for this purpose.

X. MODIFICATION PROCESS

This IFA may be amended or modified with review and consent of all parties. Amendments and modifications must be issued in writing to all parties. All parties must be given a minimum of 30 days to comment prior to the inclusion of any amendment or modification. Oral amendments or modifications shall have no effect.

XI. EFFECTIVE PERIOD

This IFA is entered into on the date executed by all parties. This IFA will become effective as of the date of signing by the final signatory below and must terminate on June 30, 2020.

XII. PAYMENT METHODOLOGY

Career Source shall submit to the Partners quarterly invoices such that the Partners will have covered all costs agreed to in this IFA by the end of the program year, June 30 annually. The Parties to this IFA intend to be bound by this agreement and agree to make payment of all such funds as indicated in Section VI. Upon receipt of the above described invoices, the Partners shall process payment within 30 days.

SIGNATURES

[Chief Elected Official]:


Signature **Signature**

Printed Name **Printed Name**

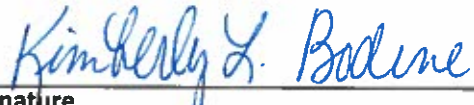
Date **Date**

Department of Education/Division of Blind Services (Partners):

[CareerSource]:



Signature



Signature

Robert Doyle, III Director

Printed Name

Kimberly L. Badine

Printed Name

6/11/2018

Date

6/13/18

Date

SIGNATURES

[Chief Elected Official]:

William T. Dozier
Signature

William Dozier
Printed Name

July 18, 2018
Date

Department of Education / Division of Blind Services (Partners):

Robert Doyle, III
Signature

Robert Doyle, III Director
Printed Name

6/11/2018
Date

[CareerSource]:

Kimberly L. Bodine
Signature

Kimberly L. Bodine
Printed Name

6/13/18
Date

SIGNATURES

[Chief Elected Official]:

Joseph Parrish
Signature

Signature

Joseph Parrish

Printed Name

Printed Name

July 17, 2018
Date

Date

Department of Education/Division of Blind Services (Partners):

Robert Doyle, III
Signature

[CareerSource]:

Kimberly L. Bodine
Signature

Robert Doyle, III Director

Printed Name

Kimberly L. Bodine
Printed Name

6/11/2018
Date

6/13/18
Date

SIGNATURES

[Chief Elected Official]:



Signature

Signature

Sandy Quinn, Jr - Chair

Printed Name

Printed Name

6/26/18

Date

Date

Department of Education/Division of Blind Services (Partners):



Signature

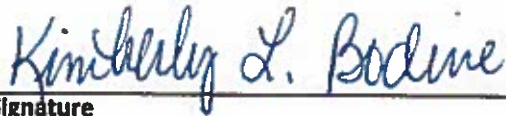
Robert Doyle, III Director

Printed Name

6/11/2018

Date

[CareerSource]:



Signature

Kimberly L. Bodine

Printed Name

6/13/18

Date

One-Stop Operating Budget

Revised 2-15-18

Cost Allocation Methodology: Costs will be allocated by FTE for partners/programs that are physically located in the Job Center.

Partners/Programs with only a virtual presence/direct linkage* will only share in the cost of 1 phone line, IT Contract, and any related software costs.

Resource sharing with SCSEP. We provide space & technology and SCSEP provides part-time SCSEP workers to greet our customers and assist in the resource room.

Resource sharing with Bay District Schools & GCSC. We provide phone, internet, & technology and Bay District & GCSC provide office space on campus for our case managers to meet with program participants.

Resource sharing with Tri-County. We provide phone & technology and Tri-County provides a part-time worker to assist in the resource room.

Voc Rehab will remit monthly payments to CareerSource Gulf Coast.

Div of Blind Services will remit quarterly payments to CareerSource Gulf Coast.

FTE Estimate	26,225	4,000	3,000	3,500	1,000	2,000	3,000	0.5000	2,000	1,000	1,000	0.5000	0.5000	0.6250	0.6000						
FTE Percentage	100.0000%	15.2526%	11.4395%	13.3460%	3.8132%	7.6263%	11.4395%	1.9066%	7.6263%	3.8132%	3.8132%	1.9066%	1.9066%	2.3832%	2.2875%						
Infrastructure Costs	Annual Budget	WIDA Adult	WIDA Youth	WIDA DisWtr	WT TANF	SNAP ERS	WP	WP Inc	RA/UC	Vets DVOP	Vets LVER	Military Spouse	RESEA 17	RESEA 18	SCSEP	Div Blind Svcs	Adult Ed Bay Distr	Career Tech BayDist	Career Tech GCSC	CSBG Tri-County TAA	
Lease/Utilities	245,000	37,369	28,027	31,698	28,027	9,342	18,684	28,027	4,671	18,684	9,342	9,342	4,671	4,671	5,839	5,605	110	110	110	110	110
Phones/Internet	11,000	1,678	1,258	918	1,258	419	839	1,258	210	839	419	419	210	210	262	252	110	110	110	110	110
Repairs & Maint.	1,000	153	114	133	114	38	76	114	19	76	38	38	19	19	24	23	110	110	110	110	110
Supplies	1,000	153	114	133	114	38	76	114	19	76	38	38	19	19	24	23	110	110	110	110	110
Insurance Lib	1,500	229	172	200	172	57	114	172	29	114	57	57	29	29	36	34	110	110	110	110	110
Insurance Prop	2,100	320	240	280	240	80	160	240	40	160	80	80	40	40	50	48	110	110	110	110	110
Insurance Flood	2,500	381	286	334	286	95	191	286	48	191	95	95	48	48	60	57	110	110	110	110	110
Prof Svcs IT Contract	10,000	1,525	1,144	835	1,144	381	763	1,144	191	763	381	381	191	191	238	229	100	100	100	100	100
Software	2,400	366	275	200	275	92	183	275	46	183	92	92	46	46	57	55	24	24	24	24	24
subtotal	276,500	42,173	31,630	35,732	31,630	10,543	21,087	31,630	5,272	21,087	10,543	10,543	5,272	5,272	6,590	6,326	234	234	234	234	234

Additional Costs	Annual Budget	WIDA Adult	WIDA Youth	WIDA DisWtr	WT TANF	SNAP ERS	WP	WP Inc	RA/UC	Vets DVOP	Vets LVER	Military Spouse	RESEA 17	RESEA 18	SCSEP	Div Blind Svcs	Adult Ed Bay Distr	Career Tech BayDist	Career Tech GCSC	CSBG Tri-County TAA	
Career Services	240,277	94,252	39,750	56,926	7,500	3,750	10,000	24,000	4,875	16,000	8,000	75,000	11,000	11,000	5,726	5,497	100	100	100	100	100
Shared Services **	311,723	62,500	33,250	55,598	2,500	1,250	10,000	24,000	1,625	16,000	8,000	75,000	11,000	11,000	5,726	5,497	100	100	100	100	100
Shared Operating Costs																					
Travel	9,000	1,793	1,030	1,201	1,030	343	686	1,030	172	686	343	343	172	172	172	172	110	110	110	110	110
Meeting Expense	1,000	199	114	133	114	38	76	114	19	76	38	38	19	19	24	23	110	110	110	110	110
Storage Lease	1,800	359	206	240	206	69	137	206	34	137	69	69	34	34	41	39	110	110	110	110	110
Copier 1	2,580	514	295	344	295	98	197	295	49	197	98	98	49	49	58	54	110	110	110	110	110
Copier 2	6,240	1,243	714	835	714	238	476	714	119	476	238	238	119	119	144	138	110	110	110	110	110
Postage Meter Rent	350	70	40	47	40	13	27	40	7	27	13	13	7	7	8	7	110	110	110	110	110
Advertising/Outreach	10,000	1,992	1,144	1,335	1,144	381	763	1,144	191	763	381	381	191	191	238	229	100	100	100	100	100
Software/IT Fees	1,000	199	114	133	114	38	76	114	19	76	38	38	19	19	24	23	110	110	110	110	110
Sonitrol Alarm Service	4,000	797	458	534	458	153	305	458	76	305	153	153	76	76	92	88	110	110	110	110	110
Prof Svcs Website	3,000	598	343	400	343	114	229	343	57	229	114	114	57	57	70	66	110	110	110	110	110
Allocated Supv Sal/Ben	84,000	16,736	9,609	11,211	9,609	3,203	6,406	9,609	1,602	6,406	3,203	3,203	1,602	1,602	1,992	1,923	100	100	100	100	100
Allocated IT Sal/Ben	39,000	7,770	4,461	5,205	4,461	1,487	2,974	4,461	744	2,974	1,487	1,487	744	744	923	883	110	110	110	110	110
TANF SNAP program	245,000				195,000	40,000	10,000														
WIDA Youth program	172,500	16,200	152,500	3,800																	
subtotal	1,131,470	205,222	244,029	137,941	223,529	51,176	10,000	22,352	9,588	28,352	14,176	81,176	25,088	25,088	5,726	5,497	0	0	0	0	0

Grand Total	Annual Budget	WIDA Adult	WIDA Youth	WIDA DisWtr	WT TANF	SNAP ERS	WP	WP Inc	RA/UC	Vets DVOP	Vets LVER	Military Spouse	RESEA 17	RESEA 18	SCSEP	Div Blind Svcs	Adult Ed Bay Distr	Career Tech BayDist	Career Tech GCSC	CSBG Tri-County TAA	
Grand Total	1,407,970	247,395	275,659	173,672	255,159	61,720	10,000	43,439	14,860	49,439	24,720	91,720	30,360	30,360	12,316	11,823	234	234	234	234	234

* Direct linkage partners not physically co-located in the One-Stop center.

** Shared Services Include: Business services, front desk staffing, staff training/travel, referrals to other One-Stop partners and operational costs in the Job Center contract.

MEMORANDUM OF UNDERSTANDING BETWEEN
CAREERSOURCE GULF COAST
AND
TRI-COUNTY COMMUNITY COUNCIL, INC.

I. Parties

This Memorandum of Understanding (MOU) is entered into pursuant to 20 USC 2301 et seq. and PL 113-128 (the Workforce Innovation and Opportunity Act - WIOA) Section 1 between CareerSource Gulf Coast (CSGC) and Tri-County Community Council, Inc. (hereafter referred to as TCCC) as authorized under Department of Health and Human Services, Employment and Training Activities under the Community Services Block Grant (CSBG) Programs, 42U.S.C. 9901 et. seq.

II. Background

Pursuant to the above-referenced cites, Tri-County Community Council, Inc. is a required partner of the One Stop System. The vision for the One-Stop Delivery System is to align a wide range of publicly and privately funded education, employment, and job training programs while also providing high-quality customer service to job seekers, workers, and businesses. One-stop centers (currently branded as American Job Centers) continue to be a valued community resource, known both locally and nationally as an important source of assistance for those looking for work or workers, and those looking for opportunities to grow their careers.

III. Purpose

The purpose of this MOU is to further codify the existing relationship for service provision between CareerSource Gulf Coast and Tri-County Community Council, Inc. provider of CSBG services in LWDA 04.

IV. Responsibilities:

A. CareerSource Gulf Coast will:

1. Maintain cooperative working relationships to facilitate joint planning, staff development and training, evaluation of services, and more efficient management of limited financial and human resources.
2. Provide access to brochures, pamphlets, guides, schedules of presentations, and information regarding services to Tri-County Community Council, Inc.
3. Provide a single Point of Contact (POC) to assist Tri-County Community Council, Inc. with questions and issues that arise in the day-to-day operations. Answers will be provided within 24 hours.
4. Provide space at the Job Center to Tri-County Community Council, Inc. on an as needed basis. Scheduling must be approved in advance with the One-Stop Operator.
5. Share information that will benefit the participants in finding a job, accessing training support if qualified, and gaining certifications or degrees to improve their employment opportunities.

B. Tri-County Community Council, Inc. will:

1. Provide brochures, pamphlets, guides, and specific information regarding services to Job Center staff for display and distribution at the Job Center.
2. Provide training of Tri-County Community Council, Inc.'s programs to Job Center Staff.
3. Provide office space at Tri-County Community Council, Inc.'s Bay County office for meeting with CareerSource Gulf Coast Board staff and customers to provide services for mutual clients on an as needed basis. Scheduling must be arranged and approved in advance with the Bay County Community Specialist.

4. Provide the Job Center a point of contact for the Bay County office.
5. Participate in CareerSource Gulf Coast's meetings/recruiting events to provide updates on the partner's programs and procedures. Advance notice required for meetings. Tri-County Community Council, Inc. staff will only attend as schedules permit.
6. Be familiar with the array of services provided in the One-Stop service delivery system.
7. Provide Employment Support services to eligible customers that includes but not limited to:
 - a. Career Guidance
 - b. Education Assistance
 - c. Employment Assistance
 - d. Job Coaching
 - e. Limited Employment Transportation
 - f. Youth Development
 - g. Limited Emergency Services

V. Cost Sharing/Resource Sharing

Costs of the infrastructure of the CareerSource Gulf Coast's Comprehensive Job 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. As a Direct Linkage partner, Tri-County will pay its share of infrastructure costs as outlined below.

VI. Infrastructure Funding Agreement (IFA)

In compliance with WIOA and its implementing regulations and consistent with the Uniform Guidance, funding provided by the one-stop partners to cover the operating costs, including infrastructure cost of the one-stop delivery system must be based on the partner program's proportionate use of the system and relative benefit received (WIOA sec. 121 (h)(1)(B)(i) and 121 (h)(2)(C)(i), 20 CFR 678.700 through 678.760, 34 CFR 361.700 through 361.760, and 34 CFR 463.700 through 463.760). Please see attached One Stop operating budget which details the infrastructure cost of the one stop delivery system and the assigned cost to the required partners based upon their proportionate use of the system and relative benefit received. If TCCC does not provide two hours per month of resource room assistance, this current MOU will be cancelled and a new MOU will be executed including infrastructure costs.

Payment Method: CareerSource Gulf Coast will prepare and send an invoice for each partner's annual share on May 1 each year. Payment is due on June 1st and the program year begins on July 1st. For year one, the invoice will be pro-rated based upon the number of months left in the current program year. The One Stop operating budget is subject to change based upon increases or decreases in infrastructure cost contained within. The actual infrastructure costs will be reconciled with those projected annually within six months of the state fiscal year end. Increases and decreases will be calculated and included in future monthly invoices.

Required Partners in Local Workforce Development Area 4 (CareerSource Gulf Coast region) are:

SCSEP (Senior Comm. Svc. Emplmt. Prgm.) - NCBA
VR (Vocational Rehabilitation)
Division of Blind Services
Adult Ed (Bay District Schools)
Career Tech (Bay District Schools)
Career Tech (Gulf Coast State College)
CSBG (Comm. Svc Block Grant) Tri-County Community Council, Inc.

MOU - CareerSource Gulf Coast and Tri-County Community Council

The following programs are administered by CareerSource Gulf Coast:

WIOA Adult	RA/UC
WIOA Youth	Vets DVOP
WIOA Disl. Wkr.	Vets LVER
WT TANF	Military Spouse
SNAP	RESEA 17
SNAP ERS	RESEA 18
Wagner-Peyser	Wagner-Peyser Perf. Inc.

Chief Elected Officials: Bay County Board of Commissioners
Gulf County Board of Commissioners
Franklin County Board of Commissioners

VII. Modification

CareerSource Gulf Coast and Tri-County Community Council may propose to modify this MOU at any time. Any such modification will not be effective until a written amendment to this MOU is executed by both parties. Modifications made solely due to changes in infrastructure costs will not require approval of local elected officials.

VIII. Dispute Resolution

Attempts to resolve issues regarding this MOU (including IFA) will be resolved starting at the local level, and will progress to a regional, then state level if resolution is not resolved. The Governor of the state of Florida has final resolution authority.

IX. MOU Management

Listed below are the individuals identified as the MOU Managers. These individuals are responsible for enforcing performance of the MOU terms and conditions and shall serve as liaison/contact regarding issues arising out of this MOU.

CAREERSOURCE GULF COAST

Name: Kimberly L. Bodine
Title: Executive Director
Address: 5230 W. US 98, Panama City, FL 32401
Phone: (850) 913-3285
Fax: (850) 913-3269
Email: kbodine@r4careersourcegfc.com

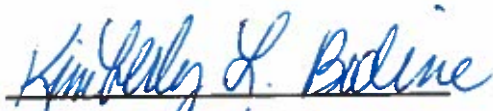
TRI-COUNTY COMMUNITY COUNCIL, INC.

Name: Joel Paul, Jr.
Title: Executive Director
Address: P.O Box 1210, Bonifay, FL 32425
Phone: (850) 547-3689
Fax: (850) 547-9806
Email: tricountyxd@digitalexp.com

IN WITNESS WHEREOF, the parties hereto cause this MOU to be executed by their undersigned officials as duly authorized.

CAREERSOURCE GULF COAST

TRI-COUNTY COMMUNITY COUNCIL, INC.





Date: 11/15/17

Date: 11-2-17

Authority and Signature
Local Elected Official

- One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I William Dozier, Chair of Bay BOCC
I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either in three years or upon amendment, modification or termination or on June 30, 2020, whichever occurs earlier. The effective period for this MOU is 3 annual periods: 7/1/17-6/30/18, 7/1/18-6/30/19, and 7/1/19-6/30/20.

William T. Dozier
Signature

December 5, 2017
Date

William Dozier, Chair
Printed Name and Title

Bay County Board of County Commissioners
Agency Name

Agency Contact Information

Authority and Signature
Local Elected Official

➤ One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I Ward McDaniel, Chair of Gulf BOCC, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily. My signature certifies my understanding of the terms outlined herein and agreement with:

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either in three years or upon amendment, modification or termination or on June 30, 2020, whichever occurs earlier. The effective period for this MOU is 3 annual periods: 7/1/17-6/30/18, 7/1/18-6/30/19, and 7/1/19-6/30/20.



Signature

12/12/17

Date

Ward McDaniel, Chair

Printed Name and Title

Gulf County Board of County Commissioners

Agency Name

Agency Contact Information

Authority and Signature
Local Elected Official

- One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I Joseph Parrish, Chair of Franklin BOCC, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily. My signature certifies my understanding of the terms outlined herein and agreement with:

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either in three years or upon amendment, modification or termination or on June 30, 2020, whichever occurs earlier. The effective period for this MOU is 3 annual periods: 7/1/17-6/30/18, 7/1/18-6/30/19, and 7/1/19-6/30/20.



Signature

December 5, 2017

Date

Joseph Parrish, Chair

Printed Name and Title

Franklin County Board of County Commissioners

Agency Name

**Infrastructure Funding Agreement (IFA)
One-Stop Operating Budget**

Cost Allocation Methodology: Costs will be allocated by FTE for partners/programs that are physically located in the Job Center. Partners/Programs with only a virtual presence/"direct linkage", will only share in the phone, internet, and technology costs. Resource sharing with SCSEP. We provide space & technology and SCSEP provides part-time SCSEP workers to greet our customers and assist in the resource room. Resource sharing with Bay District Schools & GCSC. We provide phone, internet, & technology and Bay District & GCSC provide office space on campus for our case managers to meet with program participants.

FTE Estimate 25.825 5.1 3 5 3 1 0 2 3 3 .5 2 1 1 .5 5 .625 0.20
 FTE Percentage 100.0% 15.3% 11.4% 15.0% 11.4% 3.8% 3.8% 7.6% 11.4% 11.4% 1.9% 7.6% 3.8% 3.8% 1.9% 1.9% 2.4% 0.8%

Infrastructure Costs	Annual Budget	WIOA Adult	WIOA Youth	WIOA DisMtr	WT TANF	SNAP ERS	WP	WP Inc	RA/JUC	Vets DVOP	Vets LVER	Military Spouse	RESEA 17	RESEA 18	RESEA	SCSEP NCBA	VR	Div Blind Svcs *	Adult Ed Bay Distr *	Career Tech BayDistr *	Career Tech GCSC *	CSBG Tri-County TAA	
Lease/Utilities	245,000	37,485	27,930	36,750	27,930	9,310	18,620	27,930	4,655	209	836	9,310	4,655	4,655	4,655	5,880	1,960	110	110	110	110	110	
Phones/Internet	11,000	1,683	1,254	1,100	1,254	418	836	1,254	209	19	76	38	38	19	19	24	8						
Repairs & Maint.	1,000	153	114	150	114	38	76	114	19	76	38	38	19	19	24	8							
Supplies	1,000	153	114	150	114	38	76	114	19	76	38	38	19	19	24	8							
Insurance Liab	1,500	230	171	225	171	57	114	171	29	114	57	57	29	29	36	12							
Insurance Prop	2,100	321	239	315	239	80	160	239	40	160	80	80	40	40	50	17							
Insurance Flood	2,500	383	285	375	285	95	190	285	48	190	95	95	48	48	60	20							
Technology:																							
Prof Svcs IT Contract	10,000	1,530	1,140	1,000	1,140	380	760	1,140	190	760	380	380	190	190	240	80							
Software	2,400	367	274	240	274	91	182	274	46	182	91	91	46	46	58	19							
subtotal	276,500	42,305	31,521	40,305	31,521	10,507	0	21,014	31,521	5,254	21,014	10,507	5,254	5,254	6,636	2,212	234	234	234	234	234	234	234

Additional Costs	Annual Budget	WIOA Adult	WIOA Youth	WIOA DisMtr	WT TANF	SNAP ERS	WP	WP Inc	RA/JUC	Vets DVOP	Vets LVER	Military Spouse	RESEA 17	RESEA 18	RESEA	SCSEP NCBA	VR	Div Blind Svcs	Adult Ed Bay Distr *	Career Tech BayDistr *	Career Tech GCSC *	CSBG Tri-County TAA	
Career Services	414,000	114,252	54,750	82,125	7,500	3,750	7,500	18,000	4,875	12,000	6,000	56,250	16,875	16,875	16,875	9,936	3,312						
Shared Services **	138,000	42,500	18,250	27,375	2,500	1,250	2,500	6,000	1,625	4,000	2,000	18,750	5,625	5,625	5,625								
Shared Operating Costs																							
Travel	9,000	1,350	990	1,440	1,080	360	720	1,080	180	720	360	360	180	180	180								
Meeting Expense	1,000	150	110	160	120	40	80	120	20	80	40	40	20	20	20								
Storage Lease	1,800	270	198	288	216	72	144	216	36	144	72	72	36	36	36								
Copier 1	2,580	387	284	413	310	103	206	310	52	206	103	103	52	52	52								
Copier 2	6,240	936	686	998	749	250	499	749	125	499	250	250	125	125	125								
Postage Meter Rent	350	53	39	56	42	14	28	42	7	28	14	14	7	7	7								
Advertising/Outreach	10,000	1,500	1,100	1,600	1,200	400	800	1,200	200	800	400	400	200	200	200								
Software/IT Fees	1,000	150	110	160	120	40	80	120	20	80	40	40	20	20	20								
Sonitrol Alarm Service	4,000	600	440	640	480	160	320	480	80	320	160	160	80	80	80								
Prof Svcs Website	3,000	450	330	480	360	120	240	360	60	240	120	120	60	60	60								
Allocated Supv Sal/Ben	84,000	12,600	9,240	13,440	10,080	3,360	6,720	10,080	1,680	6,720	3,360	3,360	1,680	1,680	1,680								
Allocated IT Sal/Ben	39,000	5,850	4,290	6,240	4,680	1,560	3,120	4,680	780	3,120	1,560	1,560	780	780	780								
TANF SNAP program	245,000				195,000	40,000																	
WIOA Youth program	172,500	16,200	152,500	3,800		10,000																	
subtotal	1,131,470	197,248	243,317	139,215	224,436	51,479	10,000	22,958	43,436	9,739	28,958	14,479	81,479	25,739	25,739	9,936	3,312	0	0	0	0	0	0

Grand Total	1,407,970	239,552	274,838	179,520	255,957	61,986	10,000	43,972	74,957	14,993	49,972	24,986	91,986	30,993	30,993	16,572	5,524	234	234	234	234	234	234
* Direct linkage partners not physically co-located in the One-Stop center.																							
** Shared Services include: Business services, front desk staffing, staff training/travel, referrals to other One-Stop partners.																							
CareerSource Gulf Coast will prepare an invoice for each partner's annual share on May 1 each year. Payment is due by June 1. Resource Sharers excluded.																							

MEMORANDUM OF UNDERSTANDING BETWEEN
CAREERSOURCE GULF COAST
AND
GULF COAST STATE COLLEGE

I. Parties

This Memorandum of Understanding (MOU) is entered into pursuant to 20 USC 2301 et seq. and PL 113-128 (the Workforce Innovation and Opportunity Act - WIOA) Section I between CareerSource Gulf Coast and Gulf Coast State College hereinafter referred to as "the College"

II. Background

Pursuant to the Carl D. Perkins Act of 2006 state colleges receive a portion of federal monies set aside to develop more fully the academic, career, and technical skills of postsecondary students who elect to enroll in Career-Technical Education. WIOA Sec.121 (b)(B)(vi), requires Career and Technical Education programs at the post-secondary level to be One Stop Partners.

The vision for the One-Stop Delivery System is to align a wide range of publicly and privately funded education, employment, and job training programs while also providing high-quality customer service to job seekers, workers, and businesses. One-stop centers (currently branded as American Job Centers) continue to be a valued community resource, known both locally and nationally as an important source of assistance for those looking for work or workers, and those looking for opportunities to grow their careers. College students and graduates could benefit greatly from the services offered through local job centers.

III. Purpose

The purpose of this MOU is to further codify the existing relationship for service provision and to implement an infrastructure funding agreement between CareerSource Gulf Coast and Gulf Coast State College.

IV. Responsibilities

A. CareerSource Gulf Coast will:

1. Maintain cooperative working relationships, to facilitate joint planning, staff development and training, evaluation of services, and more efficient management of limited financial and human resources.
2. Provide brochures, pamphlets, guides, and information regarding services to the College.
3. Provide a single Point of Contact (POC) to assist the College with questions and issues that arise in the day-to-day operations. Answers will be provided within 24 hours.
4. Provide space at the Job Center to the College on an as needed basis. Scheduling must be approved in advance with the Job Center Operator.
5. Provide referrals to the College and training support (funds permitting) for eligible students pursuing certifications in demand occupations.
6. Share information that will benefit the participants in finding a job, accessing training support if qualified, and gaining certifications or degrees to improve their employment opportunities.

7. As appropriate, provide access to staff-level permissions in the Employ Florida system in order to serve client job seekers. Upon request, the Board will provide a user id and training to allow college staff to provide services that require lesser security measures. GCSC staff who are granted access to Employ Florida must undergo a Level Two background check, complete the appropriate security forms and attend security training as required.

B. Gulf Coast State College will:

1. Provide information on class offerings and locations and update as needed.
2. Engage in board activities through representation on the CSGC Board of Directors.
3. Work with CSGC staff to develop and identify training related to demand occupations.
4. Provide space for training and events as appropriate.

V. Cost Sharing/Resource Sharing

Costs of the infrastructure of CareerSource Gulf Coast’s comprehensive Job 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. The resource sharing between CareerSource Gulf Coast and Gulf Coast State College consists of the provision of phone, internet and technology at the Job Center for the college while the college provides office space on campus for CSGC case managers to meet with participants.

VI. Infrastructure Funding Agreement (IFA)

In compliance with WIOA and its implementing regulations and consistent with the Uniform Guidance, funding provided by the one-stop partners to cover the operating costs, including infrastructure cost of the one-stop delivery system must be based on the partner program's proportionate use of the system and relative benefit received (WIOA sec. 121 (h)(1)(B)(i) and 121 (h)(2)(C)(i), 20 CFR 678.700 through 678.760, 34 CFR 361.700 through 361.760, and 34 CFR 463.700 through 463.760). Please see attached One Stop operating budget which details the infrastructure cost of the one stop delivery system and the assigned cost to the required partners based upon their proportionate use of the system and relative benefit received.

Payment Method: CareerSource Gulf Coast will prepare and send an invoice for each partner’s annual share on May 1 each year. Payment is due on June 1st and the program year begins on July 1st. For year one, the invoice will be pro-rated based upon the number of months left in the current program year. The One Stop operating budget is subject to change based upon increases or decreases in infrastructure cost contained within. The actual infrastructure costs will be reconciled with those projected annually within six months of the state fiscal year end. Increases and decreases will be calculated and included in a separate invoice including reconciliation documentation, once the difference is determined.

Required Partners in Local Workforce Development Area 4 (CareerSource Gulf Coast region) are:

SCSEP (Senior Comm. Svc. Emplmnt. Prgm.) - NCBA
VR (Vocational Rehabilitation)
Division of Blind Services
Adult Ed (Bay District Schools)
Career Tech (Bay District Schools)
Career Tech (Gulf Coast State College)
CSBG (Comm. Svc Block Grant) Tri-County Community Council, Inc.

The following programs are administered by CareerSource Gulf Coast:

WIOA Adult	RA/UC
WIOA Youth	Vets DVOP
WIOA Disl. Wkr.	Vets LVER
WT TANF	Military Spouse
SNAP	RESEA 17
SNAP ERS	RESEA 18
Wagner-Peyser	Wagner-Peyser Perf. Inc.

Chief Elected Officials: Bay County Board of Commissioners
Gulf County Board of Commissioners
Franklin County Board of Commissioners

VII. Modification

The Workforce Board or the College may propose to modify this MOU at any time. Any such modification will not be effective until a written amendment to this MOU is executed by both parties. Modifications made solely due to changes in infrastructure costs will not require approval of local elected officials.

VIII. Indemnity

CareerSource Gulf Coast shall hold the College and the Gulf Coast State College Board of Trustees and the College's officers, employees, agents and/or servants harmless and indemnify each of them against any and all claims, liabilities, actions, damages, suits, proceedings, and judgments from claims arising or resulting from the acts or omissions of CareerSource Gulf Coast, its employees, its agents or of others under CareerSource Gulf Coast's control and supervision.

Except for the College's employees acting within the course and scope of their employment, the College shall not indemnify any entity or person and, then, such indemnification is limited to the express terms of section 768.28, Florida Statutes. Further, the College's liability and indemnification obligations in this MOU shall be effective only to the extent expressly required by section 768.28, Florida Statutes. Nothing herein will be read or construed as a waiver of sovereign immunity beyond that provided in section 768.28, Florida Statutes.

IX. Dispute Resolution

Any breach of any term, provision, or obligation of this MOU by any party, shall entitle the other to seek enforcement of such term, provision or obligation in a court of law of competent jurisdiction, and shall entitle the prevailing party to an award of the reasonable attorney's fees and costs incurred in such proceeding. The proper and only venue for any action, based upon any alleged breach of any term, provision or obligation of this MOU, shall be in the Circuit Court in Bay County, Florida.

X. Severability

If any provision of this MOU shall be held void, voidable, invalid or inoperative, with the exception of the consideration set forth herein, no other provision of this MOU shall be affected as a result thereof, and accordingly, the remaining provisions of this MOU shall remain in full force and effect as though such void, voidable, invalid or inoperative provision had not been contained herein.

XI. MOU Management

Listed below are the individuals identified as the MOU Managers. These individuals are responsible for enforcing performance of the MOU terms and conditions and shall serve as liaison/contact regarding issues arising out of this MOU.

CAREERSOURCE GULF COAST

GULF COAST STATE COLLEGE

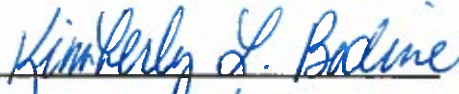
Name: Kimberly L. Bodine
Title: Executive Director
Address: 5230 W. US 98, Panama City, FL 32401
Phone: (850) 913-3285
Fax: (850) 913-3269
Email: kbodine@r4careersourcegfc.com


Name: Dr. John Holdnak
Title: President
Address: 5230 West US 98, Panama City, FL 32401
Phone: (850) 769-1151, ext. 3800
Fax: (850) 767-8001
Email: jholdnak@gulfcoast.edu

IN WITNESS WHEREOF, the parties hereto cause this MOU to be executed by their undersigned officials as duly authorized.

CAREERSOURCE GULF COAST

GULF COAST STATE COLLEGE





Date: 11/15/17

Date: 11/17/17

Authority and Signature
Local Elected Official

➤ One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I William Dozier, Chair of Bay BOCC
I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either in three years or upon amendment, modification or termination or on June 30, 2020, whichever occurs earlier. The effective period for this MOU is 3 annual periods: 7/1/17-6/30/18, 7/1/18-6/30/19, and 7/1/19-6/30/20.

William T. Dozier
Signature

December 5, 2017
Date

William Dozier, Chair
Printed Name and Title

Bay County Board of County Commissioners
Agency Name

Agency Contact Information

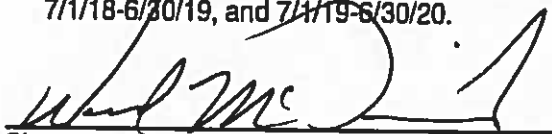
Authority and Signature
Local Elected Official

- One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Ward McDaniel, Chair of Gulf BOCC, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either in three years or upon amendment, modification or termination or on June 30, 2020, whichever occurs earlier. The effective period for this MOU is 3 annual periods: 7/1/17-6/30/18, 7/1/18-6/30/19, and 7/1/19-6/30/20.



Signature

12/12/17

Date

Ward McDaniel, Chair

Printed Name and Title

Gulf County Board of County Commissioners

Agency Name

Agency Contact Information

Authority and Signature
Local Elected Official

- One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I Joseph Parrish, Chair of Franklin BOCC, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either in three years or upon amendment, modification or termination or on June 30, 2020, whichever occurs earlier. The effective period for this MOU is 3 annual periods: 7/1/17-6/30/18, 7/1/18-6/30/19, and 7/1/19-6/30/20.



Signature

December 5, 2017

Date

Joseph Parrish, Chair

Printed Name and Title

Franklin County Board of County Commissioners

Agency Name

**Infrastructure Funding Agreement (IFA)
One-Stop Operating Budget**

Cost Allocation Methodology: Costs will be allocated by FTE for partners/programs that are physically located in the Job Center. Partners/Programs with only a virtual presence/"direct linkage" will only share in the phone, internet, and technology costs. Resource sharing with SCSEP. We provide space & technology and SCSEP provides part-time SCSEP workers to greet our customers and assist in the resource room. Resource sharing with Bay District Schools & GCSC. We provide phone, internet, & technology and Bay District & GCSC provide office space on campus for our case managers to meet with program participants.

FTE Estimate	25.825	5.1	3	5	3	1	0	2	3	.5	2	1	1	.5	1.9%	1.9%	.5	1.9%	1.9%	0.20	0.8%		
FTE Percentage	100.0%	15.3%	11.4%	15.0%	11.4%	3.8%	3.8%	7.6%	11.4%	1.9%	7.6%	3.8%	3.8%	1.9%	1.9%	1.9%	0.5	1.9%	1.9%	6.25	0.20		
Infrastructure Costs	Annual Budget	WIOA Adult	WIOA Youth	WIOA DisWtr	WT TANF	SNAP	SNAP ERS	WP Inc	RA/JUC	Vets DVOP	Vets LVER	Military Spouse	RESEA 17	RESEA 18	RESEA 18	SCSEP NCBA	VR	Div Blind Svcs *	Career Tech BayDist	Career Tech GCSC	CSBG Tri-County TAA		
Lease/Utilities	245,000	37,485	27,930	36,750	27,930	9,310	9,310	18,620	27,930	4,655	18,620	9,310	9,310	4,655	4,655	5,880	1,960						
Phones/Internet	11,000	1,683	1,254	1,100	1,254	418	418	836	1,254	209	836	418	418	209	209	264	88	110	110	110	110	110	
Repairs & Maint.	1,000	153	114	150	114	38	38	76	114	19	76	38	38	19	19	24	8						
Supplies	1,000	153	114	150	114	38	38	76	114	19	76	38	38	19	19	24	8						
Insurance Liab	1,500	230	171	225	171	57	57	114	171	29	114	57	57	29	29	36	12						
Insurance Prop	2,100	321	239	315	239	80	80	160	239	40	160	80	80	40	40	50	17						
Insurance Flood	2,500	383	285	375	285	95	95	190	285	48	190	95	95	48	48	60	20						
Technology:																							
Prof Svcs IT Contract	10,000	1,530	1,140	1,000	1,140	380	380	760	1,140	190	760	380	380	190	190	240	80	100	100	100	100	100	
Software	2,400	367	274	240	274	91	91	182	274	46	182	91	91	46	46	58	19	24	24	24	24	24	
subtotal	276,500	42,305	31,521	40,305	31,521	10,507	10,507	21,014	31,521	5,254	21,014	10,507	10,507	5,254	5,254	6,636	2,212	234	234	234	234	234	0

Additional Costs	Annual Budget	WIOA Adult	WIOA Youth	WIOA DisWtr	WT TANF	SNAP	SNAP ERS	WP Inc	RA/JUC	Vets DVOP	Vets LVER	Military Spouse	RESEA 17	RESEA 18	RESEA 18	SCSEP NCBA	VR	Div Blind Svcs	Career Tech BayDist	Career Tech GCSC	CSBG Tri-County TAA		
Career Services	414,000	114,252	54,750	82,125	7,500	3,750	3,750	7,500	18,000	4,875	12,000	6,000	56,250	16,875	16,875	9,936	3,312						
Shared Services **	138,000	42,500	18,250	27,375	2,500	1,250	1,250	2,500	6,000	1,625	4,000	2,000	18,750	5,625	5,625								
Shared Operating Costs																							
Travel	9,000	1,350	990	1,440	1,080	360	360	720	1,080	180	720	360	360	180	180								
Meeting Expense	1,000	150	110	160	120	40	40	80	120	20	80	40	40	20	20								
Storage Lease	1,800	270	198	288	216	72	72	144	216	36	144	72	72	36	36								
Copier 1	2,580	387	284	413	310	103	103	206	310	52	206	103	103	52	52								
Copier 2	6,240	936	686	998	749	250	250	499	749	125	499	250	250	125	125								
Postage Meter Rent	350	53	39	56	42	14	14	28	42	7	28	14	14	7	7								
Advertising/Outreach	10,000	1,500	1,100	1,600	1,200	400	400	800	1,200	200	800	400	400	200	200								
Software/IT Fees	1,000	150	110	160	120	40	40	80	120	20	80	40	40	20	20								
Sonitrol Alarm Service	4,000	600	440	640	480	160	160	320	480	80	320	160	160	80	80								
Prof Svcs Website	3,000	450	330	480	360	120	120	240	360	60	240	120	120	60	60								
Allocated Supv Sal/Ben	84,000	12,600	9,240	13,440	10,080	3,360	3,360	6,720	10,080	1,680	6,720	3,360	3,360	1,680	1,680								
Allocated IT Sal/Ben	39,000	5,850	4,290	6,240	4,680	1,560	1,560	3,120	4,680	780	3,120	1,560	1,560	780	780								
TANF SNAP program	245,000																						
WIOA Youth program	172,500	16,200	152,500	3,800																			
subtotal	1,131,470	197,248	243,317	139,215	224,436	51,479	10,000	22,958	43,436	9,739	28,958	14,479	81,479	25,739	25,739	9,936	3,312	0	0	0	0	0	0

Grand Total	1,407,970	239,552	274,838	179,520	255,957	61,986	10,000	43,972	74,957	14,993	49,972	24,986	91,986	30,993	30,993	16,572	5,524	234	234	234	234	234	0
* Direct linkage partners not physically co-located in the One-Stop center.																							
** Shared Services include: Business services, front desk staffing, staff training/travel, referrals to other One-Stop partners.																							
CareerSource Gulf Coast will prepare an invoice for each partner's annual share on May 1 each year. Payment is due by June 1. Resource Sharers excluded.																							

