

Please be reminded pursuant to Section 3 of Article X of the Bylaws, no member of the Board shall cast a vote on any matter on which he or she has a conflict of interest as defined by federal or state law. Upon discovery of an actual or potential conflict of interest, the Board Member shall promptly disclose the actual or potential conflict of interest, promptly file a written statement of disqualification, shall withdraw from any further participation in the transaction involved, and shall abstain from voting on the matter. In the event of such disclosure or abstention, Article IX Section 3 shall govern the voting requirements on such matter.

Executive Committee Meeting Agenda

May 22, 2026 – 2:00 p.m.

Join the meeting via Microsoft Teams

Committee Members

Mark Earl, Charles Gibbons, Joelle Neri, Paul Micklow

Call to order Charles Gibbons, Chair

Public Comments

No requests from the public were received during the allotted time published in the Public Notice.

Action Items

1. Minutes from January 15, 2026, Executive Committee Meeting (Charles Gibbons)Page 2
2. HCA West Florida Division IWT Funding Increase for Training (Jerome Salatino)Page 6
3. Approval of In-Kind MOU/IFA Agreements (Jerome Salatino)Page 7
4. 90-Day Extension for Eligible Training Provider Renewals (Jerome Salatino) Page 42

Information Items

1. Financial Reports (Theresa Miner) Page 44
2. OSO Contract Renewal (Brenda Gause)..... Page 51
3. AmSkills, Inc. Contract Renewal (Brenda Gause)..... Page 52
4. Hope Services Contract Renewal (Brenda Gause)..... Page 77

Discussion Items

1. 2026-2027 Meeting Schedule (Jerome Salatino) Page 104
2. Performance Chart 25-26 YTD with Comparative (Jerome Salatino) Page 106

Chair Comments

CEO Comments

Adjournment

ACTION ITEM 1
Approval of Minutes

In accordance with Article X, Section 1 of the approved bylaws, the Board is required to keep correct and complete minutes of the proceedings of any Board or Committee meeting.

Draft minutes of January 15, 2026, Executive Committee Meeting are presented for review. Any modifications should be requested prior to approval.

FOR CONSIDERATION

Approval of January 15, 2026, Executive Committee Meeting Minutes, to include any modifications or changes noted by the Board.

Executive Committee Meeting Minutes - DRAFT
January 15, 2026 – 10:00 a.m.

Committee Members

Present: Mark Earl, Charles Gibbons, Aaron Deberry

Absent: Paul Micklow, Joelle Neri

Quorum Present: Yes

Others Present:

PHWB Staff – Nicole Beverley, Brenda Gause, Theresa Miner, Kenneth Russ,
Jerome Salatino, Jessica Weightman, Ania Williams

Hogan Law Firm: Jarrod Prater

Proceedings:

Meeting called to order at 10:01 a.m. by Chair, Charles Gibbons

Public Comments

No public comments were received.

Action Item 1 – Minutes from August 14, 2025, Executive Committee Meeting

Charles Gibbons asked the Committee members to review the minutes from August 14, 2025, Executive Committee meeting for any corrections or comments. Hearing none, a motion was made to accept the minutes of the meeting.

MOTION was made by Mark Earl to approve the minutes.

MOTION was seconded by Aaron Deberry. MOTION carried 3-0.

Action Item 2 – Approval of Revised Financial Policies and Procedures Manual

Committee members reviewed the Pasco-Hernando Workforce Board, Inc. Financial and Procurement Policies and Procedures Manual was updated to ensure full alignment with current FloridaCommerce requirements and guidance.

MOTION was made by Mark Earl to approve the updated Pasco-Hernando Workforce Board Inc. Financial and Procurement Policies Manual with an effective date of July 1, 2025.

MOTION was seconded by Aaron Deberry. MOTION carried 3-0.

Action Item 3 – Approval of CSPH New Policies and Revisions

Committee members reviewed the new and revised policies, which aligns with newly issued administrative policies and strengthens oversight and compliance for local workforce development boards. As CareerSource Florida and FloridaCommerce continue to issue new or revised policies,

CareerSource Pasco Hernando (CSPH) is responsible for ensuring consistency and compliance at the local level. Staff presented updated and new CSPH administrative policies adapted directly from CareerSource Florida—approved versions with local branding and local information incorporated. New policies presented for approval included the Standardization of Tools and Services Policy, the Staff Training and Credentialing Policy, and the Public Records – Retention and Disposition Policy. Revised procedures included the Supportive Services, Participant Incentives, and Operational Skills Training Procedure; the WIOA Youth Eligibility, Suitability, Enrollment, and Vendor Setup Procedure; and the Veteran Intake and Priority of Service Procedure, all updated to reflect current state and federal guidance and to strengthen documentation, training, and compliance requirements.

MOTION was made by Aaron Deberry to approve the presented new policies and revised policies.

MOTION was seconded by Mark Earl. MOTION carried 3-0.

Action Item 4 – Authorization for Pasco-Hernando Workforce Board, Inc. To Engage In Fundraising Activities

Committee members reviewed the request to authorize staff to engage in complaint fundraising activities, consistent with federal and state law, to receive future potential grants and donations that can be utilized to offer additional programs services and supportive services.

MOTION was made by Mark Earl to approve the authorization for staff to engage in complaint fundraising activities, consistent with federal and state law.

MOTION was seconded by Aaron Deberry. MOTION carried 3-0.

Action Item 5 – Approval to Submit PY 2025-2026 Individual Training Account (ITA) Waiver Request

Committee members reviewed the the request to submit the Individual Training Account Waiver Request to CareerSource Florida and the Florida Department of Commerce and approve the recommended ITA expenditure percentage request to be 35%.

MOTION was made by Aaron Deberry to approve staff to move forward with submitting the Individual Training Account Waiver Request for program 2025-2026 and 2026-2027 to CareerSource Florida and the Florida Department of Commerce.

MOTION was seconded by Mark Earl. MOTION carried 3-0.

Action Item 6 – Training Provider Agreement – Center for Technology Training

Committee members reviewed the request to approve staff to complete a revised Training Provider Agreement or addendum, if necessary, for signature, by the Board, should due diligence confirm that CTT has reassigned or transferred its accounts receivable, allowing continued business under an approved structure.

MOTION was made by Mark Earl to approve staff to move forward with executing a new training



provider agreement or addendum with CTT, if due diligence confirms that CTT has reassigned or transferred its accounts.

MOTION was seconded by Joelle Neri. MOTION carried 3-0.

Information Item 1 – Financial Reports

Theresa Miner reviewed the Financial Reports for the period 07/01/2025 through 11/30/2025.

Discussion Item 1 – Officer Transitions

The Committee discussed the transitioning of committee officers.

With no further business to discuss, the meeting adjourned.



ACTION ITEM 2
HCA West Florida Division
IWT Funding Increase for Training

The Pasco-Hernando Workforce Board (PHWB) provides Incumbent Worker Training (IWT) dollars to employers in the region to assist in upskills training in support of the growing Technology it takes to maintain employment. HCA West Florida Division is preparing to launch a Cath Lab Tech training program in partnership with Ultimate Medical Academy. They anticipate starting in Q1 or Q2 of 2026 program year. They plan to enroll 10 colleagues from facilities within the Pasco-Hernando market (Oak Hill, Trinity, and Bayonet Point Hospitals).

This program is intensive -12 months and leads to RCIS certification. The first 5 months the colleague is in didactics and labs, and the remaining 6 months are clinicals, where each participant needs eight hundred hours to be RCIS-certified Cardiovascular Technologists (Cath Lab Tech) in the state of Florida. The total program cost is \$8,000 per participant, or \$80,000 for the full cohort of 10.

For the Cath Lab training program, they are looking at a similar model as Surg Tech, as participants may not finish till the end of 2026, or early 2027. They have partnered previously with small funds for IWT for our Rad to CT and SPT programs, but this new training pathway would be an amazing opportunity to increase and grow our partnership with HCA. This investment will address a critical workforce need, while also providing internal colleagues with the opportunity to upskill and advance their careers as RCIS-certified Cardiovascular Technologists (Cath Lab Tech) within HCA Pasco County.

FOR CONSIDERATION

Recommend approval to authorize an exception to the regional Employer Training funding limit of \$50,000 and allocate up to \$80,000 in Incumbent Worker Training (IWT) funds for HCA West Florida Division's Cath Lab Tech training program in partnership with Ultimate Medical Academy. Funding will support ten (10) incumbent workers at \$8,000 per participant to obtain RCIS certification as Cardiovascular Technologists, addressing a critical healthcare workforce need within the Pasco-Hernando region.

ACTION ITEM 3

Approval of In-Kind MOU/IFA Agreements

Under Subtitle B, Section 121, of the Workforce Innovation and Opportunity Act (WIOA), the Local Workforce Development Board, in agreement with the Chief Elected Official for the area, is required to develop and enter into Memorandums of Understanding (MOU) and Infrastructure Funding Agreements (IFA) with required One-Stop Partner agencies.

The MOU/IFA describes the services to be provided through the American Job Center network, along with the methods used to fund infrastructure and shared system costs of the One-Stop delivery system. The agreements also establish methods to ensure access to workforce services for employers, job seekers, youth, and individuals with barriers to employment, including individuals with disabilities. MOU/IFAs are required to be renewed at least every three (3) years in accordance with federal and state requirements.

The attached MOU/IFAs are made pursuant to the Workforce Innovation and Opportunity Act of 2014, the Rehabilitation Act of 1973, and applicable federal and state guidance governing One-Stop Partner collaboration. The purpose of these agreements is to establish and maintain a unified, coordinated, and effective workforce development service delivery system throughout Pasco and Hernando Counties through collaborative partnerships between Pasco-Hernando Workforce Board (PHWB) and local partner agencies.

These MOU/IFAs are intended to coordinate resources, reduce duplication of services, strengthen referral pathways, and ensure efficient delivery of workforce, education, supportive, and training services throughout the region.

Consistent with local infrastructure funding negotiations and WIOA guidance, PHWB is pursuing an in-kind infrastructure funding model whenever feasible. Under this model, partner contributions toward infrastructure and shared system costs may include non-cash contributions such as staff collaboration, referral coordination, co-enrollment support, shared facilities or technology usage, workshops, training services, outreach activities, and other mutually agreed upon workforce system support activities.

The estimated value of each partner agency's contribution is formulated using a proportional cost allocation methodology consistent with WIOA infrastructure funding requirements and Uniform Guidance. Contribution levels are determined based on anticipated One-Stop system usage, relative benefit received from shared infrastructure and services, staffing presence, referral volume, collaborative activities, and allowable in-kind contributions supporting workforce system operations.

The following partner agencies are being presented for approval through individual three-year MOU/IFAs for the period of July 1, 2026, through June 30, 2029:

Partner Agency	Partner Classification
Gulf Coast Jewish Family and Community Services	Non-Mandatory Partner
Youth and Family Alternatives	Non-Mandatory Partner
Step Up Suncoast	Mandatory Partner (Community Services Block Grant Program)

FOR CONSIDERATION

NOTE: The motion proposes recommending the items to the Consortium for approval. While these are recommendations, the final decision rests with the Consortium.

Approval of the negotiated three-year Workforce Innovation and Opportunity Act (WIOA) Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA) between Pasco-Hernando Workforce Board and the following mandatory One-Stop Partner agencies for the period of July 1, 2026, through June 30, 2029, for consideration by the PHWD Consortium:

- Step Up Suncoast

Approval of the negotiated three-year Workforce Innovation and Opportunity Act (WIOA) Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA) between Pasco-Hernando Workforce Board and the following non-mandatory partner agencies for the period of July 1, 2026, through June 30, 2029, for consideration by the PHWD Consortium:

- Gulf Coast Jewish Family and Community Services
- Youth and Family Alternatives



Memorandum of Understanding

for

Workforce Development Partners

By and between **Pasco-Hernando Workforce Board, Inc. dba Career Source Pasco Hernando** and **Step Up Suncoast, Inc.**

Section 1. Parties

This Memorandum of Understanding (“MOU”) is entered into between Pasco Hernando Workforce Board, Inc., DBA CareerSource Pasco Hernando, (“CSPH”); and Step Up Suncoast, Inc. CSPH and Step Up Suncoast, Inc. are collectively referred to as the “Parties” and individually as a “Party.”

Section 2. Purpose

The Workforce Innovation and Opportunity Act of 2014 (“WIOA”) Sec. 121(c)(1) requires the local workforce development board, with the agreement of the Chief Local Elected Officials (CLEOs), to develop and enter into a MOU between the local workforce development board and the One-Stop Partners concerning the operation of the one-stop delivery system in a local area.

The purpose of this MOU is to describe the cooperative workforce training and employment efforts of CSPH and Step Up Suncoast, Inc. and the actions to be taken by each to establish and maintain an effective and successful one-stop delivery system. The infrastructure funding agreement establishes a financial plan, including terms and conditions, to fund the services and operating cost of the one-stop delivery system.

This MOU establishes how resources will be coordinated, prevent duplication of services, and ensures the effective and efficient delivery of workforce services in the county(ies) represented by CSPH to enable the Partner to integrate with the one-stop delivery system.

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

Section 3. Partners in the One-Stop Delivery System

Pursuant to 20 CFR 678.400, required one-stop partners are the entities responsible for administering the following programs and activities in the local area:

1. Programs authorized under title I of WIOA, including:

- a. Adults
 - b. Dislocated Workers
 - c. Youth
 - d. Job Corps
 - e. YouthBuild
 - f. Native American programs
 - g. Migrant and seasonal farmer worker programs
2. The Wagner-Peyser Act Employment Service program authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), as amended by WIOA title III
 3. The Adult Education and Family Literacy Act (AEFLA) program authorized under title II of WIOA.
 4. The Vocational Rehabilitation (VR) program authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by WIOA title IV (Division of Vocational Rehabilitation)
 5. The Vocational Rehabilitation (VR) program authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by WIOA title IV (Division of Blind Services)
 6. The Senior Community Service Employment Program (SCSEP) authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.) (Florida Department of Elder Affairs)
 7. Career and technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.) (Perkins V)
 8. Trade Adjustment Assistance activities authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.)
 9. Jobs for Veterans State Grants programs authorized under chapter 41 of title 38, U.S.C.
 10. Employment and training activities carried out under the Community Services Block Grant (42 U.S.C. 9901 et seq.)
 11. Employment and training activities carried out by the Department of Housing and Urban Development
 12. Programs authorized under State unemployment compensation laws (in accordance with applicable Federal law) (Reemployment Services and Eligibility Assessment Program) (RESEA)
 13. Programs authorized under sec. 212 of the Second Chance Act of 2007 (34 U.S.C. 10631)
 14. Temporary Assistance for Needy Families (TANF) authorized under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) (Florida Department of Children and Families)

Section 4. Provision of Services

A. One-Stop Services. The following services will be provided through the local one-stop delivery system:

1. Business Services:
 - a. Make labor exchange activities and labor market information available to local employers.
 - b. Develop relationships and networks with large and small employers and their intermediaries.
 - c. Develop, convene, or implement industry/sector partnerships.
 - d. Provide appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services offered through the one-stop delivery system.
2. Job Seeker services:
 - a. Provide basic career services, including:
 1. Determinations of whether the individual is eligible to assistance;
 2. Outreach, intake, and orientation;
 3. Opportunity for individuals to apply for TANF assistance and non-assistance benefits and services;
 4. Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive services needs;
 5. Labor exchange services, including job search and placement assistance, including career counseling as specified in 20 CFR 678.430(a)(4);
 6. Referrals to and coordination of activities with other programs and services, including those within the one-stop delivery system and, when appropriate, other workforce development programs;
 7. Workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including:
 - a. Job vacancy listings in labor market areas;
 - b. Information on job skills necessary to obtain vacant jobs listed; and
 - c. Information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for those jobs;

8. Performance information and program cost information on eligible providers of education, training, and workforce services by program and type of providers;
 9. Information about how the local area is performing on local performance accountability measures;
 10. Information about the availability of supportive services or assistance and appropriate referrals to such, including: child care; child support; medical or child health assistance available through the state's Medicaid program and Children's Health Insurance Program; benefits under SNAP; assistance through the earned income tax credit; and assistance under TANF, and other supportive services and transportation provided through that program;
 11. Information and meaningful assistance to individuals seeking assistance in filing a claim for unemployment compensation; and
 12. Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA.
- b. Provide individualized career services, including:
1. Comprehensive and specialized assessments of the skill service needs of adults and dislocated workers;
 2. Development of an individual employment plan;
 3. Group and/or individual counseling;
 4. Career planning;
 5. Short-term pre-vocational services;
 6. Internships and work experiences that are linked to careers;
 7. Workforce preparation activities;
 8. Financial literacy services;
 9. Out-of-area job search assistance and relocation assistance;
 10. English language acquisition and integrated education and training programs.
 11. Provide follow-up services, as appropriate, including counseling regarding the workplace, for participants in adult or dislocated worker workforce investment activities who are placed in unsubsidized employment, for up to 12 months after the first day of employment.

12. Provide employment services and related support being provided by the TANF program that qualify as career services.
- c. Training Services:
1. Occupational skills training, including training for nontraditional employment;
 2. On-the-job training;
 3. Incumbent worker training;
 4. Programs that combine workplace training with related instruction, which may include cooperative education programs;
 5. Training programs operated by the private sector;
 6. Skills upgrading and retraining;
 7. Entrepreneurial training;
 8. Transitional jobs;
 9. Job readiness training;
 10. Adult education and literacy activities;
 11. Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.
- d. Youth Services:
1. Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent or for a recognized postsecondary credential;
 2. Alternative secondary school services, or dropout recovery services, as appropriate;
 3. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience;
 4. Occupational skill training;
 5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
 6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;
 7. Supportive services;
 8. Adult mentoring;

9. Follow-up services;
 10. Comprehensive guidance and counseling;
 11. Financial literacy education;
 12. Entrepreneurial skills training;
 13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area; and
 14. Activities that help youth prepare for and transition to post-secondary education and training.
3. Access to programs and activities carried out by one-stop partners listed in 20 CFR §§ 678.400 through 678.410, including the Employment Service program authorized under the Wagner-Peyser Act, as amended by WIOA title III (Wagner-Peyser Act Employment Service program).

B. Access to Services. The Parties will make their program services accessible to job seekers, whether they are physically housed within a career center or provided virtually. Through the one-stop delivery system by:

1. Exchanging participant's eligibility requirements for their workforce funding streams, identifying their program career services, and designating services and activities that may be appropriate for integration into the one-stop delivery system.
2. Jointly developing and participating in cross-training of frontline staff to assure an understanding of the activities, support services, and constraints applicable to joint partner workforce funding streams.
3. Coordinating outreach and recruitment through links on each other's websites.

C. Coordinating Services. The Parties shall coordinate and deliver program services (including workforce services) as appropriate through the one-stop delivery system by:

1. Seeking opportunities to share resources and reduce duplication of activities to streamline services for customers and improve frontline staff efficiency such as co-locating in a comprehensive or affiliate one-stop location site and by establishing direct linkages through technology as provided in 20 CFR 678.305(d).
2. Working together on enhancing employer engagement to build a demand-driven system, improve business services, and match participants with work-based learning opportunities.
3. Promoting continuous improvement through the coordination of staff training to provide frontline staff with information and knowledge regarding each other's services.

4. Participating in the one-stop delivery system consistent with the terms of this MOU and the requirements of federal and state laws authorizing the program or activities and any related grant agreements.
- D. Cross Referral.** The Parties will implement policies and procedures that encourage the referral of customers to each other as appropriate by:
1. Reviewing their individual program policies, procedures, and processes them to the extent allowed by each program's specific laws and better serve customers through cross referral, sequential, or co-enrollment best benefit the customer.
 2. Using established methods for follow-up and reporting to each other services provided to the customer and the outcomes obtained.
- E. Information Sharing.** The Parties agree that the collection, use, and disclosure of participant records, including, but not limited to, customers' personally identifiable information (PII), is subject to various requirements set forth in federal and state privacy laws. Partner acknowledges that the execution of this MOU, by itself, does not function to satisfy all of these requirements. The Parties agree to comply with the following, as applicable: 29 CFR 38.41, governing the collection and maintenance of equal opportunity data and other information; 20 USC 1232g and 34 CFR Part 99 (the Family Educational Rights and Privacy Act and implementing regulations); 34 CFR 361.38 (Vocational Rehabilitation and Blind Services confidentiality regulations); and 20 CFR Part 603 (regulations governing confidentiality and disclosure of state unemployment compensation information).
- F.** Each Party will train its staff in the protection, use, and disclosure requirements governing PII and any other confidential data for all applicable programs.
- G. Accessibility.** The Parties will ensure access for workers, youth, and individuals with barriers to employment, including the use of technological tools, in each of the one-stop centers and affiliate locations. The Parties will offer priority services to recipients of public assistance, other low-income individuals, or individuals who have skills deficient for individualized career services and training services funded with WIOA adult funds. Job seekers and businesses must be able to access all information relevant to them via visits to One-Stop centers as well as through electronic means and direct linkages to workforce partner programs. The Parties will provide reasonable accommodations for individuals with disabilities in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Assistive

technology, accessible formats, and language translation services will be made available and used as needed. The local workforce development board will either co-locate WIOA youth program staff at One-Stop centers and/or ensure One-Stop centers and staff are trained to serve youth and equipped to advise youth to increase youth access to services and connect youth to the program that best aligns with their needs.

Section 5. Funding of infrastructure and Operating Costs

As required by 20 CFR 678.755, the Parties agree that the infrastructure and shared services budget will be periodically reconciled against actual costs incurred and adjusted accordingly to ensure that it reflects a cost allocation methodology that demonstrates how infrastructure costs are charged to each partner in proportion to its use of the one-stop center and relative benefit received, and that complies with 2 CFR part 200.

Section 6. Term

This MOU is effective upon the date of the last required signature, or July 1, 2026 whichever is later, through September 30, 2026, unless the MOU is extended by either Party in accordance with the terms set forth herein.

