

Please be reminded pursuant to Section 3 of Article XIII 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 XII Section 3 shall govern the voting requirements on such matter.

Board Meeting Agenda

June 8, 2023 – 3.00 p.m.

Hampton Inn

11780 State Road 54, Odessa, FL 33556

or Join via Microsoft Teams

Call to order Charles Gibbons, Chair

Opening Remarks

1. Introduction of New Directors (Charles Gibbons) Page 3

Public Comments

No requests from the public were received during the allotted time period published in the Public Notice on the CareerSource Pasco Hernando website.

Consent Agenda

There are no items for the Consent Agenda.

Action Items

1. Minutes from March 16, 2023, Board Meeting (Charles Gibbons) Page 4
2. Preliminary Budget (Theresa Miner) Page 8
3. Targeted Occupations List 2023-2024 (Brenda Gause) Page 11
4. IT Services Contract Amendment (Theresa Miner) Page 16
5. Gulf Coast NCPEP Contract Amendment (Theresa Miner) Page 18
6. WIOA Youth Services Provider Contract Amendment (Brenda Gause) Page 40
7. Training Providers and Agreements for Non-Related Parties (Jerome Salatino) Page 65
8. Amerikey Locksmith (Jerome Salatino) Page 96
9. Training Provider Agreement for Keiser University (Jerome Salatino) Page 111
10. Training Provider Agreement for Pasco County Schools (Jerome Salatino) Page 119
11. Training Provider Agreement for PHSC (Jerome Salatino) Page 120
12. Training Provider Agreement for Wilton Simpson Technical (Jerome Salatino) Page 133
13. Outreach and Marketing – Pasco EDC (Jerome Salatino) Page 140
14. Board Candidate – Tom Mudano (Jerome Salatino) Page 160
15. Officer Confirmations (Jerome Salatino) Page 168
16. Committee Appointments (Charles Gibbons) Page 169
17. Meeting and Operations Schedule FY2023-24 (Charles Gibbons) Page 170

Information Items

1. Minutes from April 13, 2023 Executive Committee Meeting (Charles Gibbons) Page 172
2. DEO Annual Performance Presentation (DEO) Page 175
3. Financial Reports (Theresa Miner) Page 176
4. One Stop Operator Report (Brenda Gause) Page 181
5. Governance (Jennifer Rey) Page 185
6. Letter Grades (Jerome Salatino) Page 186
7. Vacancy Updates (Jerome Salatino) Page 187

Board Chair Comments

CEO Comments

Adjournment

OPENING REMARKS
Introduction of New Directors

The following individuals have been appointed to the Pasco-Hernando Workforce Board of Directors:

Dr. Lori Romano

- Pasco County Schools
- Appointed on February 7, 2023
- Representing Pasco County
- Adult Education Sector

Lindsey Hack

- Spherion Staffing & Recruiting
- Appointed on May 9, 2023
- Representing Hernando County
- Business Sector

Paul Micklow

- Amerikey Locksmith
- Appointed on May 23, 2023
- Representing Pasco County
- Business Sector

No action is required.

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 the March 16, 2023, Board Meeting are presented for review. Any modifications should be requested prior to approval.

FOR CONSIDERATION

Approval of March 16, 2023, Board Meeting Minutes, to include any modifications or changes noted by the Board.

Pasco-Hernando Workforce Board, Inc.
Board Meeting Minutes - DRAFT
March 16, 2023

Meeting Location: Hampton Inn
11780 State Road 54
Odessa, FL 33556

Meeting Held Virtually via Microsoft Teams

Board Members Attending: Turner Arbour, Keven Barber, Mark Barry, Tate Foster, John Howell, Nils Lenz, Lee Middleton, Lex Smith, Kathryn Starkey

Board Members Absent: Timothy Beard, Dana Cutlip, Mark Earl, Charles Gibbons, Hope Kennedy, Joelle Neri, Lori Romano, Sophia Watson

Staff Attending: Brenda Gause, Theresa Miner, Jerome Salatino, Ken Russ, Ania Williams

Others Attending: Tracie Entler – Gulf Coast, Jennifer Rey – Hogan Law Firm, Steven Smith – Pasco County

Quorum Present? Yes

Call to Order: The meeting was called to order at 3.14 p.m. by Mark Barry in Chuck Gibbons' absence.