**MEMORANDUM OF UNDERSTANDING BETWEEN
CAREERSOURCE GULF COAST
AND
HANEY TECHNICAL CENTER**

I. Parties

This Memorandum of Understanding (MOU) is entered into pursuant to 20 USC 2301 et seq. and PL 113-128 (the Workforce Innovation and Opportunity Act - WIOA) Sections I and II, between CareerSource Gulf Coast (CSGC) and Haney Technical Center hereinafter referred to as "HTC."

II. Background

Pursuant to the Carl D. Perkins Act of 2006 secondary and post-secondary institutions receive a portion of federal monies set aside to develop more fully the academic, career, and technical skills of secondary and postsecondary students who elect to enroll in Career-Technical Education. WIOA Sec.121 (b) (B) (vi), requires Career and Technical Education programs at the secondary and post-secondary level to be Job Center Partners. The Workforce Investment Act also requires that Adult education and literacy services authorized under Title II of WIOA to be a Job Center Partner.

The vision for the One-Stop Delivery System is to align a wide range of publicly and privately funded education, employment, and job training programs while also providing high-quality customer service to job seekers, workers, and businesses. One-stop centers (currently branded as American Job Centers) continue to be a valued community resource, known both locally and nationally as an important source of assistance for those looking for work or workers, and those looking for opportunities to grow their careers.

III. Purpose

The purpose of this MOU is to further codify the existing relationship for service provision and the infrastructure funding agreement between CareerSource Gulf Coast (CSGC) and Haney Technical Center.

IV. Responsibilities

A. CareerSource Gulf Coast will:

1. Maintain cooperative working relationships, to facilitate joint planning, staff development and training, evaluation of services, and more efficient management of limited financial and human resources.
2. Provide brochures, pamphlets, guides, schedules of presentations, and information regarding services to HTC.
3. Provide a single Point of Contact (POC) to assist HTC with questions and issues that arise in the day-to-day operations. Answers will be provided within 24 hours.
4. Provide space at the Job Center to HTC on an as needed basis. Scheduling must be approved in advance with the One-Stop Operator.
5. Provide referrals to HTC and training support (funds permitting) for eligible students pursuing certifications in demand occupations.
6. Share information that will benefit the participants in finding a job, accessing training support if qualified, and gaining certifications or degrees to improve their employment opportunities.

MOU - CareerSource Gulf Coast and Haney Technical Center

7. Provide (if applicable) access to staff-level permissions in the Employ Florida system in order to serve client job seekers. Upon request, the Board will provide a user id and training to allow Haney staff to provide services that require lesser security measures. Haney staff who are granted access to Employ Florida must undergo a Level One background check, complete the appropriate security forms and attend security training as required.

B. Haney Technical Center will :

1. Provide information on class offerings and locations and update as needed.
2. Engage in board activities through representation on the CSGC Board of Directors.
3. Work with CSGC staff to develop and identify training related to demand occupations.
4. Coordinate services for clients in need of Adult education and literacy services with Job Center staff
5. Provide space to workforce staff who are serving HTC staff and notify the Board in advance of any plans to change that space
6. Provide space for training and events as appropriate.
7. Allow HTC staff engaged in the GED program to work with the CSGC-funded out of school youth program to provide information on student progress. This staff will also refer youth as requested.

V. Cost Sharing/Resource Sharing

Costs of the infrastructure of CareerSource Gulf Coast's comprehensive Job 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. In place of cost-sharing at the Job Center, CareerSource Gulf Coast will provide phone, internet and technology and HTC will provide space on its campus to Job Center staff providing on-site services.

VI. Infrastructure Funding Agreement (IFA)

In compliance with WIOA and its implementing regulations and consistent with the Uniform Guidance, funding provided by the one-stop partners to cover the operating costs, including infrastructure cost of the one-stop delivery system must be based on the partner program's proportionate use of the system and relative benefit received (WIOA sec. 121 (h)(1)(B)(i) and 121 (h)(2)(C)(i), 20 CFR 678.700 through 678.760, 34 CFR 361.700 through 361.760, and 34 CFR 463.700 through 463.760). Please see attached One Stop operating budget which details the infrastructure cost of the one stop delivery system and the assigned cost to the required partners based upon their proportionate use of the system and relative benefit received.

Payment Method: CareerSource Gulf Coast will prepare and send an invoice for each partner's annual share on May 1 each year. Payment is due on June 1st and the program year begins on July 1st. For year one, the invoice will be pro-rated based upon the number of months left in the current program year. The One Stop operating budget is subject to change based upon increases or decreases in infrastructure cost contained within. The actual infrastructure costs will be reconciled with those projected annually, within six months of the state fiscal year end (June 30). Increases and decreases will be calculated and included in a separate invoice including reconciliation documentation, once the difference is determined.

Required Partners in Local Workforce Development Area 4 (CareerSource Gulf Coast region) are:

SCSEP (Senior Comm. Svc. Emplmnt. Prgm.) - NCBA

MOU - CareerSource Gulf Coast and Haney Technical Center

**VR (Vocational Rehabilitation)
Division of Blind Services
Adult Ed (Bay District Schools)
Career Tech (Bay District Schools)
Career Tech (Gulf Coast State College)
CSBG (Comm. Svc Block Grant) Tri-County Community Council, Inc.**

The following programs are administered by CareerSource Gulf Coast:

WIOA Adult	RA/UC
WIOA Youth	Vets DVOP
WIOA Disl. Wkr.	Vets LVER
WT TANF	Military Spouse
SNAP	RESEA 17
SNAP ERS	RESEA 18
Wagner-Peyser	Wagner-Peyser Perf. Inc.

Chief Elected Officials: Bay County Board of Commissioners
Gulf County Board of Commissioners
Franklin County Board of Commissioners

VII. Modification

CareerSource Gulf Coast or Haney Technical Center may propose to modify this MOU at any time. Any such modification will not be effective until a written amendment to this MOU is executed by both parties. Modifications made solely due to changes in infrastructure costs will not require approval of local elected officials.

VIII. Dispute Resolution

Attempts to resolve issues regarding this MOU (including IFA) will be resolved starting at the local level, and will progress to a regional, then state level if resolution is not resolved. The Governor of the state of Florida has final resolution authority.

IX. MOU Management

Listed below are the individuals identified as the MOU Managers. These individuals are responsible for enforcing performance of the MOU terms and conditions and shall serve as liaison/contact regarding issues arising out of this MOU.

CAREERSOURCE GULF COAST

Name: Kimberly L. Bodine
Title: Executive Director
Address: 5230 W. US 98, Panama City, FL 32401
Phone: (850) 913-3285
Fax: (850) 913-3269
Email: kbodine@r4careersourcegc.com

HANEY TECHNICAL CENTER

Name: Ann Leonard
Title: Director
Address: 3016 Highway 77, Panama City, FL 32405
Phone: (850) 481-1297
Fax: (850) 481-1678
Email: leonaaa1@bay.k12.fl.us

MOU - CareerSource Gulf Coast and Haney Technical Center

IN WITNESS WHEREOF, the parties hereto cause this MOU to be executed by their undersigned officials as duly authorized. The duly authorized agent of the recipient agrees to satisfy the requirements of 34 CFR 361.505 and 34 CFR 361.720.

CAREERSOURCE GULF COAST

HANEY TECHNICAL CENTER

Kimberly L. Badine

Date: 11/15/17

Paul A. Leonard

Date: 10/31/17

Authority and Signature
Local Elected Official

➤ One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I William Dozier, Chair of Bay BOCC
I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either in three years or upon amendment, modification or termination or on June 30, 2020, whichever occurs earlier. The effective period for this MOU is 3 annual periods: 7/1/17-6/30/18, 7/1/18-6/30/19, and 7/1/19-6/30/20.

William T. Dozier
Signature

December 5, 2017
Date

William Dozier, Chair
Printed Name and Title

Bay County Board of County Commissioners
Agency Name

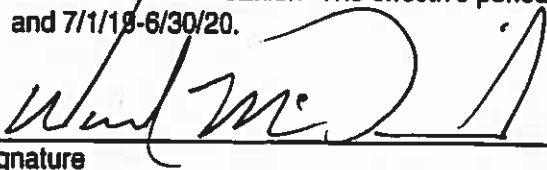
Agency Contact Information

Authority and Signature
Local Elected Official

- One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I Ward McDaniel, Chair of Gulf BOCC, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily. My signature certifies my understanding of the terms outlined herein and agreement with:

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either in three years or upon amendment, modification or termination or on June 30, 2020, whichever occurs earlier. The effective period for this MOU is 3 annual periods: 7/1/17-6/30/18, 7/1/18-6/30/19, and 7/1/19-6/30/20.



Signature

12/12/17

Date

Ward McDaniel, Chair
Printed Name and Title

Gulf County Board of County Commissioners
Agency Name

Agency Contact Information

Authority and Signature
Local Elected Official

- One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I Joseph Parrish, Chair of Franklin BOCC, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily. My signature certifies my understanding of the terms outlined herein and agreement with:

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either in three years or upon amendment, modification or termination or on June 30, 2020, whichever occurs earlier. The effective period for this MOU is 3 annual periods: 7/1/17-6/30/18, 7/1/18-6/30/19, and 7/1/19-6/30/20.



Signature

December 5, 2017

Date

Joseph Parrish, Chair

Printed Name and Title

Franklin County Board of County Commissioners

Agency Name

**Infrastructure Funding Agreement (IFA)
One-Stop Operating Budget**

Cost Allocation Methodology: Costs will be allocated by FTE for partners/programs that are physically located in the Job Center. Partners/Programs with only a virtual presence/direct linkage* will only share in the phone, internet, and technology costs. Resource sharing with SCSEP. We provide space & technology and SCSEP provides part-time SCSEP workers to greet our customers and assist in the resource room. Resource sharing with Bay District Schools & GCSC. We provide phone, internet, & technology and Bay District & GCSC provide office space on campus for our case managers to meet with program participants.

FTE Estimate	25.825	5.1	3	3	5	3	3	1	0	2	3	3	.5	2	1	1	.5	.5	.625	0.20
FTE Percentage	100.0%	15.3%	11.4%	11.4%	15.0%	11.4%	11.4%	3.8%	3.8%	7.6%	11.4%	11.4%	1.9%	7.6%	3.8%	3.8%	1.9%	1.9%	2.4%	0.8%
Infrastructure Costs																				
Lease/Utilities	245,000	37,485	27,930	36,750	27,930	27,930	9,310	9,310	18,620	27,930	27,930	4,655	4,655	209	836	418	4,655	5,880	1,960	
Phones/Internet	11,000	1,683	1,254	1,100	1,254	1,254	418	418	836	1,254	1,254	209	209	76	38	38	209	264	88	
Repairs & Maint.	3,000	153	114	150	114	114	38	38	76	114	114	19	19	76	38	38	19	24	8	
Supplies	1,000	153	114	150	114	114	38	38	76	114	114	19	19	76	38	38	19	24	8	
Insurance Lab	1,500	230	171	225	171	171	57	57	114	171	171	29	29	57	29	29	29	36	12	
Insurance Prop	2,100	321	239	315	239	239	80	80	160	239	239	40	40	80	40	40	40	50	17	
Insurance Flood	2,500	383	285	375	285	285	95	95	190	285	285	48	48	95	48	48	48	60	20	
Technology																				
Prof Svcs IT Contract	10,000	1,530	1,140	1,000	1,140	1,140	380	380	760	1,140	1,140	190	190	380	380	380	190	240	80	
Software	2,400	367	274	240	274	274	91	91	182	274	274	46	46	91	91	91	46	58	19	
subtotal	276,500	42,305	31,521	40,305	31,521	31,521	10,507	10,507	21,014	31,521	31,521	5,254	5,254	21,014	10,507	10,507	5,254	6,636	2,212	

Additional Costs	Annual Budget	WIOA Adult	WIOA Youth	WIOA DisWkr	WT TANF	SNAP	SNAP ERS	SNAP ERS	WP	WP Inc	RA/UC	Vets DVOP	Vets LVER	Military Spouse	RESEA 17	RESEA 18	SCSEP NCBA	VR	Div Blind Svcs	Adult Ed Bay Distr	Career Tech Bay Distr	Career Tech GCSC	CSBG Tri-County TAA	
Career Services	414,000	114,252	54,750	82,125	7,500	3,750	3,750	3,750	7,500	18,000	4,875	17,000	6,000	56,250	16,875	16,875	9,936	3,312						
Shared Services **	138,000	42,500	18,250	27,375	2,500	1,250	1,250	1,250	2,500	6,000	1,625	4,000	2,000	18,750	5,625	5,625								
Shared Operating Costs																								
Travel	9,000	1,350	990	1,440	1,080	360	360	360	720	1,080	180	720	360	360	180	180								
Meeting Expense	1,000	150	110	160	120	40	40	40	80	120	20	80	40	40	20	20								
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Copier 2	6,240	936	686	998	749	250	250	250	499	749	125	499	250	250	125	125								
Postage Meter Rent	350	53	39	56	42	14	14	14	28	42	7	28	14	14	7	7								
Advertising/Outreach	10,000	1,500	1,100	1,600	1,200	400	400	400	800	1,200	200	800	400	400	200	200								
Software/IT Fees	1,000	150	110	160	120	40	40	40	80	120	20	80	40	40	20	20								
Sonitrol Alarm Service	4,000	600	440	640	480	160	160	160	320	480	80	320	160	160	80	80								
Prof Svcs Website	3,000	450	330	480	360	120	120	120	240	360	60	240	120	120	60	60								
Allocated Supv Sal/Ben	84,000	12,600	9,240	13,440	10,080	3,360	3,360	3,360	6,720	10,080	1,680	6,720	3,360	3,360	1,680	1,680								
Allocated IT Sal/Ben	39,000	5,850	4,290	6,240	4,680	1,560	1,560	1,560	3,120	4,680	780	3,120	1,560	1,560	780	780								
TANF SNAP program	245,000																							
WIOA Youth program	172,500	16,200	152,500	3,800																				
subtotal	1,131,470	197,248	243,317	139,215	224,436	51,479	10,000	10,000	22,958	43,436	9,739	28,958	14,479	81,479	25,739	25,739	9,936	3,312	0	0	0	0	0	0

Grand Total	1,407,970	239,552	274,838	179,570	255,957	61,986	10,000	10,000	43,972	74,957	14,993	49,972	24,986	91,986	30,993	30,993	16,572	5,524	234	234	234	234	234	234	0
* Direct linkage partners not physically co-located in the One-Stop center.																									
** Shared Services include: Business services, front desk staffing, staff training/travel, referrals to other One-Stop partners.																									
CareerSource Gulf Coast will prepare an invoice for each partner's annual share on May 1 each year. Payment is due by June 1. Resource Sharers excluded.																									

MEMORANDUM OF UNDERSTANDING BETWEEN
CAREERSOURCE GULF COAST
AND
THE NATIONAL CAUCUS ON BLACK AGED, SENIOR COMMUNITY SERVICE
EMPLOYMENT PROGRAM

I. Parties

This Memorandum of Understanding (MOU) is entered into pursuant to 20 USC 2301 et seq. and PL 113-128 (the Workforce Innovation and Opportunity Act - WIOA) Section I between CareerSource Gulf Coast and The National Caucus on Black Aged, operator of the Senior Community Service Employment Program as authorized under Title V of the Older Americans Act of 1965, hereinafter referred to as "NCBA".

II. Background

Pursuant to the above-referenced cites, the NCBA is a required partner of the One Stop system. The vision for the One-Stop Delivery System is to align a wide range of publicly and privately funded education, employment, and job training programs while also providing high-quality customer service to job seekers, workers, and businesses. One-stop centers (currently branded as American Job Centers) continue to be a valued community resource, known both locally and nationally as an important source of assistance for those looking for work or workers, and those looking for opportunities to grow their careers. Individuals who can benefit from NCBA services can be expeditiously identified and served using a shared placement concept through the One-Stop Delivery System.

III. Purpose

The purpose of this MOU is to further codify the existing relationship for service provision and the infrastructure funding agreement between CareerSource Gulf Coast and NCBA, provider of SCSEP services in LWDA 04.

IV. Responsibilities

A. CareerSource Gulf Coast:

1. Will maintain cooperative working relationships, to facilitate joint planning, staff development and training, evaluation of services, and more efficient management of limited financial and human resources.
2. Will provide access to brochures, pamphlets, guides and information regarding services to NCBA.
3. Will provide a single Point of Contact (POC) to assist NCBA with questions and issues that arise in the day-to-day operations. Answers will be provided within 24 hours.
4. Will provide space at the Job Center to NCBA on an as needed basis. Scheduling must be approved in advance with the One-Stop Operator.
5. Will share information that will benefit the participants in finding a job, accessing training support if qualified, and gaining certifications or degrees to improve their employment opportunities.
6. May provide access to staff-level permissions in Employ Florida system in order to serve client job seekers. Upon request, the Board will provide a user id and training for NCBA staff to provide services that require lesser security measures. NCBA staff who are granted access to Employ Florida must undergo a Level Two background check, complete the appropriate security forms and attend security training as required.

B. The NCBA :

1. Will use Job Center Services to place SCSEP clients.
2. Will provide office support via Senior Workers assigned to the CSGC Training Center in Panama City.
3. Will accept referrals from system partners of eligible clients.
4. Will participate in center-wide activities as needed.

V. Cost Sharing/Resource Sharing

Costs of the infrastructure of the CareerSource Gulf Coast’s Comprehensive Job 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. In place of paying a portion of infrastructure costs at the Job Center, NCBA will provide 2 part-time SCSEP workers to greet customers and assist in the Resource Room, totaling a minimum of \$17,263.00 for each program year (July 1 – June 30). Documentation of hours worked will be kept and available for audit for five years. NCBA must provide CSGC an annual attestation of hours worked.

VI. Infrastructure Funding Agreement (IFA)

In compliance with WIOA and its implementing regulations and consistent with the Uniform Guidance, funding provided by the one-stop partners to cover the operating costs, including infrastructure cost of the one-stop delivery system must be based on the partner program’s proportionate use of the system and relative benefit received (WIOA sec. 121 (h)(1)(B)(i) and 121 (h)(2)(C)(i), 20 CFR 678.700 through 678.760, 34 CFR 361.700 through 361.760, and 34 CFR 463.700 through 463.760). Please see attached One Stop operating budget which details the infrastructure cost of the one stop delivery system and the assigned cost to the required partners based upon their proportionate use of the system and relative benefit received.

Payment Method: CareerSource Gulf Coast will prepare and send an invoice for each partner’s annual share on May 1 each year. The One Stop operating budget is subject to change based upon increases or decreases in the infrastructure costs contained within. The actual infrastructure costs will be reconciled with those projected annually, within six months of the state fiscal year end (June 30). Increases and decreases will be calculated and included in a separate invoice including reconciliation documentation, once the difference is determined.

Required Partners in Local Workforce Development Area 4 (CareerSource Gulf Coast region) are:

- SCSEP (Senior Comm. Svc. Employment Program.) - NCBA
- VR (Vocational Rehabilitation)
- Division of Blind Services
- Adult Ed (Bay District Schools)
- Career Tech (Bay District Schools)
- Career Tech (Gulf Coast State College)
- CSBG (Comm. Svc Block Grant) Tri-County Community Council, Inc.

The following programs are administered by CareerSource Gulf Coast:

- | | |
|-----------------|--------------------------|
| WIOA Adult | RA/UC |
| WIOA Youth | Vets DVOP |
| WIOA Disl. Wkr. | Vets LVER |
| WT TANF | Military Spouse |
| SNAP | RESEA 17 |
| SNAP ERS | RESEA 18 |
| Wagner-Peyser | Wagner-Peyser Perf. Inc. |

Chief Elected Officials: Bay County Board of Commissioners
Gulf County Board of Commissioners
Franklin County Board of Commissioners

VII. Modification

The Workforce Board or NCBA may propose to modify this MOU at any time. Any such modification will not be effective until a written amendment to this MOU is executed by both parties. Modifications made solely due to changes in infrastructure costs will not require approval of local elected officials.

VIII. Dispute Resolution

Attempts to resolve issues regarding this MOU (including IFA) will be resolved starting at the local level, and will progress to a regional, then state level if resolution is not resolved. The Governor of the state of Florida has final resolution authority.

IX. MOU Management

Listed below are the individuals identified as the MOU Managers. These individuals are responsible for enforcing performance of the MOU terms and conditions and shall serve as liaison/contact regarding issues arising out of this MOU.

CAREERSOURCE GULF COAST

Name: Kimberly L. Bodine
Title: Executive Director
Address: 5230 W. US 98, Panama City, FL 32401
Phone: (850) 913-3285
Fax: (850) 913-3269
Email: kbodine@r4careersourcegc.com

NATIONAL CAUCUS ON BLACK AGED (NCBA)

Name: Pauline Mills
Title: State Program Coordinator
Address: 6055 Doctor's Park Road, Milton, FL 32570
Phone: (850) 623-3046
Email: pmills@myncba.com

IN WITNESS WHEREOF, the parties hereto cause this MOU to be executed by their undersigned officials as duly authorized.

CAREERSOURCE GULF COAST

NCBA

Kimberly L. Bodine

Pauline Mills

Date: 11/15/17

Date: 10/23/17

Authority and Signature
Local Elected Official

➤ One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I William Dozier, Chair of Bay BOCC
I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either in three years or upon amendment, modification or termination or on June 30, 2020, whichever occurs earlier. The effective period for this MOU is 3 annual periods: 7/1/17-6/30/18, 7/1/18-6/30/19, and 7/1/19-6/30/20.

William T. Dozier
Signature

December 5, 2017
Date

William Dozier, Chair
Printed Name and Title

Bay County Board of County Commissioners
Agency Name

Agency Contact Information

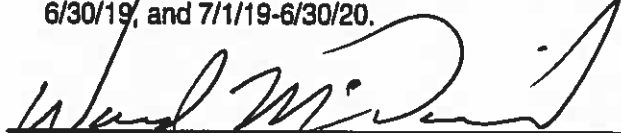
Authority and Signature
Local Elected Official

- One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I Ward McDaniel, Chair of Gulf BOCC , certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either in three years or upon amendment, modification or termination or on June 30, 2020, whichever occurs earlier. The effective period for this MOU is 3 annual periods: 7/1/17-6/30/18, 7/1/18-6/30/19, and 7/1/19-6/30/20.



Signature

12/12/17

Date

Ward McDaniel, Chair

Printed Name and Title

Gulf County Board of County Commissioners

Agency Name

Agency Contact Information

Authority and Signature
Local Elected Official

- One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I Joseph Parrish, Chair of Franklin BOCC , certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either in three years or upon amendment, modification or termination or on June 30, 2020, whichever occurs earlier. The effective period for this MOU is 3 annual periods: 7/1/17-6/30/18, 7/1/18-6/30/19, and 7/1/19-6/30/20.



Signature

December 5, 2017

Date

Joseph Parrish, Chair

Printed Name and Title

Franklin County Board of County Commissioners

Agency Name

**Infrastructure Funding Agreement (IFA)
One-Stop Operating Budget**

Cost Allocation Methodology: Costs will be allocated by FTE for partners/programs that are physically located in the Job Center. Partners/Programs with only a virtual presence/"direct linkage" will only share in the phone, internet, and technology costs. Resource sharing with SCSEP. We provide space & technology and SCSEP provides part-time SCSEP workers to greet our customers and assist in the resource room. Resource sharing with Bay District Schools & GCSC. We provide phone, internet, & technology and Bay District & GCSC provide office space on campus for our case managers to meet with program participants.

FTE Estimate	25.825	5.1	3	5	3	1	0	2	3	5	2	1	1	5	1.9%	1.9%	1.9%	1.9%	1.9%	1.9%	1.9%	1.9%	1.9%	0.20	0.8%
FTE Percentage	100.0%	15.3%	11.4%	15.0%	11.4%	3.8%	3.8%	7.6%	11.4%	1.9%	7.6%	3.8%	3.8%	1.9%	1.9%	1.9%	1.9%	1.9%	1.9%	1.9%	1.9%	1.9%	0.20	0.8%	
Infrastructure Costs																									
Lease/Utilities	245,000	37,485	27,930	36,750	27,930	9,310	18,620	27,930	4,655	18,620	9,310	4,655	9,310	4,655	4,655	5,880	1,960								
Phones/Internet	11,000	1,683	1,254	1,400	1,254	418	836	1,254	209	836	418	209	418	209	209	264	88								
Repairs & Maint.	1,000	153	114	150	114	38	76	114	19	76	38	19	38	19	19	24	8								
Supplies	1,000	153	114	150	114	38	76	114	19	76	38	19	38	19	19	24	8								
Insurance Lab	1,500	230	171	225	171	57	114	171	29	114	57	29	57	29	29	36	12								
Insurance Prop	2,100	321	239	315	239	80	160	239	40	160	80	40	80	40	40	50	17								
Insurance Flood Technology	2,500	383	285	375	285	95	190	285	48	190	95	48	95	48	48	60	20								
Prof Svcs IT Contract	10,000	1,530	1,140	1,000	1,140	380	760	1,140	190	760	380	190	380	190	190	240	80								
Software	2,400	367	274	240	274	91	182	274	46	182	91	46	91	46	46	58	19								
subtotal	276,500	42,305	31,521	40,305	31,521	10,507	21,014	31,521	5,254	21,014	10,507	5,254	10,507	5,254	5,254	6,636	2,212								

Annual Budget	WIOA Adult	WIOA Youth	WIOA DirWkr	WT TANF	SNAP	SNAP ERS	WP Inc	WP	WP Inc	RA/UC	Vets DVOP	Vets LVER	Military Spouse	RESEA 17	RESEA 18	SCSEP NCBA	VR	Div Blind Svcs	Adult Ed Bay Distr *	Career Tech BayDistr	Career Tech GCSC	Career Tech County	CSBG Trl-*	
9,000	1,350	990	1,440	1,080	360		720	1,080	180	180	720	360	360	180	180									
1,000	150	110	160	120	40		80	120	20	20	80	40	40	20	20									
1,800	270	198	288	216	72		144	216	36	36	144	72	72	36	36									
2,580	387	284	413	310	103		206	310	52	52	206	103	103	52	52									
6,240	936	686	998	749	250		499	749	125	125	499	250	250	125	125									
350	53	39	56	42	14		28	42	7	7	28	14	14	7	7									
10,000	1,500	1,100	1,600	1,200	400		800	1,200	200	200	800	400	400	200	200									
1,000	150	110	160	120	40		80	120	20	20	80	40	40	20	20									
4,000	600	440	640	480	160		320	480	80	80	320	160	160	80	80									
3,000	450	330	480	360	120		240	360	60	60	240	120	120	60	60									
84,000	12,600	9,240	13,440	10,080	3,360		6,720	10,080	1,680	1,680	6,720	3,360	3,360	1,680	1,680									
39,000	5,850	4,290	6,240	4,680	1,560		3,120	4,680	780	780	3,120	1,560	1,560	780	780									
245,000	36,750	27,930	36,750	27,930	9,310		18,620	27,930	4,655	4,655	18,620	9,310	9,310	4,655	4,655									
172,500	16,200	15,200	3,800	195,000	40,000																			
subtotal	1,131,470	197,248	243,317	139,215	224,436	51,479	10,000	22,958	43,436	9,739	28,958	14,479	81,479	25,739	25,739	9,936	3,312							

Annual Budget	WIOA Adult	WIOA Youth	WIOA DirWkr	WT TANF	SNAP	SNAP ERS	WP Inc	WP	WP Inc	RA/UC	Vets DVOP	Vets LVER	Military Spouse	RESEA 17	RESEA 18	SCSEP NCBA	VR	Div Blind Svcs	Adult Ed Bay Distr *	Career Tech BayDistr	Career Tech GCSC	Career Tech County	CSBG Trl-*	
1,407,970	239,552	274,838	179,520	255,957	61,986	10,000	43,972	74,957	14,993	14,993	49,972	24,986	91,986	30,993	30,993	16,572	5,524							
Grand Total	1,407,970	239,552	274,838	179,520	255,957	61,986	10,000	43,972	14,993	14,993	49,972	24,986	91,986	30,993	30,993	16,572	5,524							

* Direct linkage partners not physically co-located in the One-Stop center.
 ** Shared Services include: Business services, front desk staffing, staff training/travel, referrals to other One-Stop partners.
 CareerSource Gulf Coast will prepare an invoice for each partner's annual share on May 1 each year. Payment is due by June 1. Resource Sharers excluded.

MEMORANDUM OF UNDERSTANDING
NO.: IA-776
BETWEEN
CAREERSOURCE GULF COAST
AND
FLORIDA DEPARTMENT OF EDUCATION
DIVISION OF VOCATIONAL REHABILITATION
AMENDMENT NO. 1

Memorandum of Understanding (MOU) number IA-776, entered into by and between Gulf Coast Workforce Development Board, Inc. d/b/a CareerSource Gulf Coast ("the WorkforceBoard") and the Florida Department of Education, Division of Vocational Rehabilitation ("DOE/DVR") on March 28, 2017, is hereby amended as follows:

1. The original MOU is hereby deleted in its entirety and replaced with the attached combined Memorandum of Understanding, Attachment A, One-Stop Operating Budget, and Attachment B, Infrastructure Funding Agreement.

This Amendment and all its attachments are hereby made a part of the MOU.

This Amendment shall become effective as of the date of signing by the final signatory, and must terminate on June 30, 2020.

IN WITNESS WHEREOF, the Parties hereto have caused this Amendment to be executed by their proper and duly authorized representatives.

CAREERSOURCE GULF COAST

DEPARTMENT OF EDUCATION
DIVISION OF VOCATIONAL REHABILITATION

BY:

Kimberly L. Bodine
Kimberly L. Bodine, Executive Director

BY:

Allison Flanagan
Allison Flanagan, Director, Division of
Vocational Rehabilitation

DATE:

9/14/18

DATE:

10/29/18

MEMORANDUM OF UNDERSTANDING BETWEEN
CAREERSOURCE GULF COAST
AND
FLORIDA DEPARTMENT OF EDUCATION DIVISION OF VOCATIONAL REHABILITATION

I. Parties

This Memorandum of Understanding (MOU) is entered into pursuant to 29 United States Code ("USC") §721(a) (11) (A) (the Rehabilitation Act of 1973), and PL 113-128, (the Workforce Innovation and Opportunity Act - WIOA) Section I between CareerSource Gulf Coast (CSGC) and the Florida Department of Education, Division of Vocational Rehabilitation, hereinafter referred to as "DOE/DVR."

II. Background

Pursuant to §413.201 and §413.202, Florida Statutes, and 29 USC §721(a)(2), DOE/DVR is the designated State unit which is required by WIOA Sec.121 (a)(1)(B) (iv) to enter into cooperative agreements with other entities that are components of the statewide workforce innovation and opportunity system; and is required by WIOA Sec.107(b)(2)(D)(iii) to provide representation on the Workforce Board.

The vision for the One-Stop Delivery System is to align a wide range of publicly and privately funded education, employment, and job training programs while also providing high-quality customer service to job seekers, workers, and businesses. One-stop centers (currently branded as American Job Centers) continue to be a valued community resource, known both locally and nationally as an important source of assistance for those looking for work or workers, and those looking for opportunities to grow their careers. Individuals who can benefit from vocational rehabilitation services can be expeditiously identified and served using a shared placement concept through the One-Stop Delivery System.

III. Purpose

The purpose of this MOU is to further codify the existing relationship for service provision and the infrastructure funding agreement between CareerSource Gulf Coast and DOE/DVR, provider of vocational rehabilitation services in LWDA 04.

IV. Responsibilities

A. CareerSource Gulf Coast will:

1. Provide brochures, pamphlets, guides, schedules of presentations, information, signage of affiliate status and training for DOE/DVR staff.
2. Provide a single Point of Contact (POC) to assist DOE/DVR with questions and issues that arise in the day-to-day operations. Answers will be provided within 24 hours.
3. Provide space (when applicable) at the One-Stops to DOE/DVR on an as needed basis. Scheduling must be approved in advance with the One-Stop Operator.
4. Provide and receive referrals to and from DOE/DVR in a timely manner.
5. Share information that will benefit participants in finding a job, accessing training support if qualified, and gaining certifications or degrees to improve their employment opportunities.

6. Provide access (if applicable) to staff-level permissions in the Employ Florida (EF) system in order to serve client job seekers. Upon request, the Board will provide a user id and training to allow DOE/DVR staff to provide services that require lesser security measures. DOE/DVR staff who are granted access to EF must undergo a Level One background check, complete the appropriate security forms and attend security training as required

B. DOE/DVR will:

1. Participate in activities associated with assessing organizational performance and developing and carrying out improvement plans. It is expected that these activities will include full integration of workforce development services by and between DOE/DVR and the CareerSource Gulf Coast so that services will be delivered in a seamless manner.
2. Be familiar with the array of services provided in the One-Stop service delivery system.
3. Provide vocational rehabilitation services to eligible customers. Examples of DOE/DVR services include:
 - a. Medical and Psychological Assessment;
 - b. Vocational Evaluation and Planning;
 - c. Career Counseling and Guidance;
 - d. Training and Education After High School;
 - e. Job-Site Assessment and Accommodations;
 - f. Job Placement;
 - g. Job Coaching;
 - h. On-the-Job Training;
 - i. Supported Employment;
 - j. Assistive Technology and Devices; and
 - k. Time-Limited Medical and/or Psychological Treatment

C. The CareerSource Gulf Coast and DOE/DVR will:

Perform all such responsibilities as are required by the Workforce Innovation and Opportunity Act (29 USC Chapter 32) and subsequent federal regulations such as:

1. Provide job seekers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages.
2. Provide access and opportunities to all job seekers, including individuals with barriers to employment, such as individuals with disabilities, to prepare for, obtain, retain, and advance in high-quality jobs and high-demand careers.
3. Enable businesses and employers to easily identify and hire skilled workers and access other supports, including education and training for their current workforce;
4. Participate in rigorous evaluations that support continuous improvement of one-stop centers by identifying which strategies work better for different populations.
5. Ensure that high-quality integrated data inform decisions made by policymakers, employers, and job seekers.

V. Cost Sharing/Resource Sharing:

Costs of the infrastructure of CareerSource Gulf Coast's comprehensive Job 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. Please see the attached One Stop operating budget (Attachment A – One Stop Budget) which details the infrastructure cost of the one stop delivery system and the assigned cost to the required partners based upon their proportionate use of the system and relative benefit received. VR has agreed to share office space at the Job Center, located in Mariner Plaza, 625 Highway 231 for 4 hours per week for an estimated cost of \$111.00 per month.

VI. Infrastructure Funding Agreement (IFA): - Attachment B

In compliance with WIOA and its implementing regulations and consistent with the Uniform Guidance, funding provided by the one-stop partners to cover the operating costs, including infrastructure cost of the one-stop delivery system must be based on the partner program's proportionate use of the system and relative benefit received (WIOA sec. 121 (h)(1)(B)(i) and 121 (h)(2)(C)(i), 20 CFR 678.700 through 678.760, 34 CFR 361.700 through 361.760, and 34 CFR 463.700 through 463.760).

Payment Method: DOE/VR will remit its share quarterly, pro-rated for the first quarter. The One Stop operating budget is subject to change based upon increases or decreases in infrastructure cost contained within. The actual infrastructure costs will be reconciled with those projected quarterly.

Required Partners in Local Workforce Development Area 4 (CareerSource Gulf Coast region) are:

- SCSEP (Senior Comm. Svc. Emplmt. Prgm.) - NCBA
- VR (Vocational Rehabilitation)
- Division of Blind Services
- Adult Ed (Bay District Schools)
- Career Tech (Bay District Schools)
- Career Tech (Gulf Coast State College)
- CSBG (Comm. Svc Block Grant) Tri-County Community Council, Inc.

The following programs are administered by CareerSource Gulf Coast:

- | | |
|-----------------|--------------------------|
| WIOA Adult | RA/UC |
| WIOA Youth | Vets DVOP |
| WIOA Disl. Wkr. | Vets LVER |
| WT TANF | Military Spouse |
| SNAP | RESEA 17 |
| SNAP ERS | RESEA 18 |
| Wagner-Peyser | Wagner-Peyser Perf. Inc. |

Chief Elected Officials: Bay County Board of Commissioners
Gulf County Board of Commissioners
Franklin County Board of Commissioners

VII. Modification

CareerSource Gulf Coast or DOE/DVR may propose to modify this MOU at any time. Any such modification will not be effective until a written amendment to this MOU is executed by both parties. Modifications made solely due to changes in infrastructure costs will not require approval of local elected officials.

VIII. Dispute and Impasse Resolution

All Parties will actively participate in local IFA negotiations in a good faith effort to reach agreement. Any disputes shall first be attempted to be resolved informally. Should informal resolution efforts fail, then the following Dispute Resolution process must be followed.