Section 7. Modification and Renewal

- A. This MOU will be reviewed, and if substantial changes have occurred, renewed, not less than once every 3-year period to ensure appropriate funding and delivery of services.
- B. The MOU must be updated not less than every 3 years to reflect any changes in the signatory official of CSPH, one-stop partners, and chief elected officials, or one-stop infrastructure funding.
- C. This MOU may be amended or modified by mutual consent of the Parties, by the issuance of a written amendment executed by the Parties.
- D. The Parties may choose to include, via addendum to this MOU, other provisions that are consistent with WIOA title I, the authorizing statutes and regulations of one-stop partner programs, and the WIOA regulations.

Section 8. Termination

- A. Either Party may terminate this MOU for convenience by giving 30 days' written notice pursuant to Section 9 (Notice).
- B. In the event of termination, the Parties will convene within 30 days to renegotiate a mutually acceptable replacement MOU, if required by law to do so.

Section 9. Notice

- A. All notices required to be given to CSPH under this MOU shall be sufficient when emailed, hand-delivered, or mailed to CSPH at its office located at 4440 Grand Blvd., New Port Richey, FL 34652, addressed to the President/CEO.
- B. All notices required to be given to Step Up Suncoast, Inc. under this MOU shall be sufficient when emailed, hand-delivered or mailed to Partner at its office located at 6428 Parkland Dr., Sarasota, FL 34243.

Section 10. Nondiscrimination

The Parties agree to comply with the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); on the basis of disability under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); on the basis of sex under title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); or on the basis of race, color, or national origin under title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.).

The Parties agree that no individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any program or activity relating to the operation of the one-stop delivery system because of race, color, religion, sex (except as otherwise permitted under title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.

Section 11. Confidentiality

The Parties agree to abide by all applicable federal, state, and local laws and regulations regarding confidential information, including, but not limited to: 20 CFR part 603, 45 CFR 205.50, 20 USC 1232g and 34 CFR part 99, and 34 CFR 361.38. Each Party will ensure that the collection and use of any information, systems, or records that contain personally identifiable information ("PII") and other confidential/exempt information will be limited to purposes that support the programs and activities described in this MOU and will comply with applicable law. Each Party will ensure that access to software systems and files under its control that contain PII or other personal or confidential information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities described herein and will comply with applicable law. Each Party expressly agrees to take measures to ensure that no PII or other personal or confidential information is accessible by unauthorized individuals. To the extent that confidential information needs to be shared amongst the Parties for the Parties' performance of their obligations under this MOU, and to the extent that such sharing is permitted by applicable law, any required data sharing agreements will be created and required confidentiality and ethical certifications will be signed by authorized individuals.

Section 12. Dispute Resolution

If an issue arises involving this MOU, Parties will make every effort to reach a resolution in a timely and efficient manners. Any party may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing. If not resolved, the issue and the efforts to resolve this will be documented and forwarded to the Executive Director of CSPH and the President and CEO of Step Up Suncoast, Inc.. A joint decision will be issued within 60 calendar days of receipt. A partner that is dissatisfied with the decision may file the dispute with the Florida Department of Commerce ("FloridaCommerce") and the Florida Department of Education ("DOE") for resolution. FloridaCommerce and DOE may remand the issue back to the Executive Director of the local area and to the CEO of the partner agency or impose other remedies to resolve the issue.

Section 13. Signatures

IN WITNESS WHEREOF, CareerSource Pasco Hernando have caused this MOU to be duly executed as of the date set forth below.

The MOU must contain the signatures of the Chief Local Elected Official(s). The MOU must be updated at least once every three years and included in the local board's WIOA Workforce Services' plan.

SIGNATURE PAGE

Approved by:

Pasco-Hernando Workforce Board, Inc., dba CareerSource Pasco Hernando

Board Chair: _____
Signature: _____
Title: _____
Date: _____

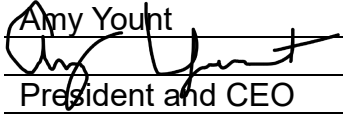
Approved by:

Pasco Hernando Workforce Development Consortium

CLEO Name: John Allocco
Signature: _____
Title: _____
Date: _____

Approved by Partner:

Step Up Suncoast, Inc., Amy Yount, President and Chief Executive Officer (CEO)

Name: Amy Yount
Signature:  _____
Title: President and CEO
Date: 5/1/2026



Memorandum of Understanding

for

Workforce Development Partners

By and between **Pasco-Hernando Workforce Board, Inc. dba Career Source Pasco Hernando** and **Gulf Coast Jewish Family and Community Services, Inc.**

Section 1. Parties

This Memorandum of Understanding (“MOU”) is entered into between Pasco Hernando Workforce Board, Inc., DBA CareerSource Pasco Hernando, (“CSPH”); and Gulf Coast Jewish Family and Community Services, Inc. (“GCJFS”). CSPH and GCJFS are collectively referred to as the “Parties” and individually as a “Party.”

Section 2. Purpose

The Workforce Innovation and Opportunity Act of 2014 (“WIOA”) Sec. 121(c)(1) requires the local workforce development board, with the agreement of the Chief Local Elected Officials (CLEOs), to develop and enter into a MOU between the local workforce development board and the One- Stop Partners concerning the operation of the one-stop delivery system in a local area.

The purpose of this MOU is to describe the cooperative workforce training and employment efforts of CSPH and GCJFCS and the actions to be taken by each to establish and maintain an effective and successful one-stop delivery system. The infrastructure funding agreement establishes a financial plan, including terms and conditions, to fund the services and operating cost of the one-stop delivery system.

This MOU establishes how resources will be coordinated, prevent duplication of services, and ensures the effective and efficient delivery of workforce services in the county(ies) represented by CSPH to enable the Partner to integrate with the one-stop delivery system.

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

Section 3. Partners in the One-Stop Delivery System

Pursuant to 20 CFR 678.400, required one-stop partners are the entities responsible for administering the following programs and activities in the local area:

1. Programs authorized under title I of WIOA, including:
 - a. Adults
 - b. Dislocated Workers
 - c. Youth
 - d. Job Corps
 - e. YouthBuild
 - f. Native American programs
 - g. Migrant and seasonal farmer worker programs
2. The Wagner-Peyser Act Employment Service program authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), as amended by WIOA title III
3. The Adult Education and Family Literacy Act (AEFLA) program authorized under title II of WIOA.
4. The Vocational Rehabilitation (VR) program authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by WIOA title IV (Division of Vocational Rehabilitation)
5. The Vocational Rehabilitation (VR) program authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by WIOA title IV (Division of Blind Services)
6. The Senior Community Service Employment Program (SCSEP) authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.) (Florida Department of Elder Affairs)
7. Career and technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.) (Perkins V)
8. Trade Adjustment Assistance activities authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.)
9. Jobs for Veterans State Grants programs authorized under chapter 41 of title 38, U.S.C.
10. Employment and training activities carried out under the Community Services Block Grant (42 U.S.C. 9901 et seq.)
11. Employment and training activities carried out by the Department of Housing and Urban Development
12. Programs authorized under State unemployment compensation laws (in accordance with applicable Federal law) (Reemployment Services and Eligibility Assessment Program) (RESEA)
13. Programs authorized under sec. 212 of the Second Chance Act of 2007 (34 U.S.C. 10631)
14. Temporary Assistance for Needy Families (TANF) authorized under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) (Florida Department of

Children and Families)

Please list below additional partners in the local one-stop delivery system, as approved by the local workforce development board and CLEOs:

Section 4. Provision of Services

A. One-Stop Services. The following services will be provided through the local one-stop delivery system:

1. Business Services:
 - a. Make labor exchange activities and labor market information available to local employers.
 - b. Develop relationships and networks with large and small employers and their intermediaries.
 - c. Develop, convene, or implement industry/sector partnerships.
 - d. Provide appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services offered through the one-stop delivery system.
2. Job Seeker services:
 - a. Provide basic career services, including:
 1. Determinations of whether the individual is eligible to assistance;
 2. Outreach, intake, and orientation;
 3. Opportunity for individuals to apply for TANF assistance and non-assistance benefits and services;
 4. Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive services needs;
 5. Labor exchange services, including job search and placement assistance, including career counseling as specified in 20 CFR 678.430(a)(4);
 6. Referrals to and coordination of activities with other programs and services, including those within the one-stop delivery system and, when appropriate, other workforce development programs;
 7. Workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including:
 - a. Job vacancy listings in labor market areas;

- b. Information on job skills necessary to obtain vacant jobs listed; and
 - c. Information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for those jobs;
 - 8. Performance information and program cost information on eligible providers of education, training, and workforce services by program and type of providers;
 - 9. Information about how the local area is performing on local performance accountability measures;
 - 10. Information about the availability of supportive services or assistance and appropriate referrals to such, including: child care; child support; medical or child health assistance available through the state's Medicaid program and Children's Health Insurance Program; benefits under SNAP; assistance through the earned income tax credit; and assistance under TANF, and other supportive services and transportation provided through that program;
 - 11. Information and meaningful assistance to individuals seeking assistance in filing a claim for unemployment compensation; and
 - 12. Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA.
- b. Provide individualized career services, including:
- 1. Comprehensive and specialized assessments of the skill service needs of adults and dislocated workers;
 - 2. Development of an individual employment plan;
 - 3. Group and/or individual counseling;
 - 4. Career planning;
 - 5. Short-term pre-vocational services;
 - 6. Internships and work experiences that are linked to careers;
 - 7. Workforce preparation activities;
 - 8. Financial literacy services;
 - 9. Out-of-area job search assistance and relocation assistance;
 - 10. English language acquisition and integrated education and training programs.
 - 11. Provide follow-up services, as appropriate, including counseling regarding the workplace, for participants in adult

or dislocated workerworkforce investment activities who are placed in unsubsidized employment, for up to 12 months after the first day of employment.

12. Provide employment services and related support being provided by the TANF program that qualify as career services.

c. Training Services:

1. Occupational skills training, including training for nontraditional employment;
2. On-the-job training;
3. Incumbent worker training;
4. Programs that combine workplace training with related instruction, which may include cooperative education programs;
5. Training programs operated by the private sector;
6. Skills upgrading and retraining;
7. Entrepreneurial training;
8. Transitional jobs;
9. Job readiness training;
10. Adult education and literacy activities;
11. Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

d. Youth Services:

1. Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent or for a recognized postsecondary credential;
2. Alternative secondary school services, or dropout recovery services, as appropriate;
3. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience;
4. Occupational skill training;
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;

6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;
 7. Supportive services;
 8. Adult mentoring;
 9. Follow-up services;
 10. Comprehensive guidance and counseling;
 11. Financial literacy education;
 12. Entrepreneurial skills training;
 13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area; and
 14. Activities that help youth prepare for and transition to post-secondary education and training.
3. Access to programs and activities carried out by one-stop partners listed in 20 CFR §§ 678.400 through 678.410, including the Employment Service program authorized under the Wagner-Peyser Act, as amended by WIOA title III (Wagner-Peyser Act Employment Service program).

B. Access to Services. The Parties will make their program services accessible to job seekers, whether they are physically housed within a career center or provided virtually. Through the one-stop delivery system by:

1. Exchanging participant's eligibility requirements for their workforce funding streams, identifying their program career services, and designating services and activities that may be appropriate for integration into the one-stop delivery system.
2. Jointly developing and participating in cross-training of frontline staff to assure an understanding of the activities, support services, and constraints applicable to joint partner workforce funding streams.
3. Coordinating outreach and recruitment through links on each other's websites.

C. Coordinating Services. The Parties shall coordinate and deliver program services (including workforce services) as appropriate through the one-stop delivery system by:

1. Seeking opportunities to share resources and reduce duplication of activities to streamline services for customers and improve frontline staff efficiency such as co-locating in a comprehensive or affiliate one-stop location site and by establishing direct linkages through technology as provided in 20 CFR 678.305(d).

2. Working together on enhancing employer engagement to build a demand-driven system, improve business services, and match participants with work-based learning opportunities.
 3. Promoting continuous improvement through the coordination of staff training to provide frontline staff with information and knowledge regarding each other's services.
 4. Participating in the one-stop delivery system consistent with the terms of this MOU and the requirements of federal and state laws authorizing the program or activities and any related grant agreements.
- D. Cross Referral.** The Parties will implement policies and procedures that encourage the referral of customers to each other as appropriate by:
1. Reviewing their individual program policies, procedures, and processes them to the extent allowed by each program's specific laws and better serve customers through cross referral, sequential, or co-enrollment best benefit the customer.
 2. Using established methods for follow-up and reporting to each other services provided to the customer and the outcomes obtained.
- E. Information Sharing.** The Parties agree that the collection, use, and disclosure of participant records, including, but not limited to, customers' personally identifiable information (PII), is subject to various requirements set forth in federal and state privacy laws. Partner acknowledges that the execution of this MOU, by itself, does not function to satisfy all of these requirements. The Parties agree to comply with the following, as applicable: 29 CFR 38.41, governing the collection and maintenance of equal opportunity data and other information; 20 USC 1232g and 34 CFR Part 99 (the Family Educational Rights and Privacy Act and implementing regulations); 34 CFR 361.38 (Vocational Rehabilitation and Blind Services confidentiality regulations); and 20 CFR Part 603 (regulations governing confidentiality and disclosure of state unemployment compensation information).
- F.** Each Party will train its staff in the protection, use, and disclosure requirements governing PII and any other confidential data for all applicable programs.
- G. Accessibility.** The Parties will ensure access for workers, youth, and individuals with barriers to employment, including the use of technological tools, in each of the one-stop centers and affiliate locations. The Parties will offer priority services to recipients of public assistance, other low-income individuals, or individuals who have skills deficient for individualized career services and training services funded with WIOA

adult funds. Job seekers and businesses must be able to access all information relevant to them via visits to One-Stop centers as well as through electronic means and direct linkages to workforce partner programs. The Parties will provide reasonable accommodations for individuals with disabilities in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Assistive technology, accessible formats, and language translation services will be made available and used as needed. The local workforce development board will either co-locate WIOA youth program staff at One-Stop centers and/or ensure One-Stop centers and staff are trained to serve youth and equipped to advise youth to increase youth access to services and connect youth to the program that best aligns with their needs.

Section 5. Funding of infrastructure and Operating Costs

As required by 20 CFR 678.755, the Parties agree that the infrastructure and shared services budget will be periodically reconciled against actual costs incurred and adjusted accordingly to ensure that it reflects a cost allocation methodology that demonstrates how infrastructure costs are charged to each partner in proportion to its use of the one-stop center and relative benefit received, and that complies with 2 CFR part 200.

Section 6. Term

This MOU is effective upon the date of the last required signature, or July 1, 2026 whichever is later, through June 30, 2029, unless the MOU is terminated by either Party in accordance with the terms set forth herein.

Section 7. Modification and Renewal

- A. This MOU will be reviewed, and if substantial changes have occurred, renewed, not less than once every 3-year period to ensure appropriate funding and delivery of services.
- B. The MOU must be updated not less than every 3 years to reflect any changes in the signatory official of CSPH, one-stop partners, and chief elected officials, or one-stop infrastructure funding.
- C. This MOU may be amended or modified by mutual consent of the Parties, by the issuance of a written amendment executed by the Parties.
- D. The Parties may choose to include, via addendum to this MOU, other provisions that are consistent with WIOA title I, the authorizing statutes and regulations of one-stop partner programs, and the WIOA regulations.

Section 8. Termination

- A. Either Party may terminate this MOU for convenience by giving 30 days' written notice pursuant to Section 9 (Notice).
- B. In the event of termination, the Parties will convene within 30 days to renegotiate a mutually acceptable replacement MOU, if required by law to do so.

Section 9. Notice

- A. All notices required to be given to CSPH under this MOU shall be sufficient when emailed, hand-delivered, or mailed to CSPH at its office located at 4440 Grand Blvd., New Port Richey, FL 34652, addressed to the President/CEO.
- B. All notices required to be given to Partner under this MOU shall be sufficient when emailed, hand-delivered or mailed to Partner at its office located at 4440 Grand Blvd, New Port Richey, FL 34652.

Section 10. Nondiscrimination

The Parties agree to comply with the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); on the basis of disability under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); on the basis of sex under title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); or on the basis of race, color, or national origin under title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.).

The Parties agree that no individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any program or activity relating to the operation of the one-stop delivery system because of race, color, religion, sex (except as otherwise permitted under title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.

Section 11. Confidentiality

The Parties agree to abide by all applicable federal, state, and local laws and regulations regarding confidential information, including, but not limited to: 20 CFR part 603, 45 CFR 205.50, 20 USC 1232g and 34 CFR part 99, and 34 CFR 361.38. Each Party will ensure that the collection and use of any information, systems, or records that contain personally identifiable information ("PII") and other confidential/exempt information will be limited to purposes that support the programs and activities described in this MOU and will comply with applicable law. Each Party will ensure that access to software systems and files under its control that contain PII or other personal or confidential information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities described herein and will comply with applicable law. Each Party expressly agrees to take measures to ensure that no PII

or other personal or confidential information is accessible by unauthorized individuals. To the extent that confidential information needs to be shared amongst the Parties for the Parties' performance of their obligations under this MOU, and to the extent that such sharing is permitted by applicable law, any required data sharing agreements will be created and required confidentiality and ethical certifications will be signed by authorized individuals.

Section 12. Dispute Resolution

If an issue arises involving this MOU, Parties will make every effort to reach a resolution in a timely and efficient manners. Any party may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing. If not resolved, the issue and the efforts to resolve this will be documented and forwarded to the Executive Director of the local workforce development board and the Director of the partner agency. A joint decision will be issued within 60 calendar days of receipt. A partner that is dissatisfied with the decision may file the dispute with the Florida Department of Commerce ("FloridaCommerce") and the Florida Department of Education ("DOE") for resolution. FloridaCommerce and DOE may remand the issue back to the Executive Director of the local area and to the director of the partner agency or impose other remedies to resolve the issue.

Section 13. Signatures

IN WITNESS WHEREOF, CareerSource Pasco Hernando have caused this MOU to be duly executed as of the date set forth below.

The MOU must contain the signatures of the Chief Local Elected Official(s). The MOU must be updated at least once every three years and included in the local board's WIOA Workforce Services' plan.

SIGNATURE PAGE

Approved by:

Pasco-Hernando Workforce Board, Inc., dba CareerSource Pasco Hernando

Board Chair: _____
Signature: _____
Title: _____
Date: _____

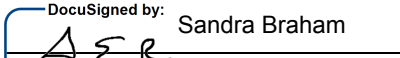
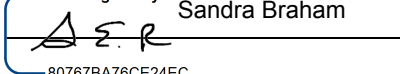
Approved by:

Pasco Hernando Workforce Development Consortium

CLEO Name: John Allocco
Signature: _____
Title: _____
Date: _____

Approved by Partner:

Gulf Coast Jewish Family and Community Services, Inc.

Name:  Sandra Braham
Signature:  _____
Title: President and CEO
Date: 4/24/2026

Attachment 1: Partner Services

The Partner will perform the following functions:

- ❖ Coordinate with CareerSource Pasco Hernando to provide access to its workforce services and programs through the One-stop System in accordance with published policies and procedures, which include the manner in which the services will be coordinated and delivered through the One-stop System.
- ❖ Coordinate with CareerSource Pasco Hernando to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the One-stop System.
- ❖ Coordinate with CareerSource Pasco Hernando for the funding of the infrastructure costs of the One-stop career centers, and the funding of shared services and operating costs in accordance with 29 U.S.C § 3151, and any infrastructure funding mechanism requirements issued by the State of Florida.
- ❖ Provide all logistical support necessary for its staff located within the local area to be fully integrated within the One-stop System.
- ❖ Provide CareerSource Pasco Hernando with monthly outcome numbers for performance data tracking.
- ❖ Provide feedback to CareerSource Pasco Hernando management regarding the performance of the partnership, including its effectiveness and success.
- ❖ Participate in career center periodic meetings to provide updates on the partners' programs and procedures to CareerSource Pasco Hernando staff.
- ❖ Gulf provides virtual and digital presence for student/customers on all digital platforms to create greater awareness to resources available through CSPH.
- ❖ List all Gulf's job openings through CareerSource Pasco Hernando.

This is set forth and required by the 2021 Reimagining Education and Career Help (REACH) Act, and the 2023's Senate Bill 240.



Memorandum of Understanding

for

Workforce Development Partners

By and between **Pasco-Hernando Workforce Board, Inc. dba Career Source Pasco Hernando** and **Youth and Family Alternatives, Inc. dba Youth and Family Advocates**

Section 1. Parties

This Memorandum of Understanding ("MOU") is entered into between CareerSource Pasco Hernando, ("CSPH"); and the Youth and Family Alternatives, Inc. dba Youth and Family Advocates, ("Partner"). CSPH and Youth and Family Advocates are collectively referred to as the "Parties" and individually as a "Party."

Section 2. Purpose

The Workforce Innovation and Opportunity Act of 2014 ("WIOA") Sec. 121(c)(1) requires the local workforce development board, with the agreement of the Chief Local Elected Officials (CLEOs), to develop and enter into a MOU between the local workforce development board and the One-Stop Partners concerning the operation of the one-stop delivery system in a local area.

The purpose of this MOU is to describe the cooperative workforce training and employment efforts of CSPH and Partner and the actions to be taken by each to establish and maintain an effective and successful one-stop delivery system. The infrastructure funding agreement establishes a financial plan, including terms and conditions, to fund the services and operating costs of the one-stop delivery system.

This MOU establishes how resources will be coordinated, prevents duplication of services, and ensures the effective and efficient delivery of workforce services in the county(ies) represented by CSPH to enable the Partner to integrate with the one-stop delivery system.