Public Comments

No public comments were received.

Consent Agenda

There were no items on the Consent Agenda.

Information Item 1 – Minutes from February 16, 2023, Executive Committee Meeting

Jerome Salatino reviewed the Executive Committee Minutes from February 16, 2023.

Information Item 2 – Financial Reports

Theresa Miner reviewed the Financial Reports for period 7/1/2022 through 1/31/2023.

Information Item 3 – CSPH Consortium Agreement

Jennifer Rey reviewed the changes and requirements to the proposed Consortium Agreement intended to replace the existing Interlocal Agreement between Pasco and Hernando counties.



Information Item 4 – Realignment Information

Jerome Salatino provided an update on the realignment initiative and discussed the three-pillar transformation plan for Florida's workforce system.

Information Item 5 – One Stop Operator

Jerome Salatino reviewed the One Stop Operator Report for the 2022-2023 program year.

Action Item 1 – Approval of Minutes from December 8, 2022, Board Meeting

The Board reviewed the minutes from the December 8, 2022, Board meeting. All Board members were in agreement that the minutes correctly reflected the actions from that meeting.

MOTION was made by Keven Barber to approve the December 8, 2022, Board meeting minutes.

MOTION was seconded by Tate Foster. Motion carried 9-0.

Action Item 2 – Local Workforce Development Area Certification

The Board reviewed the application for Subsequent Local Workforce Development Area Designation and the request for submission to the Chief Local Elected Officials and the Department of Economic Opportunity.

MOTION was made by Keven Barber to approve the request to submit the application for Subsequent Local Workforce Development Area Designation to Chief Local Elected Officials and DEO.

MOTION was seconded by Turner Arbour. Motion carried 9-0.

Action Item 3 – Extension to Remain a Direct Services Provider

The Board reviewed the request to submit an extension to remain a Direct Services Provider beginning 07/01/2023 through 06/30/2026. PHWB is required to submit a formal request for extension every three years in order to maintain the status of a Direct Services Provider of workforce services.

MOTION was made by Tate Foster to approve the request to submit an extension to remain a Direct Services Provider.

MOTION was seconded by Keven Barber. Motion carried 9-0.

Action Item 4 – Leased Space in Hernando County

The Board reviewed the request to contract with and sign five-year lease agreement for new office space in Brooksville upon review by PHWB attorney. With the current lease ending in July, the board reviewed a cost comparison and the price per square footage for three potential office space locations.



MOTION was made by Kathryn Starkey to approve the request to contract with and sign a five-year lease agreement for office space located at 16228 Spring Hill Drive in Brooksville, contingent upon review by PHWB attorney.

MOTION seconded by Turner Arbour. Motion carried 9-0.

With no further business to discuss, the meeting adjourned.



ACTION ITEM 2

Preliminary Budget

The PHWB has not received our revenue dollars from the Department of Economic Opportunity. Each year, PHWB prepares a preliminary budget to be approved by the local Board, the Pasco County Board of County Commissioners, the Hernando County Board of County Commissioners for approval, and once approved submit the budget to CareerSource Florida and the Department of Economic Opportunity. This year, our Grantee/Sub-grantee agreement calls for an approved budget to be submitted by October 1, which will include actual allocations, as well as actual year-end carryover dollars.

We are bringing this preliminary budget before our local board for approval to continue business as usual on July 1. A final budget will be submitted to the Audit finance committee at the next meeting after the 20th of July in sufficient time to be approved by the Board, the Pasco County Board of County Commissioners, the Hernando County Board of County Commissioners for approval, and once approved submit the budget to CareerSource Florida and the Department of Economic Opportunity by the deadline date of October 1.