1. If an issue arises involving this MOU, 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.
2. If not resolved, the issue and the efforts to resolve will be documented and forwarded to the President/CEO of CareerSource and the Director of Vocational Rehabilitation, Partner. A joint decision shall be issued within 60 calendar days of receipt.
3. If dissatisfied with the decision, the dispute may be filed with the State of Florida Department of Economic Opportunity (DEO) and the Commissioner of the Department of Education (DOE) to review concerns and determine resolution. DEO and DOE may remand the issue back to the President/CEO of Career Source and to the Director of the Division of Vocational Rehabilitation, Partner or impose other remedies to resolve the issue.

If Partners in a local area have employed the dispute resolution process and have failed to reach consensus on an issue pertaining to the IFA, then an impasse is declared and the State Funding Mechanism (SFM) is triggered and the IFA will be appealed through the process established by the governor for this purpose.

IX. 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.

X. Terms of Contract

The term of this MOU shall commence on July 1, 2017, or the date last executed by both parties, whichever is later, through June 30, 2020, and may be renewed for an additional three-year term. 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 or amended orally, but only by an instrument in writing signed by all of the parties to this Agreement.

IX. MOU Management

Listed below are the individuals identified as the MOU Managers. These individuals are responsible for enforcing performance of the MOU terms and conditions and shall serve as liaison/contact regarding issues arising out of this MOU.

CAREERSOURCE GULF COAST

Name: Kimberly L. Bodine
Title: Executive Director
Address: 5230 West US 98, Panama City, FL 32401
Phone: (850) 913-3285
Fax: (850) 913-3269
E-mail: kbodine@r4careersourcegc.com

DEPARTMENT OF EDUCATION / DIVISION OF VOCATIONAL REHABILITATION

Name: Allison Gill
Title: VR-Area 1, Area Supervisor
Address: 1431 N. Ohio Avenue, Live Oak, FL 32064
Phone: (386) 362-5461
E-mail: allison.gill@vr.fldoe.org

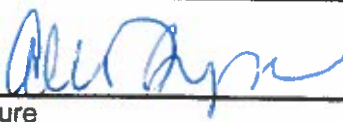
IN WITNESS WHEREOF, the parties hereto cause this MOU to be executed by their undersigned officials as duly authorized.

CAREERSOURCE GULF COAST

DEPARTMENT OF EDUCATION / DIVISION OF VOCATIONAL REHABILITATION



Signature



Signature

Name: Kimberly L. Bodine

Name: Allison Flanagan

Title: Executive Director

Title: Director

Date: 9/14/18

Date: 10/19/18

Authority and Signature

Local Elected Official

- > One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I William Dozier, Chair of Bay BOCC, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either in three years or upon amendment, modification or termination or on June 30, 2020, whichever occurs earlier. The effective period for this MOU is 3 annual periods: 7/1/17-6/30/18, 7/1/18-6/30/19, and 7/1/19-6/30/20.

William T. Dozier
Signature

10/2/2018
Date

William Dozier, Chair
Printed Name and Title

Bay County Board of County Commissioners
Agency Name

Agency Contact Information

Authority and Signature
Local Elected Official

- One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I Sandy Quinn, Chair of Gulf BOCC, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either in three years or upon amendment, modification or termination or on June 30, 2020, whichever occurs earlier. The effective period for this MOU is 3 annual periods: 7/1/17-6/30/18, 7/1/18- 6/30/19, and 7/1/19-6/30/20.



Signature

09/25/2018

Date

Sandy Quinn, Chair

Printed Name and Title

Gulf County Board of County Commissioners

Agency Name

Agency Contact Information

Authority and Signature
Local Elected Official

➤ One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I Joseph Parrish, Chair of Franklin BOCC, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either in three years or upon amendment, modification or termination or on June 30, 2020, whichever occurs earlier. The effective period for this MOU is 3 annual periods: 7/1/17-6/30/18, 7/1/18-6/30/19, and 7/1/19-6/30/20.


Signature

October 2, 2018
Date

Joseph Parrish, Chair
Printed Name and Title

Franklin County Board of County Commissioners
Agency Name

Agency Contact Information

One-Stop Operating Budget

Revised 7-1-18

Cost Allocation Methodology: Costs will be allocated by FTE for partners/programs that are physically located in the Job Center. Partners/Programs with only a virtual presence/"direct linkage" will only share in the cost of 1 phone line, IT Contract, and any related software costs. Resource sharing with SCSSEP. We provide space & technology and SCSSEP provides part-time SCSSEP workers to greet our customers and assist in the resource room. Resource sharing with Bay District Schools & GCSC. We provide phone, internet, & technology and Bay District & GCSC provide office space on campus for our case managers to meet with program participants. Resource sharing with Tri-County. We provide phone & technology and Tri-County provides a part-time worker to assist in the resource room. Voc Rehab and Div of Blind Services will remit quarterly payments to CareerSource Gulf Coast.

Infrastructure Costs	Annual Budget	WIOA Adult	WIOA Youth	WIOA DisWkr	WT TANF	SNAP	WP	WP Inc	RA/UC	Vets DVOP/LVER	Vets	Military Spouse	RESEA 18	RESEA 19	SCSEP NCSA	VR	Div Blind Svcs	Adult Ed Bay Distr	Career Tech Bay Distr	Career Tech GCSC	CSRG Tri-County TAA	
Lease/Utilities	27,725	4,000	3,500	4,000	1,000	2,000	3,000	3,000	0.5000	3,000	1.0000	1,000	0.5000	0.5000	0.6250	0.1000						
FTE Percentage	100.0000%	14.4274%	12.6240%	14.4274%	3.6069%	7.2137%	10.8206%	10.8206%	1.8034%	10.8206%	3.6069%	3.6069%	1.8034%	1.8034%	2.2543%	0.3607%						
Phones/Internet	11,000	1,587	1,190	1,064	1,587	397	794	1,190	198	1,190	397	397	198	198	248	40	65	65	65	65	65	65
Repairs & Maint.	1,000	144	108	126	144	36	72	108	38	108	36	36	38	38	23	4						
Supplies	1,000	144	108	126	144	36	72	108	38	108	36	36	38	38	23	4						
Insurance Liab	1,500	216	162	189	216	54	108	162	27	162	54	54	27	27	34	5						
Insurance Prop	2,100	303	227	265	303	76	151	227	38	227	76	76	38	38	47	8						
Insurance Flood	2,500	361	271	316	361	90	180	271	45	271	90	90	45	45	56	9						
Technology:		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
Prof Svcs IT Contract	10,000	1,443	1,082	1,242	1,443	361	721	1,082	180	1,082	361	361	180	180	225	36	10	10	10	10	10	10
Software	2,400	346	260	303	346	87	173	260	43	260	87	87	43	43	54	9						
subtotal	276,500	39,892	29,919	34,530	39,892	9,973	19,946	29,919	4,986	29,919	9,973	9,973	4,986	4,986	6,233	997	75	75	75	75	75	75

Additional Costs	Annual Budget	WIOA Adult	WIOA Youth	WIOA DisWkr	WT TANF	SNAP	WP	WP Inc	RA/UC	Vets DVOP/LVER	Vets	Military Spouse	RESEA 17	RESEA 18	SCSEP NCSA	VR	Div Blind Svcs	Adult Ed Bay Distr	Career Tech Bay Distr	Career Tech GCSC	CSRG Tri-County TAA	
Career Services	240,277	94,252	39,750	56,926	7,500	3,750	10,000	24,000	4,875	16,000	8,000	8,000	11,000	11,000	5,417	340						
Shared Services **	311,723	62,500	33,250	55,998	2,500	1,250	10,000	24,000	1,625	16,000	8,000	8,000	11,000	11,000	5,417	340						
Shared Operating Costs																						
Travel	9,000	1,793	1,030	1,201	1,030	343	686	1,030	172	686	343	343	172	172								
Meeting Expense	1,000	199	114	133	114	38	76	114	19	76	38	38	19	19								
Storage Lease	1,800	359	206	240	206	69	137	206	34	137	69	69	34	34								
Copier 1	2,580	514	295	344	295	98	197	295	49	197	98	98	49	49								
Copier 2	6,240	1,243	714	833	714	238	476	714	119	476	238	238	119	119								
Postage Meter Rent	350	70	40	47	40	13	27	40	7	27	13	13	7	7								
Advertising/Outreach	10,000	1,992	1,144	1,335	1,144	381	763	1,144	191	763	381	381	191	191								
Software/IT Fees	1,000	199	114	133	114	38	76	114	19	76	38	38	19	19								
Sonitrol Alarm Service	4,000	797	458	534	458	153	305	458	76	305	153	153	76	76								
Prof Svcs Website	3,000	598	343	400	343	114	229	343	57	229	114	114	57	57								
Allocated Supv Sal/Ben	84,000	16,735	9,609	11,211	9,609	3,203	6,406	9,609	1,602	6,406	3,203	3,203	1,602	1,602								
Allocated IT Sal/Ben	39,000	7,770	4,461	5,205	4,461	1,487	2,974	4,461	744	2,974	1,487	1,487	744	744								
TANF SNAP program	235,000				195,000	40,000																
WIOA Youth program	172,500	16,200	152,500	3,800																		
subtotal	1,121,470	205,222	244,029	137,941	223,529	51,176	22,352	42,529	9,588	28,352	14,176	14,176	25,088	25,088	5,417	340	0	0	0	0	0	0

Grand Total	Annual Budget	WIOA Adult	WIOA Youth	WIOA DisWkr	WT TANF	SNAP	WP	WP Inc	RA/UC	Vets DVOP/LVER	Vets	Military Spouse	RESEA 17	RESEA 18	SCSEP NCSA	VR	Div Blind Svcs	Adult Ed Bay Distr	Career Tech Bay Distr	Career Tech GCSC	CSRG Tri-County TAA	
Grand Total	1,397,970	245,114	273,948	172,471	263,420	61,149	42,298	72,448	14,575	58,271	24,149	24,149	30,075	30,075	11,650	1,337	75	75	75	75	75	75

** Direct linkage partners not physically co-located in the One-Stop center.
 ** Shared Services include: Business services, front desk staffing, staff training/travel, referrals to other One-Stop partners and operational costs in the Job Center contract.

Attachment B

**INFRASTRUCTURE FUNDING
AGREEMENT
FOR ONE-STOP CAREER CENTER
SYSTEM
BETWEEN THE DEPARTMENT OF
EDUCATION DIVISION OF VOCATIONAL
REHABILITATION
AND CAREERSOURCE GULF COAST**

I. PARTIES

This Infrastructure Funding Agreement (“IFA”), is made pursuant to the Workforce Innovation and Opportunity Act of 2014 (“WIOA”), and is entered into by the Florida Department of Education, Division of Vocational Rehabilitation (hereafter referred to as the Partners) and CareerSource Gulf Coast (hereafter referred to as “CareerSource”).

II. PURPOSE

The Workforce Innovation and Opportunity Act of 2014 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 one-stop customer service delivery system. The one-stop system assures coordination between the activities authorized in and linked to this Act.

The purpose of this IFA is to describe the infrastructure cost responsibilities of the Parties to provide for the maintenance of an effective and successful one-stop system. This agreement is intended to coordinate resources and to prevent duplication and ensure the effective and efficient delivery of workforce services in three counties.

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

III. INFRASTRUCTURE COST BUDGET

SEE ATTACHMENT “A”

IV. COST ALLOCATION METHODOLOGY

CareerSource selected FTE as the 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 one-stop center(s) and relative benefit received.

V. ALLOCATION BASIS PER COST ITEM

N/A

VI. PARTNER CONTRIBUTION AMOUNTS

SEE ATTACHMENT “A”

VII. COST RECONCILIATION AND ALLOCATION BASE UPDATE

All Parties agree that a quarterly reconciliation of budgeted and actual costs and update of the allocation bases will be completed in accordance with the following process:

1. Partners will provide CareerSource with the following information no later than fifteen (15) days after the end of each quarter, as applicable:
 - o Updated staffing information (per the 1st day of the 1st month of each quarter)
2. Upon receipt of the above information, CareerSource will:
 - o Compare budgeted costs to actual costs,
 - o Update the allocation bases, and
 - o Apply the updated allocation bases, as described in the Cost Allocation Methodology section above, to determine the actual costs allocable to each partner.
3. CareerSource will prepare an updated budget document showing cost adjustments and will prepare an invoice for the balance due.
4. CareerSource will submit the invoices to the Partners and send a copy of the updated budget to all Parties no later than forty-five (45) days after the end of each quarter. The Partners understand that the timeliness of CareerSource's preparation and submission of invoices and adjusted budgets is contingent upon the timeliness of each Partner in providing the necessary cost information. For Partners that advance funds to the local area, CareerSource will only send a copy of the updated budget.
5. Upon receipt of the invoice and adjusted budget, each Partner will review both documents and will submit payment to CareerSource no later than fifteen (15) days following receipt. Payment of the invoice signifies agreement with the costs in the adjusted budget. For Partners that advance funds to the local area, CareerSource may draw down funds for quarterly payments upon approval via email of the reconciled budget.
6. Partners will communicate any disputes with costs in the invoice or the adjusted budget to CareerSource in writing. CareerSource will review the disputed cost items and respond accordingly to the Partner within ten (10) days of receipt of notice of the disputed costs. When necessary, CareerSource will revise the invoice and the adjusted budget upon resolution of the dispute.

VIII. STEPS UTILIZED TO REACH CONSENSUS

The Partners and CareerSource conferred regarding the involvement of each partner at the CareerSource Centers. The appropriate allocation bases were discussed and those bases included in this IFA were agreed upon as the most appropriate. CareerSource proposed the initial Partner Contribution Amounts as described above and the Partners concurred with their proposal. Finally, the parties discussed the best mechanisms by which to review and reconcile actual expenses in the future and agreed to the term included in the Cost Reconciliation and Allocation Base Update section above.

IX. DISPUTE AND IMPASSE RESOLUTION

All Parties will actively participate in local IFA negotiations in a good faith effort to reach agreement. Any disputes shall first be attempted to be resolved informally. Should informal resolution efforts fail, then the following Dispute Resolution process must be followed.

1. 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.
2. If not resolved, the issue and the efforts to resolve will be documented and forwarded to the President/CEO of CareerSource and the Director of the Partner organization. A joint decision shall be issued within 60 calendar days of receipt.
3. If dissatisfied with the decision, the dispute may be filed with the State of Florida Department of Economic Opportunity (DEO) and the Commissioner of the Department of Education (DOE) to review concerns and determine resolution. DEO and DOE may remand the issue back to the President/CEO of CareerSource and to the Director of the Partner organization, Partner or impose other remedies to resolve the issue.

If Partners in a local area have employed the dispute resolution process and have failed to reach consensus on an issue pertaining to the IFA, then an impasse is declared and the State Funding Mechanism (SFM) is triggered and the IFA will be appealed through the process established by the governor for this purpose.

X. MODIFICATION PROCESS

This IFA may be amended or modified with review and consent of all parties. Amendments and modifications must be issued in writing to all parties. All parties must be given a minimum of 30 days to comment prior to the inclusion of any amendment or modification. Oral amendments or modifications shall have no effect.

XI. EFFECTIVE PERIOD

This IFA is entered into on the date executed by all parties. This IFA will become effective as of the date of signing by the final signatory below and must terminate on June 30, 2020.

XII. PAYMENT METHODOLOGY

Vocational Rehabilitation shall remit payment quarterly upon receipt of their invoice. The Parties to this IFA intend to be bound by this agreement and agree to make payment of all such funds as indicated in Section VI. Upon receipt of the invoices described in section VII, the Partners shall process payment within 15 days.

SIGNATURES

Chief Elected Officials

_____ Signature	_____ Signature
William Dozier _____ Name	Sandy Quinn _____ Name
Chair, Bay County Board of County Commissioners _____ Title	Chair, Gulf County Board of County Commissioners _____ Title
_____ Date	_____ Date

Signature

Joseph Parrish

Name


Chair, Franklin County Board of County
Commissioners

Title

Date

CAREERSOURCE GULF COAST

**DEPARTMENT OF EDUCATION / DIVISION
OF VOCATIONAL REHABILITATION**

 _____ Signature	_____ Signature
Kimberly L. Bodine _____ Name	_____ Name
Executive Director _____ Title	_____ Title
_____ Date	_____ Date

SIGNATURES

Chief Elected Officials

William T. Dozier
Signature

William Dozier
Name
Chair, Bay County Board of County Commissioners
Title

10/2/18
Date

Signature

Sandy Quinn
Name
Chair, Gulf County Board of County Commissioners
Title

Date

Signature

Joseph Parish
Name
Chair, Franklin County Board of County Commissioners
Title

Date

CAREERSOURCE GULF COAST

Kimberly L. Bodine
Signature

Kimberly L. Bodine
Name
Executive Director
Title

9/14/18
Date

DEPARTMENT OF EDUCATION / DIVISION OF VOCATIONAL REHABILITATION

Signature

Name

Title

Date

SIGNATURES

Chief Elected Officials

Signature

William Dozier

Name

Chair, Bay County Board of County Commissioners

Title

Date

Signature

Sandy Quinn

Name

Chair, Gulf County Board of County Commissioners

Title

Date

09/25/2018

Signature

Joseph Parrish

Name

Chair, Franklin County Board of County Commissioners

Title

Date

CAREERSOURCE GULF COAST

Signature

Kimberly L. Bodine

Name

Executive Director

Title

Date

9/14/18

DEPARTMENT OF EDUCATION / DIVISION OF VOCATIONAL REHABILITATION

Signature

Name

Title

Date

SIGNATURES

Chief Elected Officials

_____ Signature	_____ Signature
William Dozier _____ Name	Sandy Quinn _____ Name
Chair, Bay County Board of County Commissioners _____ Title	Chair, Gulf County Board of County Commissioners _____ Title

Date

Joseph Parrish

Signature

Joseph Parrish

Name

Chair, Franklin County Board of County
Commissioners

Title

October 2, 2013

Date

Date

CAREERSOURCE GULF COAST

**DEPARTMENT OF EDUCATION / DIVISION
OF VOCATIONAL REHABILITATION**

Kimberly L. Bodine

Signature

Kimberly L. Bodine

Name

Executive Director

Title

9/14/18

Date

Signature

Name

Title

Date

REGION#4
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE GULF COAST WORKFORCE BOARD,
cl/b/a CAREERSOURCE GULF COAST AND
CAPITAL AREA COMMUNITY ACTION AGENCY, INC.

- I. **Parties to this Memorandum of Understanding:** This Memorandum of Understanding (MOU) is hereby entered into by and between The Gulf Coast Workforce Board, d/b/a CareerSource Gulf Coast, as the duly appointed and certified Workforce Board for the Workforce Innovation and Opportunity Act and Capital Area Community Action Agency, Inc. as the designated agency to provide referral and emergency services in Franklin and Gulf Counties.

- II. **Purpose of this MOU:** The purpose of this MOU is to establish an Agreement between the above mentioned entities concerning their respective roles and responsibilities for implementation of the provisions of Section 12l(c)(2) of Title I of the Workforce Innovation and Opportunity Act of Franklin and Gulf Counties and the Florida Department of Community Affairs Community Services Block Grant Program.

This Agreement is to coordinate resources to prevent duplication and ensure the effective and efficient delivery of workforce services in Franklin and Gulf Counties. In addition, this Agreement will establish joint processes and procedures that will enable partners to integrate the current service delivery system resulting in a seamless and comprehensive array of education, human service, job training, support services, and other workforce development services to qualifying individuals in Franklin and Gulf Counties.

Parties to this document shall coordinate and perform the activities and services described herein within the scope of legislative requirements governing the parties' respective programs, services, and agencies.

The CareerSource Gulf Coast and its Job Centers agree to:

- Recognize Community Action as the designated Community Action Agency for Franklin and Gulf Counties;
- Promote, encourage and help to facilitate the services offered by Community Action including the Low Income Home Energy Assistance Program, Weatherization Assistance Program and the Self-Sufficiency Program;
- Contact Community Action with any additional, unique needs for individuals or groups requiring similar needs to determine whether Community Action can provide the needed services;
- Invite a representative of Community Action to participate in routine orientation sessions conducted at the One-Stop Centers; and

- Display and distribute information and promotional materials in the One-Stop Centers regarding services provided by Community Action.

Community Action agrees to offer the following programs in Franklin and Gulf Counties to qualifying individuals enrolled in the WIOA and other Career Source programs:

- The Low-Income Home Energy Assistance Program and other utility or rental assistance programs that helps clients with their heating, cooling and rental needs.
- The Self-Sufficiency Program, including Getting Ahead/Staying Ahead, that assists participants to overcome poverty and gain financial independence through intensive case management, and targeted services such as educational assistance, on-the-job training, job placement, child care assistance, and direct emergency services.
- The Weatherization Assistance Program which can provide repairs to make renter, owner occupied housing (including mobile homes) safe and energy efficient thereby reducing towering utility bills and providing adequate heat retention in the cold season and cooling during the summer months.

Both parties agree to coordinate their efforts in service delivery to avoid duplication.

- CACAA staff will consult with CSGC staff prior to funding shelter costs and vice versa.

As Community Action and CareerSource Gulf Coast share space in Franklin and Gulf Counties, workers will make direct referrals to one another's programs. In the case of Franklin County, both entities are renters in a large facility. In Gulf County, Community Action leases space from CareerSource Gulf Coast.

- III. **Confidentiality Policy:** All client files and related information will be processed and maintained in accordance with applicable federal, state, and local confidentiality policies. Information sharing of such specifics is allowed on a strict, professional, need-to-know basis. Information exchanges are permitted only after the organization/staff possessing the information cites the client's authorization for release of information, identifies the person/organization requesting the information, determines that the person/organization is authorized to receive the information, confirms the person/organization requires the information for official business purposes, and verifies the other person/organization will handle/maintain the information as confidential in nature. A detailed record of all information exchanges shall be maintained.

IV. Amendments/Cancellation

Amendments to this Memorandum of Understanding must be presented in writing to Career Source Gulf Coast and Community Action and must be signed by both parties. Either party must provide thirty (30) days written notice to the other for convenience or failure of either party to fulfill the terms of the Memorandum of Understanding and may unilaterally cancel an Amendment.

This MOU will remain in place indefinitely unless terminated by the parties referenced. This MOU will be reviewed every three years.

V. Authorization for Signature

IN WITNESS WHEREOF, the parties hereto cause this Memorandum of Understanding to be executed by their undersigned officials as duly authorized.

CAREER SOURCE GULF COAST

**CAPITAL AREA COMMUNITY ACTION
AGENCY, INC.**

By: Kimberly L. Bodine
Kimberly L. Bodine
Executive Director

By: Tim Center
Tim Center, Esq.
Chief Executive Officer

Date: 6/13/19

Date: 6/20/19

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CareerSource Gulf Coast
AND
Gulf County School District**

THIS memorandum of understanding entered into this 25th day of July, 2016, (“Effective Date”) by and between CareerSource Gulf Coast, a not-for-profit corporation; hereinafter referred to as “CSGC” in its capacity as the administrative entity for the Region 4 Workforce Board, and the Gulf County School District, hereinafter referred to as “GCSD”.

Roles and Responsibilities of Gulf County School District

- A. Work with representatives of CSGC to develop learning plans, including anticipated testing dates, timeline for completion for students sponsored through the Ladder program.
- B. Provide feedback on academic progress, or lack of progress of program participants regularly, identifying roadblocks to success and outlining services that may help the student succeed.
- C. Work with CSGC to develop career portfolios for Ladder students.

1. Roles and Responsibilities of CareerSource Gulf Coast

- A. Refer potential students to Gulf County’s Adult School.
- B. Pay for the cost of attending Gulf County’s Adult School as well as any testing and/or materials fees for sponsored students.
- C. As applicable provide outside assistance to eligible participants with GED preparation.
- D. Work with representatives of CSGC to develop learning plans, including anticipated testing dates, timeline for completion for students sponsored through the Ladder program.
- E. Work collaboratively with transition counselors to create career portfolios and to identify and remove issues that prohibit student success.

2. **Term of MOU**

This MOU will commence on the Effective Date and shall remain in effect until superseded by a successor MOU.

3. **Termination of MOU**

Either party upon the provision of thirty (30) days written notice may terminate this MOU for any reason.

Memorandum of Understanding

This document embodies the whole understanding of the parties. There are no promises, terms, conditions, or allegations, other than those contained herein; and this document shall supersede all previous communications, representations, and/or MOU's, whether written or verbal, between the parties hereto. This MOU may be modified only in writing, and must be submitted to the designated parties and executed by such parties to be in force.

IN WITNESS WHEREOF the parties hereto have executed this MOU on the 25th day of July, 2016. This Memorandum of Understanding shall remain in force until superseded by a successor MOU.

CareerSource Gulf Coast

By: Kimberly L. Bodine
Kimberly L. Bodine
Executive Director

Donna Stapleton
Witness

Gulf County School District

By: Jim Norton
Jim Norton
Superintendent

Mary L. Lumbie
Witness

MEMORANDUM OF UNDERSTANDING
BETWEEN
CareerSource Gulf Coast
AND
Gulf County School District

Addendum

The duly authorized agent of the recipient agrees to satisfy the requirements of 34 CFR 361.505 and 34 CFR 361.720.


CareerSource Gulf Coast

By: 
Kimberly L. Bodine
Executive Director


Witness

Gulf County School District

By: 
Jim Norton
Superintendent


Witness

Attachment C – Interlocal Agreements
Attachment G and H – Interlocal Agreements

CEO/INTERLOCAL AGREEMENT

BOARD OF COUNTY COMMISSIONERS OF BAY COUNTY, FLORIDA
AND
GULF COAST WORKFORCE DEVELOPMENT BOARD, INC dba CAREERSOURCE GULF
COAST
AND
GULF COAST STATE COLLEGE

THIS AGREEMENT is made and entered into this 19th day of April, 2016, between the BOARD OF COUNTY COMMISSIONERS OF BAY COUNTY, FLORIDA ("County"), GULF COAST WORKFORCE DEVELOPMENT BOARD, INC. (Board") dba CAREERSOURCE GULF COAST (hereinafter referred to as the "Board"), and GULF COAST STATE COLLEGE ("GCSC"), (fiscal agent for GULF COAST WORKFORCE DEVELOPMENT BOARD, INC. dba CAREERSOURCE GULF COAST).

WITNESSETH

WHEREAS, the United States Congress has enacted the Workforce Innovation and Opportunity Act, PL 113-128, July 1, 2015, ("WIOA") and charged the State of Florida with the establishment of local Service Delivery Areas; and

WHEREAS, the Board has been designated as the Local Workforce Development Area to set policy for the portion of the statewide workforce investment system within the local area; and

WHEREAS, the County has been designated as part of the Local Workforce Development Area ("LWDA") for the unincorporated and incorporated areas within the confines of the boundaries; and

WHEREAS, a representative of each county's Board of County Commission are encouraged to attend and participate with the local workforce development board; and

WHEREAS, the County is comprised of the Chief Elected Officials and the Chair of the Board of County Commissioners serves as the Chief Elected Official in the LWDA; and

WHEREAS, the Chair of the Board is signatory to agreements with the Board and has been authorized to represent the Board; and

WHEREAS, the parties desire to enter into an agreement to engage employers and local and regional partners, such as economic development, education, and other community organizations to prepare an educated and skilled workforce under the WIOA regulations to residents in the LWDA.

NOW, THEREFORE, IT IS MUTUALLY AGREED:

1. Grant Recipient and Administrative Entity: Pursuant to PL 113-128, Sec. 107 (d) (12) (B) (i) (II), the Chief Elected Official shall serve as the local grant recipient and the Chief Elected Official hereby designates the Gulf Coast State College ("GCSC") to serve as the Fiscal Agent, and the Grant Recipient for all WIOA funds, as well as those funds allocated to the Local Workforce Development Area for other workforce related programs by both the Federal and State governments. However, the Chief Elected Official is not relieved of the liability for any misuse of grant funds. GCSC shall disburse such grant funds immediately for workforce investment activities at the direction of the Board pursuant to the requirements of the WIOA and for other related programs in the appropriate manner authorized by State and Federal laws. The Board may solicit and accept grants and donations from sources other than Federal funds made available under the WIOA, and other related legislation.
2. Development of the Local Workforce Services Plan: Pursuant to PL 113-128, Sec. 106 (c) (2), the Board will prepare the local WIOA Plan consistent with PL Sec. 108 (a) and (b). Prior to submittal of the Plan to the Governor, the Board shall make available copies of the proposed Plan to the public through such means as public hearings and local news media. The Board will allow members of the Board and members of the public, including representatives of business and representatives of labor organizations, to submit comments on the proposed Plan to the Board not later than the end of the 30-day period beginning on the date on which the proposed Plan is made available. The Board will also include in the local Plan submitted to the Governor any such comments that represent disagreement with the Plan. Following development of the Local Workforce Services Plan, the Board will submit it to the Governor.
3. Negotiation of Local Performance Standards: Pursuant to PL 113-128, Sec. 116 (c) (2), the Board and will negotiate local performance measures with the Governor.
4. Employment Statistics: The Board shall assist the Governor in developing the statewide employment statistics system described in Sec. 107 (d) (2) (B) of the Wagner-Peyser Act.
5. Policy Guidance/Oversight: The Board shall set broad general policy for WIOA programs in partnership with the County, and pursuant to PL 113-128, Sec. 107 (d) (8), shall conduct oversight with respect to youth activities, local employment and training activities and the One-Stop delivery system in the local area.
6. One-Stop Operator: Pursuant to PL 113-128, Sec. 121(d) (1) The LWDB, with the agreement of the chief elected official, is authorized to designate or certify one-stop operators and to terminate for cause the eligibility of such operators. The one-stop operator shall be designated or certified as a one-stop operator through a competitive

process; and shall be an entity (public, private or nonprofit), or consortium of entities which may include an institution of higher education; an employment service State agency established under the Wagner-Peyser Act on behalf of the local office of the agency; a community-based organization, nonprofit organization, or intermediary; a private for-profit entity; a government agency; and another interested organization or entity, which may include a local chamber of commerce or other business organization, or a labor organization.

7. Employer Linkages: The Board shall coordinate the workforce investment activities authorized under by law and carried out in the local area with economic development strategies and develop other employer linkages with such activities.
8. Connecting, Brokering and Coaching: The Board shall promote the participation of private sector employers in the statewide workforce investment system and ensure the effective provision, through the system, of connecting, brokering and coaching activities to assist employers in meeting hiring needs.
9. Budget: The Board shall develop a budget for the purpose of carrying out the duties of the Board under WIOA, subject to the approval of the Chief Elected Official.
10. Memorandum of Understanding: The LWDB, with the agreement of the chief elected official, shall develop and enter into a memorandum of understanding between the local board and the one-stop partners.
11. Composition of Board: The Board will be comprised of members pursuant to PL 113-128, Sec. 107 (b) (2) and State law. The CEO has been presented and approved of bylaws related to governing appointments or membership on the local board pursuant to PL 113-128, Sec. 679.36 (g).
12. Government in the Sunshine: The activities of the Board shall be governed by Chapters 119 and 286, Florida Statutes, in accord with PL 113-128, Sec. 107 (e).
13. Limitations on the Board: The Board is limited in activity and authority by the provisions of PL 113-128, Sec. 107 (g) (1).
14. Standing Committees: PL 113-128, Sec.107 (b) (4) (A)
 - A. IN GENERAL. - The local board may designate and direct the activities of standing committees to provide information and to assist the local board in carrying out activities under this section. Such standing committees shall be chaired by a member of the local board, may include other members of the local board, and shall include other individuals appointed by the local board who are not members of the local board and who the local board determines have appropriate experience and expertise. At a minimum, the local board may designate each of the following:
 - i. A standing committee to provide information and assist with operational and other

issues relating to the one-stop delivery system, which may include as members representatives of the one-stop partners.

- ii. A standing committee to provide information and to assist with planning, operational, and other issues relating to the provision of services to youth, which shall include community-based organizations with a demonstrated record of success in serving eligible youth.
- iii. A standing committee to provide information and to assist with operational and other issues relating to the provision of services to individuals with disabilities, including issues relating to compliance with PL 113-128, Sec.188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding providing programmatic and physical access to the services, programs, and activities of the one-stop delivery system, as well as appropriate training for staff on providing supports for or accommodations to, and finding employment opportunities for, individuals with disabilities.

15. Identification and Selection of Eligible Providers of Youth Activities: The Board shall identify eligible providers of youth programs pursuant to PL 113-128, Sec.107 (d) (10) (B) and Sec. 123, by awarding grants or contracts on a competitive basis, based upon the criteria of the State Plan. Contracts may be renewed for up to three years.

16. Identification of Eligible Providers of Training Services: Consistent with PL 113-128, Sec. 122 (b) (3), the Board shall identify eligible providers of training services within the LWDA.

17. Identification of Eligible Providers of Career Services: If the one-stop operator does not provide career services described in PL 113-128, Sec. 134(c) (2) in a local area, the local board shall identify eligible providers of those career services in the local area by awarding contracts.

18. Conflicts of Interest: Actions by Board members are restricted pursuant to PL, Sec. 107 (h), and other applicable law concerning voting and engaging in certain activities.


19. Non-Discrimination: During the performance of this Agreement, the County and the Board assure, both individually and jointly, that they will not engage in any form or manner of discrimination on the basis of race, color, sex, national origin, handicap, marital status, religion or age in the performance of their individual and/or joint functions under this Agreement. The County and the Board individually and jointly assure compliance with Title VI of the Civil Rights Act of 1964; Title VII of the 1964 Civil Rights Act, as amended; the Florida Human Rights Act of 1977; and all other applicable Federal and State laws, Executive Orders and regulations prohibiting discrimination as hereinabove referenced. These assurances shall be interpreted to include Vietnam-Era Veterans and Disabled Veterans, as applicable.

Furthermore, the County and the Board individually and jointly understand that this Agreement is conditioned upon the variety of these assurances, and that the County and the Board members bind themselves to such assurances by execution of this Agreement.

20. Severability: If any terms or provisions of this Agreement or the application thereof to any person or circumstance shall, to any extent be held invalid or unenforceable, the remainder of this Agreement, or the application of such terms or provisions to persons or circumstances other than those as to which it is held invalid or enforceable, shall not be affected thereby and every other term and provision of this Agreement shall be valid and enforced to the fullest extent permitted by law.
21. Board Attestation: The Board represents and warrants that its members have not offered or given any gratuity to any official employee or agent of the County or any political party, with the purpose or intent of securing an agreement or securing favorable treatment with respect to the awarding or amending of an agreement or the making of any determinations with respect the performance of an agreement, and that each member has read and is familiar with this provision.


IN WITNESS WHEREOF, the parties hereto, by and through the undersigned, have entered into this Agreement on the date and year first written above.

CHAIRMAN
GULF COAST WORKFORCE DEVELOPMENT
BOARD, INC dba CAREERSOURCE GULF
COAST



April 19, 2016
DATE

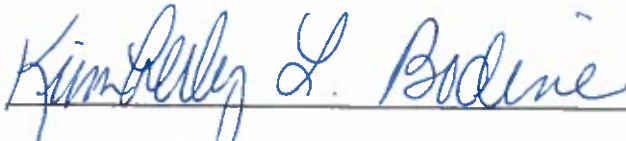
CHAIRMAN
BOARD OF COUNTY COMMISSIONERS
OF BAY COUNTY



April 19, 2016
DATE




ATTEST: KIMBERLY L. BODINE
EXECUTIVE DIRECTOR



April 19, 2016
DATE

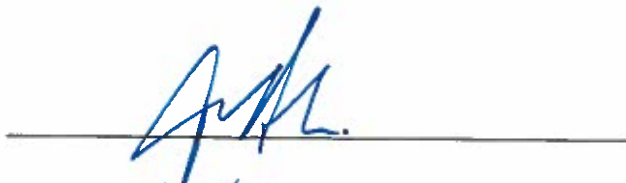
ATTEST: BILL KINSAUL
BAY COUNTY CLERK OF COURT



04/22/16
DATE



PRESIDENT
GULF COAST STATE COLLEGE



4/28/16 DATE

CEO/INTERLOCAL AGREEMENT

BOARD OF COUNTY COMMISSIONERS OF FRANKLIN COUNTY, FLORIDA
AND
GULF COAST WORKFORCE DEVELOPMENT BOARD, INC dba.CAREERSOURCE GULF
COAST
AND
GULF COAST STATE COLLEGE

THIS AGREEMENT is made and entered into this 5TH day of APRIL, 2016, between the BOARD OF COUNTY COMMISSIONERS OF FRANKLIN COUNTY, FLORIDA ("County"), GULF COAST WORKFORCE DEVELOPMENT BOARD, INC. (Board") dba CAREERSOURCE GULF COAST, and GULF COAST STATE COLLEGE ("GCSC"), (fiscal agent for GULF COAST WORKFORCE DEVELOPMENT BOARD, INC dba CAREERSOURCE GULF COAST).

WITNESSETH

WHEREAS, the United States Congress has enacted the Workforce Innovation and Opportunity Act, PL 113-128, July 1, 2015, ("WIOA") and charged the State of Florida with the establishment of local Service Delivery Areas; and

WHEREAS, the Board has been designated as the Local Workforce Development Area to set policy for the portion of the statewide workforce investment system within the local area; and

WHEREAS, the County has been designated as part of the Local Workforce Development Area ("LWDA") for the unincorporated and incorporated areas within the confines of the boundaries; and

WHEREAS, a representative of each county's Board of County Commission are encouraged to attend and participate with the local workforce development board; and

WHEREAS, the County is comprised of the County Commissioners and the Chair of the Board of County Commissioners serves as the Chief Elected Official in the LWDA; and

WHEREAS, the Chair of the Board is signatory to agreements with the Board and has been authorized to represent the Board; and

WHEREAS, the parties desire to enter into an agreement to engage employers and local and regional partners, such as economic development, education, and other community organizations to prepare an educated and skilled workforce under the WIOA regulations to residents in the LWDA.