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

Section 3. Partners in the One-Stop Delivery System

Pursuant to 20 CFR 678.400, required one-stop partners are the entities responsible for administering the following programs and activities in the local area:

1. Programs authorized under title I of WIOA, including:
 - a. Adults

- b. Dislocated workers
 - c. Youth
 - d. Job Corps
 - e. YouthBuild
 - f. Native American programs
 - g. Migrant and seasonal farmworker programs
2. The Wagner-Peyser Act Employment Service program authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), as amended by WIOA title III
 3. The Adult Education and Family Literacy Act (AEFLA) program authorized under title II of WIOA
 4. The Vocational Rehabilitation (VR) program authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by WIOA title IV (Division of Vocational Rehabilitation)
 5. The Vocational Rehabilitation (VR) program authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by WIOA title IV (Division of Blind Services)
 6. The Senior Community Service Employment Program (SCSEP) authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.) (Florida Department of Elder Affairs)
 7. Career and technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.) (Perkins V)
 8. Trade Adjustment Assistance activities authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.)
 9. Jobs for Veterans State Grants programs authorized under chapter 41 of title 38, U.S.C.
 10. Employment and training activities carried out under the Community Services Block Grant (42 U.S.C. 9901 et seq.)
 11. Employment and training activities carried out by the Department of Housing and Urban Development
 12. Programs authorized under State unemployment compensation laws (in accordance with applicable Federal law) (Reemployment Services and Eligibility Assessment Program) (RESEA)
 13. Programs authorized under sec. 212 of the Second Chance Act of 2007 (34 U.S.C. 10631)
 14. Temporary Assistance for Needy Families (TANF) authorized under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) (Florida Department of Children and Families)

Section 4. Provision of Services

- A. One-Stop Services. The following services will be provided through the local one-stop delivery system:
 1. Business Services:
 - a. Make labor exchange activities and labor market information available to local employers.

- b. Develop relationships and networks with large and small employers and their intermediaries.
- c. Develop, convene, or implement industry/sector partnerships.
- d. Provide appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services other than those traditionally offered through the one-stop delivery system.

2. Job Seeker Services:

a. Provide basic career services, including:

- 1. Determinations of whether the individual is eligible to receive assistance;
- 2. Outreach, intake, and orientation;
- 3. Opportunity for individuals to apply for TANF assistance and non-assistance benefits and services;
- 4. Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive services needs;
- 5. Labor exchange services, including job search and placement assistance, including career counseling as specified in 20 CFR 678.430(a)(4);
- 6. Referrals to and coordination of activities with other programs and services, including those within the one-stop delivery system and, when appropriate, other workforce development programs;
- 7. Workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including:
 - a. Job vacancy listings in labor market areas;
 - b. Information on job skills necessary to obtain the vacant jobs listed; and
 - c. Information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for those jobs;
- 8. Performance information and program cost information on eligible providers of education, training, and workforce services by program and type of providers;
- 9. Information about how the local area is performing on local performance accountability measures;
- 10. Information about the availability of supportive services or assistance and appropriate referrals to such, including: childcare; child support; medical or child health assistance available through the state's Medicaid program and Children's Health Insurance Program; benefits under SNAP; assistance through the earned income tax credit; and assistance under TANF, and other supportive services and transportation provided through that program;
- 11. Information and meaningful assistance to individuals seeking assistance in filing a claim for unemployment compensation; and
- 12. Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA.

b. Provide individualized career services, including:

1. Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers;
 2. Development of an individual employment plan;
 3. Group and/or individual counseling;
 4. Career planning;
 5. Short-term pre-vocational services;
 6. Internships and work experiences that are linked to careers;
 7. Workforce preparation activities;
 8. Financial literacy services;
 9. Out-of-area job search assistance and relocation assistance; and
 10. English language acquisition and integrated education and training programs.
 11. Provide follow-up services, as appropriate, including counseling regarding the workplace, for participants in adult or dislocated worker workforce investment activities who are placed in unsubsidized employment, for up to 12 months after the first day of employment.
 12. Provide employment services and related support being provided by the TANF program that qualify as career services.
- c. Training Services:
1. Occupational skills training, including training for nontraditional employment;
 2. On-the-job training;
 3. Incumbent worker training;
 4. Programs that combine workplace training with related instruction, which may include cooperative education programs;
 5. Training programs operated by the private sector;
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 7. Entrepreneurial training;
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1. Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent or for a recognized postsecondary credential;
 2. Alternative secondary school services, or dropout recovery services, as appropriate;
 3. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience;
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 6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and

- other positive social and civic behaviors;
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 - 14. Activities that help youth prepare for and transition to postsecondary education and training.
 - 3. Access to programs and activities carried out by one-stop partners listed in 20 CFR §§ 678.400 through 678.410, including the Employment Service program authorized under the Wagner-Peyser Act, as amended by WIOA title III (Wagner-Peyser Act Employment Service program).
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 - 1. Reviewing their individual program policies, procedures, and processes to align them to the extent allowed by each program's specific laws and regulations, to better serve customers through cross referral, sequential, or co-enrollment as may best benefit the customer.
 - 2. Using established methods for follow-up and reporting to each other on the services provided to the customer and the outcomes obtained.
 - 3. If applicable, additional information on cross referral policies and procedures is

outlined in Attachment One.

- E. Information Sharing. The Parties agree that the collection, use, and disclosure of participant records, including, but not limited to, customers' personally identifiable information (PII), is subject to various requirements set forth in federal and state privacy laws. Partner acknowledges that the execution of this MOU, by itself, does not function to satisfy all of these requirements. The Parties agree to comply with the following, as applicable: 29 CFR 38.41, governing the collection and maintenance of equal opportunity data and other information; 20 USC 1232g and 34 CFR Part 99 (the Family Educational Rights and Privacy Act and implementing regulations); 34 CFR 361.38 (Vocational Rehabilitation and Blind Services confidentiality regulations); and 20 CFR Part 603 (regulations governing confidentiality and disclosure of state unemployment compensation information).
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Section 5. Funding of Infrastructure and Operating Costs

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- B. The MOU must be updated not less than every 3 years to reflect any changes in the signatory official of CSPH, one-stop partners, and chief elected officials, or one-stop

- infrastructure funding.
- C. This MOU may be amended or modified by mutual consent of the Parties, by the issuance of a written amendment executed by the Parties.
 - D. The Parties may choose to include, via addendum to this MOU, other provisions that are consistent with WIOA title I, the authorizing statutes and regulations of one-stop partner programs, and the WIOA regulations.

Section 8. Termination

- A. Either Party may terminate this MOU for convenience by giving 30 days' written notice pursuant to Section 9 (Notice).
- B. In the event of termination, the Parties will convene within 30 days to renegotiate a mutually acceptable replacement MOU, if required by law to do so.

Section 9. Notice

- A. All notices required to be given to CSPH under this MOU shall be sufficient when emailed, hand-delivered, or mailed to CS Pasco Hernando at its office located at , 4440 Grand Blvd., New Port Richey, FL 34652, addressed to the President/CEO.
- B. All notices required to be given to Partner under this MOU shall be sufficient when emailed, hand-delivered, or mailed to Partner at its office located at 4440 Grand Blvd, New Port Richey, FL 34652.

Section 10. Nondiscrimination

The Parties agree to comply with the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); on the basis of disability under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); on the basis of sex under title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); or on the basis of race, color, or national origin under title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.). The Parties agree that no individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any program or activity relating to the operation of the one-stop delivery system because of race, color, religion, sex (except as otherwise permitted under title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.

Section 11. Confidentiality

The Parties agree to abide by all applicable federal, state, and local laws and regulations regarding confidential information, including, but not limited to: 20 CFR part 603, 45 CFR 205.50, 20 USC 1232g and 34 CFR part 99, and 34 CFR 361.38. Each Party will ensure that the collection and use of any information, systems, or records that contain personally identifiable information ("PII") and other confidential/exempt information will be limited to purposes that support the programs and activities described in this MOU and will comply with applicable law. Each Party will ensure that access to software systems and files under its control that contain PII or other personal or confidential information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities described herein and will comply with applicable law. Each Party expressly agrees to take measures to ensure that no PII or other personal or confidential information is accessible by unauthorized individuals.

To the extent that confidential information needs to be shared amongst the Parties for the Parties' performance of their obligations under this MOU, and to the extent that such sharing is permitted by applicable law, any required data sharing agreements will be created and required confidentiality, and ethical certifications will be signed by authorized individuals.

Section 12. Dispute Resolution

If an issue arises involving this MOU, Parties will make every effort to reach a resolution in a timely and efficient manner. Any party may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing. If not resolved, the issue and the efforts to resolve will be documented and forwarded to the Executive Director of the local workforce development board and the Director of the partner agency. A joint decision will be issued within 60 calendar days of receipt. A partner that is dissatisfied with the decision may file the dispute with the Florida Department of Commerce ("FloridaCommerce") and the Florida Department of Education ("DOE") for resolution. FloridaCommerce and DOE may remand the issue back to the Executive Director of the local area and to the director of the partner agency or impose other remedies to resolve the issue.

Section 13. Signatures

IN WITNESS WHEREOF, Partner and CareerSource Pasco Hernando have caused this MOU to be duly executed as of the date set forth below.

The MOU must contain the signatures of the Chief Local Elected Official(s). The MOU must be updated at least once every three years and included in the local board's WIOA Workforce Services' plan.

Approved by:

Pasco-Hernando Workforce Board, Inc.

Name: _____

Signature: _____

Title: _____

Date: _____

Approved by Partner:

**Youth and Family Alternatives, Inc.
dba Youth and Family Advocates**

Name: Mark A. Wickham

Signature: [Handwritten Signature]

Title: CEO

Date: 4/24/26

Approved by Chief Local Elected Official:

Pasco Hernando Workforce Development Consortium

Name: _____

Signature: _____

Title: _____

Date: _____



Attachment One:
REFERRAL AGREEMENT

Where appropriate, clients will be referred to/from the participating agencies for services. The following guidelines will be followed by both agencies:

1. Confidentiality will be maintained for all clients according to the highest professional, state, and federal guidelines.
2. Quality assurance standards will be followed to ensure the highest quality of care for clients served and continuous monitoring and evaluation of services.
3. Services provided by both agencies will be professional, non-threatening and culturally relevant.
4. Both agencies will collaborate to ensure that clients receive all needed services.

ACTION ITEM 4
90-Day Extension for Eligible Training Provider Renewals

Under the Workforce Innovation and Opportunity Act (WIOA), the Pasco-Hernando Workforce Board (d/b/a CareerSource Pasco Hernando) must approve training providers where WIOA funds are utilized. As part of the annual Eligible Training Provider List (ETPL) renewal process for Program Year 2026-2027, several institutions are in the process of submitting updated required documentation for continued eligibility and review.

To allow sufficient time for institutions to provide all required documentation and to ensure adequate staff review for compliance with state and federal requirements, CareerSource Pasco Hernando is requesting approval of a temporary ninety (90) day extension for the training providers listed below. During the extension period, the providers may continue operating as approved training providers while documentation review and renewal processing are completed.

The requested extension will support continuity of participant training services and minimize disruption to currently enrolled or prospective WIOA participants. Upon completion of the documentation review process, the training providers will be brought back before the Executive Committee for final approval consideration for continued inclusion on the Eligible Training Provider List for PY 2026-2027.

FOR CONSIDERATION

Recommend approval of a ninety (90) day extension through September 30, 2026, for the following training providers pending completion of the renewal review process for PY 2026-2027. Upon completion of the required documentation review, the training providers will be brought back before the Executive Committee for final approval consideration for continued inclusion on the Eligible Training Provider List (ETPL) for PY 2026-2027:

- Access Computer Training
- ATA College
- Center For Technology Training
- Champion Truck Driving School
- Coding Clarified Academy
- Computer Coach IT Training
- Concorde Career Institute
- Evara Health
- Fleet Force
- Florida Truckers Institute
- Galen College of Nursing
- Jersey College
- Metropolitan Technical Career Institute
- My IT Future Institute
- National Aviation Academy – Tampa Bay
- National Training Inc.
- Rasmussen University – Central Services (American Public Education, Inc. (APEI))
- Roadmaster Drivers School
- Tampa Truck Driving School
- Ultimate Medical Academy
- Wilton Simpson Technical College

INFORMATION ITEM 1
Financial Reports

The following item is presented as information for the Committee.

No action is required.

Pasco Hernando WFB 16
Statement of Activities -
Unposted Transactions Included
From 7/1/2025 Through 04/30/2026
(In Whole Numbers)

	Navigators Appren/HOPE	BAck to Work	Corporate	DVOP	HOPE WIOA-Sector Strategies	LVER	NCPEP	Pooled Costs
Revenue								
Grant Revenue.	120,955	0	0	55,024	143,044	87,586	994,379	0
Other Revenue	0	365,833	1854	0	0	0	0	0
Total Revenue	<u>120,955</u>	<u>365,833</u>	<u>1,850</u>	<u>55,024</u>	<u>143,044</u>	<u>87,586</u>	<u>994,379</u>	<u>0</u>
Expenditures								
Personnel	69,820	215,995	2,091	1,726	26,968	3,573	8,727	2,311,099
Staff Development / Training	0	0	0	0	0	0	0	1,896
Facilities	0	0	4,570	0	0	0	0	296,953
Equipment & Furniture	0	0	0	0	0	0	0	0
Accounting / Audit	239	1,302	835	10	81	10	37,171	36,180
Communications	63	306	0	1,113	3	1,455	0	55,211
Contracted Services	9,024	0	0	0	0	0	0	177,452
Insurance	0	0	251	0	0	0	0	42,856
Legal	0	0	0	0	0	0	0	10,890
Office Expenses	6	66	1,965	51	0	620	0	27,177
One Stop Operator	0	0	0	0	0	0	0	28,515
Software License renewals	62	1,213	2	3	32	3	7	73,594
Travel & Meeting	0	1,252	0	0	0	0	0	11,515
Program Expenses	7,724	35,129	10,282	0	82,654	0	1,046,486	0
Outreach	0	0	31,684	0	0	1,263	0	3,198
Indirect Costs	27,670	85,664	829	42,105	16,434	61,924	5,625	-939,457
Program Costs Pool	29,528	91,385	885	19,424	17,532	28,770	4,135	-955,256
Business Services Pool	0	0	0	0	14,897	0	3,632	-540,897
One Stop Cost Pool	-492	34,708	336	5,074	6,659	11,187	2,497	-640,924
Total Expenditures	<u>143,645</u>	<u>467,021</u>	<u>53,730</u>	<u>69,507</u>	<u>165,261</u>	<u>108,804</u>	<u>1,108,279</u>	<u>0</u>

Pasco Hernando WFB 16
Statement of Activities -
Unposted Transactions Included
From 7/1/2025 Through 04/30/2026
(In Whole Numbers)

	Navigators Appren/HOPE	RESEA	Rapid Response	SNAP	WIOA Adult	WIOA DW	WIOA Youth	Wagner Peyser
Revenue								
Grant Revenue.	120,955	395,689	77,984	69,793	870,164	320,362	456,492	582,108
Other Revenue	0	0	0	0	0	0	0	0
Total Revenue	<u>120,955</u>	<u>395,689</u>	<u>77,984</u>	<u>69,793</u>	<u>870,164</u>	<u>320,362</u>	<u>456,492</u>	<u>582,108</u>
Expenditures								
Personnel	69,820	140,423	27,254	37,581	232,763	59,748	145,682	0
Staff Development / Training	0	0	0	0	0	0	179	0
Facilities	0	0	0	0	0	0	0	0
Equipment & Furniture	0	0	0	0	0	0	0	0
Accounting / Audit	239	922	105	433	1,745	340	14,875	61
Communications	63	0	159	0	268	118	994	0
Contracted Services	9,024	0	0	0	0	0	0	0
Insurance	0	0	0	0	0	0	451	0
Legal	0	0	0	0	0	0	0	0
Office Expenses	6	245	31	0	53	0	240	0
One Stop Operator	0	0	0	0	0	0	0	0
Software License renewals	62	296	32	54	3,242	1,023	222	0
Travel & Meeting	0	0	0	0	0	0	0	0
Program Expenses	7,724	0	0	0	270,778	60,290	1,443	0
Outreach	0	0	0	0	0	0	0	0
Indirect Costs	27,670	92,168	16,609	21,957	127,886	50,131	89,020	103,881
Program Costs Pool	29,528	96,732	17,718	23,952	115,614	73,691	95,567	123,369
Business Services Pool	0	80,306	15,055	17,342	114,374	47,213	80,476	0
One Stop Cost Pool	-492	37,189	6,729	7,083	51,816	20,312	36,068	310,789
Total Expenditures	<u>143,645</u>	<u>448,281</u>	<u>83,692</u>	<u>108,401</u>	<u>918,537</u>	<u>312,865</u>	<u>465,218</u>	<u>538,100</u>

Pasco Hernando WFB 16
Statement of Activities -
Unposted Transactions Included
From 7/1/2025 Through 04/30/2026
(In Whole Numbers)

	Navigators Appren/HOPE	WTP	TOTALS:
<hr/>			
Revenue			
Grant Revenue.	120,955	1,078,772	5,252,352
Other Revenue	0	0	367,687
Total Revenue	<u>120,955</u>	<u>1,078,772</u>	5,620,035
<hr/>			
Expenditures			
Personnel	69,820	304,693	3,588,143
Staff Development / Training	0	0	2,075
Facilities	0	0	301,523
Equipment & Furniture	0	0	0
Accounting / Audit	239	887	95,196
Communications	63	0	59,690
Contracted Services	9,024	0	186,476
Insurance	0	351	43,909
Legal	0	0	10,890
Office Expenses	6	138	30,592
One Stop Operator	0	0	28,515
Software License renewals	62	2,726	82,511
Travel & Meeting	0	0	12,767
Program Expenses	7,724	118,664	1,633,450
Outreach	0	0	36,145
Indirect Costs	27,670	197,554	0
Program Costs Pool	29,528	216,954	0
Business Services Pool	0	167,601	-1
One Stop Cost Pool	-492	110,970	1
Total Expenditures	<u>143,645</u>	<u>1,120,538</u>	6,111,879
<hr/>			

Pasco Hernando WFB 16
Statement of Revenues and Expenditures - Unposted Transactions included In
Report
From 7/1/2025 Through 04/30/2026

Burn Rate 75%

	Current Period Budget - Revised	Current Year Actual	
Operating Revenue			
Grant Revenue	9,595,471	5,252,352.00	
Pasco County BCC	590,005	361,621	
Ticket to Work	35,000	1,850	
Interest Income	0	4,216.00	
Total Operating Revenue	<u>10,220,476</u>	<u>5,620,039.00</u>	
 Total Revenue	<u>10,220,476</u>	<u>5,620,039.00</u>	
 Expenditures			
Personnel Expenses	5,124,800	3,588,143	70%
Staff Training & Education	8,500	5,623	66%
Facilities	351,320	301,523	86%
Office Furniture & Equipment	52,512	0	0%
Accounting / Audit	111,932	95,195	85%
Communications	73,166	59,688	82%
Contracted Services	246,550	186,476	76%
General Insurance	66,000	43,909	67%
Legal	30,000	10,890	36%
Mobile One Stop	10,000	0	0%
Office Expenses and Supplies	75,130	30,592	41%
Software & Licenses	148,950	82,512	55%
Travel & Meetings	54,960	9,218	17%
Program Expenses	3,897,040	1,633,450	42%
One Stop Operator	45,000	28,515	63%
Outreach	70,000	36,145	52%
Total Expenditures	<u>10,365,860.00</u>	<u>6,111,879</u>	
 Net Revenue Over Expenditures	<u>-145384.00</u>	<u>491,840</u>	
	To be used from reserves		

Pasco Hernando WFB 16

Statement of Financial Position - Unposted Transactions Included In Report
As of 04/30/2026

	Beginning Year Balance	Current Year Balance	YTD Change
Assets			
Current Assets			
Cash - Operating	256,336	186,620	-69,717
Global Cash Card	564	2,989	2,425
Cash - Corporate Unrestricted	9,469	9,403	-66
Cash - Money Market	50,691	50,695	4
Cash - Payroll	3,244	2,431	-813
Truist Banking Solutions	1,030,360	828,572	-201,788
Prepaid Expenses	6,515	2,336	-4,179
Deposits	44,321	44,321	0
Accounts Receivable	4,749	8,610	3,861
Grants Receivable	1,037,283	0	-1,037,283
Employee Benefit Receivables	201	211	10
Right to Use Asset	914,369	914,369	0
Total Current Assets	<u>3,358,103</u>	<u>2,050,558</u>	<u>-1,307,545</u>
Long-term Assets			
Fixed Assets - Computer Equipment	106,067	106,067	0
Fixed Assets - Furniture & Fixtures	7,742	7,742	0
Fixed Assets - Office Equipment	67,012	67,012	0
Fixed Assets - Vehicles	317,082	317,082	0
Fixed Assets - Software	62,900	62,900	0
Accumulated Depreciation	-550,328	-550,328	0
Total Long-term Assets	<u>10,475</u>	<u>10,475</u>	<u>0</u>
Total Assets	<u>3,368,578</u>	<u>2,061,033</u>	<u>-1,307,545</u>
Liabilities			
Short-term Liabilities			
Sales Tax Payable	0	0	0
Accounts Payable - Vendors	171,233	4,560	-166,673
Accrued Expenses	45,662	0	-45,662
Contracts Payable	309,101	127,406	-181,696
Benefits Payable	-59	2,866	2,925
401K Traditional	0	0	0
401K Loans	0	211	211
Payroll Taxes Payable	0	0	0
Workers Comp Liability	26,161	18,570	-7,590
ST Lease Liability	240,071	240,071	0
Accrued Wages	83,821	0	-83,821
Accrued Leave	61,168	0	-61,168
Accrued Payroll Taxes	43,255	25,869	-17,386
Accrued Pension	18,047	9,277	-8,770
Deferred Grant Revenue	162,003	0	-162,003
Total Short-term Liabilities	<u>1,160,463</u>	<u>428,831</u>	<u>-731,632</u>
Long-term Liabilities			
Non -Current Accrued Compensated Balances	345,208	261,135	-84,073
LT Lease Liability	691,657	691,657	0
Total Long-term Liabilities	<u>1,036,865</u>	<u>952,792</u>	<u>-84,073</u>
Total Liabilities	<u>2,197,328</u>	<u>1,381,623</u>	<u>-815,705</u>
Net Assets			
Total Net Assets	1,171,250	679,410	-491,840
Total Liabilities and Net Assets	<u>3,368,578</u>	<u>2,061,033</u>	<u>-1,307,545</u>

**CASH BY FUNDING SOURCE
As of 04/30/2026**

Fund Code	Fund Title	Debit Balance	Credit Balance
43947	WIOA Dislocated Worker -43947	7,497.96	
44470	RESEA NFA 44470	12,925.46	
45243	Youth NFA 45243		8,726.75
45467	WIOA AD NFA #45467		48,373.25
45507	WTP - NCPEP	62,530.10	
45539	Rapid Response NFA 45539		5,708.21
45582	Wagner Peyser NFA	44,007.99	
45608	WIOA HOPE/Sector Strategies -		22,216.61
45629	WP Navigators NFA		22,689.70
45784	RESEA		65,517.82
46020	SNAP		38,607.74
46071	LVER NFA # 46071		21,218.09
46085	DVOP NFA # 46085		14,482.94
46122	WTP		37,741.29
46134	WTP - NCPEP		49,024.34
70000	Corporate/Unrestricted	979,337.28	
84500	Back to Work		100,688.23
85000	Accrued Leave	296,285.74	
90000	Board Governance/Admin Indirect Cost Pool	25,723.81	
90100	Program Cost Pool	21,436.46	
90300	One Stop Cost Pool	65,960.62	
Report Total		1,515,708.72	434,998.26
Balance		1,080,710.46	

GL CODE	GL Title	Debit Balance	Credit Balance
1000	Cash - Operating	186,619.55	
1001	Global Cash Card	2,989.22	
1005	Cash - Corporate Unrestricted	9,403.47	
1010	Cash - Money Market	50,694.87	
1015	Cash - Payroll	2,431.16	
1020	Truist Banking Solutions	828,572.19	
Report Total		1,080,710.46	

INFORMATION ITEM 2
RFP #01-04302024
One Stop Operator Auto-Renewal
Year Three of Four

The following item is presented as information for the Committee. No action is required.