This budget is based on the preliminary information provided to us at this time, and to have an operating budget in place by the beginning of our program year, it is being presented to our Audit/Finance committee and the Executive Committee for approval.

FOR CONSIDERATION

Approval of the preliminary budget for the program year July 1, 2023 – June 30, 2024.

Pasco Hernando Workforce Board
Budget - Preliminary
Program Year 7/1/2023 - 6/30/2024

New funding amounts have not been received																
	TOTAL	WIOA - AD	WIOA - DW	WIOA - Youth	Rapid Respnse	NEG - Opioid	TAA/TAT	SNAP	WTP	RESEA	VETS	WP	WP Apprenticeship	NCPEP	Back to Work	Corporate
Funding:																
NEW BUDGET																
Preliminary Allocations (plus anticipated)	5,910,760	1,038,140	784,358	918,176		0	0		1,784,155	465,313	250,000	670,618			0	0
Preliminary Allocations (Non Recurring)plus Anticipated	2,245,917				164,917			165,000						1,916,000		
Anticipated Carryover (recurring \$)	3,494,254	783,942	914,779	483,695		235,916	45,418	77,825	233,674	424,522	33,450	205,584	55,449			
Supplemntal WIOA	167,693		167,693													
Incentives	0	0														150,000
Ticket to Work/Tobacco Free	150,000															
Other (new or carryover)	700,000														700,000	
Total Funding	12,668,624	1,822,082	1,866,830	1,401,871	164,917	235,916	45,418	242,825	2,017,829	889,835	283,450	876,202	55,449	1,916,000	700,000	150,000
% of change	8345.75%															
Budgeted Expenditures:	-															
Payroll & Benefits - Business Services	748,982	194,784	93,631	34,643		11,383		39,607	302,455	72,479						
Payroll & Benefits - Program Services	1,573,599	264,835	251,618	51,104	13,087	16,792	4,643	58,006	373,112	106,917	89,853	197,398	1,924	2,207	136,862	5,241
One Stop Operator	20,797	3,798	1,893	675	317	222	61	772	5,897	1,413	1,803	2,014	25	29	1,809	69
One Stop Allocated Costs	928,176	115,303	57,470	20,507	9,625	6,738	1,863	23,446	179,040	42,904	54,731	363,571	772	885	1,893	49,429
Capital Purchases	0															
Program Operations - Allocated	29,850	5,451	3,174	969		319	88	1,108	8,463	2,028	2,986	2,491	36	42	2,596	99
Business Services Allocated	20,369	5,297	2,546	942		310		1,077	8,226	1,971						
Board & One-Stop Pooled Operating Costs	3,321,773	589,468	410,332	108,840	23,029	35,764	6,655	124,016	877,193	227,712	149,373	565,474	2,757	3,163	143,160	54,838
DIRECT CUSTOMER TRAINING																
Eckerd Youth Alternatives Program	988,923			988,923												
ITAs	865,000	300,000	500,000			30,000	35,000									
At Risk Programs	150,000	75,000	30,000	30,000					15,000							
Customized Training/IWT	180,000	100,000				80,000										
OJT	150,000	100,000													50,000	
Gulf Coast Jewish	1,816,000													1,816,000		
Internships or other projects in line with mission	75,000												25,000			50,000
Direct Participant Costs- Support Svcs)	168,000					8,000			160,000							
Total Direct Customer Training Costs	4,392,923	575,000	530,000	1,018,923	0	118,000	35,000	0	175,000	0	0	0	25,000	1,816,000	50,000	50,000
Board Direct Costs																
Direct Payroll & Benefits	1,942,570	419,877	201,831	74,677	62,214	24,537		85,378	588,021	156,235	16,980		4,115	4,722	292,772	11,211
Direct Operating Costs - Total operating cost minus rent from WP	292,644 0	11,112	4,945	33,624	15,540	2,901		2,093	25,058	3,439	9,746	172,500	84	2,997	8,376	229
Total Board Direct Costs	2,235,214	430,989	206,776	108,301	77,754	27,438	0	87,471	613,079	159,674	26,726	172,500	4,199	7,719	301,148	11,440
Indirect Costs	1,096,167	226,161	74,083	27,410	18,881	13,216	3,654	31,338	351,177	57,347	107,351	70,449	1,514	1,737	107,724	4,125
Total Indirect Costs	1,096,167	226,161	74,083	27,410	18,881	13,216	3,654	31,338	351,177	57,347	107,351	70,449	1,514	1,737	107,724	4,125
Total Planned Expenditures	11,046,077	1,821,618	1,221,191	1,263,474	119,664	194,418	45,309	242,825	2,016,449	444,733	283,450	808,423	33,470	1,828,619	602,032	120,403