NOW, THEREFORE, IT IS MUTUALLY AGREED:

1. Grant Recipient and Administrative Entity: Pursuant to PL 113-128, Sec. 107 (d) (12) (B) (i) (II), the Chief Elected Official shall serve as the local grant recipient and the Chief Elected Official hereby designates the Gulf Coast State College ("GCSC") to serve as the Fiscal Agent, and the Grant Recipient for all WIOA funds, as well as those funds allocated to the Local Workforce Development Area for other workforce related programs by both the Federal and State governments. However, Franklin County is not relieved of the liability for any misuse of grant funds. GCSC shall disburse such grant funds immediately for workforce investment activities at the direction of the Board pursuant to the requirements of the WIOA and for other related programs in the appropriate manner authorized by State and Federal laws. The Board may solicit and accept grants and donations from sources other than Federal funds made available under the WIOA, and other related legislation.
2. Development of the Local Workforce Services Plan: Pursuant to PL 113-128, Sec. 106 (c) (2), the Board will prepare the local WIOA Plan consistent with PL Sec. 108 (a) and (b). Prior to submittal of the Plan to the Governor, the Board shall make available copies of the proposed Plan to the public through such means as public hearings and local news media. The Board will allow members of the Board and members of the public, including representatives of business and representatives of labor organizations, to submit comments on the proposed Plan to the Board not later than the end of the 30-day period beginning on the date on which the proposed Plan is made available. The Board will also include in the local Plan submitted to the Governor any such comments that represent disagreement with the Plan. Following development of the Local Workforce Services Plan, the Board will submit it to the Governor.
3. Negotiation of Local Performance Standards: Pursuant to PL 113-128, Sec. 116 (c) (2), the Board and will negotiate local performance measures with the Governor.
4. Employment Statistics: The Board shall assist the Governor in developing the statewide employment statistics system described in Sec. 107 (d) (2) (B) of the Wagner-Peyser Act.
5. Policy Guidance/Oversight: The Board shall set broad general policy for WIOA programs in partnership with the County, and pursuant to PL 113-128, Sec. 107 (d) (8), shall conduct oversight with respect to youth activities, local employment and training activities and the One-Stop delivery system in the local area.
6. One-Stop Operator: Pursuant to PL 113-128, Sec. 121(d) (1) The LWDB, with the agreement of the chief elected official, is authorized to designate or certify one-stop operators and to terminate for cause the eligibility of such operators. The one-stop

operator shall be designated or certified as a one-stop operator through a competitive process; and shall be an entity (public, private or nonprofit), or consortium of entities which may include an institution of higher education; an employment service State agency established under the Wagner-Peyser Act on behalf of the local office of the agency; a community-based organization, nonprofit organization, or intermediary; a private for-profit entity; a government agency; and another interested organization or entity, which may include a local chamber of commerce or other business organization, or a labor organization.

7. Employer Linkages: The Board shall coordinate the workforce investment activities authorized under by law and carried out in the local area with economic development strategies and develop other employer linkages with such activities.
8. Connecting, Brokering and Coaching: The Board shall promote the participation of private sector employers in the statewide workforce investment system and ensure the effective provision, through the system, of connecting, brokering and coaching activities to assist employers in meeting hiring needs.
9. Budget: The Board shall develop a budget for the purpose of carrying out the duties of the Board under WIOA, subject to the approval of the Chief Elected Official.
10. Memorandum of Understanding: The LWDB, with the agreement of the chief elected official, shall develop and enter into a memorandum of understanding between the local board and the one-stop partners.
11. Composition of Board: The Board will be comprised of members pursuant to PL 113-128, Sec. 107 (b) (2) and State law. The CEO has been presented and approved of bylaws related to governing appointments or membership on the local board pursuant to PL 113-128, Sec. 679.36 (g).
12. Government in the Sunshine: The activities of the Board shall be governed by Chapters 119 and 286, Florida Statutes, in accord with PL 113-128, Sec. 107 (e).
13. Limitations on the Board: The Board is limited in activity and authority by the provisions of PL 113-128, Sec. 107 (g) (1).
14. Standing Committees: PL 113-128, Sec.107 (b) (4) (A)
 - A. IN GENERAL. - The local board may designate and direct the activities of standing committees to provide information and to assist the local board in carrying out activities under this section. Such standing committees shall be chaired by a member of the local board, may include other members of the local board, and shall include other individuals appointed by the local board who are not members of the local board and who the local board determines have appropriate experience and expertise. At a minimum, the local board may designate each of the following:
 - i. A standing committee to provide information and assist with operational and other

issues relating to the one-stop delivery system, which may include as members representatives of the one-stop partners.

- ii. A standing committee to provide information and to assist with planning, operational, and other issues relating to the provision of services to youth, which shall include community-based organizations with a demonstrated record of success in serving eligible youth.
- iii. A standing committee to provide information and to assist with operational and other issues relating to the provision of services to individuals with disabilities, including issues relating to compliance with PL 113-128, Sec.188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding providing programmatic and physical access to the services, programs, and activities of the one-stop delivery system, as well as appropriate training for staff on providing supports for or accommodations to, and finding employment opportunities for, individuals with disabilities.

15. Identification and Selection of Eligible Providers of Youth Activities: The Board shall identify eligible providers of youth programs pursuant to PL 113-128, Sec.107 (d) (10) (B) and Sec. 123, by awarding grants or contracts on a competitive basis, based upon the criteria of the State Plan. Contracts may be renewed for up to three years.

16. Identification of Eligible Providers of Training Services: Consistent with PL 113-128, Sec. 122 (b) (3), the Board shall identify eligible providers of training services within the LWDA.

17. Identification of Eligible Providers of Career Services: If the one-stop operator does not provide career services described in PL 113-128, Sec. 134(c) (2) in a local area, the local board shall identify eligible providers of those career services in the local area by awarding contracts.

18. Conflicts of Interest: Actions by Board members are restricted pursuant to PL, Sec. 107 (h), and other applicable law concerning voting and engaging in certain activities.

19. Non-Discrimination: During the performance of this Agreement, the County and the Board assure, both individually and jointly, that they will not engage in any form or manner of discrimination on the basis of race, color, sex, national origin, handicap, marital status, religion or age in the performance of their individual and/or joint functions under this Agreement. The County and the Board individually and jointly assure compliance with Title VI of the Civil Rights Act of 1964; Title VII of the 1964 Civil Rights Act, as amended; the Florida Human Rights Act of 1977; and all other applicable Federal and State laws, Executive Orders and regulations prohibiting discrimination as hereinabove referenced. These assurances shall be interpreted to include Vietnam-Era Veterans and Disabled Veterans, as applicable.

Furthermore, the County and the Board individually and jointly understand that this Agreement is conditioned upon the variety of these assurances, and that the County and the Board members bind themselves to such assurances by execution of this Agreement.

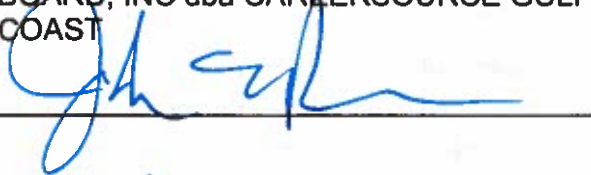
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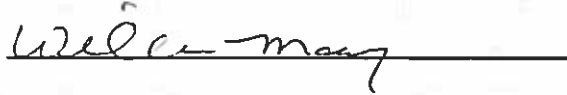
IN WITNESS WHEREOF, the parties hereto, by and through the undersigned, have entered into this Agreement on the date and year first written above.

CHAIRMAN
GULF COAST WORKFORCE DEVELOPMENT
BOARD, INC dba CAREERSOURCE GULF
COAST



April 5, 2016
DATE

CHAIRMAN
BOARD OF COUNTY COMMISSIONERS
OF FRANKLIN COUNTY



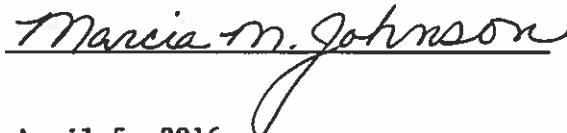
April 5, 2016
DATE

ATTEST: KIMBERLY L. BODINE
EXECUTIVE DIRECTOR



April 5, 2016
DATE

ATTEST: MARCIA M. JOHNSON
Franklin County Clerk of Court



April 5, 2016
DATE

PRESIDENT
GULF COAST STATE COLLEGE



4/25/16
DATE



CEO/INTERLOCAL AGREEMENT

BOARD OF COUNTY COMMISSIONERS OF GULF COUNTY, FLORIDA
AND
GULF COAST WORKFORCE DEVELOPMENT BOARD, INC dba. CAREERSOURCE
GULF COAST
AND
GULF COAST STATE COLLEGE

THIS AGREEMENT is made and entered into this 22nd day of March, 2016, between the BOARD OF COUNTY COMMISSIONERS OF GULF COUNTY, FLORIDA ("County"), GULF COAST WORKFORCE DEVELOPMENT BOARD, INC. (Board") dba CAREERSOURCE GULF COAST, and GULF COAST STATE COLLEGE ("GCSC"), (fiscal agent for GULF COAST WORKFORCE DEVELOPMENT BOARD, INC. dba CAREERSOURCE GULF COAST).

WITNESSETH

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WHEREAS, the County is comprised of the Chief Elected Officials and the Chair of the Board of County Commissioners serves as the Chief Elected Official in the LWDA; and

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20. Non-Discrimination: During the performance of this Agreement, the County and the Board assure, both individually and jointly, that they will not engage in any form or manner of discrimination on the basis of race, color, sex, national origin, handicap, marital status, religion or age in the performance of their individual and/or joint functions under this Agreement. The County and the Board individually and jointly assure compliance with Title VI of the Civil Rights Act of 1964; Title VII of the 1964 Civil Rights Act, as amended; the Florida Human Rights Act of 1977; and all other applicable Federal and State laws, Executive Orders and regulations prohibiting discrimination as hereinabove referenced.

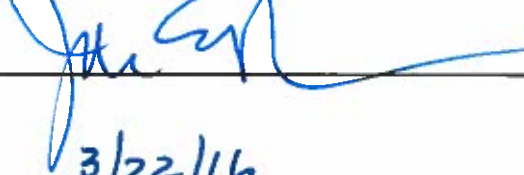
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IN WITNESS WHEREOF, the parties hereto, by and through the undersigned, have entered into this Agreement on the date and year first written above.

CHAIRMAN
GULF COAST WORKFORCE DEVELOPMENT
BOARD, INC dba CAREERSOURCE GULF
COAST




3/22/16
DATE

CHAIRMAN
BOARD OF COUNTY COMMISSIONERS
OF GULF COUNTY




03/22/2016
DATE

ATTEST: KIMBERLY L. BODINE
EXECUTIVE DIRECTOR



3/22/16
DATE

ATTEST: BECKY NORRIS
GULF COUNTY CLERK OF COURT



LEANNA ROBERTS, DEPUTY CLERK OF COURT
03/22/2016
DATE

PRESIDENT
GULF COAST STATE COLLEGE



4/25/16
DATE

Attachment D

1. One Stop Operator contract with latest modification
2. Direct Services Provider approval

Gulf Coast State College acts as fiscal agent per the Interlocal agreement signed by the three county commissions, the Board and GCSC.

Gulf Coast State College is the provider of One Stop Services through a contract awarded after a competitive procurement.

CareerSource Gulf Coast's local board staff provides direct services as approved by FS 445.007(6)

Attachment D- Part 1

GULF COAST WORKFORCE BOARD, INC d/b/a CareerSource Gulf Coast		
HEREIN REFERRED TO AS BOARD		
GRANT AGREEMENT NUMBER:	20-GCSC-WFC-WIOA-UC-MIL-WP-RESEA-DVOP-LVER	MODIFICATION NUMBER:
SERVICE PROVIDER:	Gulf Coast State College	DUNS NO.: 026280982
MAILING ADDRESS:	5230 West U.S. Highway 98, Panama City, FL 32401	
TELEPHONE / FAX NO:	(850) 872-4340, Ext. 144	FAX: (850) 872-4346
CONTACT PERSON:	Tassalhie Dekouche	
EMAIL ADDRESS:	tdekouche@careersourcegc.com	
GRANT AGREEMENT MANAGER:	Al McCambry – Dean of Workforce Development	
EMAIL ADDRESS:	amccambr1@gulfcoast.edu	
TITLE OF PROJECT:	GCSC – CareerSource Job Center Services	
CSGC CONTACT/PHONE	Kimberly L. Bodine, 850-913-3285	
CFDA or CSFA NUMBERS:	USDOL WIOA-Adult #17.258; WIOA-Youth #17.259; WIOA-Dislocated Worker #17.278; RA/UC- #17.225; Wagner-Peyser #17.207; Military 17.207; RESEA #17.225; DVOP 17.801; LVER 17.804; WT TANF 93.558; SNAP 10.561	
Percentage of total costs of program/project which will be financed with Federal money-100% and percentage and dollar amount of the total costs of the project/program that will be financed by nongovernmental sources – 0%, \$0.00		
RESEARCH OR DEVELOPMENT: No		

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2	FAIN NUMBERS AND FUNDING SUMMARY
3	MODIFICATION PAGE AND SIGNATURE SHEET
4	ARTICLES
5	ORGANIZATIONAL INFORMATION
6	EXECUTIVE SUMMARY
8	PROGRAM SUMMARY
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11	PERFORMANCE OUTCOMES
12	BUDGET SUMMARY
13	BUDGET NARRATIVE AND COST ALLOCATION PLAN
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28	NONDISCRIMINATION AND EQUAL OPPORTUNITY CERTIFICATION
29	NOTICE OF NONDISCRIMINATION AND COMPLAINT & GRIEVANCE PROCEDURE
30	CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER
31	LOBBYING CERTIFICATION/ COPYRIGHTS STATEMENT
32	PELL GRANT / PUBLIC ENTITY CRIMES STATEMENT
34	DRUG-FREE WORKPLACE REQUIREMENT CERTIFICATION
36	CERTIFICATIONS: ENVIRONMENTAL TOBACCO SMOKE, SCRUTINIZED COMPANIES LISTS, STAFF BACKGROUND CHECKS
38	ASSURANCES

Federal Award Identification Numbers (FAINS)			
FAIN	DESCRIPTION / NAME	FEDERAL AWARD YEAR	FEDERAL AWARDDING AGENCY
AA-32210-18-55-A-12-TBD	WIOA Youth/Adult/Dislocated Workers Formula Combined	PY 2018/FY2019	U.S. Dept. of Labor
AA-32210-18-55-A-12-TBD	WIOA Youth/Adult/Dislocated Workers Formula Combined	PY 2018/FY2019	U.S. Dept. of Labor
AA-32210-18-55-A-12-TBD	WIOA Youth/Adult/Dislocated Workers Formula Combined	PY 2018/FY2019	U.S. Dept. of Labor
UI-32593-19-55-A-12-TBD	Unemployment Insurance – RA/UC Program	PY 2019	U.S. Dept. of Labor
ES-31841-18-55-A-12-TBD	Employment Services – Wagner Peyser	PY 2018	U.S. Dept. of Labor
TBD	Employment Services – Military Spouse	PY2019	U.S. Dept. of Labor
DV-32884-19-55-5-12-TBD	Jobs for Veterans – DVOP	FY 2019 FY 2020	U.S. Dept. of Labor / Vets. Empl. & Training
DV-32884-19-55-5-12-TBD	Jobs for Veterans – LVER Program	FY 2019 PY 2020	U.S. Dept. of Labor / Vets. Empl. & Training
TBD	Unemployment Insurance – RESEA 20	FY2020	U.S. Dept. of Labor
195FL413Q7503-TBD	Supplemental Nutrition Assistance Program	PY 2019 PY 2020	U.S. Dept. of Agriculture
TBD	Temporary Assistance for Needy Families (Welfare Transition Program)	FY2019	U.S. Dept. of Health and Human Services
UI-32833-19-60-A-12	UI-RESEA 19	FY 2019	U.S. Dept. of Labor
AA30737-17-55-A-12	WIOA Performance Incentive	PY2017/FY2018	U.S. Dept. of Labor
ES29405-16-55-A-12	Wagner-Peyser Performance Inc.	PY2016	U.S. Dept. of Labor
*Fain numbers subject to change			

FUNDING	WIOA Adult	WIOA Youth	WIOA DW	WIOA Perf.	RA (UC)	WP	WP Perf. Incent.	RESEA 19	RESEA 20	DVOP	LVER	MIL	Welfare Trans.	SNAP	TOTAL
Direct Svcs	69,413	57,934	66,450	37,401	4,766	13,581	25,768	21,663	21,663	10,977	5,415	55,460	6,411	3,683	400,585
AMT +/-															
TOTAL	69,413	57,934	66,450	37,401	4,766	13,581	25,768	21,663	21,663	10,977	5,415	55,460	6,411	3,683	400,585

MODIFICATIONS: (DO NOT COMPLETE FOR INITIAL GRANT AGREEMENT OBLIGATIONS)

1. The purpose of this modification is to: _____
 - (a) This modification ___ increases, ___ decreases, ___ does not change the funds previously obligated by _____ to a new obligation of _____
 - (b) This modification changes the agreement period from _____ through _____ to _____ through _____ .
2. Effective date of this modification is:
3. This modification does not affect any provision of the original **GRANT AGREEMENT** and prior modification(s), except insofar as any provision or requirements is expressly changed, deleted or otherwise altered by this modification. All provisions or requirements of the original **GRANT AGREEMENT** and prior modification(s), except as expressly changed, deleted, or otherwise altered herein, are expressly incorporated by reference into and make a part of this modification as fully as if set forth herein.

IN WITNESS WHEREFORE, the parties have executed this GRANT AGREEMENT/ MODIFICATION and in signing, thereby validating this GRANT AGREEMENT/MODIFICATION, the parties also certify that each possesses legal authority to contractually bind their respective organizations in their capacity as a signatory official.

APPROVED FOR THE BOARD

By Kimberly L. Bodine
(Signature)

Name: Kimberly L. Bodine
Title: Executive Director
Date: 6/26/19

Witness: Cynthia L. Palmer
Date: 6/26/19

APPROVED FOR SERVICE PROVIDER

By JH
(Signature)

Name: Dr. John Holdnak
Title: President
Date: 6/27/19

SERVICE PROVIDER'S NOTARIZED SIGNATURE AND STATEMENT OF AUTHORITY TO SIGN THIS DOCUMENT

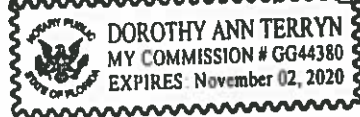
STATE OF FLORIDA
COUNTY OF BAY

I hereby certify that on this date before me, a Notary Public duly authorized in the state and county named above to take acknowledgments, personally appeared Dr. John Holdnak to me known as the person described as President of Gulf Coast State College who executed the foregoing instrument before me, and he acknowledged before me that he executed it in the name of and for that Service Provider, and that he has statutory authority or has legally been duly delegated the authority to bind this Service Provider.

WITNESS my hand and official seal in the County and State named above this 27 day of June 2019.

Notary Public Dorothy Terry

My commission expires: Nov 2, 2020



This GRANT AGREEMENT is between Gulf Coast Workforce Development Board, Inc., doing business as CareerSource Gulf Coast, hereinafter referred to as "Board", whose address is 5230 West U.S. Highway 98, Panama City FL 32401-1041, and Gulf Coast State College whose address is 5230 West U.S. Highway 98, Panama City, FL 32401, referred to as "Service Provider" or "Contractor".

This GRANT AGREEMENT is funded for the express purpose of provision of services pursuant to the Workforce Innovation and Opportunity Act (WIOA) of 2014, the Workforce Innovation Act of 2000, and any other programs administered by CareerSource Gulf Coast and funded within this Grant Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representations contained herein, the Parties hereto agree as follows:

ARTICLE I. SCOPE OF SERVICES

The Service Provider, in a satisfactory and proper manner as determined by the Board, shall carry out all services described or referred to in the Statement of Work and the Program Summary, which are attached hereto and made a part hereof. Such services shall be performed, except as otherwise specifically stated herein, by persons or instrumentalities solely under the dominion and control of the Service Provider.

ARTICLE II. PERIOD OF GRANT AGREEMENT

This GRANT AGREEMENT is effective **July 1, 2019** and the Service Provider shall commence performance of the terms and conditions hereof within thirty-(30) days after said effective date. Such performance shall be completed on or before **June 30, 2020** unless this Agreement is terminated as herein provided. The Board reserves the right to extend contractual agreements for up to three years to successful providers, and to award existing and newly acquired funds into existing contracts. Renewals shall be contingent on the provider's satisfactory performance evaluations and subject to availability of funds.

ORGANIZATIONAL INFORMATION

1. Type of Organization:		
	Individual	
	Partnership	
	Public Agency	Specify:
	Corporation	State of Incorporation:
X	Other	Specify: State College
		Yes No
2.	Minority and/or Female Owned and Operated	X
3.	Community-Based Organization	X
4.	Status of Organization: Has the organization ever had a contract cancelled for cause?	X
5.	Does the Organization owe any repayment of funds to any organization?	X
6.	Has the Organization declared bankruptcy and/or had any assets attached by any court in the last three years?	X
7.	Has the organization ever been, or is it presently debarred or suspended from contracting with Federal, State, or Local governments?	X
8.	Has the Organization and/or its' principal officers, in their capacity as such, been involved in a lawsuit in the past three years?	X
9.	Does the Organization have subsidiaries, a parent organization, or other affiliates?	X

**If answers to any of the questions (numbers 4 - 9) in this section are YES, provide full details.
(Enter the above in red before "ORGANIZATIONAL INFORMATION")**

CareerSource Gulf Coast Debarred/ Suspension Verification	Yes	No
Has the organization ever been, or is it presently debarred or suspended from contracting with Federal, State, or Local governments?		X

EXECUTIVE SUMMARY

Vision of the CareerSource Gulf Coast Job Center

Gulf Coast State College's vision entails continuing to deliver high-quality employment and re-employment services to both job/career seekers and employers in Bay, Gulf and Franklin counties. Gulf Coast State College (GCSC) has remained consistent in its commitment to excellence in the operation of the CareerSource Gulf Coast (CSGC) Job Center. The college, in conjunction with the CSGC Board, will manage and provide a complete array of services to both employers and job/career seekers under the Workforce Innovation Opportunity Act (WIOA) which shall include; employee recruitment and screening, basic career and individualized career services, follow-up services and referrals to training providers for in-demand occupations. Additionally, GCSC will consistently provide a professional environment centered on the needs of the client within a fully integrated framework of workforce services, to include leveraging the resources of partnering organizations. Our overall goal is to deliver excellent customer service, along with effectively and efficiently delivering various welfare reform and workforce services that will lead to the long-term success of our clients. The Job Center staff have the expertise to design, administer, and deliver all workforce development activities and have demonstrated the ability to adapt and conform to changes in policy, practices and priorities to meet local, state, regional, community and customer-based needs. As the sole provider of One-Stop services in Local Workforce Development Area (LDWA) 4, the college has always maintained a high performance level in the operation of the CSGC Job Center and the one-stop has been recognized as one of the top performers in the state for the delivery of workforce services. The college will continue to adopt a customer-focused, service-oriented, value-added, employer-driven service strategy that is responsive to the needs of both employers and job/career seekers.

Estimate of number to be served by activity and service area

It is estimated that the CSGC Job Center will serve approximately 10,000 universal job seekers and will work directly with over 1,100 employers in Bay, Gulf and Franklin counties. Over 3,000 customers will be work registered and receive basic career and individualized career services, as needed. The CSGC Job Center will also provide WIOA eligibility certification for an estimated 120 clients referred by pre-approved training providers. CSGC staff will be available at the college's Gulf/Franklin Center in Gulf County to meet the needs of Gulf and Franklin counties on an as-needed basis. CSGC Job Center staff has assisted and will continue to provide assistance to these counties. Veteran's staff will serve an estimated 1,000 veterans in Bay, Gulf, and Franklin counties. The Military Family Employment Services (MFES) program will assist military spouses with employment or re-employment services. The CSGC Job Center's partnership with the Senior Employment Program ensures job seekers over the age of fifty-five receive employment assistance.

GCSC realizes the importance of incorporating the human-centered design in the delivery of workforce services. During a client's initial intake, front-line staff explains the use of the Employ Florida (EF) labor exchange system. For familiarization of the EF system, staff will turn their computer screens towards the client so that they can follow along and visually witness a demonstration on how to set up an account, view personalized dashboards and background information, along with conducting inquiries and job searches. See Automation and Technology, page 24, for the type of equipment readily available for use by clients that may have physical limitations. Additionally, interpretative services for clients who may have language barriers and online/electronic services are available. The overall goal of the college is to provide effective and efficient customer service satisfaction in a manner that is most convenient and beneficial to meeting the client's needs.

Number of employees and their planned caseloads

It is anticipated that GCSC will have ten college employees; eight Department of Economic Opportunity (DEO) employees, and one temporary employee. Three staff members maintain the front-line and resource room with one temporary staff member assisting clients with job searches, resumes, filing claims on DEO's CONNECT system, along with other services. One intake orientation assistant (IOA) is the lead staff member for determining WIOA eligibility for local training programs and provides support to the front-line as needed. A Reemployment Services and Eligibility Assessment (RESEA) case manager will assist unemployment insurance claimants in returning to work faster by providing a number of services, to include an individual employment plan. One employment service representative (ESR) specializes in processing incoming job orders from employers and enters the orders into the state's Employ Florida (EF)

database. The CSGC Job Center's three marketing team members are responsible for employer outreach and recruitment, as well as providing individualized career services to WIOA clients. An average individual caseload of 30 (for intensive/individualized) clients per ESR is manageable based on current economic conditions, our local unemployment rate which has continually improved over the past several years and estimated funding. The business services/marketing team, composed of one Veterans' representative and three ESRs, participates in job fairs and other community-based activities and provides screening, along with other as needed employer-related services. One Jobseeker Placement Specialist (JPS) provides customer service to the Job Center's online/ internet services. These services include assisting GCSC graduating students with job placements, password resets, online referrals, and other requested services. One local veteran's employment representative (LVER) whose primary responsibility is to work with area employers, federal contractors, and community partners to assist veterans seeking employment. Two Disabled Veterans Outreach Program (DVOP) representatives equally share the case management responsibility for disabled veterans with significant barriers to employment. One career manager will serve as the Military Family Employment Specialist (MFES) to assist active duty military dependents. The Assistant Coordinator is responsible for the functional supervision of the CSGC Job Center. All staff will be cross trained and will have the capability to support the front-line and resource room; assist with work registrations; provide job referrals and labor market information; assist with resume writing; conduct employer follow-ups, file searches, testing; enter job orders; and record placements and obtained employment information.

Customer service

GCSC has focused on continuous improvement in delivering workforce development services at the Job Center. Community involvement, outreach and recruitment, and collaboration with local agencies are essential to the success of a One-Stop environment. Demonstrating initiative, creativity, and responsiveness to the employment needs of the community, employers, and clients will remain a top priority of the CSGC Job Center. GCSC is customer focused and committed to delivering a seamless flow of quality employment and re-employment services to all populations regardless of the program, targeted customer group, or funding stream. GCSC employs a team leader strategy in five primary areas of service delivery: jobseeker services, business outreach services, veterans/military services, finance/operations and performance/special projects. Team Leaders will provide leadership to each of these areas and will participate in monthly meetings that address issues relevant to service delivery, best practices, performance, customer service experiences and training. Information/decisions from these meetings flow down to all staff and is used to improve services and enhance performance outcomes. GCSC also provides its student graduates the opportunity to "opt in" to register for workforce services through the CSGC One Stop Job Center. Students can receive assistance with their job search and other work readiness skills training (such as interviewing) while their registration in EF serves to increase the accessibility and number of trained/skilled workers within the labor pool.

PROGRAM SUMMARY
CareerSource Gulf Coast Job Center One-Stop Services

SERVICE PROVIDER NAME: Gulf Coast State College
CONTRACT YEAR: 2019 - 2020

CUSTOMER GROUP: WIOA ADULT

(Cumulative)	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
TOTAL ENROLLED	54	58	61	64	67	70	75	78	82	85	88	90
CARRIED OVER TOTAL	53	53	53	53	53	53	53	53	53	53	53	53
NEW ENROLLMENT TOTAL (by Activity)												
Career Services	1	5	8	11	14	17	22	25	29	32	35	37
TOTAL TERMINATIONS	0	7	14	21	28	35	42	49	56	63	70	76
Entered Employment	0	7	14	21	28	35	42	48	55	62	69	75
Negative	0	0	0	0	0	0	0	1	1	1	1	1
Exclusions	0	0	0	0	0	0	0	0	0	0	0	0
Transferred to other WIOA Service Provider	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL REMAINING ACTIVE	54	51	47	43	39	35	33	29	26	22	18	14

*NOTE: This represents a large number of AMPT participants
TOTAL ENROLLED = Total enrolled includes the carried over total and the new enrollment total.
TOTAL TERMINATIONS = Cumulative total of all types terminations.
TOTAL REMAINING ACTIVE = Total terminations subtracted from total to be enrolled.

PROGRAM SUMMARY
CareerSource Gulf Coast Job Center One-Stop Services

SERVICE PROVIDER NAME: Gulf Coast State College
CONTRACT YEAR: 2019 - 2020

CUSTOMER GROUP: WIOA DISLOCATED WORKER

(Cumulative)	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
TOTAL ENROLLED	1	1	1	2	2	2	2	3	3	4	4	4
CARRIED OVER TOTAL	1	1	1	1	1	1	1	1	1	1	1	1
NEW ENROLLMENT TOTAL (by Activity)												
Career Services	0	0	0	1	1	1	1	2	2	3	3	3
TOTAL TERMINATIONS	0	0	1	1	1	1	1	2	2	3	3	3
Entered Employment	0	0	1	1	1	1	1	2	2	2	2	2
Negative	0	0	0	0	0	0	0	0	0	1	1	1
Exclusions	0	0	0	0	0	0	0	0	0	0	0	0
Transferred to other WIOA Service Provider												
TOTAL REMAINING ACTIVE	1	1	1	1	1	1	1	1	1	1	1	1

TOTAL ENROLLED = Total enrolled includes the carried over total and the new enrollment total.
TOTAL TERMINATIONS = Cumulative total of all types terminations.
TOTAL REMAINING ACTIVE = Total terminations subtracted from total to be enrolled.

METHOD AND TIME PAYMENT

1. CareerSource Gulf Coast shall pay an aggregate amount not to exceed of **400,585** shown on the copy of the budget summary hereto attached and made a part of this GRANT AGREEMENT. If during the term of the GRANT AGREEMENT Gulf Coast State College determines that submitted line items need to be adjusted, then these adjustments may be made if prior written approval is obtained from CareerSource Gulf Coast. The total amount allowed of **400,585** cannot be over expended. CareerSource Gulf Coast is not obligated to approve payment of any amount for expenses incurred related to this Agreement prior to the effective date.
2. CareerSource Gulf Coast has entered into an agreement with Gulf Coast State College under the terms of which Gulf Coast State College is the fiscal agent for CareerSource Gulf Coast. All financial reports must be submitted by the 8th of each month to the Finance Director for CareerSource Gulf Coast located at Gulf Coast State College. The reimbursement check issued will be a Gulf Coast State College check.

***Note: All of the above expenses must be for services provided by this GRANT AGREEMENT for those individuals eligible for Workforce Programs administered by CareerSource Gulf Coast as outlined in this GRANT AGREEMENT.**

3. Documentation for reimbursement shall include an invoice and the following:
 - a) Salaries/Fringes: Documentation of rate of pay and payment for positions identified in budget summary.
 - b) Staff Travel: Documentation of mileage and/or travel expenses and payment.
 - c) Other Staff support items: Copy of invoice/bill to support costs.
 - d) Indirect Costs (must be approved in the contract budget prior to submittal)
4. Reimbursements shall be made to the Service Provider in a timely manner in accordance with standard accounting procedures. The payment of funds under the GRANT AGREEMENT to the Service Provider is contingent upon and subject to the receipt of funds for said purpose by the Board from the Florida Department of Economic Opportunity, and/or CareerSource Florida, Inc.
5. It is understood and agreed by the parties hereto that this is a cost reimbursement GRANT AGREEMENT, which requires a level of performance for full payment. Failure to meet the minimum level of performance or to provide the services as specified will result in payments being withheld or repayment by the Service Provider of all or a portion of the funds paid for such services and activities. This provision is subject to any legal proceedings available to the Service Provider.

The Service Provider understands that monthly reimbursements to finance this GRANT AGREEMENT are for the purpose outlined in the Statement of Work, and outcomes specifically identified in the Program Summaries and Performance sections of the GRANT AGREEMENT. The Service Provider may expect cost reimbursement by the end of the reporting month if all reports are submitted in a timely and accurate manner to the Board. The following performance is required of all Workforce Innovation and Opportunity Act (WIOA) providers:

- Actual job placements achieved by a service provider will be compared to planned quarterly benchmarks specified in the Program Summary. Failure to achieve 80% of those planned placements into unsubsidized employment may result in funds being withheld until the Service Provider reaches the stated level of performance. The Service Provider will be required to repay funds if the performance level is not achieved by the end of the GRANT AGREEMENT period.
- Of all actual terminations that occur in the Adult, Dislocated Worker and Older Youth programs, an overall 85% must be associated with placement into unsubsidized employment by the end of the GRANT AGREEMENT period. Contractual benchmarks below a 75% placement rate are not acceptable.

In the above-mentioned situation, whereby a Service Provider does not achieve the stated level of performance, the following methodology will be used to calculate the payback for each placement below 80% of the contracted job Placements: $\text{Cost per placement} = \frac{\text{total funds expended}}{\text{number of participants placed into unsubsidized employment}}$.

Number of placements missed X Cost per placement = dollar amount of pay back.

Failure to provide training and/or program activities as specified may result in repayment of all or a portion of the funds paid for such.

PERFORMANCE OUTCOMES

Performance goals for the career managers will be set by the Coordinator and/or Director of Workforce Services at the beginning of the program year and will be based on contractual obligations. Internal self-monitoring and contractual performance reviews will be conducted and evaluated monthly to track adherence to policies, procedures and processes. The Statement of Work section outlines how follow-ups will be conducted. If it is determined, before or at the time of follow-up, that a client needs additional services to obtain/retain employment, the career manager will assist the client with resources and services, as necessary (including through available funding or referral to services/training, if applicable). The job performance and goals of the career managers will be addressed on an "informal, day-to-day basis," as needed. "Formal" reviews, however, will be conducted semi-annually. The purpose of these periodic reviews will be to address any performance issues, provide coaching, facilitate continuous improvement, and determine additional training needs, when and where required. Personal improvement plans and/or corrective action plans will be implemented, when needed.

Unless otherwise noted, this is a performance-based cost reimbursement GRANT AGREEMENT and CareerSource Gulf Coast may withhold up to ten (10) percent of funds should the service provider not meet performance measures (below) on a quarterly basis. However, achieving benchmarks by the fiscal year's end may allow the service provider to earn the performance holdback in whole.

CareerSource Gulf Coast Job Center Operator - 2019-2020 Required Performance Levels			
Adult Entered Employment Rate	90%	Wagner Peyser Entered Employment Rate	66%
Adult Wage at Placement Rate	\$18.00	Wagner Peyser Median Wage Rate	\$10.00
Dislocated Worker Entered Employment Rate	83%	Timeliness of Data Entry—WIOA Applications	5 days
Dislocated Worker Wage at Placement Rate	\$17.00	Timeliness of Data Entry—WIOA Exits	2 days

Three performance measures for contract year 2018-2019 are listed below. The service provider must meet two of the three measures to earn the ten (10) percent holdback. Exceeding one measure will count as meeting two; however, the service provider is encouraged to strive towards meeting all three goals.

- 1) Adult Entered Employment Rate 90%
- 2) Adult Wage Rate (hourly) \$18.00
- 3) Dislocated Worker Entered Employment Rate 83%

1. Assurance of commitment to achieving each of the performance levels

Performance is a priority at the CSGC Job Center. The college is committed to achieving each of the performance levels as established by the CSGC Board. On a monthly basis, the Coordinator will monitor all performance measures. To maintain high levels of performance, the CSGC Job Center will employ qualified staff and provide training on performance measures and what each measure represents. ESRs will review and evaluate WIOA and employer customer satisfaction levels regularly. Information related to performance will be shared with staff at regularly scheduled staff meetings and training. If the CSGC Coordinator determines staff need additional assistance to perform at a higher level, the Coordinator will immediately request technical assistance or additional training from the CSGC Board or DEO.

Gulf Coast State College understands that the GRANT AGREEMENT may be cancelled if the customer satisfaction level falls below 75% or the State average (whichever is higher).

2. Additional performance indicators

The CSGC Job Center proposes the following additional measures that fairly measure successful workforce programs:

- Number of work registrations
- Number of job seekers or employers served
- Number of services provided

The level of performance should be based on the level of funding or program requirements. The CSGC Job Center reports on these measures in the monthly CareerSource Gulf Coast Job Center Traffic Report.