WIOA requires that all One Stop Operators (OSO) be selected or designated through a competitive process. Competition provides the best method of ensuring that LWDBs examine one-stop operator effectiveness on a periodic basis. Additionally, regular competition allows LWDBs to make improvements based on their one-stop certification process, particularly in regards to the role of the operator and other service delivery performance and performance metrics that may shift or change as one-stop partners and the LWDBs update their Memoranda of Understanding (MOUs).

The RFP for OSO was issued on April 30, 2024. Closing date was May 21, 2024. CSPH received two proposals. Complete Technology Solutions and TClark Workforce Solutions. Gulf Coast Jewish Family Services (the OSO at time of procurement) and Eckerd Youth declined to submit a proposal. Staff reviewed the proposals to ensure all requirements were met. The Local Workforce Development Board had previously approved staff issuing a new RFP and granted permission to move forward with contract negotiations.

Staff moved forward and entered into Year One (Sept. 1, 2024-June 30, 2025) contract agreement. This contract states that dependent on funding and performance, contract auto-renews annually. The contract dates for Year Two renewal is July 1, 2025 and runs through June 30, 2026. The contract dates for Year Three is July 1, 2026 and runs through June 30, 2027.

This contract will renew as of July 1, 2026, as funding is currently available and the current OSO has proven performance. This contract will have the ability to renew annually for an additional one year.

INFORMATION ITEM 3
AmSkills, Inc. WIOA Youth Training Services Renewal
Year Two of Three

The following item is presented as information for the Committee. No action is required.

CareerSource Pasco Hernando (CSPH) issued a Request for Quotation (RFQ) on September 3, 2025, for WIOA Youth Training, Certification, Placement and Retention Services. AmSkills, Inc. submitted a proposal on September 15, 2025, in response to the RFQ. Through an internal review and committee scoring process, the Board approved entering into agreement with AmSkills, Inc. to provide WIOA Youth Training Services.

The renewal agreement between Pasco-Hernando Workforce Board, Inc. and AmSkills, Inc. is effective July 1, 2026 through June 30, 2027. The agreement provides WIOA Out-of-School Youth (OSY) Career Discovery Bootcamps and Florida Department of Education Registered Pre-Apprenticeship training programs focused on manufacturing, warehousing, public works, utilities, and technical career pathways. Services include technical and employability training, industry-recognized certifications, resume and interview preparation, job placement assistance, and retention coaching.

The agreement includes a total amount not to exceed \$143,760 and provides reimbursement for Career Discovery Bootcamp completions, Pre-Apprenticeship completions, student completion stipends, and job placement/coaching outcomes.

This contract will renew effective July 1, 2026, as funding is currently available and AmSkills, Inc. has continued to provide services supporting workforce training, certifications, and employment opportunities for eligible WIOA Out-of-School Youth participants within Pasco and Hernando Counties. The contract will maintain the option to renew for one (1) additional year based upon performance and funding availability.

**PASCO HERNANDO WORKFORCE BOARD, INC.
WIOA YOUTH TRAINING SERVICES
AMSKILLS RENEWAL AGREEMENT 2 OF 3**

THIS AGREEMENT is entered into as of the 1st day of July 2026, by and between **AMSKILLS, INC.**, (hereinafter the “Contractor”), whose address is 4606 Darlington Road, Holiday, FL 34690, and **PASCO HERNANDO WORKFORCE BOARD, INC.**, a Florida not-for-profit corporation, whose principal office and address is PO Box 6589, Spring Hill, Florida 34611 (hereinafter “PHWB”).

RECITALS

WHEREAS, PHWB issued a Request for Quotation (RFQ) on September 3, 2025, for WIOA Youth Training, Certification, Placement and Retention Services; the **RFQ** is attached hereto as **Attachment A** and herein incorporated by reference;

WHEREAS, Contractor submitted a proposal on September 15, 2025 (the “**Proposal**”) in response to the Request for Quotation; the proposal is attached hereto as **Attachment B** and herein incorporated by reference;

WHEREAS, through an internal review process carried out by committee scoring, the Board approved to enter into agreement with Contractor; and,

WHEREAS, the parties desire to enter into an agreement for WIOA Youth Training, Certification, Placement, and Retention Services.

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, it is agreed as follows:

1. Recitals and Exhibits. The foregoing recitals are true and correct and are hereby incorporated. All Exhibits and Attachments to this Agreement contain additional terms of this Agreement.

2. Term. The renewal funding period will be from July 1, 2026, through June 30, 2027, provided performance remains acceptable during that period and funding is available, the contract will include an option to renew for up to an additional one (1) year period.

3. Scope of Services and Service Delivery Standards. For the Term of this Agreement, the Contactor agrees as follows:

a. To provide the WIOA Youth Training, Certification, Placement, and Retention Services (the “**Scope of Services**”) as set forth in the RFQ, attached hereto as **Exhibit A** and incorporated herein by reference;

b. To keep and maintain (or cause to be kept and maintained) meticulous records relating to all Scope of Services rendered by Contractor under this Agreement;

c. To cooperate with all agents, contractors and employees of PHWB in all reasonable manners;

d. To maintain all registrations and licenses required by the State in which services are performed and shall comply with applicable federal and state laws; be and remain duly licensed by the State of Florida to provide services as contemplated herein without restrictions, comply with and be otherwise controlled and governed by the ethics and standards of care of the profession and industry in which Contractor shall, from time to time, provide services hereunder;

e. To provide proof of insurance, licensure (occupational, professional, and driving when applicable) and evidence of credentials upon request and to notify PHWB immediately upon any change in insurance or licensure; and,

f. To submit to background screening, criminal record checks, and credit checks as statutorily required, or as requested by PHWB including local, state and federal checks.

4. Payment. PHWB agrees to pay Contractor the sums set forth in **Exhibit B Budget and Payment**. These fees are all inclusive and, unless otherwise authorized in advance by PHWB, no additional payments will be made for expenses incurred or supplies used by Contractor in providing services under this Agreement.

a. Contractor agrees to provide to PHWB, on or before the 10th of each month, an invoice for the prior month's services performed under this Agreement; failure to provide a timely invoice could result in Contractor's forfeiting payment.

b. Payment shall be made on a monthly basis in the normal business cycle after invoice and documentation of completed work is received and approved by PHWB.

c. PHWB has the right to offset any sums owed by Contractor to PHWB from Payments under this Agreement.

d. Upon Termination, PHWB shall pay only for services properly documented and rendered prior to the date of Termination.

5. Independent Contractor. It is understood that Contractor is an independent contractor and not an agent or employee of PHWB for any purpose including, but not limited to, federal tax and other state and federal law purposes. Contractor assumes responsibility for payment of all federal, state and local taxes imposed or required of Contractor under unemployment insurance, Social Security and income tax laws. Contractor shall be solely responsible for any worker's compensation insurance required by law and shall provide PHWB with proof of insurance upon demand. The parties agree that PHWB shall not: (a) pay dues, licenses or membership fees for Contractor; (b) require attendance by Contractor, except as otherwise specified herein; (c) control the method,

manner or means of performing Services under this Agreement, except as otherwise specified herein; or (d) restrict or prevent Contractor from working for any other party. Neither party has the right or the power to enter into any contract or commitment on behalf of the other party, including entering into agreements with third parties, exercising incidents of ownership with respect to property owned by the Party or executing contracts binding upon the other Party.

6. Compliance with PHWB Policies, Assurances and Certifications. Contractor agrees to comply with:

- a. the terms of all policies and procedures of PHWB which may be promulgated from time to time, including policies related to conduct, records, reporting and other procedures related to the orderly conduct of PHWB's business; and
- b. the **Compliance Assurances and Certifications** outlined in **Exhibit C**. Failure to comply with PHWB's policies shall be deemed a breach of this Agreement.

7. Access to and Retention of Documents. All files, papers, materials, publications, presentations, electronic material, computer discs or information stored in any other data storage medium (hereafter "Documents") produced or developed by Contractor during the performance of services rendered to PHWB are the intellectual property of PHWB and are the sole property of PHWB.

8. Confidentiality. Contractor agrees to treat all non-public information obtained from PHWB as confidential and agrees not to release or discuss any such information with other parties without the prior consent of PHWB. Contractor agrees to adhere to confidentiality policies of PHWB and to ensure the confidentiality of records, employee information, and any PHWB information or records to which Contractor might have access in the course of completing the service. Contractor agrees to adhere to all federal, state and local privacy laws, rules and regulations.

9. Dispute Resolution. Any dispute concerning the delivery of services under this Agreement shall be first addressed with PHWB's Designated Representative. If the dispute cannot be resolved, then Contractor will provide a written memorandum to the Chief Executive Officer of PHWB, for him to render a decision on the dispute. Contractor will be notified in writing, in accordance with the notice provision of this Agreement, of that decision.

10. Designated Representative. The Designated Representative for PHWB concerning the service(s) provided under this Agreement is: Brenda Gause, Chief Operating Officer. Contractor will address all questions regarding this Agreement or Scope of Services provided to the Designated Representative. If the Designated Representative changes, PHWB will provide written notification, in accordance with the notice provision of this Agreement, to Contractor.

11. Indemnification and Insurance.

- a. Contractor shall indemnify and save harmless PHWB, its directors, officers, employees, volunteers, donors, clients, grantee agencies and affiliates from any liability or damages PHWB may suffer as a result of claims, demands, costs or injuries sustained by PHWB as a result of the services provided hereunder. Contractor further agrees to pay interest at the highest percentage rate per year allowable by law on any necessary expenses or costs incurred by PHWB in the enforcement of this provision.
- b. Contractor shall maintain the following minimum scope and limits of insurance:
 - i. Comprehensive general liability insurance including but not limited to coverage for bodily injury, property damage, premises and operations, products/completed operations, personal and advertising injury, and contractual liability with a combined single limit of \$1,000,000 per occurrence, with an aggregate liability per occurrence of \$2,000,000 million. Such insurance must be primary, non-contributory, and must waive subrogation. Such insurance shall also name PHWB, its officers, directors, employees, agents and representatives, as additional insured for liability arising from Contractor's operation.
 - ii. Comprehensive Automobile Liability Insurance for all owned, non-owned and hired automobiles and other vehicles used by Contractor with a minimum \$1,000,000 per occurrence combined single limit bodily injury and property damage. Such insurance must be primary, non-contributory, and must waive subrogation. Such insurance shall also name PHWB, its officers, directors, employees, agents and representatives, as additional insured for liability arising from Contractor's operation.
 - iii. Crime and Employee Dishonesty Liability Coverage with limits of not less than \$100,000. Such insurance must be primary, non-contributory, and must waive subrogation. Such insurance shall also name PHWB, its officers, directors, employees, agents and representatives, as additional insured for liability arising from Contractor's operation; and,
 - iv. Workers Compensation as required by applicable state law.
- c. Contractor shall require any subcontractors doing work under this Agreement to provide and maintain the same insurance, which insurance shall also name PHWB and its officers, directors, employees, agents and representatives as additional insured.

- d. Certificates showing Contractor is carrying the above described insurance, and evidencing the additional insured status specified above, shall be furnished to PHWB within fifteen (15) calendar days after the date on which this Agreement is made. Such certificates shall show that PHWB shall be notified of all reductions in limits or cancellations of such insurance policies. Contractor shall forthwith obtain substitute insurance in the event of a cancellation.
- e. All insurance required by express provision of this Agreement shall be carried only in responsible insurance companies licensed to do business in the State of Florida.

12. Notices. All notices, demands, and other writing required under this Agreement shall be deemed to have been fully given or made or sent when (i) mailed in writing and deposited in the U.S. Mail, certified return receipt requested and addressed to the parties at the addresses noted in this Agreement or (ii) delivered by nationally recognized courier, receipt of recipient acknowledged by signature.

Pasco Hernando Workforce Board (PHWB):	Jerome Santino President/CEO Pasco Hernando Workforce Board, Inc. PO Box 65 Spring Hill, Florida 34611
With a copy to:	The Hogan Law Firm, LLC P. O. Box 485 Brooksville, Florida 34605-0485
Contractor:	AmSkills, Inc. 1606 Darlington Road Holiday, FL 34690

13. Entire Agreement. This Agreement supersedes any prior understandings or agreements between the parties, there are no other agreements between the parties concerning this subject matter except as set forth herein; and there are no representations, warranties, or oral agreements other than those expressly set forth herein.

14. Amendment and Modification. PHWB reserves the right to modify or amend the terms of the Scope of Services provision of this Agreement if the nature of the Scope of Services is required to be modified or amended due to changes in the law; changes in the availability of funds for the Scope of Services or other change of circumstances. In the event the Scope of Services is amended or modified by PHWB, the parties agree to work cooperatively in good faith to renegotiate changes to the Payment provision of this Agreement, if applicable. All other terms, conditions and provisions of this Agreement shall remain in full force and effect unless modified, changed, altered or amended, in writing, executed by both parties.

15. Assignment. This Agreement shall not be assigned nor may any portion of the Scope of Services contemplated in the Agreement be subcontracted to another party without prior written approval of PHWB.

16. Change of Ownership. Contractor shall notify PHWB immediately upon any change in entity ownership or any substitution of the key professional assigned (the "Key Person") to perform the work under this Agreement ("Change of Ownership"). PHWB shall have the option of cancelling this Agreement if a Change of Ownership is not suitable to PHWB, provided however, no cancellation shall relieve Contractor of its obligations to perform the work described herein or for liability for breach of same. A Change of Ownership means the occurrence of any one or more of the following: a sale, lease or other disposition of 50% or more of the interest or assets of the company or corporation; a merger, reverse merger or consolidation with another entity; a transaction wherein a third-party becomes the beneficial owner having fifty (50%) percent or more interest in the corporation or company; or fifty (50%) percent or more of the total number of votes that may be cast for any act of the entity.

17. Default. Neither party shall declare the other party in default of any provision of this Agreement without giving the other party at least fifteen (15) days advance written notice of intention to do so, during which time the other party shall have the opportunity to remedy the default. The notice shall specify the default with particularity.

18. Termination. This Agreement may be terminated by either party with, or without, cause upon thirty (30) days prior written notice. If Contractor knowingly employs unauthorized aliens, in violation of paragraph 3, such action shall be cause for unilateral cancellation of this Agreement and PHWB may recover damages from Contractor resulting from such cancellation. Further, PHWB may unilaterally terminate this Agreement, without penalty, if Contractor is determined to have violated a prohibition in paragraph 9 of this Agreement, or has an employee who is determined by PHWB to have violated a prohibition in paragraph 9 of this Agreement through conduct that is either associated with performance of the Scope of Services or imputed to Contractor using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement)," as implemented by PHWB.

19. Jointly Drafted. The parties agree that this Agreement is entered into knowingly and voluntarily, after having the opportunity to fully discuss it with an attorney. Having had the opportunity to obtain the advice of legal counsel to review, comment upon, and redraft the agreement, the parties agree that the Agreement shall be construed as if the parties jointly prepared it so that any uncertainty or ambiguity shall not be interpreted against any one party and in favor of the other.

20. Parties Acknowledgement; Parties Bound. The Parties acknowledge that they have read this Agreement and that they understand the terms and conditions herein and that the terms have been fully and completely explained to the Parties prior to the

execution thereof. Each party acknowledges that the other party has made no warranties, representations, covenants, or agreements, express or implied, except as expressly contained in this Agreement. Further, the Parties have caused this Agreement to be executed on its behalf by the authorized officer whose signature appears below under its name, to be effective as of the date written above.

21. Waiver. The waiver by any party hereto of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach by any party.

22. Severability. Whenever possible each provision and term of this Agreement will be interpreted in a manner to be effective and valid but if any provision or term of this Agreement is held to be prohibited or invalid, then such provision or term will be ineffective only to the extent of such prohibition or invalidity, without invalidating or affecting in any manner whatsoever the remainder of such provision or term or the remaining provisions or terms of this Agreement.

23. Counterparts. This Agreement may be executed in a number of identical counterparts and a facsimile copy shall be treated as an original. If so executed, each of such counterparts is to be deemed an original for all purposes, and all such counterparts shall, collectively, constitute one agreement. In making proof of this Agreement, it shall not be necessary to produce or account for more than one such counterpart.

24. Law of the Agreement; Jurisdiction and Venue. All questions, issues or disputes arising out of or under this Agreement shall be governed by the laws of the State of Florida and jurisdiction and venue are hereby agreed by the parties to be solely and exclusively in the county or state courts in and for either Hernando County, Florida or Pasco County, Florida and no other location. The parties hereby waive any rights to venue in any other jurisdiction. Contractor hereby agrees that the jurisdiction and venue of all disputes arising out of this Agreement lie in no Court other than those stated above. Process in any action or proceeding referred to in this paragraph may be served on any party anywhere in the world.

25. Attorney's Fees; and Costs of Enforcement. In the event suit is commenced to enforce this Agreement, costs of said suit including reasonable attorneys' fees in all proceedings, trials, investigations, appearances, appeals and in any bankruptcy proceeding or administrative proceeding shall be paid to the prevailing party by the other party.

26. Miscellaneous. Unless otherwise provided herein, this Agreement shall inure to the benefit of and be binding upon the parties, their successors, heirs and assigns. Whenever the context shall so require, all words in this Agreement of one gender shall be deemed to include the other gender. All captions herein contained are for convenience only and shall not be constructed to limit any provisions hereunder. Time shall be of the essence of this Agreement. All Parties agree to cooperate fully and to execute any supplementary documents and to take any additional actions that may be

necessary or appropriate to give full force and effect to the basic terms and intent of this Agreement and which are not inconsistent with its terms.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals effective on the day and year first above written.

WITNESS:

Contractor:

Signature

Tom Mudano
CEO and President
AmSkills, Inc.

Print Name

WITNESS:

PROV:

Signature

Charles Gibbons
Board Chair
Pasco-Hernando Workforce Board, Inc.

Print Name

DRAFT

EXHIBIT A: SCOPE OF SERVICES

WIOA Eligible: Out-of-School Youth (OSY) Services: Career Discovery Bootcamps and Pre-Apprenticeship Program

AmSkills will hold Career Discovery Bootcamps and enroll eligible WIOA eligible youth into their Florida Department of Education Registered Pre-Apprenticeship Program.

Eligibility of Out of School Youth (OSY) will be determined by PHWB. AmSkills will refer potentially eligible OSY to PHWB for eligibility review and approval. PHWB will also refer eligible OSY to AmSkills for training.

Career Discovery Bootcamp

This program provides key introductory training in manufacturing, public works, utilities, and stormwater industry skills in a rapid 2-week time frame. Career Discovery Bootcamps will provide a clear pipeline, taking absolute beginners to skilled workers prepared for entry-level careers in technical industries. AmSkills will provide thorough training in technical skills and soft skills, resume assistance, interview training, and guaranteed interviews with multiple hiring technical employers. This progression ensures the highest possible chance participants can achieve employment in a sustainable technical field following the conclusion of the 2-week program.

Career Discovery Bootcamps & Pre-Apprenticeship

Target group: OSY ages 18–24, out of school and unemployed/underemployed.

Program focus:

- Hands-on training for skills in manufacturing, warehousing, public works, & utilities careers.
- Employability workshops (resume writing, interview practice, teamwork, problem-solving).
- Soft skills training and career readiness coaching.
- Certifications: FDOE Ready to Work, NC3 Tool ID & Basic Electricity, SACA Basic Operation.
- Placement: Participants will receive interviews with multiple hiring technical employers following the conclusion of the bootcamp to ensure highest chance of employment.
- Retention: Participants will receive follow-up surveys and continued career coaching support either to help achieve employment or help manage a new career.

*The above information has been modified based on the proposal submitted. See Attachment B: Original Proposal.

EXHIBIT B: BUDGET and PAYMENT

Eligibility of Out of School Youth (OSY) will be determined by PHWB. PHWB will not provide reimbursement for individuals not determined to be eligible. AmSkills shall invoice PHWB for actual work performed during the term of this Agreement and shall be paid in accordance with stated billing rates listed below. Total amount will not exceed \$143,760.