	2022-2023 Final Budget	High Level Summary		
		2023-2024 Preliminary Budget	From Prior Year Amount change	% change
Funding:				
Approved Preliminary Budget				
Preliminary Allocations (plus anticipated)	5,968,749.00	5,910,760.00	(57,989.00)	
Preliminary Allocations (Non Recurring)plus Anticipated	2,376,000.00	2,245,917.00	(130,083.00)	
Anticipated Carryover (recurring \$)	3,545,641.00	3,494,254.00	(51,387.00)	
Supplemntal WIOA	-	167,693.00	167,693.00	
Incentives	-	-	-	
Ticket to Work/Tobacco Free	150,000.00	150,000.00	-	
Other (new or carryover)	1,409,363.62	700,000.00	(709,363.62)	
TOTAL REVENUE	13,449,753.62	12,668,624.00	(781,129.62)	-6.17%
Budgeted Expenditures:	-	-		
Payroll & Benefits - Business Services	747,590.00	748,982.00	1,392.00	
Payroll & Benefits - Program Services	1,699,513.43	1,573,599.00	(125,914.43)	
One Stop Operator	20,999.00	20,797.00	(202.00)	
One Stop Allocated Costs	739,501.00	928,176.29	188,675.29	
Capital Purchases	22,150.00	-	(22,150.00)	
Program Operations - Allocated	12,850.27	29,850.00	16,999.73	
Business Services Allocated	31,000.00	20,369.00	(10,631.00)	
Board & One-Stop Pooled Operating Costs	3,273,603.70	3,321,773.29	48,169.59	1.45%
DIRECT CUSTOMER TRAINING				
Eckerd Youth Alternatives Program	950,000.00	988,923.00	38,923.00	
Eckerd WTP pilot project continued	25,000.00		(25,000.00)	
Goodwill - Pilot project continued	200,000.00		(200,000.00)	
ITAs	790,000.00	865,000.00	75,000.00	
ARC	-	-	-	
At Risk Programs	150,000.00	150,000.00	-	
Customized Training/IWT	180,000.00	180,000.00	-	
OJT	150,000.00	150,000.00	-	
Gulf Coast Jewish	2,132,000.00	1,816,000.00	(316,000.00)	
Internships or other projects in line with mission	-	75,000.00	75,000.00	
Direct Participant Costs- Support Svcs)	235,900.00	168,000.00	(67,900.00)	
Summer Program	200,000.00		(200,000.00)	
Total Direct Customer Training Costs	5,012,900.00	4,392,923.00	(619,977.00)	
Board Direct Costs				
Direct Payroll & Benefits	2,129,731.00	1,942,570.00	(187,161.00)	
Direct Operating Costs - Total operating cost minus rent from WP	287,601.00	292,644.00	5,043.00	
Total Board Direct Costs	2,417,332.00	2,235,214.00	(182,118.00)	-8.15%
Indirect Costs	1,199,738.00	1,096,167.00	(103,571.00)	
Total Indirect Costs	1,199,738.00	1,096,167.00	(103,571.00)	-9.45%
TOTAL PLANNED EXPENDITURES	11,903,573.70	11,046,077.29	(857,496.41)	-7.76%
Unobligated Funding	1,546,179.92	1,622,546.71	76,366.79	