**CareerSource Gulf Coast Job Center
Budget (July 1, 2019 - June 30, 2020)**

	PY 19/20 Budget	WIOA DW	WIOA Adult	WIOA Youth	WIOA Perf.	SNAP	WT	RA	WP Perf.	WP	DVOP	LVER	Military	RESEA 19'	RESEA20 **
Asst. Coord./Dekouche	34,309	787	777	527	12,177	343	343	340	8,388	4,003	3,035	1,444	1,385	380	380
Admin Asst/Chappelle	36,466	925	989	599	12,816	365	370	361	8,474	4,305	3,288	1,579	1,567	414	414
Finance Operations/Lewis	0														0
Military Family/Barnes	36,240												36,240		
Job Developer	0														
Job Seeker Services/ Brady	37,199	12,089	12,183	9,927		700	1,500	800							
Intake/Orientation /Woodard	36,540	13,155	11,269	12,116											
Intake/Orientation/Balilio	31,208	10,142	10,865	7,901		550	1,100	650							
Intake/Orientation/ Hunt	32,121	10,439	11,066	8,216		575	1,150	675							
RESEA/Case Mgr./Beach	34,100		1,950	1,950										15,100	15,100
TOTAL SALARIES:	278,183	47,537	49,099	41,236	24,993	2,533	4,463	2,826	16,862	8,308	6,323	3,023	39,192	15,894	15,894
FRINGES:															
FICA /Medicare (7.65 %)	21,281	3,637	3,756	3,155	1,912	194	341	216	1,290	636	484	231	2,998	1,216	1,216
Retirement (8.26%)	23,562	4,026	4,158	3,493	2,117	215	378	239	1,428	704	536	256	3,320	1,346	1,346
Health Ins (no inc/one mil)	62,500	9,000	10,062	8,000	7,000	591	1,000	1,300	4,754	3,173	3,114	1,528	8,000	2,489	2,489
Life	1,090	205	162	233	37	20	13	13	66	42	30	19	142	54	54
TOTAL FRINGES:	108,433	16,868	18,138	14,881	11,066	1,020	1,732	1,768	7,538	4,555	4,164	2,034	14,460	5,105	5,105
TOT SALARIES /FRINGES	386,616	64,405	67,237	56,117	36,059	3,553	6,195	4,594	24,400	12,863	10,487	5,057	53,652	20,999	20,999
OPERATIONAL:															
Travel	2,300	110	154	130	253	23	29	33	617	322	170	200	193	33	33
SUBTOTAL	388,917	64,515	67,391	56,247	36,312	3,576	6,224	4,627	25,017	13,185	10,657	5,257	53,845	21,032	21,032
Indirect Program Costs	11,668	1,935	2,022	1,687	1,089	107	187	139	751	396	320	158	1,615	631	631
Total Budget	400,585	66,450	69,413	57,934	37,401	3,683	6,411	4,766	25,768	13,581	10,977	5,415	55,460	21,663	21,663

* (Ends December 31st)

** (Starts Jan 1st)

BUDGET NARRATIVE

Justification of each proposed expense and method of computation

The budget reflects projected needs for the program year. Employee costs will be allocated to the programs they support. Expenditures are based on prior year expenditures unless otherwise noted.

Salary/Fringes: Salaries of \$278,183 are for the following positions: Assistant Coordinator, Administrative Assistant, Military Family Manager, Job Seeker Services Team Lead, RESEA Career Manager and three Intake/Orientation Assistants. Fringes include FICA and Medicare match, retirement and insurance. FICA and Medicare match is 7.65% of taxable salaries \$21,281. Retirement is 8.47% of salaries \$23,562. Health insurance is \$62,500, and Life insurance is \$1090. Total benefits are \$108,433.

Travel: Travel costs to deliver services include local travel between the CSGC Job Center and college locations or employer sites as well as out-of-district travel for staff to attend workforce-related conferences and workshops. Total travel is \$2,300.

Indirect Program Costs: Reimbursement for costs incurred by the college in support of the contract, not reflected in stand-in costs, is projected at \$11,668. Indirect costs are calculated at 3% of the total contract and will be paid 1/12 per month for each month of the contract period.

COST ALLOCATION PLAN

Costs will be direct charged where appropriate. Costs that cannot be direct charged will be pooled in the WIOA/WT Universal Service Cost Pool (USCP) and the Coordination and Operational Cost Pool (COCP) at the direction of the CareerSource Gulf Coast Board. The USCP contains all costs related to the wages, fringe benefits, and overhead costs associated with the non-DEO front line, resource room and job seeker services positions. Costs will be distributed based on the total prior month-to-date expenditures of service providers in the region. The CareerSource Gulf Coast Board staff compiles monthly service provider program expenditures for the region, and the CareerSource Gulf Coast Job Center uses the percentages charged to WIOA and WT grants to allocate costs accumulated in the USCP. The CareerSource Gulf Coast Job Center will maintain month-to-date expenditure spreadsheets to support percentage distributions to grants. The COCP contains all costs related to CareerSource Gulf Coast Job Center overhead costs and the wages and fringe benefits for the Coordinator and the administrative assistant/switchboard operator. Monthly costs in the COCP pool will be allocated based on the percentage of partner program staff charges to grants and will be supported by personnel activity reports.

Per the CareerSource Gulf Coast Board, a function or activity that benefits two or more programs may be set up as a single cost objective. Costs allocable to that cost objective are allowable to any of the programs that benefit from the activities or costs. Therefore, the CareerSource Gulf Coast Job Center will make business decisions regarding what combination of funds made available under these programs will be applied to cost objectives

STATEMENT OF WORK

EMPLOYER SERVICES

Assisting employers with recruitment

The CSGC Job Center will develop an employer outreach and recruitment plan that provides complete, comprehensive services to local employers. Each plan will be custom tailored based on the employer's needs. Four staff members will comprise the marketing team, and they will be trained to work with individual employers to establish goals and timelines in meeting the employer's current and projected workforce needs. Participating employers will be made aware of labor market information, labor pools, and additional resources. The CSGC Job Center will post job announcements online with Employ Florida and will assist employers with pre-screening, testing, and interviewing for prospective employees. The CSGC Job Center advertises bi-weekly in the local newspaper for both employers and job seekers and is an active participant in community sponsored events, expos, and local and regional job fairs. These events include the Bay County Job Fair where the Job Center partners with educational and community organizations to organize and market this annual event - with over 90 employers and 700 job seekers in attendance. In the past, the Job Center has also worked with General Dynamics IT and organized numerous mass recruitment events to recruit and staff their Lynn Haven Call Center. Well over 1,500 employees were hired using the services and resources of the CSGC Job Center.

Social media is used to notify interested jobseekers of job fairs and hiring events; "hot jobs" and post daily job listings; information and news relevant to our partnering agencies; as well as important links and programmatic news, activities, and events in Bay, Gulf and Franklin counties. The use of this media platform creates a social network that can expand its reach, frequency and immediacy with 'no cost' to the user. In addition, a mobile-specific site was constructed separately to meet today's growing use of smartphones, tablets and other mobile devices. LinkedIn serves a more "professional/career" role in the CSGC messaging strategy. Each of the two channels has experienced significant growth from 2014 to 2017: Facebook - 493% increase (from 549 to 3,256); and LinkedIn - 497% increase (from 89 to 532).

Collaborative partnerships have been established with organizations that specifically target our job seeker population of individuals with disabilities, older workers, welfare recipients and youth. These programs and partners include: The Department of Education's Division of Vocational Rehabilitation (Voc-Rehab); NCBA - a senior employment program (for ages 55+); Royal American Management (RAM) - the service provider for workforce services for welfare transition and food stamp program clients; as well as a college operated older-out-of-school youth program. Voc-Rehab and the CSGC Job Center created a cross-referral process to assist individuals with disabilities who are seeking employment. NCBA, RAM and the college-operated youth program are located within the Job Center facility where client accessibility can be made readily available. Adecco, a temporary staffing agency, is co-located to assist with immediate employer and job seeker needs also. As a result of established relationships and the co-location of partner agencies, the Job Center would be able to aptly make a wide demographic of job seekers accessible to employers.

Assessing, pre-screening, and referring prospective employees

The CSGC Job Center will provide in-house training to all staff relating to job orders, pre-screening, referring job applicants, and searching databases to ensure they are well trained and customer focused. The CSGC Job Center has developed a jobseeker services team concept, which is utilized in the resource room, front-line, and referral desk for job order referrals. All staff will be cross trained, knowledgeable, and work closely with a designated team leader. Internal office procedures address work registrations, job orders, and job referrals. Designated staff will be assigned to provide follow-up services to employers for timely job closure. The CSGC's Assistant Coordinator and Director of Workforce Services will monitor procedures related to assessing, pre-screening, and referring prospective employees. When seeking candidates for positions that are more difficult to fill, CSGC staff will conduct candidate searches in labor exchange databases, on behalf of the employer, to identify suitable candidates for referrals.

Providing information

All ESRs are trained and knowledgeable and will provide employers with local, regional, and state labor market information. The DEO provides labor market information and literature, which is available at the CSGC Job Center and online at the Employ Florida website (www.employflorida.com). Marketing team members will also provide employers with information on current employer sponsored incentives (to include tax, recruitment/hiring and training incentives) available through various local, regional and state agencies, as needed.

Providing rapid response services

Once notification of a pending lay-off or closure is received, the Director of Workforce Services works with the Job Center Assistant Coordinator to respond immediately with Rapid Response services. The CSGC Job Center staff and partnering agencies will be available to provide an on-site orientation for the affected employer and employees. CSGC Job Center staff will also provide information or one-on-one assistance to dislocated workers on how to file a Re-employment Assistance compensation claim through DEO's CONNECT system; Workforce Innovation Opportunity Act services; training opportunities for in-demand occupations; job search and resume assistance; employability skills workshops; veteran services, and referrals to employers.

Implementation of sector strategies as developed by CSGC

Sector strategies developed by CSGC will be implemented by the college, as appropriate. Sector strategies promote partnerships between education, employers and workforce that address issues of skills needs and can result in helping to meet the needs of workers for good jobs and the needs of employers for skilled workers. Relationships will be facilitated, maintained and strengthened between key stakeholders in order to ensure genuine stakeholder participation and engagement.

Marketing services to employers

Under the supervision of the CSGC Job Center Assistant Coordinator and Director of Workforce Services, the marketing team will conduct outreach and recruitment activities in Bay, Gulf, and Franklin counties. They will contact employers through on-site visits, informational mailings, telephone contact, and email to acquire and post job announcements in EF. The marketing team members will be available to respond to the needs of employers who visit the CSGC Job Center. The marketing team will be actively involved in local Chambers of Commerce, partnering agencies and community activities, job fairs, and expos. The CSGC Job Center will actively recruit new employers and maintain a solid employer base by providing high-quality employment services. Dedicated staff will maintain a centralized job order data entry system, enter job orders into EF, receive calls from existing employers and provide administrative support to the marketing team. The CSGC Job Center will market its services through its involvement in community activities, newspaper advertisements, job fairs and expos as well as through social media outlets (Facebook, Twitter, LinkedIn, etc.).

Allowing employers and community partners to utilize space at the CareerSource Gulf Coast Job Center

The CSGC Job Center will provide necessary space and accommodations to employers and partners for employment and community related activities, and will enforce all board policies relating to usage of space and CSGC Job Center resources.

OUTREACH AND RECRUITMENT FOR EMPLOYERS

All marketing activities, materials and publications will be approved in advance by CareerSource Gulf Coast, and no service provider staff will speak to the media without approval from the Executive Director or Director of Workforce Services. Failure to abide by this directive may result in the Board requiring the immediate termination of the offender. Staff will sign statements of understanding confirming that this policy has been explained to them. All marketing materials/publications will contain the ADA statement: "Equal opportunity employer/program and auxiliary aids and services are available upon request to individuals with disabilities" and will also list the Center's TTY/TDD or relay service.

JOB SEEKERS SERVICES

The CSGC Job Center service delivery system will be managed to provide access to employer and job seeker services. Availability of funds, in conjunction with customer need and eligibility guidelines, will determine the combination of services appropriately provided to individual customers.

Basic Career Services

1) *Registration in Employ Florida (EF).*

All job seeker clients are oriented to EF by the front-line and resource room staff. A front-line staff member will determine the level and types of services and assistance required on an individual basis. New clients will be referred to the resource room for orientation, job search services and activities. Clients needing basic career and individualized services will be referred to the appropriate staff member. All job seeking clients will be assisted in work registration in the Employ Florida system and provided directives depending on their individual needs.

An Employment Security Representative prepares and distributes a monthly calendar to all staff members identifying the ESRs and veterans representative designated each day of the month to be 'on call' and address customer needs.

2) *Eligibility determinations for services under WIOA, and Veteran's priority of service.*

All clients and job seekers will be informed of eligibility requirements and determination for all services under WIOA. Eligible Veterans and spouses will be provided with priority of service for all workforce activities and referrals to training, job referrals and job search assistance.

3) *Assessing skill levels, aptitudes, abilities and supportive service needs of job seekers.*

At the initial one-on-one assessment, CSGC Job Center staff will assess the skill levels, aptitudes, abilities, and supportive services needs of job seekers. The assessment process will identify strengths and barriers to success. Assessments available on site include the Wonderlic, CareerShines (Career Assessment), and IBM Kenexa (in the areas of accounting, financial, industrial, behavioral, MS Office Suite, etc.) testing. ESRs or veteran representatives will provide one-on-one career management and WIOA services upon request, by referral or by determination of need by front line and resource room staff.

4) *(Outreach and recruitment) Informing community partners and job seekers about services.*

To inform community partners and job seekers about the services available, the CSGC Job Center will advertise with local media outlets depending on targeted audience. Social media outlets such as Facebook, Twitter, and LinkedIn as well as other publications and media outlets will be utilized, as needed. The CSGC Job Center will also conduct outreach and recruitment and promote special events through radio and television, if adequate funding is available, and will maintain and develop partnerships with local community organizations, businesses, workforce partners, and area educational and training institutions. Marketing team members will participate in employment-related community and networking events and will maintain active memberships with the local Chambers of Commerce. CareerSource Gulf Coast will promote and participate in area job fairs, business expos, special events and college activities. At a minimum, the CSGC Job Center will provide a monthly update of activities to the CareerSource Gulf Coast's Director of Workforce Services.

5) *Making current labor market information available.*

The CSGC Job Center will make informational booklets available on how to file Re-employment Assistance (RA), formerly known as unemployment compensation (UC), claims. Front line and resource room staff will be trained to provide the tools to file for RA.

Staff will provide information about local and state training providers, along with the approved training programs. An approved training providers list will also be posted on the CSGC web page under "*Job seekers – training services.*"

Job Center staff has developed a community resource book for various resources and supportive services that will be made available to the client, as needed.

CSGC will make current local, regional, and state labor market information available through informational handouts and posters. The information will also be available online through the DEO and EF web sites. Literature provided by the Job Center and the DEO about job vacancy listings, skills and training needed to obtain jobs, average wages, and number of job openings will be readily available and displayed onsite in a useful and clear format. Staff will also provide one-on-one individual orientations to assist clients in becoming familiar with services and resources of the center.

6) Resource room operation.

The following self-directed basic career services will be available in the resource room:

Work Registration in EF	Resume Assistance
Job Referrals	Reemployment Assistance
Career Counseling Referrals	Fax, Phone & Copy Services
Labor Market Information	WIOA Information
Referrals to Training Providers	Assessment and Testing
Community Resources	Job Center Orientation

The resource room will be maintained by certified workforce professional staff members to provide information and assistance in all job search activities and workforce services and programs. Basic and individualized career services will be available and provided based on the specific needs of the job seeker. A team leader will provide functional supervision to the front-line and resource room staff.

The resource room will be equipped with 24 computer workstations and 4 referral stations and will be staffed with employees certified to provide workforce services and assistance to job seeker clients. To ensure the needs of both the job seeker and the employer are met, resource room staff will pre-screen clients and will only refer applicants that meet the employer's qualifications as stated in the job order. Staff will be available to provide labor market information and resume writing assistance and to answer job search and employment-related questions. Adecco, a temporary staffing agency, is co-located to assist with immediate employer and job seeker needs. Co-location presents the opportunity for the Adecco/ CSGC Job Center partnership to be maximized as well as resources to be shared and leveraged.

7) Quarterly Follow-up services.

The Assistant Coordinator will assign a designated staff person to be responsible for WIOA certification and eligibility determination. When a client who is registered in WIOA is placed in unsubsidized employment, the staff person will conduct quarterly follow-ups for twelve months to document retention in employment. The follow-up consists of contacting the employer to verify continued employment. If a WIOA client loses a job, CSGC staff will provide follow-up services in locating another job.

Individualized Career Services

1) Comprehensive and specialized assessments

Individualized services will be provided to all WIOA adult and dislocated job seekers at the CSGC Job Center based on job seeker or employer need. Services will include in-depth case management, Wonderlic testing, IBM Kenexa assessments, and employer specific evaluations, as appropriate. If a job seeker requires additional assessments, CSGC staff will refer the individual to appropriate community resources.

2) **Case management**

Job seekers will be evaluated individually to determine appropriate levels of services. Many job seekers may have special needs or barriers that require in-depth case management. CSGC staff will provide services to meet each client's needs. When appropriate, staff will make referrals to training providers for further assessment or to community agencies for supportive services. Orientations to employee groups will be available when an employer anticipates a plant closure, downsizing, or layoff contacts CSGC. Additionally, staff will provide information about training options and job search assistance, as needed.

3) **Short term pre-vocational services**

The CSGC Job Center will provide short-term pre-vocational services to job seekers as needed to enhance their ability to obtain and maintain employability. Short term pre-vocational services will be provided either through referral to a partner organization or via on-site training and will include, but not necessarily be limited to communication skills, introductory computer skills, and basic employability skills (i.e., resume writing, interviewing skills, and professional conduct).

Follow-Up Services

Follow-Up Services will be provided to Adults and Dislocated Workers, as appropriate, for up to twelve months after being placed in employment. All youth participants will receive some form of follow up services for a minimum of twelve months.

Training Services (eligibility and referral process for training participants)

The CSGC Job Center coordinates with the Board and training providers to determine eligibility requirements and availability of funding. The CSGC Job Center will determine WIOA eligibility for all LWD Area 4 training providers based on the client providing appropriate documentation (as directed by the state and the CSGC Board). Customers will be referred to training providers based on customer choice and program availability.

Special Populations

Veterans' Program, Displaced Homemaker Program, Military Spouse Program, and National Emergency Grants, and any other specialized service programs

GCSC understands that the Job Center must provide job development and service referrals for customers who need special accommodations due to specific needs or circumstances. The CSGC Assistant Coordinator will designate staff to work with special populations or targeted groups that may be entitled to or require special assistance.

The CSGC Job Center will ensure veterans receive services by conducting outreach and recruitment, making employer visits, maintaining relations with veteran organizations, and being active in veteran-related activities. Veteran staff will monitor the need for and provide services in all areas including in-depth case management for veterans and eligible veteran spouses. The CSGC Job Center Coordinator will designate a staff member to manage and operate the Military Spouse Program. The case manager will conduct outreach and recruitment at local military bases and provide case management and job search assistance to the eligible military spouse population. A Job Seeker Services Representative/Displaced Homemaker Program case manager will conduct community outreach and recruitment for individuals who may need assistance with entering/re-entering the workforce.

AFFILIATE SITES

Gulf Coast State College coordinates training and technical assistance between Job Center staff in the Bay County location with CSGC board-directed staff in affiliate sites. College staff has supported and held job fairs in the affiliate sites on several occasions; as well as provided certification and eligibility assistance for training programs, when necessary. These services have been requested, when needed, by staff at the affiliate sites

and include hosting, on the Gulf/Franklin campus, a Career Day event in Gulf County for high school seniors. Gulf Coast State College will also convene bi-annual meetings with the required one-stop partners, to include other partner organizations, as required, in order to ensure the coordination of service delivery. The college will offer training to staff members of the affiliate sites, as appropriate.

STAFFING PLAN

The CSGC Job Center will be staffed by 17 individuals (8 college, 8 DEO and 1 temp staff). The college will hire highly-qualified applicants to provide high-quality workforce services. As part of the screening process, potential employees must comply with and pass a Level 2 fingerprinting/ criminal background check before being hired. The table below provides staffing details including title, number of individuals per position, and duties.

- A. Gulf Coast State College Human Resources will provide all job postings of Gulf Coast State College to a CSGC Job Center representative for input into EF.
- B. Career service positions to be advertised will include wording that applications must be filled out at the CSGC Job Center, and an assessment test, decided upon by the Gulf Coast State College department head, will be required as part of the application process.
- C. The Gulf Coast State College Human Resources department will input the career service job postings into their Banner mechanized system, and for copying to the Gulf Coast State College search committee.
- D. The Gulf Coast State College Human Resources department will provide a CSGC Job Center representative with a list of the job applicants who were chosen for interviews, and the person who was hired with their hire date and salary information.

Position	#	Responsibilities/Program
GCSC Staff		
Assistant Coordinator	1	Functional supervision of CSGC Center
Case Manager-RESEA	1	Assists unemployment claimants with return to work
Career Manager – MFES	1	Case management for military dependents
Sr. Employment Rep./Job Seeker Svcs Team Leader	1	Oversight and basic career services for front-line/resource room clients
Intake Orientation Assistant	3	(2) Front-line/resource room services, unemployment filing support, client orientation, and (1) certification & eligibility determination
Administrative Assistant	1	Switchboard and administrative duties
DEO Staff		
Employment Security Rep. II/LVER	1	Veteran services; employer outreach; monitors federal job listings; “hiring” advocate for vets
Employment Security Rep. II/DVOP	2	Case management services to veterans with significant barriers to employment; outreach
Employment Security Rep. II	4	(3 staff) Employer services, marketing, recruitment, outreach; WIOA & (1 staff) Job orders (JO)/JO follow-up and performance
Employment Security Rep. II	1	Wagner-Peyser employment, re-employment and customer service
Temporary Staff		
Customer Service Rep.	1	Front-line/resource room services, online referrals, and resource room assistive services; may assist with specific programs, such as Military Family”.

To support CSGC Job Center staff, the college will provide support and expertise with interpretative and translation services, as well as make the use of assistive technology and equipment available for use by clients at the One Stop, as needed.

1. Required training and certifications

GCSC understands that the CSGC Job Center staff will complete the DEO's Florida Workforce Professional Tier 1 Certification. All front-line staff will complete ongoing training in customer service, communication skills, basic computer software (i.e., Word, Excel), programmatic training (i.e. WIOA, etc.) and the DEO's Learning Management System training programs, as directed.

2. Maintenance of 15 hours of continuing education credit requirement

Front-line staff will attain at least 15 hours of continuing education annually after certification date. All training will be documented in staff personnel files. Staff will be encouraged and, in some instances, required to attend training as requested by the Dean of Workforce Development, the CareerSource Gulf Coast Board staff, or coordinator. Staff will be required to attend staff meetings, which will be a forum for evaluating strategies, providing training, disseminating information, and encouraging continuous improvement of staff. CSGC Job Center staff will be responsive to training recommended or mandated by CSGC Board Staff related to quality service delivery and performance improvement.

3. Key staff resumes.

Resumes for key staff members will be available upon request of the CareerSource Board.

4. Hours of operation and holiday schedule.

The CSGC Job Center will provide service in all areas Monday through Friday from 8:00 a.m. to 4:30 p.m. The CSGC Job Center will be closed on the following holidays: New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Holidays (Thursday & Friday), Christmas Day. Hours are subject to change upon notification and approval from the CSGC Board.

GCSC has read and understands that the holiday schedule and days of operation may change during inclement weather which may not coincide with the college's own weather policies or decisions. GCSC will provide services, as needed after hours or alternate work days, when required.

5. Conducting business

Gulf Coast State College will operate the CSGC Job Center on a day-to-day basis in accordance with Procedural Instructions and policies promulgated by the CSGC Board.

6. Operation of special projects

The CSGC Job Center may be designated to operate special projects; funds permitting, staff will provide technical assistance and support of these projects, as requested and appropriate.

7. Reimbursement for personnel costs

The CSGC Job Center will request reimbursement for personnel costs only for time actually worked, approved accrued leave payouts, and reasonable vacation, sick leave, and holidays in accordance with Gulf Coast State College personnel policies and earned during the term of the agreement; no other paid leaves of absence nor will they be a part of the negotiated grant agreement.

8. Security of sensitive information

Staff will be informed that misuse of sensitive information can result in termination and potential legal action. They will have security forms on file with the Regional Security Officer (RSO) to access state and local databases. System access will be terminated when staff leaves CSGC. Managers will be responsible for activation and deactivation of requests for system access. All staff will be required to pass a Level 2 background check. GCSC will abide by these directives.

9. Security Awareness Training

The Service Provider will comply with the board's comprehensive security awareness training program. This program is compliant with the Department of Economic Opportunity protocol 5.05.02.04, which promotes and reinforces the importance of preserving the confidentiality, integrity, and limited access of data and IT resources entrusted to them. Staff must receive and complete their initial security awareness training provided by the board within three (3) days of their start date of employment and prior to gaining any system access. Staff will continue to receive refresher training on an annual basis throughout their employment.

10. Personnel files

GCSC will supervise its staff, provide functional supervision of DEO staff, and maintain accurate, up-to-date personnel files. Job performance and goals will be discussed at informal, day-to-day basis, as needed. Mid-year and annual performance reviews will be conducted to address any performance issues, provide coaching, and determine additional training needs, if required. All personnel information, such as continuing education, mid-year evaluations, annual progress reports, and disciplinary actions will be included in the personnel files, kept in a secure location by management.

COORDINATION AND NON-DUPLICATION

The college will maintain communication with and provide information to all partners detailing the services and resources available and will make training and use of the center's facility available upon request. Under the direction of the CSGC Board, the CSGC Job Center staff will participate in group workshops and webinars to maximize resources within the region. The continued involvement, close working relationships, and strong communication will avoid duplication of services offered by other organizations.

All workforce providers will confirm that participants are not already being served by another provider and will enter participant data into appropriate databases promptly. To avoid duplication of services, the CSGC will promptly record all supportive services and case notes into the Employ Florida (EF) system and collaborate with other community partner agencies, as appropriate.

The CSGC Job Center understands and will coordinate all marketing, media relations and advertising, through the CSGC Board. All printed materials, advertising and marketing materials relating to the CSGC Job Center will be approved by the Board.

In keeping with CareerSource Gulf Coast's effort to maintain a strong recognizable presence and to reduce duplication of effort, CSGC-JC staff will comply with the CareerSource Gulf Coast requirement to submit all media, marketing, advertising, and public relations materials pertinent to this grant agreement to the CareerSource Gulf Coast Executive Director or Director of Communications for approval. Under no circumstances should CSGC-JC staff meet with media without prior approval of CareerSource Gulf Coast.

The Florida Legislature requires that any purchase by regional workforce boards of promotional/outreach/informational items which exceeds a certain amount each year must be approved by the Department of Economic Opportunity prior to purchase. In order to ensure that purchases for this region do not exceed the limit, Service Providers must obtain written permission in advance from the CareerSource Gulf Coast Executive Director prior to making purchases of outreach/informational/promotional items.

AUTOMATION AND TECHNOLOGY

Gulf Coast State College attests that:

1. Staff will have reliable access to the internet for the purposes of email and data entry.
2. Staff will possess the basic skills needed to perform their duties, which may include proficiency in Microsoft Office Word, Excel and the ability to download forms, scanning and emailing documents as required.
3. Staff will check email regularly throughout the day, and add auto notices to their email account when out of the office.
4. Data entry by staff will be periodically checked by a supervisor for accuracy. The Board's Regional Security Officer (RSO) will be notified of any recurring problems so that appropriate corrective actions may be conducted through the Board to state IT staff.
5. On a time schedule determined by the Board, the Service Provider shall submit accurate, complete and timely participant and financial records, program reports and/or documentation, as specified by the Board.

The CSGC Job Center has secured access to the Internet for staff and customers. The center maintains a resource and assessment room equipped with 24 computer workstations with internet access, resume writing software, assessment software, videos, facsimile, printing, copier, and telephone services. Assistive technology is available for individuals with special needs including a 20 inch color automatic focus television for the visually impaired, a teletypewriter (TTY) machine with text display for the hearing impaired, and a workstation with wheel chair accessibility. The training room is equipped with 24 computer workstations, an instructor's workstation, an automated projection screen, and a mounted overhead projector. The board room accommodates 32 people and is equipped with interactive video conferencing equipment and access to the Internet.

All Job Center staff have the necessary resources to provide services and to communicate with all partnering agencies via email and the internet. Each office is equipped with a personal computer with Microsoft Windows applications, email, and internet service. Staff also has access to a facsimile machine, copier and network printers. The college's Assistant Coordinator, in conjunction with the Board's RSO, is responsible for establishing and maintaining email accounts and internet services. The Assistant Coordinator ensures that each staff member has been trained and has demonstrated the necessary skills to access state databases, Internet, email, and software programs.

An intake orientation assistant is responsible for timely data entry. Job Center staff track client progress using both hard-copy case files and the interactive state labor exchange database (EF).

All staff requiring access to information systems for which CareerSource Gulf Coast provides security will have signed security forms on file with the CSGC Regional Security Officer (RSO). The CSGC-JC Assistant Coordinator is responsible for ensuring that the RSO is notified when staff leaves CSGC-JC employment for deactivation of system access.

AVOIDING CONFLICT OF INTEREST

Gulf Coast State College agrees that it will exercise care to avoid any real or perceived conflict of interest in referring clients to training services. Gulf Coast State College understands that customer choice must be respected and that clients may select from institutions on the Eligible Training Provider List without any undue influence by Gulf Coast State College as the CareerSource Gulf Coast Job Center Operator.

The college prides itself in delivering quality services to all clients and strongly encourages a cooperative effort among the training providers. To avoid real or perceived conflicts of interest, the selection of a service provider is based solely upon the client's choice.

The CareerSource Gulf Coast Job Center delivers customer-focused services to job seekers and employers. The number one priority is meeting each client's needs with the end result of securing substantial employment. CSGC Job Center staff will participate in appropriate training and are not permitted to encourage or direct clients into specific programs or to specific providers. Instead, CSGC Job Center staff will also provide information and encourage clients to explore all program opportunities and providers. All approved service and training providers and their representatives are treated in a fair and equitable manner. The Assistant Coordinator closely monitors the level of coordination of services among providers.

The CSGC Job Center's service delivery model ensures quality service for employers and job seekers by providing recruiting services, applicant pre-screening, applicant testing, public service announcements, resume assistance, job search assistance, basic career, individualized, and follow-up services. The scope of services of the CSGC Job Center does not encompass funding for client participation in vocational training programs; however, the center fully supports and encourages referrals to approved training providers. The CSGC Job Center determines WIOA eligibility after referral to appropriate training providers for assessment and acceptance. In doing so, the CSGC completes a WIOA application with supporting documentation to determine client eligibility.

QUALITY CONTROL

1. Program and financial monitoring

The college uses effective quality control measures to detect and reduce fraud and errors in data collection, eligibility determinations, and service delivery. CSGC Job Center staff requires a client's original state and federally-approved documents to determine eligibility, and verifies case files and data entry.

The Job Center ensures that it protects and maintains the confidentiality of information by keeping hard-copy files in locked filing cabinets and maintaining the security of passwords for electronic databases. The security officer monitors access to programs and information. The public does not have direct, unaccompanied access to office areas; and staff receives consistent, frequent training regarding the importance of maintaining confidentiality. Internal quarterly monitoring is also conducted to ensure compliance with all policies, procedures and processes, whether state or CSGC Board directed.

GCSC manages and provides accounting support for numerous Federal, State and locally-funded programs in accordance with GAAP, federal regulations, Florida statues, Florida's accounting manual for Florida's Community Colleges. Projects are monitored by GCSC financial personnel to secure administrative and programmatic goals and objectives are performed as stated in each project. As part of federal and state requirements, the college performs annual audits to secure accountability.

2. Performance evaluation

All DEO and Wagner-Peyser performance measures will be monitored on a monthly basis by the Coordinator. All local CSGC Board performance measures as stated in the Service Provider contract will be monitored monthly by the One-Stop Operator Coordinator and reviewed by the local CSGC Board.

3. Tracking effectiveness

The CSGC Assistant Coordinator will track performance outcome data, monthly reports, and information relating to the overall operation of the center. The Assistant Coordinator will provide copies of reports at monthly meetings or at in-house workshops, and staff will discuss the information contained in the reports and brainstorm strategies to improve performance.

FILE MAINTENANCE/DOCUMENTATION / DATA ENTRY

1. Case Files

A. *Maintenance*

CSGC Job Center staff will create an electronic file for each client determined to be eligible for WIOA. Appropriate documents will be scanned and filed electronically using CSGC's paperless system. (WIOA Adult case files are paperless, hardcopy is not required). All status changes, case notes, and services will be recorded/maintained until follow ups are completed and files are kept for five years. When eligibility is determined, all data, Wagner-Peyser work registrations, case notes, and services will be entered into EF and maintained until program completion.

B. *Monitoring compliance*

All customer case files, both hard copy and electronic, will be kept up to date and will be cross checked at the time of eligibility and maintained on a regular basis. No more than three percent of files will have out-of-date or incorrect information when monitored by the CSGC Board or its designee.

C. *Counseling notes*

CSGC Job Center staff will maintain contact with WIOA clients monthly (at a minimum) and will enter notes within 48 hours of a participant contact.

D. *Files are the property of the CareerSource Gulf Coast (CSGC) Board*

The CSGC Job Center acknowledges that all files are the property of the CareerSource Gulf Coast Board and will be turned over to CSGC upon request.

2. Documentation

Case files will include information and documentation of each of the following, as appropriate, to program requirements; a) All eligibility and data validation items; b) The initial and comprehensive assessments; c) The Individual Service Strategy (ISS) and its updates; d) Progress reports (if applicable); e) Time and attendance (if applicable); f) Training completion certification (if applicable), g) Counseling notes; h) Job placement information; i) Job retention verification; and j) Supportive Services/expenditures on behalf of a client.

3. Data Entry

GCSC will apply for access to relevant management information systems through the CSGC RSO and will notify the RSO when staff no longer requires access. CSGC Job Center staff will enter all WIOA applications within five days of the application date, and files will be transferred to the training provider within 48 hours of the application date and program exits will be entered within two days of the client's exit date.

BONDING STATEMENT

To Whom It May Concern:

Crime - Employee Theft, Money and Securities:

Service Provider agrees to bond every officer, director, or employee authorized to receive or deposit workforce program funds or issue financial documents, checks, or other instruments or payment of program costs. The Bond shall be effective prior to any Grant Agreement payment and for at least twelve (12) months after this Grant Agreement terminates with amounts up to sovereign immunity limits for State purposes.

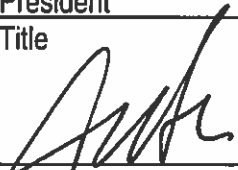
Gulf Coast State College by signing below certifies that they will keep in force, through the entirety of this Grant Agreement, a crime/theft insurance policy, with coverage of a maximum limit of \$1,000,000 per occurrence. Gulf Coast State College is self-insured and shall provide coverage under plan number RMC 2019-0301 provided through Florida College System Risk Management Consortium from March 1, 2019 to February 28, 2020.

A copy of the policy declaration page must be provided to CareerSource Gulf Coast within ten (10) days of Grant Agreement execution.

Gulf Coast State College
Service Provider

Dr. John Holdnak
Name (Printed or Typed)

President
Title


Signature

6/27/19
Date

CERTIFICATION OF INSURANCE

Gulf Coast State College is self-insured and shall provide general liability insurance in an amount not less than \$100,000 per person and \$200,000 per occurrence under plan number RMC 2019-0301 provided through **Florida Community College Risk Management Consortium** from March 1, 2019 to February 28, 2020.

A copy of the policy declaration page must be provided to CareerSource Gulf Coast within ten (10) days of GRANT AGREEMENT execution.



Signature

6/27/19

Date

Dr. John Holdnak

Name (Printed)

President

Title

NON-DISCRIMINATION and EQUAL OPPORTUNITY CERTIFICATION

The Service Provider agrees to comply fully with non-discrimination and equal opportunity provisions of the Workforce Innovation and Opportunity Act of 2014, including Public Law 97-300; Title VI and VII of the Civil Rights Act of 1964, as amended; Age Discrimination Act of 1975, as amended; Section 504 of Rehabilitation Act of 1973, as amended; Title IX of the Education Amendments of 1972, as amended; the Nontraditional Employment for Women Act of 1991; Section 654 of the Omnibus Budget Reconciliation Act of 1981, as amended; the American with Disabilities Act of 1990, and the Florida's Human Rights Act of 1977. The Service Provider further agrees that it will in no way discriminate against, deny benefits to, deny employment to, or exclude from participation any person on the basis of race, color, religion, sex (including pregnancy), sexual orientation, gender identity, gender expression, sex stereotyping, national origin, age, disability, marital status (except as otherwise permitted under Title IX of the Education Amendments of 1972), political affiliation or belief, citizenship/status as a lawfully admitted immigrant authorized to work in the United States, from any program or activity funded in whole or in part with funds made available through CareerSource Gulf Coast. It is also agreed that participation in programs and activities shall be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees and parolees, and other individuals authorized by the Attorney General to work in the United States. It is further agreed that the grievance and complaint procedures submitted by the grant recipient and approved by the Office of Civil Rights will be adhered to.

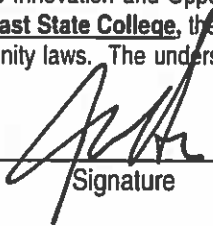
Programs funded through CareerSource Gulf Coast are equal opportunity programs and the Service Provider shall assure that all programs and activities conducted under this Agreement are accessible to individuals with disabilities. Where the physical facilities are not accessible, an alternate plan for accessing the program or activity must be developed and retained on file, and a copy provided to the CareerSource Gulf Coast Equal Opportunity Officer. Provisions must also be made for the limited English speaking and vision and sensory impaired. These provisions include: having a plan to provide interpreters and sign language assistance when necessary, and assuring that adequate staff or other sources are available to adequately communicate with non-English speaking applicants and/or participants.

CareerSource Gulf Coast has established and maintains procedures to informally resolve grievances or complaints from, and provide counseling to participants in programs operated under this Agreement. A representative of the Service Provider will be required to inform program participants of such procedures and their right to file with the appropriate local, State, or National entity a complaint if the matter is not resolved through information procedures. The Service Provider agrees to require that each participant read, and understand their rights and responsibilities as enumerated in the NOTICE OF NONDISCRIMINATION AND COMPLAINT & GRIEVANCE PROCEDURES FORM.

Sub-recipients shall not discharge or in any manner discriminate against any individual in connection with the administration of the program, or against any individual because such individual has filed any complaint or instituted or caused to be instituted any proceeding under or related to this Act, or has testified or is about to testify in any such proceeding or investigation under or related to the Act, or otherwise unlawfully deny to any individual any benefit to which that participant is entitled under the provisions of the Act or privileges secured by 29 CFR Part 34.

Pursuant to Section 188 of the Workforce Innovation and Opportunity Act of 2014, Public Law 113-128, I, Dr. John Holdnak, the undersigned, in representation of Gulf Coast State College, the grantee, attest and certify that the grantee will adhere to any and all nondiscrimination laws and equal opportunity laws. The undersigned will adhere to any and all federal, state and local Board non-discrimination rules and regulations.