Service	Amount	Cost	Maximum Total Cost
Career Discovery Bootcamp Completion	48	\$1,570	\$75,360
Pre-Apprentice Program Completion	18	\$1,800	\$32,400
Student Completion Stiped	48	\$150	\$7,200
Job Placement/Coaching	48	\$600	\$28,800
			\$143,760

Out-of-School Youth (OSY) Services: Career Discovery Bootcamp and Pre-Apprenticeship Program: With invoice include proposal with names, dates of attendance, and other identifying information will be submitted to PHWB along with copies of certificates.

Student Completion Stipend: With invoice include the individual's name, identifying information and proof of receipt of stipend.

Job Placement/Coaching: With invoice include the individual's name, contact dates, services provided, and proof of employment will be submitted for payment. Placement in the manufacturing industry will be a priority. Commission based and 1099 employment will not be eligible for reimbursement.

*The above information has been modified based on the proposal submitted. See Attachment B: Original Proposal.

EXHIBIT C: COMPLIANCE ASSURANCES AND CERTIFICATIONS

The parties (hereinafter referred to as "Contractor") acknowledge and certify that, to the extent applicable to this contract/agreement, funding source, program activities, and statutory requirements, the parties shall comply with the following (if applicable): APPENDIX II TO PART 200—CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS

A. TERMINATION PROVISIONS (CONTRACTS OF \$150,000). Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate. The parties agree that in the event Contractor shall fail to comply with any term, provision, or condition of this Agreement, then in the absence of a remedy provision contained elsewhere in the Master Agreement, Pasco-Hernando Workforce Board, Inc. may at its sole election terminate this Agreement without being liable to prosecution or may bring a claim for specific performance or may bring an action to recover damages caused by such breach. Additionally, Pasco-Hernando Workforce Board, Inc. (PHWB) may consult with an attorney concerning PHWB's rights hereunder, and Contractor agrees in each and any such case to pay to PHWB its reasonable attorney's fees, therefore.

B. TERMINATION PROVISIONS (CONTRACTS OF \$10,000). All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be affected and the basis for settlement. The parties agree that in the event there is no provision contained elsewhere in the Master Agreement to the contrary, then the Parties agree that this Agreement may be terminated by either party with, or without, cause upon thirty (30) day's prior written notice. Further, PHWB is a quasi-governmental entity reliant in part on funding received from governmental grants. Accordingly, notwithstanding anything else contained herein to the contrary, PHWB shall have the right to terminate the Agreement or any of the agreement comprising the Master Agreement by reason of funding unavailability at any time by providing thirty (30) days advance written notice. If this agreement is terminated, all payments defined therein shall cease to be due as of the date of termination.

C. EQUAL EMPLOYMENT OPPORTUNITY. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federal assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (38 FR 12319, 12935, 3 CFR Part, 1964 1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

D. DAVIS-BACON ACT AS AMENDED (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or sub-recipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

E. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. 3701 3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the

Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

F. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or sub-recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or sub-recipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

G. CLEAN AIR ACT (42 U.S.C. 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. 1251-1387), AS AMENDED. Contracts and sub-grants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

H. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689). A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

I. BYRD ANTI-LOBBYING AMENDMENT (31 U.S.C. 1352). Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

J. SOLID WASTE DISPOSAL ACT, AS AMENDED BY THE RESOURCE CONSERVATION AND RECOVERY ACT (42 USC 6962; 2 CFR §200.322). A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

K. TRAFFICKING VICTIMS PROTECTION ACT OF 2000 (2 CFR 175.15(B)). During the term of the Agreement, Contractor, and its employees, may not engage in severe forms of trafficking in persons, procure a commercial sex act, or use forced labor in the performance of the Agreement.

L. VETERAN'S PRIORITY OF SERVICE PROVISIONS (38 USC 4215; 20 CFR 1010). A covered person is entitled to priority of service under any qualified job training program if the person otherwise meets the eligibility requirements for participation in such program. An entity of a State, a political subdivision of the State, or in this case, a Contractor, that administers or delivers services under a qualified job training program shall provide information and priority of service to covered persons regarding benefits and services that may be obtained through other entities or service providers; and ensure that each covered person who

applies to or who is assisted by such a program is informed of the employment-related rights and benefits to which the person is entitled under this section.

M. EQUAL TREATMENT FOR FAITH BASED ORGANIZATIONS (29 CFR 2, Subpart D). Any organization that participates in a program funded by federal financial assistance shall not, in providing services or in outreach activities related to such services, discriminate against a current or prospective program beneficiary on the basis of religion, religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice. However, an organization that participates in a program funded by indirect financial assistance need not modify its program activities to accommodate a beneficiary who chooses to expend the indirect aid on the organization's program.

N. PURCHASE OF AMERICAN MADE PRODUCTS (P.L. 103-333 §507). It is the sense of the Congress that, to the greatest extent practicable, all equipment and products purchased with funds made available under Public Law 103-333 should be American-made. Funds made available under this Public Law may be used to fund Contractor's performance under this Agreement. In providing financial assistance to, or entering into any contract with, any entity using funds made available in this Act, Contractor, to the greatest extent practicable, shall provide to such notice describing the statement made by the Congress, as to American made products.

O. PUBLIC ANNOUNCEMENTS AND ADVERTISING (P.L. 103-333 §508). When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all Contractors receiving Federal funds, including but not limited to State and local governments and recipients of Federal research grants, shall clearly state (1) the percentage of the total costs of the program or project which will be financed with Federal money, (2) the dollar amount of Federal funds for the project or program, and (3) percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

P. CODES OF CONDUCT (29 CFR 95.42). The Contractor shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest should be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the Contractor shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreements. However, Contractor may set standards for situations in which the financial interest is not substantial or the gift is an unreciprocated item of nominal value. The standards of conduct shall provide for disciplinary actions to be applied to violations of such standards by officers, employees, or agents of the Contractor.

Q. EMPLOYMENT ELIGIBILITY REQUIREMENTS. Employment of unauthorized aliens by Contractor is considered a violation of the Immigration and Nationality Act. Contractor shall use the U.S. Department of Homeland Security's E-verify system to verify the employment eligibility of all new employees hired by Contractor during the contract term. Contractor shall be responsible for including the provisions of this paragraph in any context with and requiring compliance by any/all subcontractors performing under this Agreement. If Contractor knowingly employs unauthorized aliens, in violation of this paragraph, such action shall be cause for unilateral cancellation of this Agreement and PHWB may recover damages from Contractor resulting from such cancellation. Further, PHWB may unilaterally terminate this Agreement, without penalty, if Contractor is determined to have violated a prohibition in this paragraph of this Agreement; or has an employee who is determined by PHWB to have violated a prohibition in this paragraph of this Agreement through conduct that is either associated with performance of this Agreement or imputed to Contractor using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement)," as implemented by PHWB.

R. ASSURANCES AND CERTIFICATIONS. The Department of Economic Opportunity (DEO) will not award federal workforce funds where the PHWB or its contractors have failed to complete the ASSURANCES AND CERTIFICATIONS contained in this attachment. In performing its responsibilities under the Master Agreement, the Contractor provides the following certifications and assurances:

1. Assurances – Non-Construction Programs (SF 424 B)
2. Debarment and Suspension Certification (29 CFR Part 98 and 45 CFR Part 74)
3. Certification Regarding Lobbying (29 CFR Part 93 and 45 CFR Part 93)

4. Drug free Workplace Certification (29 CFR Part 98 and 45 CFR Part 82)
5. Nondiscrimination & Equal Opportunity Assurance (29 CFR Part 37 and 45 CFR Part 80)
6. Certification Regarding Environmental Tobacco-Smoke
7. Association of Community Organizations for Reform Now (ACORN) Funding Restriction Assurance (Pub. L 111-117)
8. Scrutinized Companies Lists Certification (Section 287.135.F.S.)

NOTE: Certain of these Assurances may not be applicable to your project or program. If you have questions, please contact the PHWB.

S. ASSURANCES – NON-CONSTRUCTION PROGRAMS. As the duly authorized representative of the Contractor, I certify that Contractor:

1. Will give the Department, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award, and will establish a proper accounting system in accordance with generally accepted accounting standards or Department directives.
2. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of handicaps; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255) as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L., 91-251) as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd.3 and 290cc) as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.) as amended relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other non-discrimination statute(s) which may apply to the Agreement.
3. Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
4. Will comply, if applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 27-333) regarding labor standards for federally assisted construction sub agreements.
5. Will comply with environment standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et. seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et. seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
6. Will cause to be performed the required financial and compliance audits in accordance with the single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
7. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing the programs associated with the Agreement.
8. Will comply with the procurement standards of 2 CFR 200.318 –200.326.

T. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY

MATTERS – PRIMARY COVERED TRANSACTION. The Contractor certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a State or a Federal department or agency.
2. Have not within a three-year period preceding the Agreement been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (B)(2) of this certification; and/or
4. Have not within a three-year period preceding the Agreement had one or more public transactions (Federal, State, or local) terminated for cause or default.
5. Have not been placed on the convicted vendor list following a conviction of a public entity crime as set forth in Fla. Stat. 287.133(2)(a).
6. Have not been placed on the discriminatory vendor list described in Section 287.134 Fla. Stat.

U. CERTIFICATION REGARDING LOBBYING – CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS. The Contractor certifies, to the best of its knowledge and belief, that:

1. 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 Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement;
2. 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 employee of Congress, or employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying”, in accordance with its instructions;
3. The undersigned shall require that language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.
4. 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 31 U.S.C. 1352. 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.
5. Contractor shall not, directly or indirectly, expend either state or federal funds either (i) for the purpose of lobbying any branch, unit or instrumentality of the state or federal governments, or (ii) for any otherwise allowable purpose which could result in unauthorized lobbying.

V. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS. Pursuant to the Drug-Free Workplace Act of 1988 and its implementing regulations codified at 29 C.F.R. Part 94, the undersigned Contractor attests and certifies that it will provide a drug-free workplace by the following actions.

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the RWBs’ workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Establishing an ongoing drug-free awareness program to inform employees concerning:
 - a. The dangers of drug abuse in the workplace.
 - b. The policy of maintaining a drug-free workplace.
 - c. Any available drug counseling, rehabilitation and employee assistance programs.
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring

in the workplace.

3. Making it a requirement that each employee to be engaged in the performance of the agreement be given a copy of the statement required by paragraph V.1. of this certification.
4. Notifying the employee in the statement required by paragraph V.1. of this certification that, as a condition of employment under the contract, the employee will:
 - a. Abide by the terms of the statement.
 - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring the workplace no later than five (5) calendar days after such conviction.
5. Notifying the PHWB in writing ten (10) calendar days after receiving notice under subparagraph 4.b. of this Section from an employee or otherwise receiving actual notice of such conviction. Provide such notice of convicted employees, including position title, to every Grant Officer on which Grant activity the convicted employee was working. The notice shall include the identification number(s) of each affected contract/Grant. An Incident Report Form, which can be found on the Department's intranet site, should be completed and submitted to the following address: Office of the Inspector General Department of Economic Opportunity MSC# 130, Caldwell Building 107 East Madison Street Tallahassee, Florida 32399-4126
6. Taking one of the following actions, within thirty (30) calendar days of receiving notice under subparagraph 4.b., with respect to any employee who is 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.

W. NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE. As a condition of the Contract the Contractor assures that it will comply fully with the non-discrimination and equal opportunity provisions of the following laws:

1. Section 188 of the Workforce Investment Act of 1998 (WIA) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I or IB financially assisted program or activity;
2. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin.
3. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
4. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
5. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in education programs; and
6. The American with Disabilities Act of 1990 (Pub. L. 101-336), prohibits discrimination in all employment practices, including, job application procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment. It applies to recruitment, advertising, tenure, layoff, leave, fringe benefits, and all other employment related activities.

The Contractor also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the Contractor's operation of the WIA Title I – financially assisted program or activity, and to all agreements the Contractor makes to carry out the WIA Title I – financially assisted program or activity. The Contractor understands that PHWB, DEO and the United States have the right to seek judicial enforcement of the assurance.

X. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO-SMOKE. As a condition of the Contract the Contractor assures that it will comply fully with the 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's 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 contracted 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 contracted 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 contracted, operated or maintained with Federal funds. The statute does not apply to children's service 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 provision 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.

Y. ASSOCIATION OF COMMUNITY ORGANIZATIONS FOR REFORM NOW (ACORN) FUNDING RESTRICTIONS ASSURANCE (Pub. L. 111-117). As a condition of the Agreement, the Board assures that it will comply fully with the federal funding restrictions pertaining to ACORN and its subsidiaries per the Consolidated Appropriations Act, 2010, Division E, Section 511 (Pub. L. 111-117). The Continuing Appropriations Act, 2011, Sections 101 and 103 (Pub. L. 111-242), provides that appropriations made under Pub. L. 111-117 are available under the conditions provided by Pub. L. 111-117. Note: As of June 20, 2011, this matter is in litigation in the District Court for the Eastern District of New York.

Z. SCRUTINIZED COMPANIES LISTS CERTIFICATION, SECTION 287.135, F.S. If a board that is affiliated with the local governmental entity enters into a contract in the amount of \$1 million or more, in accordance with the requirements of section 287.135, F.S. the Contractor will submit a certification that the contractor is not listed on the Scrutinized Companies that Boycott Israel list, or is engaged in a boycott of Israel, the Scrutinized Companies with Activities in Sudan list or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, engaged in business operations in Cuba or Syria, or meets the conditions for exemption as provided in section 287.135(4), F.S. Both lists are created pursuant to section 215.473, F.S.

AA. PUBLIC RECORDS LAW; SUNSHINE LAW. Contractor agrees to comply with public records and open meeting requirements as applicable including 2 CFR 200.333, and 2 CFR 200.336.

BB. INDIVIDUAL NON-DISCLOSURE AND CONFIDENTIALITY CERTIFICATION. To the extent any Contractor, or employee of Contractor, is granted authorization to access workforce information systems, including systems containing confidential information, Contractor and its employees are required to complete the established Individual Non-Disclosure and Confidentiality Certification Form upon request.

CC. MANDATE TO REPORT ABUSE OF VULNERABLE POPULATIONS. In compliance with Sections 39.021 and 415.1034 Florida Statutes, the Contractor, and its agents, employees, or others performing services on Contractor's behalf, know or has reasonable cause to suspect that a child, aged person or disabled adult is or has been abused, neglected, or exploited, Contractor, and its agents, employees and others performing services on Contractor's behalf, agree to immediately report such knowledge or suspicion to the Florida Abuse Hotline by calling 1-800-96ABUSE or via the web reporting option at http://www.dcf.state.fl.us/abuse/report_via_fax_1-800-914-0004.

DD. STATUTORY AND NATIONAL POLICY REQUIREMENTS. In compliance with 2 CFR, section 200.300,) a) The Federal awarding agency must manage and administer the Federal award in a manner so as to ensure that Federal funding is expended and associated programs are implemented in full accordance with the U.S. Constitution, Federal Law, and public policy requirements: Including, but not limited to, those protecting free speech, religious liberty, public welfare, the environment, and prohibiting discrimination. The Federal awarding agency must communicate to the non-Federal entity all relevant public policy requirements, including those in general appropriations provisions, and incorporate them either directly or by reference in the terms and conditions of the Federal award (emphasis added.) b) The Non-Federal entity is responsible for complying with all requirements of the Federal award.

AmSkills, Inc.

Signature: _____ Date: _____

Tom Mudano, CEO and President

Print Name/ Title

**ATTACHMENT A:
RFQ: WIOA YOUTH TRAINING SERVICES**



Request for Quotation For
WIOA YOUTH TRAINING SERVICES
RFQ #2025-01115

For the Period
9/1/25
to
6/30/26

Date Issued: 9/3/25

Deadline for Submission:
9/15/25 5:00pm EST

DRAFT

GENERAL INFORMATION

PURPOSE AND BACKGROUND

Pasco-Hernando Workforce Board, Inc., dba CareerSource Pasco Hernando, hereinafter referred to as PHWB or CSPH, is a 501(c)(3) not-for-profit organization that is chartered with the provisioning of various services associated with workforce development in Pasco and Hernando counties. As one of 24 Local Workforce Development Boards, PHWB receives federal funding for the operation of several programs including (but not necessarily limited to) those associated with the Workforce Innovation and Opportunity Act (WIOA), the Welfare Transition Program (WTP) and the Wagner-Peyser Act.

CareerSource Pasco Hernando is requesting quotes for WIOA Youth Training, Certification, Placement and Retention Services. CSPH reserves the right to select multiple providers.

Steven's Amendment: The Board of CareerSource Pasco-Hernando currently serves as the Administrative and Fiscal Agent for the region. CSPH receives federal funding for the operation of several programs including (but not necessarily limited to) those associated with the Workforce Investment & Opportunity Act (WIOA), the Welfare Transition Program (WTP) and the Wagner-Peyser Act. CareerSource Pasco-Hernando programs and initiatives are fully supported by the U.S. Departments of Labor, Health and Human Services, and Agriculture as part of awards totaling \$9,226,383. These awards may be used using non-federal funds, if deemed necessary.

The initial contract will be for 8 months and may be extended one (1) year at a time, up to three (3) additional consecutive years (PY ending 6/30/2029) based on funding availability and if the performance of the provider warrants. Renewal will be the option of CSPH.

WHO MAY RESPOND

This solicitation is open to licensed training providers and apprenticeship programs with the capacity, experience, and financial resources to manage and provide the services and comply with the requirements outlined in this RFQ. CSPH may select one or more respondents as it is necessary to meet CSPH needs.

DESCRIPTION OF WORK

CareerSource Pasco Hernando is requesting quotes for WIOA Youth Training, Certification, Placement and Retention Services.

WIOA Section 129(a)(1) establishes the eligibility criteria that an individual must meet to participate in the WIOA youth program. Every individual receiving services under the WIOA youth program must meet either the In-School Youth or as an Out-of-School Youth eligibility criteria and enroll in the program. CSPH will determine eligibility.

For more information on WIOA youth eligibility see: <https://floridajobs.org/frequently-asked-questions-directory/wia-program-faq>

The focus is but not limited to the (7) targeted industry sectors along with other recommended industries. The seven (7) targeted industries include: Manufacturing, Construction, Healthcare, Retail Trade, Information Technology, Finance and Transportation & Warehousing.

Costs cannot exceed amounts charged to other state and federal programs for same services.

Please submit any questions to kdailey@careersourcepascohernando.com no later than 5:00pm on Wednesday 9/10/25. Any questions received will be posted on our website at: <https://www.careersourcepascohernando.com>

INSTRUCTIONS ON QUOTE SUBMISSION

Quote must include the following:

- Respondent/ Organizations Name
- FEID/EIN
- Name, title, phone, email address of contact individual.
- Description of the firm's size, structure, and the number of years of providing services of similar scope.
- Detailed plan to provide Training, Certification, Placement and Retention Services.
- Budget

One (1) electronic copy of the quote with email subject line: WIOA YOUTH TRAINING SERVICES RFQ #2025-01-YTS. Responses must be submitted no later than **5:00 p.m. on Wednesday September 15, 2025**, to kdailey@careersourcepascoherando.com

CSPH reserves the right to select multiple providers. Responses and/or modifications received after that date will not be considered, however, CSPH has the right to extend this deadline if enough quotes aren't received.

EVALUATION CRITERIA

The following criteria will form the basis upon which CSPH will evaluate quotes:

Criteria	Points
Experience & years providing service	15
Plan to Provide Services	25
Cost	40
Presence in Pasco and Hernando Counties	20

100

CONDITIONS OF QUOTE

All costs incurred in the preparation and response to this solicitation will be the responsibility of the responder and will not be reimbursed.

It is the responsibility of the responder to ensure that the quote is received by CSPH by the date and time specified above.

CSPH must comply with 2008 Florida Statutes 119.01 and may be requested and required to release information from proposals received in response to this RFQ.

RIGHT TO REJECT

CSPH reserves the right to reject any and all quotes received. An agreement for the accepted quote will be based upon the factors described in this RFQ.

SMALL AND/OR MINORITY-OWNED BUSINESSES

Whenever possible, CSPH shall make positive efforts to utilize small businesses, minority-owned firms, and women's business enterprises, in procuring audit services as stated in 2 CFR 200, Section 200.321 – Contracting with Small and Minority Businesses, Women's Business Enterprises, and labor surplus area firms, or the FAR (48 CFR part 42), as applicable. Small businesses, Minority and female-owned businesses are encouraged to apply. No individual shall be excluded from participation in, denied benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any services provided under the RFQ because of race, color, religion, sex, national origin, age, handicap, or political affiliation or belief.

Respondents must attach a copy of your Certified Minority Business Enterprise (CMBE) Certification, if certified with the Florida Department of Management Services.

APPLICABILITY OF SUNSHINE LAWS

Pursuant to Section 445.007, Florida Statutes, regional workforce boards (including CareerSource Pasco Hernando) are subject to Florida Sunshine Laws (chapters 119 and 286 and s. 24, Art. I of the Florida State Constitution). The respondents acknowledge that CareerSource Pasco Hernando is subject to Florida's Public Records and Sunshine Laws. Accordingly, materials produced by the respondents under this RFQ, as well as certain meetings and other communications, are subject to such laws.

APPEAL FOR PROCUREMENT ACTIONS

All proposers have the right to appeal the process. Parties wishing to challenge the process may submit their objections in writing to the President/CEO within three business days after the date of notification of intent to award to selected vendors of CareerSource Pasco Hernando Florida. Appeals must state the specific reason for appeal, and must be based on one or more of the following criteria:

- A clear and substantial error or misstated facts by the rating team upon which the decision was made.
- Unfair competition or conflict of interest in the decision-making process.
- Any illegal or improper act or omission in connection with the solicitation or selection of the proposer.
- Other grounds that may substantially alter CareerSource Pasco Hernando's award decision.

The CareerSource Pasco Hernando President/CEO will review an appeal and respond within ten days after receipt of the letter from the aggrieved proposer. Failure to file a protest within three business days after the date of notification of intent to award the contract will constitute a waiver of the proposer's right to appeal.

DRAFT

ATTACHMENT B: ORIGINAL PROPOSAL



Technical Training & Apprenticeships

WIOA YOUTH TRAINING SERVICES RFQ #2025-01-YTS

Respondent/Organization Information

- **Organization Name:** AmSkills, Inc.
- **Address:** 4606 Darlington Road, Holiday, FL 34690
- **FEID/EIN:** 82-3888203
- **Contact Individual:** Tom Mudano, CEO and President
- **Phone:** (727) 301-1282 ext. 122
- **Email:** grants@amskills.org

Description

AmSkills, Inc. is a **501(c)(3) nonprofit organization** and a **Florida Department of Education Registered Pre-Apprenticeship Program**. Our organization was founded in 2014 as an economic development and workforce training initiative for the manufacturing industry. In 2017, AmSkills was registered as a non-profit organization, and has since operated workforce development initiatives focused on enabling economically disadvantaged and marginalized communities to enter the sustainable manufacturing, public works, utilities, and stormwater industries through our training programs.

AmSkills serves both youth and adults through a variety of programs including **career bootcamps**, school-based manufacturing academies, **apprenticeships**, and **pre-apprenticeships**. Our mission is to **transform lives and strengthen communities through technical training and apprenticeships**.

Our **youth programs** consist of our **Advanced Manufacturing Academy** which is currently in operation at Anclote, Angeline and Kirkland High Schools, our technical training program for home school students, **youth summer and holiday camps**. These youth programs introduce students to careers in manufacturing, public works, utilities, and utilities maintenance and stormwater industries, providing them with theoretical and hands-on experiences, training and nationally recognized certifications.

Our impact on youth goes further with one of our key programs, our **Career Discovery Bootcamp**. This program targets those 18 and older. However, those ages 18-24 are **key participants** in these programs. This program provides key introductory training in manufacturing, public works, utilities, and stormwater industry skills in a rapid 2-week time frame. Our Career Discovery Bootcamps provide a clear pipeline, taking absolute beginners to **skilled workers prepared for entry-level careers in technical industries**. We provide thorough training in technical skills and soft skills, resume assistance, interview training, and **guaranteed interviews** with multiple hiring technical employers. This progression ensures the highest possible chance participants can achieve employment in a sustainable technical field following the conclusion of our 2-week program.

We conduct these programs as a small non-profit. Our core staff typically consists of 10-15 employees, and our yearly operating budget is approximately \$1,500,000. Despite our small operating size, our reach is vast, and we provide programming to hundreds of unduplicated participants annually between our programs. Our facility is located in Pasco County. We currently provide services to those in **Pasco, Hernando, and Pinellas**.

Plan to Provide Services

AmSkills will provide **Training, Certifications, Placement, and Retention Services** to both In-School Youth (ISY) and Out-of-School Youth (OSY), in alignment with WIOA Section 129(a)(1) and CSPH's targeted industries.

A. In-School Youth (ISY) Services**1. AmSkills Manufacturing Academy's at Anclote, Angeline & Kirkland Ranch High Schools**

- *Target group:* Youth ages 14–18 enrolled in high school.
- *Program focus:* Provides the IGNITE: Mastering Manufacturing curriculum. This focuses on technical skills (CNC, 3-D printing, robotics, hand tools, blueprint reading), and soft skills development.
- *Certifications:* Amatrol Learning Systems, NIMS Drill Press, NIMS Machine Operator, SACA Basic Operations, FDOE Pre-Apprenticeship, Florida Ready for Work.
- *Outcomes:* Students graduate with industry-recognized credentials and exposure to career pathways in manufacturing, automation, public works, utilities, stormwater and facilities maintenance.

2. Youth Summer and Holiday Camps & Internships (Build a 3-D Printer, Robotics Camp, etc.)

- *Target group:* In-School Youth ages 14–18.
- *Program focus:* Project-based robotics, manufacturing, industrial maintenance fundamentals and paid internships.
- *Certifications:* NC3 Tool ID, Basic Electricity, Florida Ready for Work
- *Outcomes:* Short-term training experiences that connect ISY to long-term pipelines, including the Academy and employer apprenticeship opportunities and introduces youth to the possibilities in various technical sectors like manufacturing. AmSkills also conducts a one-week bootcamp for seniors and recent graduates followed by a 6-week paid internship with Pasco County Utilities department for selected candidates.

3. Youth Homeschool Program

- *Target group:* In-School Youth ages 14–18.
- *Program focus:* Advanced foundational skills including safety, equipment uses, and entry-level skills required for employability. Access to plant tours and field trips to local manufacturers.
- *Certifications:* SACA micro credentials, NC3 Tool Safety & Identification, Basic Electricity
- *Outcomes:* Short-term, high-engagement training experiences that connect ISY to long-term pipelines including the Academy and employer apprenticeship opportunities.

B. Out-of-School Youth (OSY) Services**1. Career Discovery Bootcamps (2-week model) & Pre-Apprenticeship**

- *Target group:* OSY ages 18–24, not in school and unemployed/underemployed.
- *Program focus:*
 - Hands-on training for skills in manufacturing, warehousing, public works, & utilities careers.
 - Employability workshops (resume writing, interview practice, teamwork, problem-solving).
 - Soft skills training and career readiness coaching.
- *Certifications:* FDOE Ready to Work, NC3 Tool ID & Basic Electricity, SACA Basic Operations
 - *Placement:* Participants receive guaranteed interviews with multiple hiring technical employers following the conclusion of the bootcamp to ensure highest chance of employment.
- *Retention:* Past participants receive follow-up surveys and continued career coaching support either to help achieve employment or help manage a new career.



Budget

Category	ISY High School Academy	ISY Summer/Holiday Bootcamps	OSY Career Discovery Bootcamps & Pre-Apprenticeships
Expected Attendance	100	30	96 (6 BC's)
Instructor / Training	\$71,000	\$12,000	\$5,700
Materials / Project Kits / Supplies	\$15,000	\$3,500	\$1,700
Lunch and Learns	\$500	\$500	\$0
Recruitment, Logistics, Operations, Coaching	\$10,000	\$3,500	\$11,950
Indirect Costs	Included	Included	\$1,675
Candidate Completion Stipend	N/A	N/A	\$3,000 (Surprise \$150 stipend per participant)
Certifications / Badges	\$2,400	\$600	Included in Supplies/Materials
Total Program Cost	\$89,900	\$20,100	\$25,120 (Per Bootcamp)
Per Student Cost	\$989	\$670	\$1,570 (BC) / \$1,800 Pre-App.

Closing Statement

AmSkills respectfully submits this quote to CSPH for consideration under RFQ #2025-01-YTS. Through our **multi-pronged approach**, we target both in-school and out-of-school youth, ensuring vulnerable youth do not slip through the cracks. We deliver **impactful training** and workforce development initiatives that align with WIOA's youth program goals and CSPH's priorities. We thank you for your consideration in this initiative and for your continued work in supporting vulnerable youth.

Contact:

Tom Mudano, CEO and President
 (727) 301-1282
grants@amskills.org

INFORMATION ITEM 4
Hope Services, Inc. WIOA Youth Training Services Renewal
Year Two of Three

The following item is presented as information for the Committee. No action is required.

CareerSource Pasco Hernando (CSPH) issued a Request for Quotation (RFQ) on September 3, 2025, for WIOA Youth Training, Certification, Placement and Retention Services. Hope Services, Inc. submitted a proposal on September 10, 2025, in response to the RFQ. Through an internal review and committee scoring process, the Board approved entering into agreement with Hope Services, Inc. to provide WIOA Youth Training Services.

The renewal agreement between Pasco-Hernando Workforce Board, Inc. and Hope Services, Inc. is effective July 1, 2026 through June 30, 2027. The agreement provides WIOA Out-of-School Youth (OSY) training, certification, work-based learning, and placement services focused on high-demand industries including construction, manufacturing, logistics, retail, hospitality, and culinary services. The program includes individualized career pathway development, industry-recognized certifications, work-based learning experiences, job coaching, and employment placement services. Additional accommodations and vocational supports are incorporated for individuals with disabilities to maximize participant success.

The agreement includes a total amount not to exceed \$260,000 and provides reimbursement for training and certification programs, work-based learning placements, participant wages during work-based learning, and job placement assistance outcomes.

This contract will renew effective July 1, 2026, as funding is currently available and Hope Services, Inc. has continued to provide workforce training, certification, work-based learning, and employment opportunities for eligible WIOA Out-of-School Youth participants, including individuals with disabilities, within Pasco and Hernando Counties.

**PASCO HERNANDO WORKFORCE BOARD, INC.
WIOA YOUTH TRAINING SERVICES
RENEWAL AGREEMENT**

THIS AGREEMENT is entered into as of the 1st day of July 2026, by and between **HOPE SERVICES, INC.**, (hereinafter the “Contractor”), whose address is 5426 Land O’ Lakes Blvd, Land O’ Lakes, FL 34639, and **PASCO HERNANDO WORKFORCE BOARD, INC.**, a Florida not-for-profit corporation, whose principal office and address is PO Box 6589, Spring Hill, Florida 34611 (hereinafter “PHWB”).

RECITALS

WHEREAS, PHWB issued a Request for Quotation (RFQ) on September 3, 2025, for WIOA Youth Training, Certification, Placement and Retention Services; the **RFQ** is attached hereto as **Attachment A** and herein incorporated by reference;

WHEREAS, Contractor submitted a proposal on September 10, 2025 (the “**Proposal**”) in response to the Request for Quotation; the proposal is attached hereto as **Attachment B** and herein incorporated by reference;

WHEREAS, through an internal review process carried out by committee scoring, the Board approved to enter into agreement with Contractor; and,

WHEREAS, the parties desire to enter into an agreement for WIOA Youth Training, Certification, Placement, and Retention Services.

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, it is agreed as follows:

1. Recitals and Exhibits. The foregoing recitals are true and correct and are hereby incorporated. All Exhibits and Attachments to this Agreement contain additional terms of this Agreement.
2. Term. The funding period will be from July 1, 2026, through June 30, 2027, provided performance remains acceptable during that period and funding is available, the contract will include an option to renew for up to one (1) additional 1-year period.
3. Scope of Services and Service Delivery Standards. For the Term of this Agreement, the Contractor agrees as follows:
 - a. To provide the WIOA Youth Training, Certification, Placement, and Retention Services (the “**Scope of Services**”) as set forth in the RFQ, attached hereto as **Exhibit A** and incorporated herein by reference;
 - b. To keep and maintain (or cause to be kept and maintained) meticulous records relating to all Scope of Services rendered by Contractor under this Agreement;

c. To cooperate with all agents, contractors and employees of PHWB in all reasonable manners;

d. To maintain all registrations and licenses required by the State in which services are performed and shall comply with applicable federal and state laws; be and remain duly licensed by the State of Florida to provide services as contemplated herein without restrictions, comply with and be otherwise controlled and governed by the ethics and standards of care of the profession and industry in which Contractor shall, from time to time, provide services hereunder;

e. To provide proof of insurance, licensure (occupational, professional, and driving when applicable) and evidence of credentials upon request and to notify PHWB immediately upon any change in insurance or licensure; and,

f. To submit to background screening, criminal record checks, and credit checks as statutorily required, or as requested by PHWB including local, state and federal checks.

4. **Payment.** PHWB agrees to pay Contractor the sums set forth in **Exhibit B Budget and Payment**. These fees are all inclusive and, unless otherwise authorized in advance by PHWB, no additional payments will be made for expenses incurred or supplies used by Contractor in providing services under this Agreement.

- a. Contractor agrees to provide to PHWB on or before the 10th of each month, an invoice for the prior month's services performed under this Agreement; failure to provide a timely invoice could result in Contractor's forfeiting payment.
- b. Payment shall be made on a monthly basis in the normal business cycle after invoice and documentation of completed work is received and approved by PHWB.
- c. PHWB has the right to offset any sums owed by Contractor to PHWB from Payments under this Agreement.
- d. Upon Termination, PHWB shall pay only for services properly documented and rendered prior to the date of Termination.

5. **Independent Contractor.** It is understood that Contractor is an independent contractor and not an agent or employee of PHWB for any purpose including, but not limited to, federal tax and other state and federal law purposes. Contractor assumes responsibility for payment of all federal, state and local taxes imposed or required of Contractor under unemployment insurance, Social Security and income tax laws. Contractor shall be solely responsible for any worker's compensation insurance required by law and shall provide PHWB with proof of insurance upon demand. The parties agree that PHWB shall not: (a) pay dues, licenses or membership fees for Contractor; (b) require attendance by Contractor, except as otherwise specified herein; (c) control the method, manner or means of performing Services under this Agreement, except as otherwise specified herein; or (d) restrict or prevent Contractor from working for any other party. Neither party has the right or the power to enter into any contract or commitment on behalf

of the other party, including entering into agreements with third parties, exercising incidents of ownership with respect to property owned by the Party or executing contracts binding upon the other Party.

6. Compliance with PHWB Policies, Assurances and Certifications. Contractor agrees to comply with:

- a. the terms of all policies and procedures of PHWB which may be promulgated from time to time, including policies related to conduct, records, reporting and other procedures related to the orderly conduct of PHWB's business; and
- b. the **Compliance Assurances and Certifications** outlined in **Exhibit C**. Failure to comply with PHWB's policies shall be deemed a breach of this Agreement.

7. Access to and Retention of Documents. All files, papers, materials, publications, presentations, electronic material, computer disc or information stored in any other data storage medium (hereafter "Documents") produced or developed by Contractor during the performance of service rendered to PHWB are the intellectual property of PHWB and are the sole property of PHWB.

8. Confidentiality. Contractor agrees to treat all non-public information obtained from PHWB as confidential and agrees not to release or discuss any such information with other parties unless prior consent of PHWB. Contractor agrees to adhere to confidentiality policies of PHWB and to ensure the confidentiality of records, employee information, and any PHWB information or records to which Contractor might have access in the course of completing the service. Contractor agrees to adhere to all federal, state and local privacy laws, rules and regulations.

9. Dispute Resolution. Any dispute concerning the delivery of services under this Agreement shall be first addressed with PHWB's Designated Representative. If the dispute cannot be resolved, then Contractor will provide a written memorandum to the Chief Executive Officer of PHWB, for him to render a decision on the dispute. Contractor will be notified in writing, in accordance with the notice provision of this Agreement, of that decision.

10. Designated Representative. The Designated Representative for PHWB concerning the service(s) provided under this Agreement is: Brenda Gause, Chief Operating Officer. Contractor will address all questions regarding this Agreement or Scope of Services provided to the Designated Representative. If the Designated Representative changes, PHWB will provide written notification, in accordance with the notice provision of this Agreement, to Contractor.

11. Indemnification and Insurance.

- a. Contractor shall indemnify and save harmless PHWB, its directors, officers, employees, volunteers, donors, clients, grantee agencies and affiliates from any liability or damages PHWB may suffer as a result of claims, demands, costs or injuries sustained by PHWB as a result of the services provided hereunder. Contractor further agrees to pay interest at the highest percentage rate per year allowable by law on any necessary expenses or costs incurred by PHWB in the enforcement of this provision.
- b. Contractor shall maintain the following minimum scope and limits of insurance:
- i. Comprehensive general liability insurance including but not limited to coverage for bodily injury, property damage, premises and operations, products/completed operations, personal and advertising injury, and contractual liability, with a combined single limit of \$1,000,000 per occurrence with an aggregate liability per occurrence of \$2,000,000 million. Such insurance must be primary, non-contributory, and must waive subrogation. Such insurance shall also name PHWB, its officers, directors, employees, agents and representatives, as additional insured for liability arising from Contractor's operation.
 - ii. Comprehensive Automobile Liability Insurance for all owned, non-owned and hired automobiles and other vehicles used by Contractor with a minimum \$1,000,000 per occurrence combined single limit bodily injury and property damage. Such insurance must be primary, non-contributory, and must waive subrogation. Such insurance shall also name PHWB, its officers, directors, employees, agents and representatives, as additional insured for liability arising from Contractor operation.
 - iii. Crime and Employee Dishonesty Liability Coverage with limits of not less than \$100,000. Such insurance must be primary, non-contributory, and must waive subrogation. Such insurance shall also name PHWB, its officers, directors, employees, agents and representatives, as additional insured for liability arising from Contractor's operation; and,
 - iv. Workers Compensation as required by applicable state law.
- c. Contractor shall require any subcontractors doing work under this Agreement to provide and maintain the same insurance, which insurance shall also name PHWB and its officers, directors, employees, agents and representatives as additional insured.

- d. Certificates showing Contractor is carrying the above described insurance, and evidencing the additional insured status specified above, shall be furnished to PHWB within fifteen (15) calendar days after the date on which this Agreement is made. Such certificates shall show that PHWB shall be notified of all reductions in limits or cancellations of such insurance policies. Contractor shall forthwith obtain substitute insurance in the event of a cancellation.
- e. All insurance required by express provision of this Agreement shall be carried only in responsible insurance companies licensed to do business in the State of Florida.

12. Notices. All notices, demands, and other writing required under this Agreement shall be deemed to have been fully given or made or sent when (i) mailed in writing and deposited in the U.S. Mail, certified return receipt requested and addressed to the parties at the addresses noted in this Agreement or (ii) delivered by nationally recognized courier, receipt of recipient acknowledged by signature.

Pasco Hernando Workforce Board (PHWB):	Jerome Scatino President/CEO Pasco Hernando Workforce Board, Inc. PO Box 6589 Spring Hill, Florida 34611
With a copy to:	The Hogan Law Firm, LLC P.O. Box 485 Brooksville, Florida 34605-0485
Contractor:	Hope Services, Inc. 5426 Land O' Lakes Blvd Land O' Lakes, FL 34639

13. Entire Agreement. This Agreement supersedes any prior understandings or agreements between the parties, there are no other agreements between the parties concerning this subject matter except as set forth herein; and there are no representations, warranties, or oral agreements other than those expressly set forth herein.

14. Amendment and Modification. PHWB reserves the right to modify or amend the terms of the Scope of Services provision of this Agreement if the nature of the Scope of Services is required to be modified or amended due to changes in the law; changes in the availability of funds for the Scope of Services or other change of circumstances. In the event the Scope of Services is amended or modified by PHWB, the parties agree to work cooperatively in good faith to renegotiate changes to the Payment provision of this Agreement, if applicable. All other terms, conditions and provisions of this Agreement shall remain in full force and effect unless modified, changed, altered or amended, in writing, executed by both parties.

15. Assignment. This Agreement shall not be assigned nor may any portion of the Scope of Services contemplated in the Agreement be subcontracted to another party without prior written approval of PHWB.

16. Change of Ownership. Contractor shall notify PHWB immediately upon any change in entity ownership or any substitution of the key professional assigned (the "Key Person") to perform the work under this Agreement ("Change of Ownership"). PHWB shall have the option of cancelling this Agreement if a Change of Ownership is not suitable to PHWB, provided however, no cancellation shall relieve Contractor of its obligations to perform the work described herein or for liability for breach of same. A Change of Ownership means the occurrence of any one or more of the following: a sale, lease or other disposition of 50% or more of the interest or assets of the company or corporation; a merger, reverse merger or consolidation with another entity; a transaction wherein a third-party becomes the beneficial owner having fifty (50%) percent or more interest in the corporation or company; or fifty (50%) percent or more of the total number of votes that may be cast for any act of the entity.

17. Default. Neither party shall declare the other party in default of any provision of this Agreement without giving the other party at least fifteen (15) days advance written notice of intention to do so, during which time the other party shall have the opportunity to remedy the default. The notice shall specify the default with particularity.

18. Termination. This Agreement may be terminated by either party with, or without, cause upon thirty (30) days prior written notice. If Contractor knowingly employs unauthorized aliens, in violation of paragraph 8, such action shall be cause for unilateral cancellation of this Agreement and PHWB may recover damages from Contractor resulting from such cancellation. Further, PHWB may unilaterally terminate this Agreement, without penalty, if Contractor is determined to have violated a prohibition in paragraph 9 of this Agreement, or if an employee who is determined by PHWB to have violated a prohibition in paragraph 9 of this Agreement through conduct that is either associated with performance of the Scope of Services or imputed to Contractor using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement)," as implemented by PHWB.

19. Jointly Drafted. The parties agree that this Agreement is entered into knowingly and voluntarily, after having the opportunity to fully discuss it with an attorney. Having had the opportunity to obtain the advice of legal counsel to review, comment upon, and redraft the agreement, the parties agree that the Agreement shall be construed as if the parties jointly prepared it so that any uncertainty or ambiguity shall not be interpreted against any one party and in favor of the other.

20. Parties Acknowledgement; Parties Bound. The Parties acknowledge that they have read this Agreement and that they understand the terms and conditions herein and that the terms have been fully and completely explained to the Parties prior to the execution thereof. Each party acknowledges that the other party has made no warranties,

representations, covenants, or agreements, express or implied, except as expressly contained in this Agreement. Further, the Parties have caused this Agreement to be executed on its behalf by the authorized officer whose signature appears below under its name, to be effective as of the date written above.

21. Waiver. The waiver by any party hereto of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach by any party.

22. Severability. Whenever possible each provision and term of this Agreement will be interpreted in a manner to be effective and valid but if any provision or term of this Agreement is held to be prohibited or invalid, then such provision or term will be ineffective only to the extent of such prohibition or invalidity, without invalidating or affecting in any manner whatsoever the remainder of such provision or term or the remaining provisions or terms of this Agreement.

23. Counterparts. This Agreement may be executed in a number of identical counterparts and a facsimile copy shall be treated as an original. If so executed, each of such counterparts is to be deemed an original for all purposes, and all such counterparts shall, collectively, constitute one agreement. In making proof of this Agreement, it shall not be necessary to produce or account for more than one such counterpart.