Dr. John Holdnak, President
Name / Title

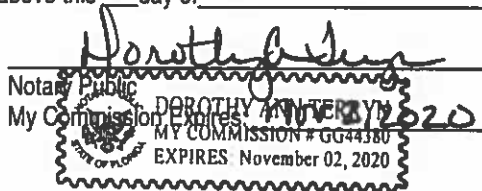

Signature

6/27/19
Date

STATE OF FLORIDA
COUNTY OF BAY

I hereby certify that on this date before me, a Notary Public duly authorized in the State and County named above to take acknowledgments, personally appeared: Dr. John Holdnak, who is known as the person described as President of Gulf Coast State College and who executed the foregoing instrument before me, and acknowledged before me he executed it in the name of and for Gulf Coast State College, and that he had statutory authority or has been legally and duly delegated the authority to bind this contractor.

WITNESS my hand and official seal in the County and State named above this 27 day of June 2019.


Notary Public
DOROTHY ANTERLYN
MY COMMISSION # GG44380
EXPIRES November 02, 2020



Participant Name: _____

NOTICE OF NONDISCRIMINATION AND COMPLAINT & GRIEVANCE PROCEDURES

NOTICE OF NONDISCRIMINATION:

CareerSource Gulf Coast does not discriminate on the basis of race, color, religion, sex (including pregnancy), sexual orientation, gender identity, gender expression, sex stereotyping, national origin, age, disability, marital status, political affiliation or belief, citizenship/status as a lawfully admitted immigrant authorized to work in the United States, participation in any WIOA Title I financially assisted program or activity, or any other characteristic protected by Federal, State or local law.

Programs funded through CareerSource Gulf Coast are equal opportunity programs with auxiliary aids and services available upon request to individuals with disabilities. Persons using TTY/TDD equipment use Florida Relay Service 711. Individuals with disabilities may make requests for reasonable accommodations to the CareerSource Gulf Coast Equal Opportunity Officer by calling (850) 913-3285, emailing accommodations@r4careersourcegqc.com or writing to CareerSource Gulf Coast, Equal Opportunity Officer, 5230 W US Hwy 98, Panama City, FL 32401.

INTIMIDATION AND RETALIATION PROHIBITED:

CareerSource Gulf Coast shall not discharge, intimidate, retaliate, threaten, coerce or discriminate against any person because such person has filed a complaint or grievance. The same prohibition applies to people who have furnished information, assisted or participated in any manner in an investigation, review, hearing or any other activity related to administration of, or exercise of authority under, or privilege secured by 29 CFR Part 34.

COMPLAINT PROCEDURES:

If you as a Workforce program participant feel that you have been subjected to discrimination based on race, color, religion, sex (including pregnancy), sexual orientation, gender identity, gender expression, sex stereotyping, national origin, age, disability, marital status, political affiliation or belief, citizenship/status as a lawfully admitted immigrant authorized to work in the United States, participation in any WIOA Title I financially assisted program or activity, or any other characteristic protected by Federal, State or local law, you may file a complaint of discrimination with either the Local Equal Opportunity Officer, Shannon Walding, 5230 W. Highway 98, Panama City, FL, 32401, the Department of Economic Opportunity, Office of Civil Rights (OCR), Caldwell Building, 107 East Madison Street, MSC 150, Tallahassee, FL 32399-4129 or directly with the U.S. Department of Labor, Civil Rights Center (CRC), 200 Constitution Avenue, Northwest, Room N-4123, Washington, DC 20210. Your complaint must be filed within 180 days of the alleged discriminatory act.

If you elect to file your complaint with the OCR, you must wait until the OCR issues a decision or until 90 calendar days have passed, whichever is sooner, before filing with the CRC. If the OCR's resolution of your complaint is unsatisfactory, you may file the complaint with the CRC. The complaint must be filed within 30 calendar days of the date the notice of the OCR proposed resolution was received.

GRIEVANCE PROCEDURES (PARTICIPANTS):

If you as a Workforce participant have a problem which arose in connection with Workforce programs operated by the Region in Bay, Gulf or Franklin counties, under these Acts, you should discuss the matter with the appropriate representative. If the problem cannot be resolved at that level, you may request a review with the Supervisor. If you do not receive a response within ten working days or wish to further pursue the issue, please contact your Service Provider's individual responsible for Workforce Programs with your grievance. If you do receive an adverse response and wish to pursue the grievance further, OR ten working days have elapsed, and no response received, please submit a formal letter of grievance to the Deputy Director or Executive Director of CareerSource Gulf Coast, 5230 West Hwy. 98, Panama City, FL 32401. If you do not receive a decision at the Region level within 60 calendar days of filing the grievance, or if there is an adverse decision, you may request a review within 10 days of the receipt of the adverse decision or, within 15 days from the date you should have received a timely decision. The request for review should be filed with the Department of Economic Opportunity. The Department of Economic Opportunity shall issue a decision within 30 calendar days of receipt of the request. The Department of Economic Opportunity's decision constitutes final agency action. If the Department of Economic Opportunity fails to provide a decision within the 30-day time limit, you may request a determination by the Secretary of the United States Department of Labor on whether reasonable cause exists to believe that the Act or its regulations have been violated. A grievance must be filed within ONE year of the alleged violation.

As a Workforce program participant, I certify that I have read the above statement and understand my rights and responsibilities as enumerated in this statement and a copy was provided for my reference.

Participant's signature

Date

As a representative of _____, I verify that the above-signed participant read the above statement of the Workforce programs' grievance/complaint procedures and indicated an understanding of the procedures.

Program Representative

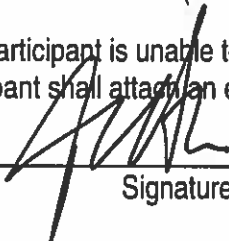
Date

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

Non-federal entities and contractors are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR part 180. These regulations restrict awards, sub-awards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities. When applicable, as required by the regulation implementing EO No. 12549 and 12689, Debarment and Suspension, 2 CFR, part 180, the Contractor must not be presently nor previously within a three-year period preceding the effective date of the Contract, debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency. No contract shall be awarded to parties listed on the GSA List of Parties Excluded from Federal Procurement or Non-Procurement.

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its officers /principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State or local governmental department or agency;
 - b. Have not within a three (3) year period preceding this proposal been convicted of 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 or embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph 1 b. above of this certification; and
 - d. Have not had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. That if the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Dr. John Holdnak, President
Name/Title

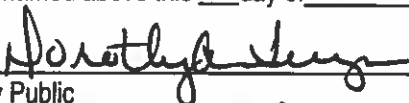
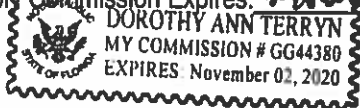

Signature

6/27/19
Date

**STATE OF FLORIDA
COUNTY OF BAY**

I hereby certify that on this date before me, a Notary Public duly authorized in the State and County named above to take acknowledgments, personally appeared: Dr. John Holdnak, who is personally known, is the person described as President of Gulf Coast State College, and who executed the foregoing instrument before me, and acknowledged before me he executed it in the name of and for Gulf Coast State College, and that he had statutory authority or has been legally and duly delegated the authority to bind this contractor.

WITNESS my hand and official seal in the County and State named above this 27 day of June 2019.


 Notary Public
 My Commission Expires November 02, 2020


LOBBYING CERTIFICATION

The undersigned Grantee 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, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal grant, 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 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 grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, "Disclosure Form to Report Lobbying" available at: <https://forms.sc.egov.usda.gov/efcommon/eFileServices/eForms/SFLLL.PDF> in accordance with its instructions.

The undersigned shall require that the language of this certification can be included in the award documents for all sub awards at all tiers (including sub grants, sub grants and loans, and cooperative agreements) and that all "sub recipients" shall certify and disclose accordingly. Additionally, the undersigned will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7328).

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, US Code (Byrd Anti-Lobbying Amendment). 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.

Dr. John Holdnak, President

Name/Title


Signature

6/27/19
Date

COPYRIGHTS STATEMENT

Contracting agency shall have unlimited rights in: Data first produced in the performance of this Grant Agreement form, fit and function data delivered under this contract; data delivered under this Grant Agreement (except for restricted computer software) that constitute manuals or instructional and training material for installation, operation or routine maintenance and repair of items, components or processes delivered or furnished for use under this Grant Agreement; and all other data delivered under this Grant Agreement.

I will not release to others, reproduce, distribute or publish any data first produced or specifically used by the Contractor in the performance of this Grant Agreement without written permission from the Board.

Dr. John Holdnak, President

Name/Title

Signature

Date

ASSURANCE OF PELL GRANT COORDINATION

Gulf Coast State College assures that all participants enrolled in training/retraining activities at approved institutions will apply for student financial assistance, whether it be federal, state or local, and will make maximum efforts to assist each participant in qualifying for available assistance. The provider further assures that documentation of such application shall be maintained in each participant file.

Dr. John Holdnak, President

Name/Title

Signature

Date

SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

1. This sworn statement is submitted to: CareerSource Gulf Coast by Dr. John Holdnak, President of Gulf Coast State College whose business address is: 5230 West Highway 98, Panama City, FL 32401 and its Federal Employer Identification Number (FEIN) is 59-1208155
2. My relationship to Contractor is: President
(sole proprietor, partner, president, vice-president)
3. I understand that a "public entity crime" as defined in Paragraph 287.133 (1) (g), Florida Statutes, includes a violation of any state and federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or by contract for goods and services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.
4. I understand the "convicted" or "conviction" as defined in Paragraph 287.133(1) (b), of the 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 after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a pleas of guilty or nolo contendere.
5. I understand that "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, to mean:

(1) A predecessor or successor of a person or a corporation convicted of a public entity crime; or a person or a corporation convicted of a public entity crime, or (2) 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, (3) those officers, directors,

executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.

- 6. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or 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 for the provision of goods and services 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.
- 7. Based on information and belief, the statement that I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies.)

Neither the contractor nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the contractor nor any affiliate of the contractor has been convicted of a public entity crime subsequent to July 1, 1989.

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 subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearing 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 vendor list. (Attach a copy of the final order.)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OR THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

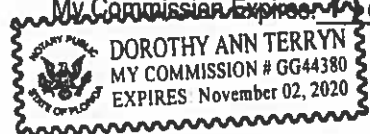
Dr. John Holdnak, President
Name/Title

[Signature]
Signature

**STATE OF FLORIDA
COUNTY OF BAY**

I hereby certify that on this date before me, a Notary Public duly authorized in the State and County named above to take acknowledgments, personally appeared: Dr. John Holdnak, who is personally known, is the person described as President of Gulf Coast State College, and who executed the foregoing instrument before me, and acknowledged before me he executed it in the name of and for Gulf Coast State College, and that he had statutory authority or has been legally and duly delegated the authority to bind this contractor.

WITNESS my hand and official seal in the County and State named above this 27 day of June 2019.

[Signature]
Notary Public
My Commission Expires Nov. 2, 2020
 DOROTHY ANN TERRY
MY COMMISSION # GG44380
EXPIRES November 02, 2020

DRUG-FREE WORKPLACE REQUIREMENT CERTIFICATION

I, **Dr. John Holdnak**, an authorized representative of the Service Provider do hereby make the following certification with respect to the execution of responsibilities assigned to CareerSource Gulf Coast (CSGC) by WIOA and the Drug-Free Workplace Act of 1988 and its' implementing regulations codified at 29 CFR 98, Subpart F. The contractor attests and certifies that a drug-free workplace will be provided 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 contractor'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 about:
 - a. The dangers of drug abuse in the workplace;
 - b. The contractor's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - 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 Grant Agreement be given a copy of the statement required by paragraph (1) of this certification;
4. Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the Grant Agreement, the employee will:
 - a. Abide by the terms of the statement, and;
 - 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 CSGC in writing ten (10) calendar days after receiving notice under subparagraph 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 30 calendar days of receiving notice under subparagraph 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.

Notwithstanding, it is not required to provide the workplace address under the Grant Agreement. As of today, the specific sites are known and we have decided to provide the specific addresses with the understanding

that if any of the identified places change during the performance of the Grant Agreement, we will inform the agency of the changes. The following are the sites for the performance of work done in connection with the specific Grant Agreement including street address, city, county, state and zip code:

Temp. - 1310 E. 11th Street, Panama City / Permanent - 625 Highway 231, Panama City, FL 32405
(Bay County)

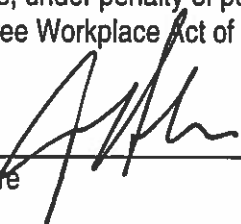
3800 Garrison Avenue, Port St., Joe, FL 32456 (Gulf County)

Check () if there are workplaces on file that are not identified here.

Check () if an additional page was required for the listing of the workplaces.

I declare, under penalty of perjury under the laws of the United States, and under the penalties set forth by the Drug-Free Workplace Act of 1988, that this certification is true and correct.

Signature



Dr. John Holdnak, President

Name/Title

I, **Dr. John Holdnak**, certify that I am the **President of Gulf Coast State College** and sign this Drug-Free Workplace Certification on behalf of the authority given by the following organization and that such signing is within the scope of my powers.

Gulf Coast State College

(Organization Name)

Executed on:

6/27/19

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO-SMOKE

The Pro-Children Act of 2001, 42 U.S.C. 7181 through 7184, imposes restrictions on smoking in facilities where Federally-funded children services are provided. Grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or granted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or granted for) used for the routine or regular provision of Federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

SCRUTINIZED COMPANIES LISTS CERTIFICATION, SECTION 287.135, F.S.

If grant is in the amount of \$1 million or more, in accordance with the requirements of Section 287.135, Florida Statue Grantor hereby certifies that it is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Both lists are created pursuant to section 215.473, Florida Statutes.

Grantee understands that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject Grantee to civil penalties, attorney's fees, and/or costs.

If Grantee is unable to certify to any of the statements in this certification, Grantee shall attach an explanation to this Grant Agreement.

CERTIFICATION REGARDING STAFF BACKGROUND CHECKS

All employees of One-Stop (Job) Centers and LWDA grantees with access to and the ability to change or destroy confidential data stored in workforce information systems are required to undergo a Level Two background check as a condition of employment or grant award. The Level Two background check will include but is not limited to: employment history checks, statewide criminal correspondence checks through the Florida Department of Law Enforcement, and a check of the Dru Sjodin National Sex Offender Public Website, as well as local criminal records checks through local law enforcement agencies. This requirement may change based upon state or federal law/guidance or DEO sub grant agreement.

Disqualifying offenses are listed in FS 435.04 and 435.07. Additionally, persons undergoing this background check may not have an arrest awaiting final disposition, must not have been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, and must not be adjudicated delinquent and the record has not been sealed or expunged under any offense prohibited under FS 435.04, 741.28 (related to domestic violence) or for fraud, forgery, embezzlement or identity theft. Screening results indicating convictions of disqualifying offenses will result in non-approval of that individual to be paid from CSGC administered funds.

Background checks are to be repeated every five years of consecutive employment and upon re-employment or employment in a new or different position of special trust. Grantees shall be re-screened upon assignment to a

new grant agreement or after a new grant award. CSGC will pay this expense and schedule the screens accordingly.

[Signature]
Signature

6/27/19
Date

STATE OF FLORIDA
COUNTY OF Bay

I hereby certify that on this date before me, a Notary Public duly authorized in the State and County named above to take acknowledgments, personally appeared: John Haldnak, to me known as the person described as
(Authorized Person)

_____ who executed the foregoing instrument before
(Title) (Sponsoring Agency)

me, and he/she acknowledged before me that he/she executed it in the name of and for that Service Provider, and that he/she had statutory authority or has been legally and duly delegated the authority to bind this Service Provider.

WITNESS my hand and official seal in the County and State named above this 27 day of June 2019.

[Signature]
Notary Public
MY COMMISSION EXPIRES NOV 2, 2020
MY COMMISSION # GG44380
EXPIRES November 02, 2020

ASSURANCES

As a condition of the receipt of Federal and State funds under the Personal Responsibility Act (Public Law 104-193), the Workforce Innovation and Opportunity Act (WIOA) (Public Law 105-220), and the Workforce Innovation Act of 2000 rules and regulations, hereby identified as Board programs, the Service Provider agrees to submit a plan for the delivery of Job Center services and operations under the WIOA and Welfare Transition programs, and agrees to operate the programs in accordance with Federal, State and local requirements, the Region Four Local Workforce Services Plan, the Welfare Transition Plan, the Department of Economic Opportunity's Welfare Transition Employment and Training Handbook and all other laws as applicable.

THE SERVICE PROVIDER ASSURES THAT:

1. The Service Provider will substitute stand-in costs for any unauthorized expenditures deemed as disallowances in the operation of the program, and for any disallowed costs incurred as a result of the service provider expending funds not authorized under this Agreement or in violation of the appropriate Federal or State statutes, regulations or guidelines. In order for stand-in costs to be substituted for disallowed expenditures, the service provider must submit a stand-in cost report for the quarter that the disallowance was incurred. The application of stand-in cost will occur at the audit resolution stage, and will not exceed recorded and approved stand-in costs. Any funds requested for reimbursement by the service provider that are determined by the Board, the Governor, Department of Economic Opportunity, CareerSource Florida, and/or United States Department of Labor to be in violation of appropriate Federal and State Statutes, regulations or guidelines shall be refunded and repaid to the Board by the Service Provider with non-federal funds. Should the Service Provider question the Board's determination of a disallowance, the Department of Economic Opportunity may be contacted for a final opinion regarding the appropriateness of the expenditure(s) in question. If this Agreement or Amendments thereto are still in effect, CareerSource Gulf Coast shall withhold these monies from any allowable reimbursement request of the Service Provider.
2. The Service Provider agrees to promptly repay the Board any amount previously paid to the Service Provider by the Board, which is determined by final audit to be an unallowable cost or expenditure. The Service Provider shall repay the Board any funds found not to have been expended in accordance with workforce system programs' regulations or any disallowed expenditure in the final resolution of the audit report. The Service Provider shall repay such amounts from funds other than funds received under this GRANT AGREEMENT. The Board may withhold funds from future deliverables or cost reimbursement requests pending resolution of disallowed costs. This provision is subject to any administrative or other legal procedures available to the Service Provider. No funds under this GRANT AGREEMENT may be used in support of any religious, anti-religious, or political activity.
3. In the event the service provider breaches this GRANT AGREEMENT, the service provider shall indemnify and hold harmless CareerSource Gulf Coast for any disallowed costs resulting from any such breach of this GRANT AGREEMENT. The management, administration and implementation of all terms and conditions of this GRANT AGREEMENT shall be performed in a manner satisfactory to the Board. The Board may act in its own best interest including, but not limited to:
 1. Requiring a written report of corrective action within specific time frames;
 2. Withholding payment;
 3. Disallowing inappropriate claims, payments, or costs;
 4. De-obligating GRANT AGREEMENT funds; or
 5. Terminating or suspending this GRANT AGREEMENT.

If the Board determines that the program described in this GRANT AGREEMENT is not functioning as intended, the Board shall notify the Service Provider immediately by telephone, followed by written notice,

which may result in bilateral corrective action or adjustment of the Contractual terms through modification of this GRANT AGREEMENT.

4. The Department of Economic Opportunity requires that the Board's monitoring plan include fiscal monitoring of all service providers. The Board's Fiscal Department monitors the invoices for appropriateness of costs, timeliness of the submission related to the time that the expenditures were incurred dates of enrollment related to dates of expenditures and overall accuracy of the invoice.

Each month, program fiscal reports are due on the 8th of the month. The Fiscal Department monitors the reports and invoices over the remainder of that month. When there is a discrepancy, the service provider is immediately notified and appropriate clarification and/or documentation is requested. If the service provider submits the requested documentation in a timely manner and the Fiscal Department reviews and accepts the documentation/clarification, no reimbursement is withheld. If the service provider fails to submit proper documentation/clarification, all reimbursements will be withheld until such time that the proper clarification is submitted to and accepted by the Fiscal Department.

CareerSource Gulf Coast reserves the right not to pay if invoices are submitted more than sixty (60) days past the end of the month being invoiced. Each year a final closeout report is due within eight (8) days after the contract end date. After this deadline, no reimbursement can be made for prior year's expenses from prior year's funds.

5. The Service Provider shall maintain sufficient financial records to allow costs to be properly charged to the appropriate cost categories. The Service Provider shall maintain proper accounts and an accurate verification of participant statistics.
6. In accordance with Florida Statutes, 50% of adult and dislocated worker funds must be expended for Individual Training Accounts (ITAs). Please refer to DEO FG 074 for guidelines on allowable costs that may be considered as a part of the 50% funds.
7. Service provider expenditures will be reviewed after the second quarter of the program year. If contract funds are not 35% expended, funds may be de-obligated.
8. In compliance with WIOA Public Law 113-128, Section 194 (15) none of the funds provided under this title shall be used by a recipient or sub-recipient of those funds to pay the salary and bonuses of an individual at a rate in excess of Executive Level II. This restriction does not apply to vendors/contractors providing goods and services as described in NPRM 683.290 (c).
9. The Florida Legislature requires that any purchase by regional workforce boards of promotional/outreach/informational items which exceeds a certain amount each year must be approved by the Department of Economic Opportunity prior to purchase. In order to ensure that purchases for this region do not exceed the limit, Service Providers must obtain written permission in advance from the CareerSource Gulf Coast Executive Director prior to making purchases of outreach/informational/promotional items.
10. The Service Provider who is a public or private nonprofit agency assures that revenues in excess of costs shall be treated as program income. Accordingly, these funds may be retained by the Service Provider to underwrite additional training or training related services pursuant to the project or program that generated them. Funds not spent during the GRANT AGREEMENT period shall be returned to the Board within thirty-(30) days of the expiration date of the GRANT AGREEMENT.
11. The Service Provider shall establish and maintain an auditable accounting system, and report on an accrual basis at year end in accordance with recognized accounting practices and the Board's and

Department of Economic Opportunity's requirements for fiscal and program reports. This includes establishing record keeping systems that are sufficient to permit the preparation of reports required by the Department of Economic Opportunity (DEO) and the Board, and to permit the tracing of funds to a level of expenditure adequate to ensure that the funds have not been spent unlawfully.

12. Pursuant to FS 119, 257, and State of Florida General Records Schedule GS1-SL, records related to contracts with CareerSource Gulf Coast will be retained for a period of five (5) years after all payments are made and all other pending items related to those records are closed. **Service Provider may only maintain two (2) years of participant files on site.** The Board maintains space for record retention, should space not be available at the provider's site; however, the transport of the records is the responsibility of the provider. CareerSource Gulf Coast is the contact for the admission to storage facilities.
13. Service Provider agrees to participate in all inventory processes for items purchased with funds awarded by the Board. The Board will tag and log into a database all inventory over \$750.00 that is purchased with funds awarded by the Board. Also, property purchased that has a value of \$750.00 or greater and a life expectancy of one year or more shall be reported on the monthly financial report to the Board. While the provider may utilize the equipment in delivering services allowable under the appropriate program, the ownership of all equipment, supplies and inventory vests with the Board. Equipment, supplies and inventory no longer being utilized by a provider will be assessed and redistributed as necessary. Equipment, supplies and inventory may not be disposed of without approval of CareerSource Gulf Coast. The transporting, removal, and/or disposal of any equipment, supplies and/or inventory are the responsibility of the service provider with direction from CareerSource Gulf Coast.
14. The Service Provider will comply with the uniform fiscal and administrative requirements of the Federal Office of Management and Budget Uniform Guidance at 2 CFR 200 and as codified for the United States Department of Labor at 29 CFR (Code of Federal Regulations) Part 97.
15. The Service Provider assures that an annual audit will follow the audit and audit resolution requirements of the Department of Economic Opportunity's (DEO) Division Policy AWI FG-05-019, The Single Audit Act of 1984 and the Federal Office of Management and Budget Uniform Guidance and a copy of the audit furnished to CareerSource Gulf Coast along with a statement explaining the effect that any findings have on workforce system program funds. Per DEO, Division Policy AWI FG-05-019, Service Providers are required to immediately notify CareerSource Gulf Coast if they are going out of business or unilaterally terminate the GRANT AGREEMENT and a custodian of the records must be appointed. CareerSource Gulf Coast's independent auditors will then be notified to perform an immediate audit, which could be a grant-specific audit, of the service provider's records. The audit firm will obtain information from the custodian of records of the company for use in preparation of the audit.
16. The failure of the Board to strictly enforce any of the provisions of this Agreement/ Modification, or to require strict performance by the Service Provider of any of the provisions hereof, shall in no way be construed to be a waiver of such provisions or any other validity of this agreement or any part hereof, or waive the right of the Board to thereafter enforce each and every provision therein
17. The CareerSource Gulf Coast shall indemnify, defend and hold the Service Provider harmless from all claims, suits, judgments or damages, including court costs and attorneys' fees caused by CareerSource Gulf Coast's negligent act or omission in the course of the operation of this GRANT AGREEMENT.
18. The Service Provider assures that it will comply with the requirements of workforce system programs and with Federal and State regulations and policies to include 2 CFR 175 (Trafficking Victims Protection Act of 2000) when applicable, 29 CFR 2, Subpart D (Religious Activity Prohibitions), and will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies

governing the programs associated with this Agreement. The Service Provider further agrees to comply with all subsequent revisions, modifications and amendments to workforce system programs and the related regulations as assigned by CareerSource Gulf Coast. Failure by the Service Provider to accept or comply with changes to workforce system programs or the related regulations that affect the terms of this Agreement, and which the Board shall present in writing, shall be sufficient basis for termination by the Board. The Service Provider assures that it will comply with CareerSource Gulf Coast procedural instructions and policies.

19. The Service Provider understands that modifications and/or revisions to the financial and/or program aspects of this GRANT AGREEMENT may be required as a result of changes in the Board's funding allocations. The Service Provider understands and agrees that if either party desires to change or modify this Agreement, the proposed changes shall be written documents executed by both parties. The Service Provider understands that the written proposed changes shall be negotiated and that the Agreement shall become a written signed modification to the original GRANT AGREEMENT. The Service Provider further understands that the Board may amend this GRANT AGREEMENT to conform to those changes in any Federal or State Statute, Regulation, Procedural Instruction, and/or Executive Order relevant to this Agreement or any amendment hereto. This Agreement may not be modified, amended, canceled, extended or assigned orally without the express written consent of the Board or the Executive Director of the Board. All modifications, amendments, cancellations, extensions and/or assignments must be reduced to writing and incorporated into an amendment hereto.
20. The Service Provider understands and agrees that verbal communications between the parties will not be accepted in any audit determinations or other matters involving interpretations of the rules and regulations governing the implementation of workforce system programs.
21. The Service Provider assures that it will develop monitoring procedures to ensure that its program is in compliance with workforce system laws and regulations, and that adequate administrative and accounting controls are being used. The Board shall have the right to monitor and evaluate all aspects of program activities and the Service Provider shall provide access to all records necessary to accomplish this obligation.
22. The Board, CareerSource Florida, the Department of Economic Opportunity (DEO), the United States Department of Labor, the Inspector General of the United States Department of Labor, the U.S. Comptroller General, or their designated representatives shall have access and the authority to monitor, audit, examine and make excerpts, copies, or transcripts from records, including all contracts, invoices, materials, payrolls, records of personnel, conditions of employment, and other data relating to all matters covered by this Agreement in accordance with applicable federal/state laws.
23. The Service Provider shall indemnify, hold harmless, and defend the Board, its agents and employees from and against any and all liabilities, losses, claims, damages, demands, expenses or actions, either at law or in equity, including court costs and attorneys' fees, that may hereafter at any time be made or brought by anyone on account of personal injury, property damage, loss of monies or other loss, allegedly caused or incurred, in whole or in part, in any act of fraud or defalcation by the Service Provider, its agents, subcontractors, assigns, heirs and employees during performance under the Agreement. The extent of this indemnification shall not be limited in any way as to the amount or types of damages or compensation payable to the Board on account of any insurance limits contained in any insurance policy procured or provided in connection with this Agreement. In any and all claims against the Board or any of its agents or employees by any employee of the Service Provider, any subcontractor, heir, assign, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way as to the amount or types of damages, compensation or benefits payable by or for the Service Provider or any subcontractor, under

worker's compensation acts, disability benefit acts, or other employee benefit acts. The foregoing indemnification provisions shall not be applicable to any injuries, damages or losses resulting in whole from the acts or omissions of the Board.

Notwithstanding anything to the contrary contained herein, the Service Provider does not hereby waive any of its sovereign immunity and any obligation of the Service Provider to indemnify, defend, or hold harmless the Board as stated above shall extend only to the limits, if any, permitted by Florida law, and shall be subject to the monetary limitations established by section 768.28, Florida Statutes.

24. The Service Provider understands that the Board shall assume no liability with respect to bodily injury, illness or any other damages or losses, or with respect to any claims arising out of any activity under this GRANT AGREEMENT whether concerning persons or property in the Service Provider's organization or any third party. The only exception to the aforementioned hold harmless would be in the case of liability allowed by the general liability policy procured and paid for by the Board for the operation of the CareerSource Gulf Coast Job Center. The Board as the leaseholder is required to maintain a general liability policy of 1.5 million dollars per occurrence, and insures the contents of the site up to one million dollars. The Board assumes liability as outlined in the policy on file at the Board's Administrative offices at Gulf Coast State College.
25. The Service Provider shall not assign, delegate, or in any way transfer any of its rights or responsibilities, or any part of the work and services as called for by this GRANT AGREEMENT without prior written approval of the Board. The Service Provider understands that any contract approved to be subcontracted under this GRANT AGREEMENT shall be specified by written agreement and shall be subject to each provision of this GRANT AGREEMENT and all Federal, State, and local laws and regulations. This includes appropriately executed separate sub agreements for on-the-job training, limited internships, and work experience positions.
26. This GRANT AGREEMENT is subject to termination by either party with thirty-(30) days advance written notice. Any determination under this provision must be made in good faith, with due consideration given to availability of funding and the dedication of resource by the Service Provider to this Agreement. In the event funds to finance this GRANT AGREEMENT are not available, the obligations of each party hereunder may be terminated upon no less than twenty-four (24) hours' notice in writing by CareerSource Gulf Coast to the Service Provider. The Service Provider understands that the Board has the right to terminate this GRANT AGREEMENT by providing a thirty-day written notification when an extenuating circumstance arises, for example when the work is no longer required. It is understood that the Service Provider will be compensated for work already completed or in the process according to accurate, appropriately submitted documents.
27. Avoidance of Conflict of Economic Interest - an executive, officer, agent, representative, or employee of the Service Provider will not solicit or accept money or any other consideration from a third person or entity for the performance of an act reimbursed in whole or in part by the Service Provider. No member of any council under the workforce system shall cast a vote on the provision of services by that member or any organization, which the member directly represents or vote on any matter that would provide direct financial benefit to that member. No official member or employee of the Board or any Board member, or any immediate family member of a Board employee or Board member may have a material financial interest in any service provider entering into this contract as entered into. There will be no conflict of interest permitted by the Service Provider's organization, officials, or employees, real or apparent, in the participation toward any performance of this GRANT AGREEMENT. During any performance of this contract, if there becomes an awareness of an actual or opposing interest, organizational or personal, that will or could affect the ability to be confidential, fair and impartial, they will withdraw from further action taken in that course of performance. Documentation of a conflict of interest and the action taken will be

documented by a Conflict of Interest/Disclosure and Action Statement and furnished to CareerSource Gulf Coast. This Breach of Ethical Standards Certification is a material representation of action upon which reliance can be placed when this contract is entered into.

28. The submittal of false information may be considered as fraud and any other breach of these agreement terms could result in the immediate termination of the GRANT AGREEMENT. The Service Provider is liable for the repayment of funds that were paid by the Board for reported performance, or other compensation for services or expenses subsequently determined to be invalid. Repayment may be by deduction from subsequent invoices or in the form of a check for the amount owed if the program ended.
29. The Service Provider assures that it will comply with 29 CFR Section 37.42 and shall make efforts to provide equitable services among substantial segments of the population eligible for participation. Such efforts shall include but not be limited to outreach efforts to broaden the composition of the pool of those considered for participation, to include members of all genders, the various race/ethnicity and age groups, and individuals with disabilities.

The Service Provider assures that it will comply with Title 29 CFR Part 37.37, data and information collection and confidentiality, which require recipients to collect the data and maintain the records that the Civil Rights Center finds necessary to determine recipient compliance with nondiscrimination and equal opportunity provisions. This includes:

- Records on applicants, eligible applicants, participants and terminees, as well as on applicants for employment and employees;
- By race, ethnicity, gender, age, and "where known", disability status.

30. The Service Provider assures that it will comply with 29 CFR Section 37.29, dissemination of nondiscrimination and equal opportunity policy, and that initial and continuing notice shall be provided that it does not discriminate on any prohibited ground to: applicants, eligible applicants, participants, applicants for employment, employees, and members of the public, including those with impaired vision or hearing, and unions or professional organizations holding collective bargaining or professional agreements with the recipient.

The notice requirements imposed require, at a minimum, the notice be posted prominently in reasonable numbers and places, disseminated in internal memoranda and other written communications, included in handbooks or manuals, made available to each participant and made a part of the participant's file. The notice shall be provided in appropriate formats to individuals with visual impairments. Where notice has been given in an alternate format to a participant with a visual impairment, a record that such notice has been given shall be made a part of the participant's file.

In accordance with Federal and State requirements, the posters listed below are to be displayed prominently at all WIOA Title I locations, including satellite offices, and by all service providers.

- Equal Opportunity Is the Law (Spanish and English)
- Equal Employment Opportunity Is The Law (Spanish and English)
- Florida Law Prohibits Discrimination (Spanish and English)

The Service Provider shall, during each presentation to orient new participants and/or new employees to its workforce system funded programs or activities, include a discussion of participant's and/or employees' rights under nondiscrimination and equal opportunity provisions, including the right to file a complaint of

discrimination with the recipient, the Department of Economic Opportunity's Office for Civil Rights, or the Civil Rights Center, U.S. Department of Labor.

31. The Service Provider agrees to abide by Federal and State rules/regulations pertaining to patent rights with respect to any discovery or invention that arises or is developed in the course of or under such contract (as applicable). The Service Provider will comply with requirements pertaining to copyrights (agreements which involve the use of copyrighted materials or the development of copyrightable materials), 627.420(h) (4) (ii), and will comply with requirements pertaining to rights to data, 627.420(h) (4) (iii). CareerSource Gulf Coast and the Department of Economic Opportunity shall have unlimited rights to any data first produced or delivered under this Agreement (agreements which involve the use/development of computer programs/applications, or the maintenance of databases or other computer data processing programs, including the inputting of data).
32. The Service Provider agrees to abide by Federal and State rules/regulations pertaining to compliance with all applicable standards, orders, or requirements issued under Sections 300 and 508 of the Clean Air Act, Executive Order 11738, and Environmental Protection Agency regulations (contracts, subcontracts, and sub-grants of amounts in excess of \$100,000).
33. The Service Provider agrees to abide by Federal and State rules/regulations pertaining to compliance with all mandatory standards and policies relating to energy efficiency, which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act.
34. The Service Provider will comply with the Federal Sarbanes-Oxley Act of 2002 and acknowledges that it is illegal for any corporate entity to punish whistleblowers or retaliate against any employee who reports suspected cases of fraud or abuse (SOX, Section 1107, Section 1513 of Title 18, USC) and that it is a crime to alter, cover up, falsify, or destroy any document that may be relevant to an official investigation (SOX, Section 1102, Section 1512 of Title 18, USC).
35. The Service Provider assures that clarification will be sought from the Board on any policy, law, rule, regulation and/or directive that is not clearly understood prior to adopting any practice or procedure to which the Board shall supply clarification. The Service Provider understands that the Board will give the Service Provider thirty (30) days to take corrective action should it be determined that there is a violation of the WIOA and/or Workforce Innovation Acts. If the Service Provider does not take corrective action, funding will be withheld or revoked.
36. Service Providers who are responsible for determining participants' eligibility will assume the liability of all costs incurred because of erroneous determinations of eligibility. Participant eligibility must be completed prior to enrollment and submitted to the Board upon request after enrollment into the program if the Service Provider is the verifier. Service Provider understands that participant eligibility will be determined prior to enrolling a participant into training.
37. The Service Provider agrees that conditions of employment or training shall be appropriate and reasonable with regard to the type of work, geographical region, and skills of the participant. No participant will be trained or receive services in buildings or surroundings which are unsanitary or dangerous. The Service Provider assures that on-the-job training participants will be provided the same working benefits at the same level as other employees similarly employed.
38. The Service Provider assures that to the extent that a State Worker's Compensation law is applicable, information regarding worker's compensation benefits, in accordance with such law, shall be provided to the potential employer by the Service Provider. The State of Florida, through Welfare Transition and SNAP, shall provide worker's compensation coverage for all Community Work Experience participants.

To the extent that such law is not applicable, each recipient of funds under WIOA shall secure insurance coverage for injuries suffered by such participants.

39. The Service Provider understands that workforce system programs' services and activities are to be coordinated with other agencies in the region and that positive working relationships shall be established for the benefit of the participants. To prevent duplication of funding and to comply with WIOA Section 134 (c) (3) (B), students will present information regarding HEA, Title IV awards and other types of financial aid they receive to their case manager. In the event the student does not supply this information, the Service Provider is responsible for obtaining that information and providing it to appropriate workforce staff.
40. Service providers are required to provide priority of services for veterans and eligible spouses pursuant to 20 CFR part 1010, the regulations implementing priority of service for veterans and eligible spouses in Department of Labor job training programs under the Jobs for Veterans Act (P.L. 107-288) published at 73 Fed. Reg. 78132 on December 19, 2008.
41. The Service Provider assures that if the contractor or employee of the contractor who is directly involved in activities funded under this contract has a grievance not related to discrimination, the following steps will be taken:
 - A. The contractor/employee should speak to his/her supervisor unless that person is the cause of the grievance. In that case, the aggrieved should address his/her concern with the next level of supervisor of their respective organization.
 - B. If the problem is not resolved to the aggrieved's satisfaction and he/she wishes to pursue the issue further, he/she should present the problem to the Deputy Director of CareerSource Gulf Coast. The aggrieved must allow 14 working days from the date the Deputy Director was apprised of the issue to receive a written response.
 - C. If the aggrieved receives no response during the 14 working day period or receives an adverse decision that he/she wishes to contest, the aggrieved shall submit a formal, written grievance to the Executive Director of CareerSource Gulf Coast. The written grievance should be sent to CareerSource Gulf Coast, 5230 West U.S. Highway 98, Panama City, Florida 32401 and 60 working days allowed for a written response.
 - D. If the aggrieved receives no response during the allowed time period or is dissatisfied with the response, he/she may write to the Department of Economic Opportunity Director of Workforce Services, 107 East Madison Street, Tallahassee, Florida 32399-4128. This grievance must be filed within one year of the alleged incident.
 - E. There is a separate grievance/complaint process for participants.