24. Law of the Agreement, Jurisdiction and Venue. All questions, issues or disputes arising out of or under this Agreement, shall be governed by the laws of the State of Florida and jurisdiction and venue are hereby agreed by the parties to be solely and exclusively in the county or state courts in and for either Hernando County, Florida or Pasco County, Florida and no other location. The parties hereby waive any rights to venue in any other jurisdiction. Contractor hereby agrees that the jurisdiction and venue of all disputes arising out of this Agreement lie in no Court other than those stated above. Process in any action or proceeding referred to in this paragraph may be served on any party anywhere in the world.

25. Attorney's Fees; and Costs of Enforcement. In the event suit is commenced to enforce this Agreement, costs of said suit including reasonable attorneys' fees in all proceedings, trials, investigations, appearances, appeals and in any bankruptcy proceeding or administrative proceeding shall be paid to the prevailing party by the other party.

26. Miscellaneous. Unless otherwise provided herein, this Agreement shall inure to the benefit of and be binding upon the parties, their successors, heirs and assigns. Whenever the context shall so require, all words in this Agreement of one gender shall be deemed to include the other gender. All captions herein contained are for convenience only and shall not be constructed to limit any provisions hereunder. Time shall be of the essence of this Agreement. All Parties agree to cooperate fully and to execute any supplementary documents and to take any additional actions that may be necessary or appropriate to give full force and effect to the basic terms and intent of this Agreement and which are not inconsistent with its terms.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals effective on the day and year first above written.

WITNESS:

Contractor:

Signature

David Caldas
Executive Director of Operations
Hope Services, Inc.

Print Name

WITNESS:

PHWB:

Signature

Charles Gibbons
Board Chair
Pancho-Hernando Workforce Board, Inc.

Print Name

DRAFT

EXHIBIT A: SCOPE OF SERVICES

Hope Services Training, Certification and Placement Program

Eligibility of Out of School Youth (OSY) will be determined by Pasco-Hernando Workforce Board (PHWB). Hope Services will refer potentially eligible OSY to PHWB for eligibility review and approval. PHWB will also refer eligible OSY to Hope Services for training.

Once individuals are determined WIOA eligible by PHWB, Hope Services will work to determine the skills, interests, and barriers to employment while mapping out career pathways tailored to high-demand industries such as construction, manufacturing, logistics, retail, hospitality, and culinary services. For individuals with disabilities, additional accommodations, vocational supports, and assistive technologies will be integrated to maximize success.

As part of this process, each participant will:

1. Enroll in at least one of the four industry-recognized certification programs aligned with regional labor market demand. Certifications include:
 - Culinary Arts – 20 hours
 - Retail – 60 hours
 - Hospitality – 60 hours
 - Construction – 80 hours
2. Participate in a structured Work-Based Learning experience with a local employer.
3. Work with Hope Services job coaches to obtain long-term employment.
4. Transition into a job placement aligned with their career goals.

To ensure high-quality outcomes, Hope Services will employ the following strategies:

- Small Class Sizes: Limited to 10 students, ensuring personalized instruction.
- Specialized Instruction: All instructors have experience in special education and adapt lessons for diverse learning needs.
- Blended Learning: Combines classroom teaching with hands-on training in realistic, vocation-specific environments. For example, our retail training room features a cash register, grocery store conveyor belt, and stocked shelves, while our culinary training space includes a commercial kitchen. Construction students gain experience with fundamental tools and materials in a safe, controlled setting.
- Assistive Technology: Voice-assisted software, visual guides, and sensory-friendly spaces support accessibility and skill mastery.

*The above information has been modified based on the proposal submitted. See Attachment B: Original Proposal.

EXHIBIT B: BUDGET and PAYMENT

Hope Services shall invoice PHWB for actual work performed during the term of this Agreement and shall be paid in accordance with stated billing rates listed below. Total amount will not exceed \$260,000.

Budget Item	Reimbursement Amount	Total Cost not to Exceed
Training and Certifications:	Culinary Certification Program \$750 Construction Certification Program \$2500 Retail Certification Program \$1500 Hospitality Certification Program \$1500	\$70,000
Work Based Learning Placement/Job Coaching	Work Based Learning placement \$600 x 50 placements	\$30,000
Work Based Learning after certification obtained	\$15/hr x 120 hours for a minimum of 50 clients + taxes	\$100,000
Job Placement-Assistance with placement after cert	50 Units x \$1,200	\$60,000
	Total Costs Not to Exceed	\$260,000

Documentation with Invoice:

- Training and Certifications: Include with invoice eligible students identifying information and copy of certificate of completion.
- Work Based Learning Placement/Job Coaching: Include with invoice eligible students identifying information with copy of Work Based Learning Employer Agreement.
- Work Based Learning: Include with invoice eligible students identifying information and paystubs or electronic records.
- Job Placement- Include with invoice eligible students identifying information and job verification letter or paystubs/electronic records.

*The above information has been modified based on the proposal submitted. See Attachment B: Original Proposal.

EXHIBIT C: COMPLIANCE ASSURANCES AND CERTIFICATIONS

The parties (hereinafter referred to as "Contractor") acknowledge and certify that, to the extent applicable to this contract/agreement, funding source, program activities, and statutory requirements, the parties shall comply with the following (if applicable): APPENDIX II TO PART 200—CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS

A. TERMINATION PROVISIONS (CONTRACTS OF \$150,000). Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate. The parties agree that in the event Contractor shall fail to comply with any term, provision, or condition of this Agreement, then in the absence of a remedy provision contained elsewhere in the Master Agreement, Pasco-Hernando Workforce Board, Inc. may at its sole election terminate this Agreement without being liable to prosecution or may bring a claim for specific performance or may bring an action to recover damages caused by such breach. Additionally, Pasco-Hernando Workforce Board, Inc. (PHWB) may consult with an attorney concerning PHWB's rights hereunder, and Contractor agrees in each and any such case to pay to PHWB its reasonable attorney's fees, therefore.

B. TERMINATION PROVISIONS (CONTRACTS OF \$10,000). All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be affected and the basis for settlement. The parties agree that in the event there is no provision contained elsewhere in the Master Agreement to the contrary, then the Parties agree that this Agreement may be terminated by either party with, or without, cause upon thirty (30) day's prior written notice. Further, PHWB is a quasi-governmental entity reliant in part on funding received from governmental grants. Accordingly, notwithstanding anything else contained herein to the contrary, PHWB shall have the right to terminate the Agreement or any of the agreement comprising the Master Agreement by reason of funding unavailability at any time by providing thirty (30) days advance written notice. If this agreement is terminated, all payments defined therein shall cease to be due as of the date of termination.

C. EQUAL EMPLOYMENT OPPORTUNITY. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federal assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (38 FR 12319, 12935, 3 CFR Part, 1964 1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

D. DAVIS-BACON ACT AS AMENDED (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or sub-recipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

E. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. 3701 3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the

Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

F. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or sub-recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or sub-recipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

G. CLEAN AIR ACT (42 U.S.C. 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. 1251-1387), AS AMENDED. Contracts and sub-grants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

H. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689). A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

I. BYRD ANTI-LOBBYING AMENDMENT (31 U.S.C. 1352). Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

J. SOLID WASTE DISPOSAL ACT, AS AMENDED BY THE RESOURCE CONSERVATION AND RECOVERY ACT (42 USC 6962; 2 CFR §200.322). A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

K. TRAFFICKING VICTIMS PROTECTION ACT OF 2000 (2 CFR 175.15(B)). During the term of the Agreement, Contractor, and its employees, may not engage in severe forms of trafficking in persons, procure a commercial sex act, or use forced labor in the performance of the Agreement.

L. VETERAN'S PRIORITY OF SERVICE PROVISIONS (38 USC 4215; 20 CFR 1010). A covered person is entitled to priority of service under any qualified job training program if the person otherwise meets the eligibility requirements for participation in such program. An entity of a State, a political subdivision of the State, or in this case, a Contractor, that administers or delivers services under a qualified job training program shall provide information and priority of service to covered persons regarding benefits and services that may be obtained through other entities or service providers; and ensure that each covered person who

applies to or who is assisted by such a program is informed of the employment-related rights and benefits to which the person is entitled under this section.

M. EQUAL TREATMENT FOR FAITH BASED ORGANIZATIONS (29 CFR 2, Subpart D). Any organization that participates in a program funded by federal financial assistance shall not, in providing services or in outreach activities related to such services, discriminate against a current or prospective program beneficiary on the basis of religion, religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice. However, an organization that participates in a program funded by indirect financial assistance need not modify its program activities to accommodate a beneficiary who chooses to expend the indirect aid on the organization's program.

N. PURCHASE OF AMERICAN MADE PRODUCTS (P.L. 103-333 §507). It is the sense of the Congress that, to the greatest extent practicable, all equipment and products purchased with funds made available under Public Law 103-333 should be American-made. Funds made available under this Public Law may be used to fund Contractor's performance under this Agreement. In providing financial assistance to, or entering into any contract with, any entity using funds made available in this Act, Contractor, to the greatest extent practicable, shall provide to such notice describing the statement made by the Congress, as to American made products.

O. PUBLIC ANNOUNCEMENTS AND ADVERTISING (P.L. 103-333 §508). When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all Contractors receiving Federal funds, including but not limited to State and local governments and recipients of Federal research grants, shall clearly state (1) the percentage of the total costs of the program or project which will be financed with Federal money, (2) the dollar amount of Federal funds for the project or program, and (3) percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

P. CODES OF CONDUCT (29 CFR 95.42). The Contractor shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest should be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the Contractor shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreements. However, Contractor may set standards for situations in which the financial interest is not substantial or the gift is an unreciprocated item of nominal value. The standards of conduct shall provide for disciplinary actions to be applied to violations of such standards by officers, employees, or agents of the Contractor.

Q. EMPLOYMENT ELIGIBILITY REQUIREMENTS. Employment of unauthorized aliens by Contractor is considered a violation of the Immigration and Nationality Act. Contractor shall use the U.S. Department of Homeland Security's E-verify system to verify the employment eligibility of all new employees hired by Contractor during the contract term. Contractor shall be responsible for including the provisions of this paragraph in any context with and requiring compliance by any/all subcontractors performing under this Agreement. If Contractor knowingly employs unauthorized aliens, in violation of this paragraph, such action shall be cause for unilateral cancellation of this Agreement and PHWB may recover damages from Contractor resulting from such cancellation. Further, PHWB may unilaterally terminate this Agreement, without penalty, if Contractor is determined to have violated a prohibition in this paragraph of this Agreement; or has an employee who is determined by PHWB to have violated a prohibition in this paragraph of this Agreement through conduct that is either associated with performance of this Agreement or imputed to Contractor using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement)," as implemented by PHWB.

R. ASSURANCES AND CERTIFICATIONS. The Department of Economic Opportunity (DEO) will not award federal workforce funds where the PHWB or its contractors have failed to complete the ASSURANCES AND CERTIFICATIONS contained in this attachment. In performing its responsibilities under the Master Agreement, the Contractor provides the following certifications and assurances:

1. Assurances – Non-Construction Programs (SF 424 B)
2. Debarment and Suspension Certification (29 CFR Part 98 and 45 CFR Part 74)
3. Certification Regarding Lobbying (29 CFR Part 93 and 45 CFR Part 93)

4. Drug free Workplace Certification (29 CFR Part 98 and 45 CFR Part 82)
5. Nondiscrimination & Equal Opportunity Assurance (29 CFR Part 37 and 45 CFR Part 80)
6. Certification Regarding Environmental Tobacco-Smoke
7. Association of Community Organizations for Reform Now (ACORN) Funding Restriction Assurance (Pub. L 111-117)
8. Scrutinized Companies Lists Certification (Section 287.135.F.S.)

NOTE: Certain of these Assurances may not be applicable to your project or program. If you have questions, please contact the PHWB.

S. ASSURANCES – NON-CONSTRUCTION PROGRAMS. As the duly authorized representative of the Contractor, I certify that Contractor:

1. Will give the Department, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award, and will establish a proper accounting system in accordance with generally accepted accounting standards or Department directives.
2. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of handicaps; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255) as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L., 91-251) as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd.3 and 290cc) as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.) as amended relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other non-discrimination statute(s) which may apply to the Agreement.
3. Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
4. Will comply, if applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 27-333) regarding labor standards for federally assisted construction sub agreements.
5. Will comply with environment standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et. seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et. seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
6. Will cause to be performed the required financial and compliance audits in accordance with the single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
7. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing the programs associated with the Agreement.
8. Will comply with the procurement standards of 2 CFR 200.318 –200.326.

T. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY

MATTERS – PRIMARY COVERED TRANSACTION. The Contractor certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a State or a Federal department or agency.
2. Have not within a three-year period preceding the Agreement been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (B)(2) of this certification; and/or
4. Have not within a three-year period preceding the Agreement had one or more public transactions (Federal, State, or local) terminated for cause or default.
5. Have not been placed on the convicted vendor list following a conviction of a public entity crime as set forth in Fla. Stat. 287.133(2)(a).
6. Have not been placed on the discriminatory vendor list described in Section 287.134 Fla. Stat.

U. CERTIFICATION REGARDING LOBBYING – CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS. The Contractor certifies, to the best of its knowledge and belief, that:

1. 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 Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement;
2. 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 employee of Congress, or employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying”, in accordance with its instructions;
3. The undersigned shall require that language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.
4. 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 31 U.S.C. 1352. 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.
5. Contractor shall not, directly or indirectly, expend either state or federal funds either (i) for the purpose of lobbying any branch, unit or instrumentality of the state or federal governments, or (ii) for any otherwise allowable purpose which could result in unauthorized lobbying.

V. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS. Pursuant to the Drug-Free Workplace Act of 1988 and its implementing regulations codified at 29 C.F.R. Part 94, the undersigned Contractor attests and certifies that it will provide a drug-free workplace by the following actions.

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the RWBs’ workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Establishing an ongoing drug-free awareness program to inform employees concerning:
 - a. The dangers of drug abuse in the workplace.
 - b. The policy of maintaining a drug-free workplace.
 - c. Any available drug counseling, rehabilitation and employee assistance programs.
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring

in the workplace.

3. Making it a requirement that each employee to be engaged in the performance of the agreement be given a copy of the statement required by paragraph V.1. of this certification.
4. Notifying the employee in the statement required by paragraph V.1. of this certification that, as a condition of employment under the contract, the employee will:
 - a. Abide by the terms of the statement.
 - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring the workplace no later than five (5) calendar days after such conviction.
5. Notifying the PHWB in writing ten (10) calendar days after receiving notice under subparagraph 4.b. of this Section from an employee or otherwise receiving actual notice of such conviction. Provide such notice of convicted employees, including position title, to every Grant Officer on which Grant activity the convicted employee was working. The notice shall include the identification number(s) of each affected contract/Grant. An Incident Report Form, which can be found on the Department's intranet site, should be completed and submitted to the following address: Office of the Inspector General Department of Economic Opportunity MSC# 130, Caldwell Building 107 East Madison Street Tallahassee, Florida 32399-4126
6. Taking one of the following actions, within thirty (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.

W. NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE. As a condition of the Contract the Contractor assures that it will comply fully with the non-discrimination and equal opportunity provisions of the following laws:

1. Section 188 of the Workforce Investment Act of 1998 (WIA) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I or IB financially assisted program or activity;
2. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin.
3. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
4. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
5. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in education programs; and
6. The American with Disabilities Act of 1990 (Pub. L. 101-336), prohibits discrimination in all employment practices, including, job application procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment. It applies to recruitment, advertising, tenure, layoff, leave, fringe benefits, and all other employment related activities.

The Contractor also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the Contractor's operation of the WIA Title I – financially assisted program or activity, and to all agreements the Contractor makes to carry out the WIA Title I – financially assisted program or activity. The Contractor understands that PHWB, DEO and the United States have the right to seek judicial enforcement of the assurance.

X. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO-SMOKE. As a condition of the Contract the Contractor assures that it will comply fully with the 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's 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 contracted 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 contracted 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 contracted, operated or maintained with Federal funds. The statute does not apply to children's service 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 provision 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.

Y. ASSOCIATION OF COMMUNITY ORGANIZATIONS FOR REFORM NOW (ACORN) FUNDING RESTRICTIONS ASSURANCE (Pub. L. 111-117). As a condition of the Agreement, the Board assures that it will comply fully with the federal funding restrictions pertaining to ACORN and its subsidiaries per the Consolidated Appropriations Act, 2010, Division E, Section 511 (Pub. L. 111-117). The Continuing Appropriations Act, 2011, Sections 101 and 103 (Pub. L. 111-242), provides that appropriations made under Pub. L. 111-117 are available under the conditions provided by Pub. L. 111-117. Note: As of June 20, 2011, this matter is in litigation in the District Court for the Eastern District of New York.

Z. SCRUTINIZED COMPANIES LISTS CERTIFICATION, SECTION 287.135, F.S. If a board that is affiliated with the local governmental entity enters into a contract in the amount of \$1 million or more, in accordance with the requirements of section 287.135, F.S. the Contractor will submit a certification that the contractor is not listed on the Scrutinized Companies that Boycott Israel list, or is engaged in a boycott of Israel, the Scrutinized Companies with Activities in Sudan list or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, engaged in business operations in Cuba or Syria, or meets the conditions for exemption as provided in section 287.135(4), F.S. Both lists are created pursuant to section 215.473, F.S.

AA. PUBLIC RECORDS LAW; SUNSHINE LAW. Contractor agrees to comply with public records and open meeting requirements as applicable including 2 CFR 200.333, and 2 CFR 200.336.

BB. INDIVIDUAL NON-DISCLOSURE AND CONFIDENTIALITY CERTIFICATION. To the extent any Contractor, or employee of Contractor, is granted authorization to access workforce information systems, including systems containing confidential information, Contractor and its employees are required to complete the established Individual Non-Disclosure and Confidentiality Certification Form upon request.

CC. MANDATE TO REPORT ABUSE OF VULNERABLE POPULATIONS. In compliance with Sections 39.021 and 415.1034 Florida Statutes, the Contractor, and its agents, employees, or others performing services on Contractor's behalf, know or has reasonable cause to suspect that a child, aged person or disabled adult is or has been abused, neglected, or exploited, Contractor, and its agents, employees and others performing services on Contractor's behalf, agree to immediately report such knowledge or suspicion to the Florida Abuse Hotline by calling 1-800-96ABUSE or via the web reporting option at http://www.dcf.state.fl.us/abuse/report_via_fax_1-800-914-0004.

DD. STATUTORY AND NATIONAL POLICY REQUIREMENTS. In compliance with 2 CFR, section 200.300,) a) The Federal awarding agency must manage and administer the Federal award in a manner so as to ensure that Federal funding is expended and associated programs are implemented in full accordance with the U.S. Constitution, Federal Law, and public policy requirements: Including, but not limited to, those protecting free speech, religious liberty, public welfare, the environment, and prohibiting discrimination. The Federal awarding agency must communicate to the non-Federal entity all relevant public policy requirements, including those in general appropriations provisions, and incorporate them either directly or by reference in the terms and conditions of the Federal award (emphasis added.) b) The Non-Federal entity is responsible for complying with all requirements of the Federal award.

Hope Services, Inc.

Signature: _____ Date: _____

David Caldas, Executive Director of
Operations

Print Name/ Title

GENERAL INFORMATION

PURPOSE AND BACKGROUND

Pasco-Hernando Workforce Board, Inc., dba CareerSource Pasco Hernando, hereinafter referred to as PHWB or CSPH, is a 501(c)(3) not-for-profit organization that is chartered with the provisioning of various services associated with workforce development in Pasco and Hernando counties. As one of 24 Local Workforce Development Boards, PHWB receives federal funding for the operation of several programs including (but not necessarily limited to) those associated with the Workforce Innovation and Opportunity Act (WIOA), the Welfare Transition Program (WTP) and the Wagner-Peyser Act.

CareerSource Pasco Hernando is requesting quotes for WIOA Youth Training, Certification, Placement and Retention Services. CSPH reserves the right to select multiple providers.

Steven's Amendment: The Board of CareerSource Pasco-Hernando currently serves as the Administrative and Fiscal Agent for the region. CSPH receives federal funding for the operation of several programs including (but not necessarily limited to) those associated with the Workforce Investment & Opportunity Act (WIOA), the Welfare Transition Program (WTP) and the Wagner-Peyser Act. CareerSource Pasco-Hernando programs and initiatives are fully supported by the U.S. Departments of Labor, Health and Human Services, and Agriculture as part of awards totaling \$9,226,383. This award may be used using non-federal funds, if deemed necessary.

The initial contract will be for 8 months and may be extended one (1) year at a time, up to three (3) additional consecutive years (PY ending 6/30/2029) based on funding availability and if the performance of the provider warrants. Renewal will be the option of CSPH.

WHO MAY RESPOND

This solicitation is open to licensed training providers and apprenticeship programs with the capacity, experience, and financial resources to manage and provide the services and comply with the requirements outlined in this RFQ. CSPH may select one or more respondents as it is necessary to meet CSPH's needs.

DESCRIPTION OF WORK

CareerSource Pasco Hernando is requesting quotes for WIOA Youth Training, Certification, Placement and Retention Services.

WIOA Section 129(a)(1) establishes the eligibility criteria that an individual must meet to participate in the WIOA youth program. Every individual receiving services under the WIOA youth program must meet either the In-School Youth or as an Out-of-School Youth eligibility criteria and enroll in the program. CSPH will determine eligibility.

For more information on WIOA Youth eligibility see: <https://floridajobs.org/frequently-asked-questions-directory/wia-program-faq>

The focus is but not limited to the (7) targeted industry sectors along with other recommended industries. The seven (7) targeted industries include: Manufacturing, Construction, Healthcare, Retail Trade, Information Technology, Finance and Transportation & Warehousing.

Costs cannot exceed amounts charged to other state and federal programs for same services.

Please submit any questions to kdailey@careersourcepascohermando.com no later than 5:00pm on Wednesday 9/10/25. Any questions received will be posted on our website at: <https://www.careersourcepascohermando.com>

INSTRUCTIONS ON QUOTE SUBMISSION

Quote must include the following:

- Respondent/ Organizations Name
- FEID/EIN
- Name, title, phone, email address of contact individual.
- Description of the firm's size, structure, and the number of years of providing services of similar scope.
- Detailed plan to provide Training, Certification, Placement and Retention Services.
- Budget

One (1) electronic copy of the quote with email subject line: WIOA YOUTH TRAINING SERVICES RFQ #2025-01-YTS. Responses must be submitted no later than **5:00 p.m. on Wednesday September 15, 2025**, to kdailey@careersourcepascoherando.com

CSPH reserves the right to select multiple providers. Responses and/or modifications received after that date will not be considered, however, CSPH has the right to extend this deadline if enough quotes aren't received.

EVALUATION CRITERIA

The following criteria will form the basis upon which CSPH will evaluate quotes:

Criteria	Points
Experience & years providing service	15
Plan to Provide Services	25
Cost	40
Presence in Pasco and Hernando Counties	20

100

CONDITIONS OF QUOTE

All costs incurred in the preparation and response to this solicitation will be the responsibility of the responder and will not be reimbursed.

It is the responsibility of the responder to ensure that the quote is received by CSPH by the date and time specified above.

CSPH must comply with 2008 Florida Statutes 119.01 and may be requested and required to release information from proposals received in response to this RFQ.

RIGHT TO REJECT

CSPH reserves the right to reject any and all quotes received. An agreement for the accepted quote will be based upon the factors described in this RFQ.

SMALL AND/OR MINORITY-OWNED BUSINESSES

Whenever possible, CSPH shall make positive efforts to utilize small businesses, minority-owned firms, and women's business enterprises, in procuring audit services as stated in 2 CFR 200, Section 200.321 – Contracting with Small and Minority Businesses, Women's Business Enterprises, and labor surplus area firms, or the FAR (48 CFR part 42), as applicable. Small businesses, Minority and female-owned businesses are encouraged to apply. No individual shall be excluded from participation in, denied benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any services provided under the RFQ because of race, color, religion, sex, national origin, age, handicap, or political affiliation or belief.

Respondents must attach a copy of your Certified Minority Business Enterprise (CMBE) Certification, if certified with the Florida Department of Management Services.

APPLICABILITY OF SUNSHINE LAWS

Pursuant to Section 445.007, Florida Statutes, regional workforce boards (including CareerSource Pasco Hernando) are subject to Florida Sunshine Laws (chapters 119 and 286 and s. 24, Art. I of the Florida State Constitution). The respondents acknowledge that CareerSource Pasco Hernando is subject to Florida's Public Records and Sunshine Laws. Accordingly, materials produced by the respondents under this RFQ, as well as certain meetings and other communications, are subject to such laws.

APPEAL FOR PROCUREMENT ACTIONS

All proposers have the right to appeal the process. Parties wishing to challenge the process may submit their objections in writing to the President/CEO within three business days after the date of notification of intent to award to selected vendors of CareerSource Pasco Hernando Florida. Appeals must state the specific reason for appeal, and must be based on one or more of the following criteria:

- A clear and substantial error or misstated facts by the rating team upon which the decision was made.
- Unfair competition or conflict of interest in the decision-making process.
- Any illegal or improper act or omission in connection with the solicitation or selection of the proposer.
- Other grounds that may substantially alter CareerSource Pasco Hernando's award decision.

The CareerSource Pasco Hernando President/CEO will review an appeal and respond within ten days after receipt of the letter from the aggrieved proposer. Failure to file a protest within three business days after the date of notification of intent to award the contract will constitute a waiver of the proposer's right to appeal.

DRAFT

ATTACHMENT B: ORIGINAL PROPOSAL

WIOA YOUTH TRAINING SERVICES RFQ #2025-01-YTS

Name: Hope Services

FEID/EIN:02-0703072

David Caldas

Executive Director of Operations

813-907-3731

dcaldas@hopegestjobs.com

Hope Services, founded in 2003, has over 20 years of experience providing services of similar scope and complexity. The organization is supported by a dedicated team of over 20 staff members who bring specialized skills and expertise to further our mission. A committed Board of Directors offers oversight and governance, while experienced executive staff lead daily operations. This structure ensures strong organizational capacity, accountability, and effective program management. Over the years, Hope Services has built a solid reputation for reliable service delivery, valuable community partnerships, and measurable outcomes that address community needs.

Hope Services, Inc. is committed to empowering individuals with disabilities, youth struggling with employment, survivors of human trafficking, and other job seekers with barriers by providing vocational training, career counseling, and job placement services that promote independence and long-term success. Our mission is to bridge the gap between individuals and the workforce by equipping participants with the skills, confidence, and opportunities needed to thrive. Grounded in a strengths-based, person-centered philosophy, our approach emphasizes inclusivity, individualized support, and meaningful employment opportunities aligned with each participant's abilities and career aspirations.

Once individuals are WIOA-qualified by CareerSource Pasco Hernando, Hope Services will create a customized career and training plan. This plan will assess skills, interests, and

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barriers to employment while mapping out career pathways tailored to high-demand industries such as construction, manufacturing, logistics, retail, hospitality, and culinary services. For youth and individuals with disabilities, additional accommodations, vocational supports, and assistive technologies will be integrated to maximize success.

As part of this process, each participant will:

1. Complete an individualized career and training plan.
2. Enroll in at least one of the four industry-recognized certification programs aligned with regional labor market demand. Certifications include:
 - **Culinary Arts** – 20 hours
 - **Retail** – 60 hours
 - **Hospitality** – 60 hours
 - **Construction** – 80 hours
3. Participate in a structured On-the-Job Training (OJT) experience with a local employer.
4. Work with Hope Services job coaches after OJT to obtain long-term employment.
5. Transition into a job placement aligned with their career goals.
6. Receive a formal 90-day follow-up, with continued support and tracking for twelve months to ensure long-term retention and career advancement.

Hope Services delivers vocational training and employment programs for individuals with disabilities, survivors of human trafficking, youth struggling with employment, and justice-involved individuals seeking a second chance. Training is provided through innovative, hands-on methods that make learning accessible, practical, and responsive to diverse needs.

This funding will directly support program delivery, including the cost of nationally recognized certifications in Culinary Arts, Retail, Hospitality, and Construction, as well as trauma-informed coaching and job placement support. Our approach integrates both

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technical skill development and personal growth, ensuring participants gain the confidence and resilience needed to succeed in the workplace.

To ensure high-quality outcomes, Hope Services employs the following strategies:

- **Small Class Sizes:** Limited to 10 students, ensuring personalized instruction.
- **Specialized Instructors:** All instructors have experience in special education and adapt lessons for diverse learning needs.
- **Blended Learning:** Combines classroom teaching with hands-on training in realistic, vocation-specific environments. For example, our retail training room features a cash register, grocery store conveyor belt, and stocked shelves, while our culinary training space includes a commercial kitchen. Construction students gain experience with fundamental tools and materials in a safe, controlled setting.
- **Assistive Technology:** Voice-assisted software, visual guides, and sensory-friendly spaces support accessibility and skill mastery.

Through this structured, person-centered model, participants earn industry-recognized credentials, build workplace confidence, and transition into meaningful, long-term employment opportunities. Following certification, participants will be placed in structured OJT experiences with local employers. These placements reinforce skills, provide professional experience, and allow employers to evaluate participants in real workplace settings. After OJT, participants will continue to receive individualized support from Hope Services job coaches to secure and maintain permanent employment.

Hope Services will leverage long-standing relationships with local businesses, workforce agencies, and community organizations to secure employment for participants. By aligning job opportunities with both employer demand and participant goals, we help ensure sustainable matches that benefit both sides. Hope Services conducts formal 90-day follow-ups with participants and employers to strengthen long-term stability, achieving a 95% success rate in meeting this retention benchmark. Beyond that, participants are

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tracked for twelve months, receiving coaching, professional development, and problem-solving assistance as needed. This comprehensive support reduces turnover and builds confidence, independence, and career growth.

Hope Services has deep roots in Pasco and Hernando Counties, where population growth and economic expansion have created workforce shortages in key industries. By integrating employer feedback, community priorities, and inclusive practices, we bridge the gap between job seekers with barriers and employers in need of skilled, reliable workers.

Through this structured, innovative, and inclusive model, Hope Services delivers measurable results: industry-recognized certifications, successful job placements, and long-term retention. By blending personalized training, real-world simulations, and strong employer partnerships, we prepare individuals for the workforce and strengthen the community's economic vitality and diversity.

PASCO-HERNANDO WORKFORCE BOARD, INC. Budget Forms – RFP #2025-01 YTS

Budget Item	Annual Cost	Funding Source	How Cost Determined	Justification	(For Board Use Only) Cost/Price Analysis		
					Reas	Nec	Basis
Creating Employment Plan	\$60,000		60 units x \$1,000	Required plan			
Job Placement	\$60,000		50 Units x \$1,200	Assistance with placement after cert.			
90-Day Follow up	\$60,000		40 Units x \$1,500	Asist client for 90 days post placement			
Cullinary Certification Program	\$15,000		20 Unts x \$750	National Certification			
Construction Certification Program	\$25,000		10 units x \$2,500	National Certification			
Retail Certification Program	\$15,000		10 units x \$1,500	National Certification			
Hospitality certification Program	\$15,000		10 units x \$1,500	National Certification			
Stipend	\$20,000		\$400 x 50 youth	Stipend for hands on training (wble)			
On the Job Training	\$100,000		15/hr x 120 hours for 50 clients + taxes	On the job traing for graduates			
OJT placement/Job Coaching	\$30,000		OJT placement \$600 x 50 placements	Job coach to find + monitor OJT			

The contract will maintain the option to renew for up to one (1) additional year based upon performance and funding availability.

DISCUSSION ITEM 1
2026-2027 Meeting Schedule

The following item is presented as discussion for the Committee.

No action is required.

MEETING SCHEDULE - DRAFT

July 1, 2026 – June 30, 2027

JULY 2026

July 3 – Independence Day Observed
July 16 – Nominating Committee (9a)

AUGUST 2026

August 13 – Audit Finance Committee (9a)
Executive Committee (10a)

SEPTEMBER 2026

September 7 – Labor Day
September 24 – Board (3p)
September 28 – PHWD Consortium (10a)

OCTOBER 2026

October 8 – Nominating Committee (9a)
October 22 – Audit Finance Committee (9a)
Executive Committee (10a)

NOVEMBER 2026

November 11 – Veterans Day
November 26 – Thanksgiving Day
November 27 – Day after Thanksgiving

DECEMBER 2026

December 9 – Board (9a)
Annual Joint Meeting – Board &
PHWD Consortium (10a)
December 24 – Christmas Eve
December 25 – Christmas Day
December 31 – New Year's Eve

JANUARY 2027

January 1 – New Year's Day
January 14 – Nominating Committee (9a)
January 18 – Martin Luther King Day
January 28 – Audit Finance Committee (9a)
Executive Committee (10a)

FEBRUARY 2027

February 25 – Board (3p)

MARCH 2027

March 24 – PHWD Consortium (10a)
March 26 – Good Friday

APRIL 2027

April 8 – Nominating Committee (9a)
April 15 – Audit Finance Committee (9a)
April 22 – Staff Meeting – Offices Closed

MAY 2027

May 27 – Executive Committee (9a)
May 31 – Memorial Day

JUNE 2027

June 10 – Annual Board Meeting (3p)
June 16 – PHWD Consortium (10a)

OPERATING HOURS

BROOKSVILLE

16228 Spring Hill Drive
Brooksville, FL 34604
Office Hours:
Monday - Friday 8a – 5p
Call Center Hours:
Monday-Friday 8a – 7p
Saturday 8a – 5p

DADE CITY

13906 5th St,
Dade City, FL 33525
Office Hours:
Monday - Friday 8a – 5p
Call Center Hours:
Monday-Friday 8a – 7p
Saturday 8a – 5p

NEW PORT RICHEY

4440 Grand Blvd.
New Port Richey, FL 34652
Office Hours:
Monday - Friday 8a – 5p
Call Center Hours:
Monday-Friday 8a – 7p
Saturday 8a – 5p

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P.O. Box 6589 | Spring Hill, FL 34611
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DISCUSSION ITEM 2
Performance Chart 25-26 YTD with Comparative

The following item is presented as discussion for the Committee.

No action is required.

Timeframe: July 2025 - March 2026

Adult	Pasco Hernando LWDA- 16	Citrus, Levy, Marion LWDA -10	Osceola, Orange, Lake, Seminole, Sumter LWDA-12	Miami Dade/Monroe LWDA- 23	Hillsborough-Pinellas LWDA-28
Region 16 Budget \$	1,463,650 \$	1,181,376 \$	4,003,378 \$	4,814,051 \$	2,843,845 \$
State of Florida Budget \$	32,822,465 \$	32,822,465 \$	32,822,465 \$	32,822,465 \$	32,822,465 \$
Percent of Florida Budget	4.46%	3.60%	12.20%	14.67%	8.66%
Adult Employed Worker Outcome	47	50	111	19	69
State Total	662	662	662	662	662
Percent of state performance	7.1%	7.6%	16.8%	2.9%	10.4%
Performance Based on Budget %	159.2%	209.8%	137.5%	19.6%	120.3%
Performance Ranking	6th	5th	1st	11th	3rd
Adult Employed Worker Outcome - Those who received training	43	47	109	19	55
State Total	492	492	492	492	492
Percent of state performance	8.7%	9.6%	22.2%	3.9%	11.2%
Performance Based on Budget %	196.0%	265.4%	181.6%	26.3%	129.0%
Performance Ranking	6th	5th	1st	Tied for 10th	3rd
Adult Entered Employment	49	22	66	234	56
State Total	738	738	738	738	738
Percent of state performance	6.6%	3.0%	8.9%	31.7%	7.6%
Performance Based on Budget %	148.9%	82.8%	73.3%	216.2%	87.6%
Performance Ranking	5th	10th	3rd	1st	4th
Adult and DW Entered Employment	119	142	244	328	177
State Total	1,908	1,908	1,908	1,908	1,908
Percent of state performance	6.2%	7.4%	12.8%	17.2%	9.3%
Performance Based on Budget %	139.86%	206.77%	104.85%	117.21%	107.07%
Performance Ranking	7th	5th	2nd	1st	4th

Timeframe: July 2025 - March 2026

Youth	Osceola, Orange, Lake, Seminole, Sumter					
	Pasco Hernando LWDA- 16	Citrus, Levy, Marion LWDA -10	Sumter LWDA-12	Miami Dade/Monroe LWDA- 23	Hillsborough-Pinellas LWDA-28	
Region 16 Budget	\$ 1,095,073	\$ 1,012,064	\$ 3,876,622	\$ 4,143,922	\$ 2,569,537	
State of Florida Budget	\$ 30,643,478	\$ 30,643,478	\$ 30,643,478	\$ 30,643,478	\$ 30,643,478	
Percent of Florida Budget	3.57%	3.30%	12.65%	13.52%	8.39%	
In-School Youth Outcomes	N/A	N/A	N/A	N/A	N/A	
State Total	N/A	N/A	N/A	N/A	N/A	
Percent of state performance	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	
Performance Based on Budget %	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	
Performance Ranking	N/A	N/A	N/A	N/A	N/A	
Out-of-School Youth Outcomes	N/A	N/A	N/A	N/A	N/A	
State Total	N/A	N/A	N/A	N/A	N/A	
Percent of state performance	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	
Performance Based on Budget %	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	
Performance Ranking	N/A	N/A	N/A	N/A	N/A	
Younger Youth Positive Outcome	31	20	58	71	22	
State Total	460	460	460	460	460	
Percent of state performance	6.7%	4.3%	12.6%	15.4%	4.8%	
Performance Based on Budget %	188.6%	131.6%	99.7%	114.1%	57.0%	
Performance Ranking	6th	10th	2nd	1st	9th	

Timeframe: July 2025 - March 2026

Dislocated Worker	Osceola, Orange, Lake, Seminole,				
	Pasco Hernando LWDA- 16	Citrus, Levy, Marion LWDA -10	Sumter LWDA-12	Miami Dade/Monroe LWDA- 23	Hillsborough-Pinellas LWDA-28
Region 16 Budget	\$ 861,830	\$ 535,370	\$ 3,123,746	\$ 2,783,354	\$ 2,889,810
State of Florida Budget	\$ 22,373,860	\$ 22,373,860	\$ 22,373,860	\$ 22,373,860	\$ 22,373,860
Percent of Florida Budget	3.85%	2.39%	13.96%	12.44%	12.92%
DW Entered Employment Rate	21	5	11	38	41
State Total	216	216	216	216	216
Percent of state performance	9.7%	2.3%	5.1%	17.6%	19.0%
Performance Based on Budget %	252.4%	96.7%	36.5%	141.4%	147.0%
Performance Ranking	4th	11th	Tied for 6th	2nd	1st

Timeframe: July 2025 - March 2026

TANF	Pasco Hernando LWDA- 16	Citrus, Levy, Marion LWDA -10	Osceola, Orange, Lake, Seminole, Sumter LWDA-12	Miami Dade/Monroe LWDA- 23	Hillsborough-Pinellas LWDA-28
Region 16 Budget	\$ 1,558,256	\$ 1,366,817	\$ 5,741,116	\$ 13,764,398	\$ 5,443,296
State of Florida Budget	\$ 52,514,907	\$ 52,514,907	\$ 52,514,907	\$ 52,514,907	\$ 52,514,907
Percent of Florida Budget	2.97%	2.60%	10.93%	26.21%	10.37%
WTP Entered Employment	110	86	357	455	295
State Total	2,527	2,527	2,527	2,527	2,527
Percent of state performance	4.4%	3.4%	14.1%	18.0%	11.7%
Performance Based on Budget %	146.7%	130.8%	129.2%	68.7%	112.6%
Performance Ranking	Tied for 7th	9th	2nd	1st	3rd
All Families Participating	186	147	415	263	217
State Total	2,677	2,677	2,677	2,677	2,677
Percent of state performance	6.9%	5.5%	15.5%	9.8%	8.1%
Performance Based on Budget %	234.2%	211.0%	141.8%	37.5%	78.2%
Performance Ranking	6th	7th	2nd	4th	5th
Two Parent Families Participating	13	7	26	27	7
State Total	163	163	163	163	163
Percent of state performance	8.0%	4.3%	16.0%	16.6%	4.3%
Performance Based on Budget %	268.8%	165.0%	145.9%	63.2%	41.4%
Performance Ranking	5th	Tied for 6th	3rd	2nd	1st

Timeframe: July 2025 - March 2026

WP	Pasco Hernando LWDA- 16	Citrus, Levy, Marion LWDA -10	Osceola, Orange, Lake, Seminole, Sumter LWDA-12	Miami Dade/Monroe LWDA- 23	Hillsborough- Pinellas LWDA-28
Region 16 Budget	\$ 388,054	\$ 632,890	\$ 3,885,186	\$ 3,242,780	\$ 3,266,135
State of Florida Budget	\$ 27,676,852	\$ 27,676,852	\$ 27,676,852	\$ 27,676,852	\$ 27,676,852
Percent of Florida Budget	1.40%	2.29%	14.04%	11.72%	11.80%
WP Entered Employment	580	153	876	2,531	1,494
State Total	10,502	10,502	10,502	10,502	10,502
Percent of state performance	5.5%	1.5%	8.3%	24.1%	14.2%
Performance Based on Budget %	393.9%	63.7%	59.4%	205.7%	120.5%
Performance Ranking	6th	17th	3rd	1st	2nd
WP Entered Employment Rate - Referred to Non Agricultural	44	26	36	2,139	46
State Total	2,724	2,724	2,724	2,724	2,724
Percent of state performance	1.6%	1.0%	1.3%	78.5%	1.7%
Performance Based on Budget %	115.2%	41.7%	9.4%	670.2%	14.3%
Performance Ranking	4th	8th	6th	1st	3rd
WP Entered Employment Rate - For those Employed at Participation	85	53	261	243	212
State Total	1,937	1,937	1,937	1,937	1,937
Percent of state performance	4.4%	2.7%	13.5%	12.5%	10.9%
Performance Based on Budget %	313.0%	119.7%	96.0%	107.1%	92.7%
Performance Ranking	7th	Tied for 15th	1st	2nd	3rd
Veterans Entered Employment	66	11	89	29	135
State Total	868	868	868	868	868
Percent of state performance	7.6%	1.3%	10.3%	3.3%	15.6%
Performance Based on Budget %	542.3%	55.4%	73.0%	28.5%	131.8%
Performance Ranking	5th	Tied for 17th	3rd	10th	1st
Veterans Entered Employment Rate - For those Employed at Participation	4	5	6	5	33
State Total	159	159	159	159	159
Percent of state performance	2.5%	3.1%	3.8%	3.1%	20.8%
Performance Based on Population %	71.8%	147.7%	26.9%	24.1%	177.4%
Performance Based on Budget %	179.4%	137.5%	26.9%	26.8%	175.9%
Performance Ranking	Tied for 13th	Tied for 11th	Tied for 8th	Tied for 11th	1st

Timeframe: July 2025 - March 2026

RESEA	Pasco Hernando LWDA- 16	Citrus, Levy, Marion LWDA -10	Osceola, Orange, Lake, Seminole, Sumter LWDA-12	Miami Dade/Monroe LWDA- 23	Hillsborough-Pinellas LWDA-28
Region 16 Budget	\$ 387,070	\$ 125,600	\$ 960,256	\$ 251,057	\$ 798,800
State of Florida Budget	\$ 6,839,499	\$ 6,839,499	\$ 6,839,499	\$ 6,839,499	\$ 6,839,499
Percent of Florida Budget	5.66%	1.84%	14.04%	3.67%	11.68%
RESEA Entered Employment	197	46	371	768	535
State Total	3,480	3,480	3,480	3,480	3,480
Percent of state performance	5.7%	1.3%	10.7%	22.1%	15.4%
Performance Based on Budget %	100.0%	72.0%	75.9%	601.2%	131.6%
Performance Ranking	7th	13th	3rd	1st	2nd