By the signature on this page, the Service Provider certifies that it has read and understands all of the provisions of this GRANT AGREEMENT and agrees to the information contained herein.

Dr. John Holdnak, President
Name and Title

6/27/19
Date


Signature of Chief Official

GULF COAST WORKFORCE BOARD, INC d/b/a CareerSource Gulf Coast

HEREIN REFERRED TO AS BOARD

GRANT AGREEMENT NUMBER:	20-GCSC-WFC-WIOA-UC-MIL-WP-RESEA-DVOP-LVER	MODIFICATION NUMBER:	2
SERVICE PROVIDER:	Gulf Coast State College	DUNS NO.:	026280982
MAILING ADDRESS:	5230 West U.S. Highway 98, Panama City, FL 32401		
TELEPHONE / FAX NO:	(850) 872-4340, Ext. 144	FAX:	(850) 872-4346
CONTACT PERSON:	Tassalhie Dekouche		
EMAIL ADDRESS:	tdekouche@careersourcegc.com		
GRANT AGREEMENT MANAGER:	Glen McDonald – VP of Strategic Initiatives and Economic Development		
EMAIL ADDRESS:	gmcDonald@gulfcoast.edu		
TITLE OF PROJECT:	GCSC – CareerSource Job Center Services		
CSGC CONTACT/PHONE	Kimberly L. Bodine, 850-913-3285		
CFDA or CSFA NUMBERS:	USDOL WIOA-Adult #17.258; WIOA-Youth #17.259; WIOA-Dislocated Worker #17.278; RA/UC- #17.225; Wagner-Peyser #17.207; Military 17.207; RESEA #17.225; DVOP 17.801; LVER 17.804; WT TANF 93.558; SNAP 10.561		

Percentage of total costs of program/project which will be financed with Federal money-100% and percentage and dollar amount of the total costs of the project/program that will be financed by nongovernmental sources – 0%, \$0.00

RESEARCH OR DEVELOPMENT: No

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Federal Award Identification Numbers (FAINS)			
FAIN	DESCRIPTION / NAME	FEDERAL AWARD YEAR	FEDERAL AWARDING AGENCY
AA-32210-18-55-A-12 AA-33223-19-55-A-12	WIOA Youth/Adult/Dislocated Workers Formula Combined	PY 2018/FY 2019 PY 2019/FY 2020	U.S. Dept. of Labor
AA-32210-18-55-A-12 AA-33223-19-55-A-12	WIOA Youth/Adult/Dislocated Workers Formula Combined	PY 2018/FY 2019 PY 2019/FY 2020	U.S. Dept. of Labor
AA-32210-18-55-A-12 AA-33223-19-55-A-12	WIOA Youth/Adult/Dislocated Workers Formula Combined	PY 2018/FY 2019 PY 2019/FY 2020	U.S. Dept. of Labor
UI-32593-19-55-A-12 TBD	Unemployment Insurance – RA/UC Program	PY 2019 PY 2020	U.S. Dept. of Labor
ES-31841-18-55-A-12 ES-33387-19-55-A-12	Employment Services – Wagner Peyser	PY 2018 PY 2019	U.S. Dept. of Labor
ES-33387-19-55-A-12	Employment Services – Military Spouse	PY 2019	U.S. Dept. of Labor
DV-32884-19-55-5-12 TBD	Jobs for Veterans – DVOP	FY 2019 FY 2020	U.S. Dept. of Labor / Vets. Empl. & Training
DV-32884-19-55-5-12 TBD	Jobs for Veterans – LVER Program	FY 2019 PY 2020	U.S. Dept. of Labor / Vets. Empl. & Training
195FL413Q7503 TBD	Supplemental Nutrition Assistance Program	PY 2019 PY 2020	U.S. Dept. of Agriculture
G-1901FLTANF TBD	Temporary Assistance for Needy Families (Welfare Transition Program)	FY 2019 FY 2020	U.S. Dept. of Health and Human Services
UI-32833-19-60-A-12	UI-RESEA 19	FY 2019	U.S. Dept. of Labor
AA-32210-18-55-A-12 AA-30737-17-55-A-12	WIOA Performance Incentive	PY 2018/FY 2019 PY 2017/FY 2018	U.S. Dept. of Labor
ES-31841-18-55-A-12 ES-29405-16-55-A-12	Wagner-Peyser Performance Inc.	PY 2018 PY 2016	U.S. Dept. of Labor
*Fain numbers subject to change			

FUNDING	WIOA Adult	WIOA Youth	WIOA DW	WIOA Perf.	RA (UC)	WP	WP Perf. Incent.	RESEA '19	RESEA2 '20	DVOP	LVER	MIL	Welfare Trans.	SNAP	TOTAL
Direct Svcs	69,413	57,934	66,450	37,401	4,766	13,581	25,768	13,326	0	10,977	5,415	55,460	6,411	3,683	370,585
AMT +/-	+3,220	-8,788	-13,244	+10,500	-1,547	-961	-1,148	+10,731	+26,447	-1,541	-773	-10,003	-1,639	-754	10,500
TOTAL	72,633	49,146	53,206	47,901	3,219	12,620	24,620	24,057	26,447	9,436	4,642	45,457	4,772	2,929	381,085

MODIFICATIONS: (DO NOT COMPLETE FOR INITIAL GRANT AGREEMENT OBLIGATIONS)

1. The purpose of this modification is to: increase the budget by \$10,500 as approved in the October 8, 2019 board meeting, effective 10/8/19.
 - (a) This modification XX increases, ___ decreases, ___ does not change the funds previously obligated by \$10,500 to a new obligation of \$381,085
 - (b) This modification changes the agreement period from _____ through _____ to _____ through _____.
2. Effective date of this modification is: 10/8/2019
3. This modification does not affect any provision of the original **GRANT AGREEMENT** and prior modification(s), except insofar as any provision or requirements is expressly changed, deleted or otherwise altered by this modification. All provisions or requirements of the original **GRANT AGREEMENT** and prior modification(s), except as expressly changed, deleted, or otherwise altered herein, are expressly incorporated by reference into and make a part of this modification as fully as if set forth herein.

IN WITNESS WHEREFORE, the parties have executed this GRANT AGREEMENT/ MODIFICATION and in signing, thereby validating this GRANT AGREEMENT/MODIFICATION, the parties also certify that each possesses legal authority to contractually bind their respective organizations in their capacity as a signatory official.

APPROVED FOR THE BOARD

By Kimberly L. Bodine
(Signature)

Name: Kimberly L. Bodine
Title: Executive Director
Date: 10-14-19

Witness: [Signature]
Date: 10/14/19

APPROVED FOR SERVICE PROVIDER

By [Signature]
(Signature)

Name: Dr. John Holdnak
Title: President
Date: 10/14/19

SERVICE PROVIDER'S NOTARIZED SIGNATURE AND STATEMENT OF AUTHORITY TO SIGN THIS DOCUMENT

STATE OF FLORIDA
COUNTY OF BAY

I hereby certify that on this date before me, a Notary Public duly authorized in the state and county named above to take acknowledgments, personally appeared Dr. John Holdnak to me known as the person described as President of Gulf Coast State College who executed the foregoing instrument before me, and he acknowledged before me that he executed it in the name of and for that Service Provider, and that he has statutory authority or has legally been duly delegated the authority to bind this Service Provider.

WITNESS my hand and official seal in the County and State named above this 14 day of October, 2019.

Notary Public [Signature]
DOROTHY [Signature]
MY COMMISSION # GG44380 expires: Nov 02, 2020

This GRANT AGREEMENT is between Gulf Coast Workforce Development Board, Inc., doing business as CareerSource Gulf Coast, hereinafter referred to as "Board", whose address is 5230 West U.S. Highway 98, Panama City FL 32401-1041, and Gulf Coast State College whose address is 5230 West U.S. Highway 98, Panama City, FL 32401, referred to as "Service Provider" or "Contractor".

This GRANT AGREEMENT is funded for the express purpose of provision of services pursuant to the Workforce Innovation and Opportunity Act (WIOA) of 2014, the Workforce Innovation Act of 2000, and any other programs administered by CareerSource Gulf Coast and funded within this Grant Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representations contained herein, the Parties hereto agree as follows:

ARTICLE I. SCOPE OF SERVICES

The Service Provider, in a satisfactory and proper manner as determined by the Board, shall carry out all services described or referred to in the Statement of Work and the Program Summary, which are attached hereto and made a part hereof. Such services shall be performed, except as otherwise specifically stated herein, by persons or instrumentalities solely under the dominion and control of the Service Provider.

ARTICLE II. PERIOD OF GRANT AGREEMENT

This GRANT AGREEMENT is effective **July 1, 2019** and the Service Provider shall commence performance of the terms and conditions hereof within thirty-(30) days after said effective date. Such performance shall be completed on or before **June 30, 2020** unless this Agreement is terminated as herein provided. The Board reserves the right to extend contractual agreements for up to three years to successful providers, and to award existing and newly acquired funds into existing contracts. Renewals shall be contingent on the provider's satisfactory performance evaluations and subject to availability of funds.

ORGANIZATIONAL INFORMATION

1. Type of Organization:		
	Individual	
	Partnership	
	Public Agency	Specify:
	Corporation	State of Incorporation:
X	Other	Specify: State College
		Yes No
	2. Minority and/or Female Owned and Operated	X
	3. Community-Based Organization	X
	4. Status of Organization: Has the organization ever had a contract cancelled for cause?	X
	5. Does the Organization owe any repayment of funds to any organization?	X
	6. Has the Organization declared bankruptcy and/or had any assets attached by any court in the last three years?	X
	7. Has the organization ever been, or is it presently debarred or suspended from contracting with Federal, State, or Local governments?	X
	8. Has the Organization and/or its' principal officers, in their capacity as such, been involved in a lawsuit in the past three years?	X
	9. Does the Organization have subsidiaries, a parent organization, or other affiliates?	X

If answers to any of the questions (numbers 4 - 9) in this section are YES, provide full details.
 (Enter the above in red before "ORGANIZATIONAL INFORMATION")

CareerSource Gulf Coast Debarred/ Suspension Verification	Yes	No
Has the organization ever been, or is it presently debarred or suspended from contracting with Federal, State, or Local governments?		X

EXECUTIVE SUMMARY

Vision of the CareerSource Gulf Coast Job Center

Gulf Coast State College's vision entails continuing to deliver high-quality employment and re-employment services to both job/career seekers and employers in Bay, Gulf and Franklin counties. Gulf Coast State College (GCSC) has remained consistent in its commitment to excellence in the operation of the CareerSource Gulf Coast (CSGC) Job Center. The college, in conjunction with the CSGC Board, will manage and provide a complete array of services to both employers and job/career seekers under the Workforce Innovation Opportunity Act (WIOA) which shall include; employee recruitment and screening, basic career and individualized career services, follow-up services and referrals to training providers for in-demand occupations. Additionally, GCSC will consistently provide a professional environment centered on the needs of the client within a fully integrated framework of workforce services, to include leveraging the resources of partnering organizations. Our overall goal is to deliver excellent customer service, along with effectively and efficiently delivering various welfare reform and workforce services that will lead to the long-term success of our clients. The Job Center staff have the expertise to design, administer, and deliver all workforce development activities and have demonstrated the ability to adapt and conform to changes in policy, practices and priorities to meet local, state, regional, community and customer-based needs. As the sole provider of One-Stop services in Local Workforce Development Area (LDWA) 4, the college has always maintained a high performance level in the operation of the CSGC Job Center and the one-stop has been recognized as one of the top performers in the state for the delivery of workforce services. The college will continue to adopt a customer-focused, service-oriented, value-added, employer-driven service strategy that is responsive to the needs of both employers and job/career seekers.

Estimate of number to be served by activity and service area

It is estimated that the CSGC Job Center will serve approximately 10,000 universal job seekers and will work directly with over 1,100 employers in Bay, Gulf and Franklin counties. Over 3,000 customers will be work registered and receive basic career and individualized career services, as needed. The CSGC Job Center will also provide WIOA eligibility certification for an estimated 120 clients referred by pre-approved training providers. CSGC staff will be available at the college's Gulf/Franklin Center in Gulf County to meet the needs of Gulf and Franklin counties on an as-needed basis. CSGC Job Center staff has assisted and will continue to provide assistance to these counties. Veteran's staff will serve an estimated 1,000 veterans in Bay, Gulf, and Franklin counties. The Military Family Employment Services (MFES) program will assist military spouses with employment or re-employment services. The CSGC Job Center's partnership with the Senior Employment Program ensures job seekers over the age of fifty-five receive employment assistance.

GCSC realizes the importance of incorporating the human-centered design in the delivery of workforce services. During a client's initial intake, front-line staff explains the use of the Employ Florida (EF) labor exchange system. For familiarization of the EF system, staff will turn their computer screens towards the client so that they can follow along and visually witness a demonstration on how to set up an account, view personalized dashboards and background information, along with conducting inquiries and job searches. See Automation and Technology, page 24, for the type of equipment readily available for use by clients that may have physical limitations. Additionally, interpretative services for clients who may have language barriers and online/electronic services are available. The overall goal of the college is to provide effective and efficient customer service satisfaction in a manner that is most convenient and beneficial to meeting the client's needs.

Number of employees and their planned caseloads

It is anticipated that GCSC will have ten college employees; eight Department of Economic Opportunity (DEO) employees, and one temporary employee. Three staff members maintain the front-line and resource room with one temporary staff member assisting clients with job searches, resumes, filing claims on DEO's CONNECT system, along with other services. One intake orientation assistant (IOA) is the lead staff member for determining

WIOA eligibility for local training programs and provides support to the front-line as needed. A Reemployment Services and Eligibility Assessment (RESEA) case manager will assist unemployment insurance claimants in returning to work faster by providing a number of services, to include an individual employment plan. One employment service representative (ESR) specializes in processing incoming job orders from employers and enters the orders into the state's Employ Florida (EF) database. The CSGC Job Center's three marketing team members are responsible for employer outreach and recruitment, as well as providing individualized career services to WIOA clients. An average individual caseload of 30 (for intensive/individualized) clients per ESR is manageable based on current economic conditions, our local unemployment rate which has continually improved over the past several years and estimated funding. The business services/marketing team, composed of one Veterans' representative and three ESRs, participates in job fairs and other community-based activities and provides screening, along with other as needed employer-related services. One Jobseeker Placement Specialist (JPS) provides customer service to the Job Center's online/ internet services. These services include assisting GCSC graduating students with job placements, password resets, online referrals, and other requested services. One local veteran's employment representative (LVER) whose primary responsibility is to work with area employers, federal contractors, and community partners to assist veterans seeking employment. Two Disabled Veterans Outreach Program (DVOP) representatives equally share the case management responsibility for disabled veterans with significant barriers to employment. One career manager will serve as the Military Family Employment Specialist (MFES) to assist active duty military dependents. The Assistant Coordinator is responsible for the functional supervision of the CSGC Job Center. All staff will be cross trained and will have the capability to support the front-line and resource room; assist with work registrations; provide job referrals and labor market information; assist with resume writing; conduct employer follow-ups, file searches, testing; enter job orders; and record placements and obtained employment information.

Customer service

GCSC has focused on continuous improvement in delivering workforce development services at the Job Center. Community involvement, outreach and recruitment, and collaboration with local agencies are essential to the success of a One-Stop environment. Demonstrating initiative, creativity, and responsiveness to the employment needs of the community, employers, and clients will remain a top priority of the CSGC Job Center. GCSC is customer focused and committed to delivering a seamless flow of quality employment and re-employment services to all populations regardless of the program, targeted customer group, or funding stream. GCSC employs a team leader strategy in five primary areas of service delivery: jobseeker services, business outreach services, veterans/military services, finance/operations and performance/special projects. Team Leaders will provide leadership to each of these areas and will participate in monthly meetings that address issues relevant to service delivery, best practices, performance, customer service experiences and training. Information/decisions from these meetings flow down to all staff and is used to improve services and enhance performance outcomes. GCSC also provides its student graduates the opportunity to "opt in" to register for workforce services through the CSGC One Stop Job Center. Students can receive assistance with their job search and other work readiness skills training (such as interviewing) while their registration in EF serves to increase the accessibility and number of trained/skilled workers within the labor pool.

PROGRAM SUMMARY
CareerSource Gulf Coast Job Center One-Stop Services

SERVICE PROVIDER NAME: Gulf Coast State College
CONTRACT YEAR: 2019 - 2020

CUSTOMER GROUP: WIOA ADULT

(Cumulative)	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
TOTAL ENROLLED	54	58	61	64	67	70	75	78	82	85	88	90
CARRIED OVER TOTAL	53	53	53	53	53	53	53	53	53	53	53	53
NEW ENROLLMENT TOTAL (by Activity)												
Career Services	1	5	8	11	14	17	22	25	29	32	35	37
TOTAL TERMINATIONS	0	7	14	21	28	35	42	49	56	63	70	76
Entered Employment	0	7	14	21	28	35	42	48	55	62	69	75
Negative	0	0	0	0	0	0	0	1	1	1	1	1
Exclusions	0	0	0	0	0	0	0	0	0	0	0	0
Transferred to other WIOA Service Provider	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL REMAINING ACTIVE	54	51	47	43	39	35	33	29	26	22	18	14

*NOTE: This represents a large number of AMPT participants
TOTAL ENROLLED = Total enrolled includes the carried over total and the new enrollment total.
TOTAL TERMINATIONS = Cumulative total of all types terminations.
TOTAL REMAINING ACTIVE = Total terminations subtracted from total to be enrolled.

PROGRAM SUMMARY
CareerSource Gulf Coast Job Center One-Stop Services

SERVICE PROVIDER NAME: Gulf Coast State College
CONTRACT YEAR: 2019 - 2020

CUSTOMER GROUP: WIOA DISLOCATED WORKER

(Cumulative)	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
TOTAL ENROLLED	1	1	1	2	2	2	2	3	3	4	4	4
CARRIED OVER TOTAL	1	1	1	1	1	1	1	1	1	1	1	1
NEW ENROLLMENT TOTAL (by Activity)												
Career Services	0	0	0	1	1	1	1	2	2	3	3	3
TOTAL TERMINATIONS	0	0	1	1	1	1	1	2	2	3	3	3
Entered Employment	0	0	1	1	1	1	1	2	2	2	2	2
Negative	0	0	0	0	0	0	0	0	0	1	1	1
Exclusions	0	0	0	0	0	0	0	0	0	0	0	0
Transferred to other WIOA Service Provider												
TOTAL REMAINING ACTIVE	1	1	1	1	1	1	1	1	1	1	1	1

TOTAL ENROLLED = Total enrolled includes the carried over total and the new enrollment total.
TOTAL TERMINATIONS = Cumulative total of all types terminations.
TOTAL REMAINING ACTIVE = Total terminations subtracted from total to be enrolled.

METHOD AND TIME PAYMENT

1. CareerSource Gulf Coast shall pay an aggregate amount not to exceed of **\$381,085** shown on the copy of the budget summary hereto attached and made a part of this GRANT AGREEMENT. If during the term of the GRANT AGREEMENT Gulf Coast State College determines that submitted line items need to be adjusted, then these adjustments may be made if prior written approval is obtained from CareerSource Gulf Coast. The total amount allowed of **\$381,085** cannot be over expended. CareerSource Gulf Coast is not obligated to approve payment of any amount for expenses incurred related to this Agreement prior to the effective date.
2. CareerSource Gulf Coast has entered into an agreement with Gulf Coast State College under the terms of which Gulf Coast State College is the fiscal agent for CareerSource Gulf Coast. All financial reports must be submitted by the 8th of each month to the Finance Director for CareerSource Gulf Coast located at Gulf Coast State College. The reimbursement check issued will be a Gulf Coast State College check.

***Note: All of the above expenses must be for services provided by this GRANT AGREEMENT for those individuals eligible for Workforce Programs administered by CareerSource Gulf Coast as outlined in this GRANT AGREEMENT.**

3. Documentation for reimbursement shall include an invoice and the following:
 - a) Salaries/Fringes: Documentation of rate of pay and payment for positions identified in budget summary.
 - b) Staff Travel: Documentation of mileage and/or travel expenses and payment.
 - c) Other Staff support items: Copy of invoice/bill to support costs.
 - d) Indirect Costs (must be approved in the contract budget prior to submittal)
4. Reimbursements shall be made to the Service Provider in a timely manner in accordance with standard accounting procedures. The payment of funds under the GRANT AGREEMENT to the Service Provider is contingent upon and subject to the receipt of funds for said purpose by the Board from the Florida Department of Economic Opportunity, and/or CareerSource Florida, Inc.
5. It is understood and agreed by the parties hereto that this is a cost reimbursement GRANT AGREEMENT, which requires a level of performance for full payment. Failure to meet the minimum level of performance or to provide the services as specified will result in payments being withheld or repayment by the Service Provider of all or a portion of the funds paid for such services and activities. This provision is subject to any legal proceedings available to the Service Provider.

The Service Provider understands that monthly reimbursements to finance this GRANT AGREEMENT are for the purpose outlined in the Statement of Work, and outcomes specifically identified in the Program Summaries and Performance sections of the GRANT AGREEMENT. The Service Provider may expect cost reimbursement by the end of the reporting month if all reports are submitted in a timely and accurate manner to the Board. The following performance is required of all Workforce Innovation and Opportunity Act (WIOA) providers:

- Actual job placements achieved by a service provider will be compared to planned quarterly benchmarks specified in the Program Summary. Failure to achieve 80% of those planned placements into unsubsidized employment may result in funds being withheld until the Service Provider reaches the stated level of performance. The Service Provider will be required to repay funds if the performance level is not achieved by the end of the GRANT AGREEMENT period.
- Of all actual terminations that occur in the Adult, Dislocated Worker and Older Youth programs, an overall 85% must be associated with placement into unsubsidized employment by the end of the GRANT AGREEMENT period. Contractual benchmarks below a 75% placement rate are not acceptable.

In the above-mentioned situation, whereby a Service Provider does not achieve the stated level of performance, the following methodology will be used to calculate the payback for each placement below 80% of the contracted job Placements: Cost per placement = total funds expended divided by number of participants placed into unsubsidized employment.

Number of placements missed X Cost per placement = dollar amount of pay back.

Failure to provide training and/or program activities as specified may result in repayment of all or a portion of the funds paid for such.

PERFORMANCE OUTCOMES

Performance goals for the career managers will be set by the Assistant Coordinator and/or Director of Workforce Services at the beginning of the program year and will be based on contractual obligations. Internal self-monitoring and contractual performance reviews will be conducted and evaluated monthly to track adherence to policies, procedures and processes. The Statement of Work section outlines how follow-ups will be conducted. If it is determined, before or at the time of follow-up, that a client needs additional services to obtain/retain employment, the career manager will assist the client with resources and services, as necessary (including through available funding or referral to services/training, if applicable). The job performance and goals of the career managers will be addressed on an "informal, day-to-day basis," as needed. "Formal" reviews, however, will be conducted semi-annually. The purpose of these periodic reviews will be to address any performance issues, provide coaching, facilitate continuous improvement, and determine additional training needs, when and where required. Personal improvement plans and/or corrective action plans will be implemented, when needed.

Unless otherwise noted, this is a performance-based cost reimbursement GRANT AGREEMENT and CareerSource Gulf Coast may withhold up to ten (10) percent of funds should the service provider not meet performance measures (below) on a quarterly basis. However, achieving benchmarks by the fiscal year's end may allow the service provider to earn the performance holdback in whole.

CareerSource Gulf Coast Job Center Operator - 2019-2020 Required Performance Levels			
Adult Entered Employment Rate	90%	Wagner Peyser Entered Employment Rate	66%
Adult Wage at Placement Rate	\$18.00	Wagner Peyser Median Wage Rate	\$10.00
Dislocated Worker Entered Employment Rate	83%	Timeliness of Data Entry—WIOA Applications	5 days
Dislocated Worker Wage at Placement Rate	\$17.00	Timeliness of Data Entry—WIOA Exits	2 days

Three performance measures for contract year 2019-2020 are listed below. The service provider must meet two of the three measures to earn the ten (10) percent holdback. Exceeding one measure will count as meeting two; however, the service provider is encouraged to strive towards meeting all three goals.

- 1) Adult Entered Employment Rate 90%
- 2) Adult Wage Rate (hourly) \$18.00
- 3) Dislocated Worker Entered Employment Rate 83%

1. Assurance of commitment to achieving each of the performance levels

Performance is a priority at the CSGC Job Center. The college is committed to achieving each of the performance levels as established by the CSGC Board. On a monthly basis, the Coordinator will monitor all performance measures. To maintain high levels of performance, the CSGC Job Center will employ qualified staff and provide training on performance measures and what each measure represents. ESRs will review and evaluate WIOA and employer customer satisfaction levels regularly. Information related to performance will be shared with staff at regularly scheduled staff meetings and training. If the CSGC Coordinator determines staff need additional assistance to perform at a higher level, the Coordinator will immediately request technical assistance or additional training from the CSGC Board or DEO.

Gulf Coast State College understands that the GRANT AGREEMENT may be cancelled if the customer satisfaction level falls below 75% or the State average (whichever is higher).

2. Additional performance indicators

The CSGC Job Center proposes the following additional measures that fairly measure successful workforce programs:

- Number of work registrations
- Number of job seekers or employers served
- Number of services provided

The level of performance should be based on the level of funding or program requirements. The CSGC Job Center reports on these measures in the monthly CareerSource Gulf Coast Job Center Traffic Report.

**CareerSource Gulf Coast Job Center
Budget (July 1, 2019 - June 30, 2020)**

	PY 19/20 Budget	WIOA DW	WIOA Adult	WIOA Youth	WIOA Perf.	SNAP	WT	RA	WP Perf.	WP	DVOP	LVER	Military	RESEA 19'	RESEA 20
Asst. Coord./Dekouche	43,289	787	777	527	20,397	343	343	340	8,388	4,003	3,035	1,444	1,385	760	760
Admin Asst/Chappelle	36,466	925	989	599	11,988	365	370	361	8,474	4,305	3,288	1,579	1,567	828	828
Finance Operations/Lewis	1,145	222	209	50		3	11	5		306	169	85	85		
Military Family/Barnes	36,240		7,550										28,690		
Job Developer	0														
Job Seeker Services/ Brady	37,199	4,000	5,296	3,000	936	200	350	200						9,714	13,503
Intake/Orientation /Woodard	36,540	13,155	11,269	12,116											
Intake/Orientation/Balilio	31,208	7,142	7,865	7,901		550	1,100	650						2,000	4,000
Intake/Orientation/ Hunt	32,121	10,439	11,066	8,216		575	1,150	675							
RESEA/Case Mgr./Beach	11,152		5,412	1,950										3,790	
TOTAL SALARIES:	265,360	36,670	50,433	34,359	33,321	2,036	3,324	2,231	16,862	8,614	6,492	3,108	31,727	17,092	19,091
FRINGES:															
FICA /Medicare (7.65 %)	20,300	2,805	3,858	2,628	2,549	156	254	171	1,290	659	497	238	2,427	1,308	1,460
Retirement (8.47%)	22,476	3,106	4,272	2,910	2,822	172	282	189	1,428	730	550	263	2,687	1,448	1,617
Health Ins (no inc/one mil)	58,458	8,813	11,574	7,548	7,423	447	730	490	3,704	1,892	1,426	683	6,970	3,379	3,379
Life	1,092	153	226	140	138	10	14	11	69	35	26	15	129	63	63
TOTAL FRINGES:	102,326	14,877	19,930	13,226	12,932	785	1,280	861	6,491	3,316	2,499	1,199	12,213	6,198	6,519
TOT SALARIES /FRINGES	367,686	51,547	70,363	47,585	46,253	2,821	4,604	3,092	23,353	11,930	8,891	4,307	43,940	23,290	25,610
OPERATIONAL:															
Travel	2,300	110	154	130	253	23	29	33	550	322	170	200	193	66	67
SUBTOTAL	369,986	51,657	70,517	47,715	46,506	2,844	4,633	3,125	23,903	12,252	9,161	4,507	44,133	23,356	25,677
Indirect Program Costs	11,099	1,549	2,116	1,431	1,395	85	139	94	717	368	275	135	1,324	701	770
Total Budget	381,085	53,206	72,633	49,146	47,901	2,929	4,772	3,219	24,620	12,620	9,436	4,642	45,457	24,057	26,447

* (Ends December 31st)

BUDGET NARRATIVE

Justification of each proposed expense and method of computation

The budget reflects projected needs for the program year. Employee costs will be allocated to the programs they support. Expenditures are based on prior year expenditures unless otherwise noted.

Salary/Fringes: Salaries of \$265,360 are for the following positions: Assistant Coordinator, Administrative Assistant, Military Family Manager, Job Seeker Services Team Lead, RESEA Career Manager and three Intake/Orientation Assistants. Fringes include FICA and Medicare match, retirement and insurance. FICA and Medicare match is 7.65% of taxable salaries \$20,300. Retirement is 8.47% of salaries \$22,476. Health insurance is \$58,458, and Life insurance is \$1092. Total benefits are \$102,326.

Travel: Travel costs to deliver services include local travel between the CSGC Job Center and college locations or employer sites as well as out-of-district travel for staff to attend workforce-related conferences and workshops. Total travel is \$2,300.

Indirect Program Costs: Reimbursement for costs incurred by the college in support of the contract, not reflected in stand-in costs, is projected at \$11,099. Indirect costs are calculated at 3% of the total contract and will be paid 1/12 per month for each month of the contract period.

. COST ALLOCATION PLAN

Costs will be direct charged where appropriate. Costs that cannot be direct charged will be pooled in the WIOA/WT Universal Service Cost Pool (USCP) and the Coordination and Operational Cost Pool (COCP) at the direction of the CareerSource Gulf Coast Board. The USCP contains all costs related to the wages, fringe benefits, and overhead costs associated with the non-DEO front line, resource room and job seeker services positions. Costs will be distributed based on the total prior month-to-date expenditures of service providers in the region. The CareerSource Gulf Coast Board staff compiles monthly service provider program expenditures for the region, and the CareerSource Gulf Coast Job Center uses the percentages charged to WIOA and WT grants to allocate costs accumulated in the USCP. The CareerSource Gulf Coast Job Center will maintain month-to-date expenditure spreadsheets to support percentage distributions to grants. The COCP contains all costs related to CareerSource Gulf Coast Job Center overhead costs and the wages and fringe benefits for the Coordinator and the administrative assistant/switchboard operator. Monthly costs in the COCP pool will be allocated based on the percentage of partner program staff charges to grants and will be supported by personnel activity reports.

Per the CareerSource Gulf Coast Board, a function or activity that benefits two or more programs may be set up as a single cost objective. Costs allocable to that cost objective are allowable to any of the programs that benefit from the activities or costs. Therefore, the CareerSource Gulf Coast Job Center will make business decisions regarding what combination of funds made available under these programs will be applied to cost objectives

REQUEST FOR EXTENSION TO PROVIDE DIRECT SERVICES

1. A review of how the provision of direct services during the prior period fit the business model that the local workforce development board (LWDB) proposed in its original request, and any proposed changes in the business model or the particular workforce services the LWDB intends to provide during the extension period.

The provision of direct services during the prior year did fit the LWDB's business model as proposed in the initial request. CSGC currently delivers direct services in its outlying counties (Franklin and Gulf) and provides case management for participants in training in all three counties.

2. The effective date for when the extension would begin.

The extension will begin July 1, 2017.

3. The period of time, not to exceed three years for when the extension would be in effect.

The extension would be in effect from 7/1/17-6/30/20.

4. A review of the LWDB's stated reasons in its previous request why the LWDB has decided to directly provide the workforce services, and an explanation of how it is still in the best interest of the LWDB's customers that the LWDB continue to provide these services.

The region's two reasons to request permission to deliver direct services were expediency and cost saving. The former continues to be a reason that this is working well for us. We've been able to quickly respond and get dollars invested in programs, mostly with current "boots on the ground" with added staff after the program launch (if needed). Changes in direction are effected quickly since the program is controlled by the board's staff, thus the distance between decision and implementation is shorter.

An analysis of cost savings is discussed in item 7 below.

5. A review of the effectiveness of the firewall established by the LWDB to clearly separate existing roles as oversight body for the region's workforce delivery system and its role as the operational services directly provided by the LWDB, and an explanation of changes to be made to the firewall.

The firewall described when CSGC first began delivering direct services remains in place and continues to serve its purpose. The CSGC Board of Directors provides overall policy that staff releases as guidance to our service providers and staff delivering direct services. CSGC contracts out its One Stop Operator functions.

6. An identification of the grant program(s) that fund the workforce service delivery model.

- ✓ Workforce Innovation and Opportunity Act: Adult, Dislocated Worker and Youth
- ✓ Wagner-Peyser
- ✓ Jessie Ball duPont Port St. Joe Capacity Building Fund
- ✓ US Department of Commerce Failed Fisheries
- ✓ TANF
- ✓ SNAP
- ✓ UC/RA
- ✓ DVOP
- ✓ LVER
- ✓ Military Spouse
- ✓ RESEA
- ✓ Displaced Homemaker

7. An analysis of the costs of the services that documents the actual reduction in costs with the LWDB providing the services rather than contracting that service to another provider, and an estimate of such costs and savings for the upcoming period.

We are saving 3% indirect on tuition that was passed through one of our contracts which provided case management for individuals in classroom training. This contract also included a financial coordinator. We have streamlined the financial portions of this activity to the point that it has become half of the senior bookkeeper's workload. Our total savings with just those two advantages are \$32,600.00. We realized those savings along with the costs of a program supervisor at the service provider level at \$56,700.00 and an additional \$28,944.00 from taking in another training case management contract per year.

An estimate of the costs and savings for the upcoming three year extension period is \$354,732.00.

8. A review of any other realized improvement to service delivery and performance outcomes, and description of anticipated improvements.

The direct delivery of services by Board staff has, we believe, played a role in the top performance by CSGC on the Performance Funding Model measures and the WIA Common Measures. Youth measures were missed in 2014-2015 due to the close out of a large in-school youth program, however, all other measures have been met or exceeded in that year and all measures met or exceeded in the subsequent year. We anticipate that CSGC's performance will continue to be in the top quartile of the state.

The distance from Front Line service delivery to highly experienced board staff is very short which results in the rapid resolution of issues and establishment and implementation of new protocols.

9. Documentation that the public was provided a meaningful opportunity for review and comment on the proposed extension for a period not less than 10 days. Any submitted comments must be included.

The proposed extension was posted to the CSGC website from 4/28/2017 to May 11, 2017 and there were no comments received.

10. Documentation that the Chief Elected Official has agreed to the planned extension.

Signature pages are attached.

**Local Workforce Development Board
Request for Extension to Provide Direct Services**

LWDB Number: 4 LWDB Name: CareerSource Gulf Coast

Contact Name: Jennifer German

Contact Phone Number: 850-913-3285

The Local Workforce Development Board seeks to extend its designation as a direct service provider of certain services by agreement of the Chief Elected Official and the Governor. This extension to the designation of the Local Workforce Development Board as a direct service provider of certain services is to be effective for the period July 1, 2017 through June 30, 2020.

The signatures below certify agreement to the request for extension submitted by the Local Workforce Development Board and the assurance that the Local Workforce Development Board will operate in accordance with this extension, its Workforce Service Plan, and applicable federal and state laws and regulations.

Chief Elected Official

Chairman, Local Workforce Development Board

William T. Dozier
Signature

John Reeves
Signature

William Dozier
Name (printed or typed)

John Reeves
Name (printed or typed)

Bay County BOCC Chairman
Title

Chairman
Title

May 16, 2017
Signature Date

5/25/2017
Signature Date

**Local Workforce Development Board
Request for Extension to Provide Direct Services**

LWDB Number: 4

LWDB Name: CareerSource Gulf Coast

Contact Name: Jennifer German

Contact Phone Number: 850-913-3285

The Local Workforce Development Board seeks to extend its designation as a direct service provider of certain services by agreement of the Chief Elected Official and the Governor. This extension to the designation of the Local Workforce Development Board as a direct service provider of certain services is to be effective for the period July 1, 2017 through June 30, 2020.

The signatures below certify agreement to the request for extension submitted by the Local Workforce Development Board and the assurance that the Local Workforce Development Board will operate in accordance with this extension, its Workforce Service Plan, and applicable federal and state laws and regulations.

Chief Elected Official


Signature

Joseph Parrish
Name (printed or typed)

Franklin County BOCC Chairman
Title

5/17/17
Signature Date

Chairman, Local Workforce Development Board


Signature

John Reeves
Name (printed or typed)

Chairman
Title

5/25/2017
Signature Date

**Local Workforce Development Board
Request for Extension to Provide Direct Services**


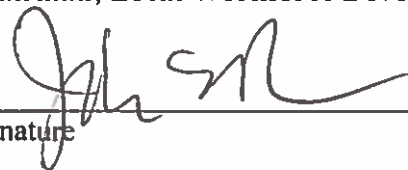
LWDB Number: 4 LWDB Name: CareerSource Gulf Coast

Contact Name: Jennifer German

Contact Phone Number: 850-913-3285

The Local Workforce Development Board seeks to extend its designation as a direct service provider of certain services by agreement of the Chief Elected Official and the Governor. This extension to the designation of the Local Workforce Development Board as a direct service provider of certain services is to be effective for the period July 1, 2017 through June 30, 2020.

The signatures below certify agreement to the request for extension submitted by the Local Workforce Development Board and the assurance that the Local Workforce Development Board will operate in accordance with this extension, its Workforce Service Plan, and applicable federal and state laws and regulations.

<p>Chief Elected Official</p>  <p>Signature</p> <p><u>Ward McDaniel</u> Name (printed or typed)</p> <p><u>Gulf County BOCC Chairman</u> Title</p> <p><u>MAY 23, 2017</u> Signature Date</p>	<p>Chairman, Local Workforce Development Board</p>  <p>Signature</p> <p><u>John Reeves</u> Name (printed or typed)</p> <p><u>Chairman</u> Title</p> <p><u>5/25/2017</u> Signature Date</p>
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Attachment E

1. Board Roster
2. Meeting Minutes – local plan agenda item
3. Discussions about the plan
4. Board's vote on the plan

Voting Members 2019-2020	Present	Abstain	Vote Yea	Vote Nay
WIA Required Business Representatives (12)				
Bay Cty (6 Voting)				
1-Tom Landreth				
2-Lisa Barnes				
5-Jennifer Conoley				
4- Ed Phelan Vacant 8/13/19				
3-Sandra Henry				
6-Christy Smith				
Private Sector - Gulf Cty (3 Voting)				
7-Dr. Patricia Hardman				
8- Johanna White Vacant 1/12/20				
9-Patrick Farrell				
Private Sector - Franklin Cty (3 Voting)				
10-Betty Croom				
11-Ted Mosteller				
12- Sheila Hauser Vacant				
WIA Required Non-Business Representatives (11)				
2 Economic Development Agencies				
1.Becca Hardin, Desig. Garrett Wright				
2-Jim McKnight-Gulf				
2 Labor Organizations				
3-Labor - Fred Croon				
4-Labor - Stephen Jordan				
One-Stop Partners				
5--Voc. Rehab. - Rod Pearson GRVRD				
Post-Secondary Education				
8-GCSC - Dr. John Holdnak, President - Approved Designee Glen McDonald				
Local Educational Entities (1-Rotational)				
9-Gulf District School- Bill Husfelt Superintendent				
Community Based Organizations				
10-VETERANS - John Deegins - Bay County Veterans Services WOV Optional				
Government Rep.-Employment servie (GRVRD) Government Representative (GRES) State to appoint				
Additional Non-Voting Members				
Military Representative - Tim Bowers Vacant				
<i>Total Voting Board Positions</i>	20			
<i>Total Non-Voting Board Positions</i>	1			
<i>Vacancies</i>	-3			
Tot # of Official Voting and Non-Voting Board Members At Time of Vote Minus Vacancies	18	Need 6 for Quorum		One/Third = Quorum 12 for bylaws change
Total Votes (12 needed for two-thirds)				
% Brd Members Approved (67% = 2/3)				
Number of Board members voting				

Attachment F

There are none to date

Attachment I

Draft Bylaws – approved by the CSGC Board of Directors on 12/10/2019

BY-LAWS
GULF COAST WORKFORCE BOARD, INC.
A CORPORATION NOT FOR PROFIT

ARTICLE I

NAME

The name of the Corporation shall be **GULF COAST WORKFORCE BOARD, INC.**, (“Corporation”), doing business as CareerSource Gulf Coast.

ARTICLE II

PURPOSE

1. The purposes for which the Corporation is formed are those set forth in its Articles of Incorporation. The Corporation is not formed for pecuniary or financial gain, and no part of the assets, income, or profit of the corporation is distributable to, or will inure to the benefit of its directors or officers. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.
2. The purpose of this organization is to:
 - (a) Serve as an intermediary to assist in stimulating and providing for the involvement of the business community, including small businesses, minority business enterprises, labor and community-based organizations, in the employment and training activities, including all such other purposes described in and under the Personal Responsibility and Work Opportunity Act, 104-193; Workforce Investment and Opportunity Act, 113-128; the Workforce Innovation Act of 2000; and Welfare Transition rules and regulations, and to increase the private sector employment opportunities for economically disadvantaged persons.
 - (b) Serve as the business and industry contact point in the local employment and training system to present the private sector’s views and recommendations for making programs more responsive to local employment needs.

ARTICLE III

BASIC POLICIES

The following are the basic policies of the Corporation:

1. The Corporation shall be non-commercial, non-sectarian, and non-partisan.
2. The name of the Corporation or the names of the Directors, in their official corporate capacity, shall not be used in any connection with a commercial concern or with any partisan interest.

ARTICLE IV

MEMBERSHIP

Pursuant to the provisions of the Articles of Incorporation, the named officers and directors (set forth in the Articles) shall be members of this Corporation. Any individual who subscribes to the purpose and basic policies of the Corporation may be designated a member of the Corporation without regard to gender, race, color, creed, national origin or sexual orientation.

ARTICLE V

OFFICERS

1. Pursuant to the provisions of the Articles of Incorporation, the elected officers of the Corporation shall consist of a Chairperson, a Vice-Chairperson, and a Past-Chairperson. Each officer shall represent different counties when possible. If no member of a given county chooses to serve as an officer, the seat will be filled from one of the other county's board members pursuant to the approved election procedures.
2. **Chairperson:** The Chairperson shall conduct and preside at all meetings of the Corporation and the Board of Directors. The Chairperson shall be the official spokesperson of the Corporation and the Board of Directors. The Chairperson shall appoint all committees, with the approval of the Board of Directors. The Chairperson shall be the Chief Executive of the Corporation, and shall be vested with full power to exercise whatever functions may be necessary or incident to the full exercise of any power bestowed upon him or her by the Board of Directors, not inconsistent with the provisions of the Articles of Incorporation. It shall be the duty and obligation of the Chairperson to furnish leadership in the accomplishment of the aims and purposes of the Corporation.
3. **Vice-Chairperson:** It shall be the duty of the Vice-Chairperson to render every assistance and cooperation to the Chairperson, and to provide the Chairperson with the fullest measure of counsel and advice. In the event of the absence of the Chairperson, or the Chairperson's inability to act, the Vice-Chairperson shall fulfill the duties of the Chairperson on a temporary basis. The Vice-Chairperson shall familiarize himself/herself with all activities and affairs of the Corporation, and shall have such other duties as may be assigned to him or her by the Board of Directors. In the event the Vice-Chairperson is absent or unable to act, or in the event of his or her death, disability, or resignation, the Board of Directors shall select acting Vice-Chairperson to hold office until a successor has been elected by the Board of Directors.
4. **Past-Chairperson:** The Past-Chairperson shall serve as an officer of the corporation and a member of the Executive Committee. The Past-Chairperson shall serve in an advisory capacity to the Chairperson and Vice-Chairperson, and may represent the Board in the absence of the Chairperson and/or Vice-Chairperson at the request of those officers or the Executive Director.
5. **Qualifications:** Only members of the Board of Directors, in good standing, shall be eligible to hold any elective office of the Corporation.
6. **Election:** The Board of Directors shall elect annually all of the Officers and Executive Committee members of the Corporation. Board officers shall be represented by one person

from each of the three counties whenever possible: Bay, Franklin, and Gulf. The Executive Committee positions shall include two (2) persons from Bay County, one (1) person from Franklin County, and one (1) person from Gulf County. Additionally, 51% of the seven- (7) member Executive Committee will be represented from the private and community-based sectors. The election shall be by written ballot when there is more than one nominee for any office. The election shall take place at the Corporation's annual meeting.

7. **Nominations**: Any member of the Board of Directors may be nominated as a candidate for any office of the Corporation with the following exception: only private sector representatives may be nominated as candidates for the office of Chairperson.
8. **Term of Office**: Elected officers shall assume their official duties following the close of the annual meeting and shall serve for a term of one (1) year or until the election of their successors. A person shall not be eligible to serve more than two consecutive terms in the office as Chairperson.
9. **Vacancies**: A vacancy occurring in the office of Chairperson or Vice-Chairperson of the Corporation shall be filled for the unexpired term by the Board of Directors, in accordance with the provisions of these By-laws.

ARTICLE VI

BOARD OF DIRECTORS

1. **Duties and Responsibilities**: The Board of Directors ("Board"), as the governing body of the Corporation, shall be vested with exclusive power and authority to formulate, fix, determine, and adopt matters of policy concerning the activities, affairs, or organization of the Corporation, subject only to any limitations imposed by applicable law. The Board of Directors shall be charged with the duty and responsibility of enforcing and carrying into effect the provisions of the Articles of Incorporation and the accomplishment of the aims and purposes of the Corporation. The Board of Directors shall direct the manner in which funds of the Corporation are disbursed, and for the purpose; therefore, shall adopt and approve a budget for each year. The Board of Directors shall perform all other duties imposed under the Articles of Incorporation and shall have full power to exercise such functions as may be necessary, expedient, or incidental to the full exercise of any powers bestowed upon in the Articles of Incorporation or any amendment thereto or by the by-laws.

The Board of Directors shall meet in accordance with the provisions set forth in Article VIII of these By-laws. It shall be the duty and responsibility of each Board member to attend the meetings, and any three consecutive unexcused absences, as determined by the Board, shall be deemed as sufficient reason for replacement of the Board member incurring such absences, unless such member is appointed specifically by law. Non-mandated Board members must attend 50 percent of the scheduled meetings in a six-month period.

2. **Membership**: Members may be appointed by the chief elected officials to represent only those categories as outlined in applicable law, including, but not limited to: private sector, education, organized labor, community-based organizations, economic development agencies and may include such other individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate. In general, members serve at the pleasure of the local elected officials who appoint the member.

The composition of the Board shall require at a minimum that the membership of the local board shall include:

- a. Representatives of business in the local area, who: 107 (b) (2) (A) (i, ii, iii) Public Law 113-128
 1. Are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority;
 2. Represent businesses, including small businesses, or organizations representing businesses described in this clause, 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; and
 3. Are appointed from among individuals nominated by local business organizations and business trade associations;
- b. Representatives of entities administering education and training activities in the local area who shall include a representative of eligible providers administering adult education and literacy activities under title II and also shall include a representative of institutions of higher education providing workforce investment activities (including community colleges); 107 (b) (2) (C) (i, ii) Public Law 113-128
- c. Representative of labor organizations (for a local area in which employees are represented by labor organizations), nominated by local labor federations, or (for a local area in which no employees are represented by such organizations), other representatives of employees and shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists; 107 (b) (2) (B) (i, ii) Public Law 113-128
- d. Representatives of economic and community development entities, including private sector economic development entities; and
- e. The membership of the Board may also include other individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate. Representatives of community-based organizations (including organizations representing individuals with disabilities and veterans, for a local area in which such organizations are present);

Provided that the Board is twenty-three (23) in number, representation shall be as follows:

Total: 11	WIOA Required Non-Business Members
1	Adult Education and Literacy under Title II: (School Superintendent rotates between Bay, Franklin and Gulf Counties for each fiscal year)
1	Institution of Higher Education / Community College
2	Labor or Employee Representation
Up to 3	Community-Based Organizations:
2	Economic Development Agencies
0*	Wagner-Peyser
1	Vocational Rehabilitation / Blind Services
Additional Non-Voting Members	
1	Representative from Military Installation (if available in region)
Total: 12	WIOA Required Business Members (WIOA Required Non-Business +1)
6	Bay County
3	Gulf County
3	Franklin County
FL Required Private Education Provider (If available in region)	
1	Private For Profit Training Provider

**Wagner – Peyser will be represented by Higher Ed. Representative*

- f. Board members who are statutorily designated members of the Board pursuant to Public Law No. 113-128 may, at the Board member's discretion, appoint a permanent designee to serve on the Board in the Board member's absence, subject to the Board's acceptance of the designee by regular vote. The Board member shall retain the right to attend and vote (except for non-voting members) at any and all regular meetings, but the permanent designee, once accepted by the Board, may, in the Board member's absence, attend and vote (except for those non-voting members) at any and all meetings. Such attendance and vote shall be as if the Board member attended and voted himself/herself for all By Law attendance and voting requirements, including, but not limited to, establishing a Board quorum.

Members of the Board or their approved permanent designees that represent organizations, agencies, or other entities shall be individuals with optimum policy making authority within the organizations, agencies, or entities. A majority of the members of the local board shall be representatives described in paragraph (2) (a) (1) above. The importance of minority and gender representation shall be considered when making appointments to the Board.

In accordance with Section 107 (a) of Public Law 113-128, a Local Workforce Development Board (LWDB) shall be certified by the Governor. LWDB vacancies will occur on a routine basis. Any vacancy shall be filled in the same manner as the original appointment in accordance with Section 107 (b) (1) of Public Law 113-128. CareerSource Florida staff shall be advised of any changes in membership. Notice of vacancies will be provided to Local Elected Officials within 10 days. Every effort will be made to fill vacancies within 45 days.

The initial Board of Directors: listed in Attachment 1

3. **Nominations:** Nominations for membership shall be as follows:

- a. **Private Sector Appointments:** Private sector appointments shall include representatives of business in the local area, who: are owners of businesses, 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 described in this clause, 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; and are appointed from among individuals nominated by local business organizations and business trade associations. A majority of the members of the local board shall be representatives of business in the local area as described in paragraph 107 (b) (2) (A) (i-iii) of Public Law 113-128.
- b. **Education Appointments:** Education representatives shall be appointed in accordance with the Workforce Investment and Opportunity Act, 113-128, which states that each local board shall include representatives of entities administering education and training activities in the local area and shall include a representative of eligible providers administering adult education and literacy activities under title II; shall include a representative of institutions of higher education providing workforce investment activities (including community colleges). 107 (b) (2) (C) (i, ii) Public Law 113-128. School Superintendents will serve on the Workforce Board until the expiration of their term with the respective School Board or until resignation. One School Superintendent will serve as a Board member and the position will rotate between the three counties' superintendents on an annual basis.
- c. **Labor Appointments:** Representatives of labor organizations shall include representatives of labor organizations (for a local area in which employees are represented by labor organizations), who have been nominated by local labor federations, or (for a local area in which no employees are represented by such organizations) other representatives of employees and also shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists. Labor representatives will serve on the Workforce Board until the expiration of their position with their respective labor organization or until resignation. 107 (b) (2) (B) (i, ii) Public Law 113-128
- d. **Economic Development Appointments:** Shall include a representative of economic and community development entities. Economic Development positions will serve on the Workforce Board until the expiration of their county positions as Economic Development Council representatives. 107 (b) (2) (D) (i) Public Law 113-128
- e. **Mandatory Partners:** Representatives shall include an appropriate representative from the State employment service office under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) serving the local area and shall also include an appropriate representative of the programs carried out under Title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), other than section 112 or part C of that title (29 U.S.C. 732, 741), serving the local area. 107 (b) (2) (D) (ii, iii) Public Law 113-128

f. **Other Appointments:** 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 that provide or support competitive integrated employment for individuals with disabilities; may also include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth; 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; may include representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistance; may include representatives of philanthropic organizations serving the local area; and each local board may include such other individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate. 107 (b) (2) (B) (iii, iv) (C) (iii) (D) (iv, v) E Public Law 113-128

4. **Terms of Office:** In order to comply with regulations, the initial appointment of Board members shall be staggered terms of one (1) to three (3) years. The initial appointment shall be as follows with all succeeding appointments to be for a term of three (3) years.

INITIAL TERMS OF BOARD MEMBERS

Bay County

Private Sector	1, 2 & 3 years
Education	1 year
Labor	1 year
Economic Development	1 year
CBO	1 & 2 years

Franklin County

Private Sector	1, 2 & 3 years
Economic Development	1 year
Education	1 year
CBO	1 year

Gulf County

Private Sector	1, 2 & 3 years
Education	1 year
Labor	1 year
CBO	3 years

5. **Expenses:** By resolution of the Board, the members may be reimbursed or paid their actual expenses arising out of their service as members, but shall not be paid compensation for their services.

ARTICLE VII

COMMITTEES

Committees: The Corporation shall create from time to time such committees as it may deem advisable and necessary, and shall define the powers, duties, functions and scope of each committee. As soon as is practicable after each annual meeting of the Corporation, the Chairperson, with the advice and consent of the Board of Directors, shall appoint the members of all committees for the ensuing administrative year, and shall name and designate the Chairperson and Vice-Chairperson of each committee. The members of such committees shall serve for the term of the Chairperson appointing them, except the Board of Directors may provide for members of any standing committee to serve for staggered terms beyond the current administrative year. Vacancies occurring in the membership of such committees shall be filled by the Chairperson, with the advice and consent of the Board of Directors, for the remainder of the unexpired term. Each committee may select from its membership such officers, other than the Chairperson and Vice-Chairperson of said committee, as it deems advisable and subcommittees may be designated from the committee membership. The Chairperson of the Board, with the advice and consent of the Board of Directors, may appoint additional members to a committee or remove members from a committee. The Board of Directors may dissolve a committee when it deems that a committee is no longer necessary. Each committee shall meet at such times and places as may be designated by the Committee Chairperson or Vice-Chairperson.

Each committee shall file with the Executive Director such interim reports as desired or as may be requested by the Chairperson of the Board of Directors. Upon the termination of its duties or terms, each committee shall deliver to the successor membership, if such there is, or to the Executive Director all files, reports, records and data, and information accumulation by the committee. No action, report, or recommendation of any committee shall be binding on the Corporation unless adopted and approved by the Board of Directors.

Standing and Special Committee: The Board of Directors, as soon as is practicable, shall determine and designate which shall be considered a special committee, and shall define the specific powers and duties thereof.

1. **Executive Committee:** The Executive Committee shall be charged with the duty of advising and counseling the Chairperson and rendering assistance and cooperation to such an officer. The Executive Committee shall be made up of seven members as follows: the three Corporation Officers (Chairperson, Vice-Chairperson, and Past-Chairperson), and four other Board members (two from Bay County, one from Franklin County, and one from Gulf County, whenever possible). In addition, 51 percent of the seven members of the Executive Committee will be represented from the private and community-based sectors. The Executive Committee shall be solely responsible for hiring, managing and terminating, if necessary, the Executive Director, with the exception that the Executive Director may be removed for cause by a unanimous vote by each county's Local Elected Officials in the region. The Executive Committee shall have the power and authority to act upon any of the day-to-day matters, which may arise and require disposition between meetings or when a quorum does not exist at a Directors' meeting consistent with the policies established by the Board of Directors. The Board of Directors shall ratify all actions of the Executive Committee. All actions taken by the Executive Committee shall be subject to approval, confirmation or ratification by the Board of Directors. The Executive Committee shall exercise other functions as may be delegated to it by the Board of Directors.

The Executive Committee shall be kept well informed by the Executive Director and Finance Director of all Board financial practices, management of funds, budget process, and financial audits. All financial records shall be kept by the Finance Director and shall be available for review by any Officer or Member of the Board of Directors. The Executive Committee shall serve in the capacity of the Board's finance committee by reviewing and making recommendations to the full Board on any financial related issues,

Finances of Committees: No Committee or sub-committee shall incur any debt payable by the Corporation without prior approval of the Board of Directors.

ARTICLE VIII

MEETINGS

1. **Annual Meeting:** The Chairperson shall prepare a program for the annual meeting of the Corporation. Such a program, when approved by the Board of Directors, shall be the order of business for the annual meeting. The Chairperson and Executive Director shall have the authority to extend invitations to non-members to attend the annual meeting, as honored guests or speakers in connection with the annual meeting, without prior approval of the Board of Directors. All papers, addresses, and reports read before or submitted at a meeting shall become the property of the Corporation and may be published by the Corporation.
2. **Rules of Procedure:** Only the Board of Directors and permanent designees, which comprise the entire membership of the Corporation, shall be entitled to vote in any committee or general Corporation meeting. Resolutions for consideration at the annual meeting may be proposed by a member of the Board of Directors or by a Resolutions Committee, provided that the same shall be presented and handled in accordance with the procedure which shall be established by the Board of Directors within a reasonable amount of time prior to each meeting. Any member of the Board of Directors may offer resolutions. Unless indicated on the official program, no person shall speak for more than ten (10) minutes or more than twice on any matter, except upon consent of a majority of the members of the Board of Directors present and voting at the meeting.
3. **Regular Meetings:** Regular meetings of the Corporation shall be announced electronically, and be held each month unless otherwise provided by the Board of Directors. The meetings will be video and teleconferenced between a site in Bay County and a site in Gulf or Franklin County that will be designated and noticed prior to the Board meeting. A calendar of times and sites of the regular meetings shall be distributed among all members of the Board of Directors in a timely manner.
4. **Special Meetings:** Special meetings of the Corporation may be called at any time by the Chairperson, or by a majority of the Board of Directors or upon a petition signed by not less than one-third (1/3) of the membership of the Board of Directors.
5. **Public Access to Meetings:** The annual meeting, and all regular and special meetings of the Board of Directors, shall be open to the public and meeting notices shall be sent to the newspapers in all three (3) counties, as well as other media, as called for by the Board of Directors.

newspapers in all three (3) counties, as well as other media, as called for by the Board of Directors.

6. **Quorum:** One-third (1/3) of the members of the Board of Directors shall constitute a quorum for the transaction of any corporate business. Non-voting, ex-officio members shall not count toward a Quorum, nor may non-voting ex-officio members make motions.

ARTICLE IX

INDEMNIFICATION

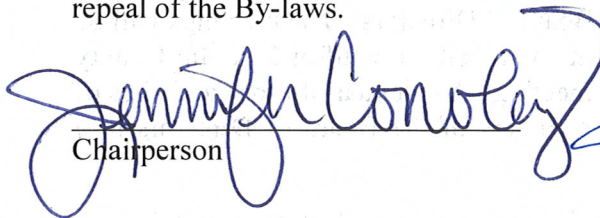
The Board of Directors is specifically authorized, pursuant to Florida Statutes and by these By-laws, to indemnify all persons for any liability and expense incurred or arising out of activities undertaken on behalf of the Corporation.

Additionally, the Corporation is specifically authorized to provide bonding, as required as a condition to enter into any contract. Any officer, director, or employee of the Corporation, authorized to make distributions on behalf of the Corporation, shall be bonded for a sum as may be determined from time to time by the Board of Directors. All premiums payable to any insurance company for any contract of insurance of indemnity or bonding may be paid from the funds of the Corporation for the benefit of any officer, director, or employee of the Corporation. Officers, directors, or employees of the Corporation may be indemnified by the Corporation for liabilities to third parties incurred in the discharge of their duties as officers, directors and/or employees, including legal fees and out-of-court settlements, provided that the officers, directors, and/or employees acted in good faith in a reasonable belief that their actions were in the best interest of the Corporation. The Corporation shall provide further indemnification to the officers and members of the Board of Directors by purchasing for their benefit an insurance policy insuring said parties against any liability and the Corporation shall be responsible for the payment of any deductible provisions contained in said insurance policies.

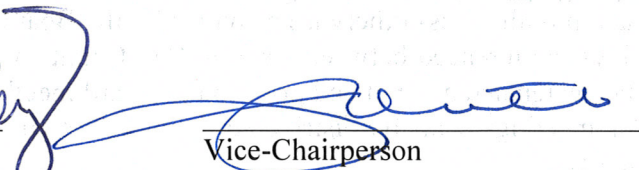
ARTICLE X

AMENDMENTS TO BY-LAWS

These By-laws, and any amendments hereafter adopted, may be amended, modified, altered or replaced by a two-thirds (2/3) vote of the members of the Board of Directors present and voting at any meeting of the Board of Directors. All members shall be notified with written copies of the changes at least two weeks in advance of any meeting that is scheduled for the amendment modification and repeal of the By-laws.



Chairperson



Vice-Chairperson

Past-Chairperson

Attachment 1: Initial Gulf Coast Workforce Board, Inc.

DIRECTORS

CATEGORY: PRIVATE SECTOR

19 REPRESENTATIVES

<u>NAME</u>	<u>ADDRESS/TELEPHONE</u>	<u>TERM</u>
Kristin Anderson Franklin County	P.O. Box 386 Apalachicola, FL 32329-0386 (904) 653-9335	1 year (07/01/96 - 06/30/97)
Jimmy Barr Bay County	Peoples First 2305 Highway 77 Panama City, FL 32405 (904) 769-5261	1 year (07/01/96 - 06/30/97)
David Butler Franklin County	Gulf State Bank P.O. Drawer GG Carrabelle, FL 32322 (904) 697-3395	2 years (07/01/96 - 06/30/98)
Charles Watson Clark Franklin County	127 Avenue J Apalachicola, FL 32320 (904) 653-8183	3 years (07/01/96 - 06/30/99)
Richard Dodd Bay County	Gulf Asphalt Corporation P.O. Box 2462 Panama City, FL 32402 (904) 785-4675	2 years (07/01/96 - 06/30/98)
Ted Haney (Replacement) Bay County	Haney & Associates 522 Mercer Avenue Panama City, FL 32401 (904) 763-1783	3 years (07/01/96 - 06/30/99)
Anne Hull-Dick (Resigned)		
Sylvester Herron Bay County	Print Express 1328 Harrison Avenue Panama City, FL 32401 (904) 872-0005	1 year (07/01/96 - 06/30/97)
Chuck Marks (Resigned)		
Frank Latham (Replacement) Franklin County	1081 East Gorrie Drive St. George Island, FL 32328 (904) 927-2981	1 year (07/01/96 - 06/30/97)
Sue Marley (Resigned)		
Rex Buzzette (Replacement) Gulf County	P.O. Box 879 Port St. Joe, FL 32456 (904) 229-8771	1 year (07/01/96 - 06/30/97)

Ted Mosteller Franklin County	151 24 th Avenue Apalachicola, FL 32320 (904) 653-8166	2 years (07/01/96 - 06/30/98)
Dr. Tim Nelson Gulf County	P.O. Box 274 Port St. Joe, FL 32456 (904) 229-8400	2 years (07/01/96 - 06/30/98)
Tom Neubauer Bay County	Tom Neubauer Real Estate 740 S. Tyndall Parkway Panama City, FL 32404 (904) 785-1551	2 years (07/01/96 - 06/30/98)
Ralph Rish Gulf County	326 Reid Avenue Port St. Joe, FL 32456 (904) 227-7200	3 years (07/01/96 - 06/30/99)
Roy Smith Gulf County	Hannon Insurance Co. 211 Reid Avenue Port St. Joe, FL 32456 (904) 227-1133	1 years (07/01/96 - 06/30/97)
John Tinney Bay County	Spurlin Industries 700 Jackson Way Panama City, FL 32405 (904) 785-1535	3 years (07/01/96 - 06/30/99)
Jan Traylor Gulf County	P.O. Box 551 Wewahitchka, FL 32465 (904) 639-2222	2 years (07/01/96 - 06/30/98)
Darrell Barron Bay County	Vocational Rehabilitation 2939 Highway 77 Panama City, FL 32405 (904) 872-4380	1 year (07/01/96 - 06/30/97)
Greg Boggs Bay County	Central Council Labor Rep. P.O. Box 3576 Panama City, FL 32401 (904) 785-7663	1 year (07/01/96 - 06/30/97)
Tom Clendenning Jobs & Benefits	Region 1 Office 1264 Timberlane Road Tallahassee, FL 32312 (904) 487-1795	1 year (07/01/96 - 06/30/97)
Stephanie Gall Bay County	Bay County Schools 1311 Balboa Avenue Panama City, FL 32401 (904) 872-4100	1 year (07/01/96 - 06/30/97)
Robert McSpadden	Gulf Coast Community College	1 year (07/01/96 - 06/30/97)

Bay County	5230 W. Highway 98 Panama City, FL 32401 (904) 872-3800	
C.T. Ponder Franklin County	Franklin County Schools 155 Avenue E Apalachicola, FL 32320 (904) 653-8831	1 year (07/01/96 - 06/30/97)
Walter Wilder Gulf County	Gulf County Schools 502 Niles Road Port St. Joe, FL 32456 (904) 229-8256	1 year (07/01/96 - 06/30/97)
Katie Zimpfer Bay County	HRS 500 W. 11 th Street Panama City, FL 32401 (904) 872-7648	1 year (07/01/96 - 06/30/97)

SUB-CATEGORY: PUBLIC SECTOR EX-OFFICIO NON-VOTING

<u>NAME</u>	<u>ADDRESS/TELEPHONE</u>	<u>TERM</u>
Rick Hurst Bay County	Bay County Commission P.O. Box 1818 Panama City, FL 32402 (904) 784-4026	1 year (07/01/96 - 06/30/97)
Billy Traylor Gulf County	Gulf County Commission Gulf County Courthouse Port St. Joe, FL 32456 (904) 229-6106 or 639-2764	1 year (07/01/96 - 06/30/97)
Jimmy Mosconis (Resigned) Buford "Dink" Braxton (Replacement) Franklin County	Franklin County Commission 33 Market Street, Suite 203 Apalachicola, FL 32320 (904) 653-8861	1 year (07/01/96 - 06/30/97)

SUB-CATEGORY: PUBLIC SECTOR ECONOMIC DEVELOPMENT

<u>NAME</u>	<u>ADDRESS/TELEPHONE</u>	<u>TERM</u>
Tamara Laine Gulf County	Gulf County Chamber of Commerce P.O. Box 964 Port St. Joe, FL 32456 (904) 227-1223	1 year (07/01/96 - 06/30/97)
Mike Murphy (Resigned) Cliff Butler (Replacement) Franklin County	P.O. Box 488 Apalachicola, FL 32329 (904) 653-2126 Ext. 31	1 year (07/01/96 - 06/30/97)

Larry Sassano Bay County Chamber of Commerce 1 year (07/01/96 - 06/30/97)
 Bay County 235 W. 5th Street
 Panama City, FL 32401
 (904) 785-8732

CATEGORY: COMMUNITY-BASED ORGANIZATION

<u>NAME</u>	<u>ADDRESS/TELEPHONE</u>	<u>TERM</u>
John Bruce Bay County	927 Center Avenue Panama City, FL 32401 (904) 763-2936	1 year (07/01/96 - 06/30/97)
Jane Cox (Resigned) Brent Taylor (Replacement) Franklin County	231 Avenue E Apalachicola, FL 32320	1 year (07/01/96 - 06/30/97)
Ruth Phillips Gulf County	326 Peters Street Port St. Joe, FL 32456 (904) 229-8644	3 years (07/01/96 - 06/30/99)
Bob Swenk Bay County	P.O. Box 27191 Panama City Beach, FL 32411 (904) 234-6678	2 years (07/01/96 - 06/30/98)

**MINUTES OF ORGANIZATIONAL MEETING OF DIRECTORS OF GULF COAST
 WORKFORCE DEVELOPMENT BOARD, INC.**

The Board of Directors of Gulf Coast Workforce Development Board, Inc., a Florida not for profit Corporation (the "Corporation"), acting pursuant to Section 617.0205, Florida Statutes, duly assembled on the day below written and by the signature and with the approval and consent of the undersigned, who constitute all the initial Directors of the Corporation, hereby takes the following organizational actions:

RESOLVED, that notice of this meeting was properly given to each initial Director or is hereby waived;

RESOLVED FURTHER, that the form, terms, and provisions of the Articles of Incorporation of the Corporation, approved and filed in the Office of the Secretary of State of Florida on the 24th day of June, 1996, are hereby in all respects approved, and the Secretary/Treasurer is hereby instructed to file in the Corporation's Minute book the Corporations Certificate of Incorporation, certified by the Secretary of the State of Florida, together with a copy of such Articles of Incorporation;

RESOLVED FURTHER, that the By-laws presented to the Board, prepared by the incorporator of the Corporation, and filed in the Corporation's Minute book are hereby adopted by the Board of Directors as the By-laws of this Corporation;

RESOLVED FURTHER, that the following persons are elected to serve as officers of the Corporation, until their successors are elected and qualified:

Chairperson: Ralph Rish
 Vice-Chairperson: Bob Swenk
 Secretary-Treasurer: Kristin Anderson

RESOLVED FURTHER, that the seal, an impression of which is hereto affixed, be adopted as the seal of the Corporation;

RESOLVED FURTHER, that the appropriate officers of the Corporation are hereby authorized to pay all fees and expenses incident to and necessary for the organization of this Corporation;

RESOLVED FURTHER, that the Chairperson is authorized and directed to open an account(s) in the name of the Corporation with the First National Bank, and the proper officers of the Corporation are authorized and directed to execute such signature cards, and other documents, in connection with such account(s) as may be necessary or advisable;

RESOLVED FURTHER, that the term of office for the Directors of the Corporation is not permanent, but shall be in staggered terms of 1, 2, or 3 years as outlined below. Each Director shall serve until the latter of either the expiration of their term, or the election of their successor. A Director may resign by delivery of written notice of resignation to the Chairperson.

The initial Board of Directors shall be:

DIRECTORS

CATEGORY: PRIVATE SECTOR

16 REPRESENTATIVES

<u>NAME</u>	<u>ADDRESS/TELEPHONE</u>	<u>TERM</u>
Kristin Anderson Franklin County	P.O. Box 386 Apalachicola, FL 32329-0386 (904) 653-9335	1 year (7/1/96-6/30/97)
Jimmy Barr Bay County	Peoples First 2305 Highway 77 Panama City, FL 32405 (904) 769-5261	1 year (7/1/96-6/30/97)
David Butler Franklin County	Gulf State Bank P.O. Drawer GG Carrabelle, FL 32322 (904) 697-3395	2 years (7/1/96-6/30/98)
Charles Watson Clark Franklin County	127 Avenue J Apalachicola, FL 32320 (904) 653-8183	1 year (7/1/96-6/30/97)
Richard Dodd	Gulf Asphalt Corporation	2 years (7/1/96-6/30/98)

Bay County	P.O. Box 2462 Panama City, FL 32402 (904) 785-4675	
Anne Hull-Dick-(Resigned) Ted Haney-(Replacement)		(904) 763-1783
Sylvester Herron Bay County	Print Express 1328 Harrison Avenue Panama City, FL 32401 (904) 872-0005	1 year (7/1/96-6/30/97)
Chuck Marks-(Resigned) Frank Latham-(Replacement) Franklin County	1081 East Gorrie Drive St. George Island, FL 32328 (904) 229-8771	1 year (7/1/96-6/30/97)
Sue Marley-(Resigned) Rex Buzzett-(Replacement) Franklin County	P.O. Box 879 Port St. Joe, FL 32456 (904) 229-8771	1 year (7/1/96-6/30/97)
Ted Mosteller Franklin County	151 24th Street Apalachicola, FL 32320 (904) 653-8166	2 years (7/1/96-6/30/98)
Dr. Tim Nelson Gulf County	P.O. Box 274 Port St. Joe, FL 32457 (904) 229-8400	2 years (7/1/96-6/30/98)
Tom Neubauer Bay County	Tom Neubauer Real Estate 740 S. Tyndall Parkway Panama City, FL 32404 (904) 785-1551	2 years (7/1/96-6/30/98)
Ralph Rish Gulf County	326 Reid Avenue Port St. Joe, FL 32456 (904) 227-1133	3 years (7/1/96-6/30/99)
Roy Smith Gulf County	Hannon Insurance Company 211 Reid Avenue Port St. Joe, FL 32456 (904) 227-1133	1 year (7/1/96-6/30/97)
John Tinney Bay County	Spurlin Industries 700 Jackson Way Panama City, FL 32405 (904) 785-1535	3 years (7/1/96-6/30/99)
Jan Traylor Gulf County	P.O. Box 551 Wewahitchka, FL 324645 (904) 639-2222	2 years (7/1/96-6/30/98)

Darrell Barron Bay County	Vocational Rehabilitation 2939 Highway 77 Panama City, FL 32405 (904) 872-4380	1 year (7/1/96-6/30/98)
Greg Boggs Bay County	Central Council Labor Rep. P.O. Box 3576 Panama City, FL 32401 (904) 785-7663	1 year (7/1/96-6/30/97)
Tom Clendenning Labor & Benefits	Region 1 Office 1264 Timberlane Road Tallahassee, FL 32312 (904) 487-1795	1 year (7/1/96-6/30/97)
Stephanie Gall Bay County	Bay County Schools 1311 Balboa Avenue Panama City, FL 32401 (904) 872-4100	1 year (7/1/96-6/30/97)
Robert McSpadden Bay County	Gulf Coast Community College 5230 W. Highway 98 Panama City, FL 32401 (904) 872-3800	1 year (7/1/96-6/30/97)
C.T. Ponder Franklin County	Franklin County Schools 155 Avenue E Apalachicola, FL 32320	1 year (7/1/96-6/30/97)
Walter Wilder Gulf County	Gulf County Schools 502 Nile Road Port St. Joe, FL 32456 (904) 229-8256	1 year (7/1/96-6/30/97)
Katie Zimpfer Bay County	HRS 500 W. 11th Street Panama City, FL 32401 (904) 872-7648	1 year (7/1/96-6/30/97)

SUB-CATEGORY: PUBLIC SECTOR

EX-OFFICIO NON-VOTING

NAME

ADDRESS/TELEPHONE

TERM

Rick Hurst Bay County	Bay County Commission P.O. Box 1818	1 year (7/1/96-6/30/97)
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Panama City, FL 32402
(904) 784-4026

Billy Traylor Gulf County	Gulf County Commission Gulf County Courthouse Port St. Joe, FL 32456 (904) 229-6106/639-2794	1 year (7/1/96-6/30/97)
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Jimmy Mosconis-Resigned Buford "Dink" Braxton Franklin County	Franklin County Commission 33 Market Street, Suite 203 Apalachicola, FL 32320 (904) 653-8861	1 year (7/1/96-6/30/97)
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<u>NAME</u>	<u>ADDRESS/TELEPHONE</u>	<u>TERM</u>
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John Bruce Bay County	927 Center Avenue Panama City, FL 32401 (904) 763-2936	1 year (7/1/96-6/30/97)
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Jane Cox-(Resigned) Brent Taylor-(Replacement)	P.O. Box 722 231 Avenue E Apalachicola, FL 32320 (904) 653-2800	1 year (7/1/96-6/30/97)
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Ruth Phillips Gulf County	26 Peters Street Port St. Joe, FL 32456 (904) 229-8644	3 years (7/1/96-6/30/97)
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Bob Swenk Bay County	P.O. Box 27191 Panama City Beach, FL 32411 (904) 234-6678	2 years (7/1/96-6/30/97)
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RESOLVED FURTHER, that the term of office for each of the above named Directors shall begin on July 23, 1996, and continue for the length of their respective terms as shown above. Should a Director resign from their position before their term has expired, the replacement Director shall serve for the remainder of said term. Nominations for replacement Directors at the end of the term for that appropriate segment of the Board (i.e., Public, Private) are made to the County Commission of the appropriate County who then make the appointment.

~~The Board of Directors of the Corporation~~ took THE ABOVE actions on the 23rd day of July 1996