ACTION ITEM 3
Targeted Occupations List 2023-2024

The Pasco Hernando Workforce Board (PHWB) under the Workforce Innovation Opportunity Act (WIOA) must approve a Targeted Occupation List (TOL) for the region. The criteria for 2023-2024 are 30 or more annual openings and a mean wage of not less than \$16.08 and a starting wage at or above \$13.07.

Additionally, the State of Florida has statewide targeted occupations that are included on all regional lists. Statewide occupations include positions like crane operators, radiological technicians, and aircraft mechanics. These are occupations in demand (500+ openings annually) and at sufficient wage (mean wage \$16.62) around the state.

A region's TOL is not static and can be modified throughout a program year upon notifying the Department of Economic Opportunity (DEO).

The TOL determines what occupational training can be funded by WIOA for Dislocated Workers and Adults. The list presented is provided by the DEO and meets the criteria listed above.

FOR CONSIDERATION

Approval of the Target Occupations List attached and encouragement by the Board for other parties, such as industry groups and employers, to submit to the Board occupations as they are developed and meet the criteria for inclusion.

2023-24 Regional Demand Occupations List

Sorted by Occupational Title

Workforce Development Area 16 - Hernando and Pasco counties

Selection Criteria:

- 1 FLDOE Training Code 3 (PSAV Certificate), 4 (Community College Credit/Degree), or 5 (Bachelor's Degree)
- 2 30 annual openings and positive growth
- 3 Mean Wage of \$16.08/hour and Entry Wage of \$13.07/hour
- 4 High Skill/High Wage (HSHW) Occupations:
Mean Wage of \$25.19/hour and Entry Wage of \$16.08/hour

SOC Code*	HSHW**	Occupation Title*	Regional				Statewide				FLDOE	In EFI	Qualifying Level***
			Annual	Annual	2021 Hourly Wage		Annual	Annual	2021 Hourly Wage		Training	Targeted	
			% Growth	Openings	Mean	Entry	% Growth	Openings	Mean	Entry	Code	Industry?	
132011	HSHW	Accountants and Auditors	1.40	111	36.58	20.73	1.433637	9327	36.69	21.86	5	Yes	R
493011	HSHW	Aircraft Mechanics and Service Technicians	2.31	4	N/A	N/A	1.275075	1424	31.28	19.87	3	Yes	S
532011	HSHW	Airline Pilots, Copilots, and Flight Engineers	N/A	N/A	N/A	N/A	1.187475	665	111.83	63.62	4	Yes	S
173011	HSHW	Architectural and Civil Drafters	2.27	1	N/A	N/A	1.364712	831	26.84	18.87	3	Yes	S
119041	HSHW	Architectural and Engineering Managers	1.97	4	75.27	50.58	1.762937	723	70.33	46.08	5	Yes	S
274011		Audio and Video Technicians	2.03	16	N/A	N/A	2.493062	1013	24.05	14.84	4	No	S
493023		Automotive Service Technicians and Mechanics	1.22	176	22.15	14.41	0.334087	5289	21.79	13.91	3	No	R
194021		Biological Technicians	N/A	N/A	N/A	N/A	1.887425	566	20.84	14.82	4	Yes	S
433031		Bookkeeping, Accounting, and Auditing Clerks	0.56	230	20.85	14.69	0.222162	12179	20.4	13.86	4	Yes	R
493031		Bus and Truck Mechanics and Diesel Engine Specialists	0.60	17	23.37	17.16	1.255837	1594	25.08	18.05	3	No	S
533052		Bus Drivers, Transit and Intercity	N/A	N/A	N/A	N/A	0.73355	1327	20.76	14.27	3	No	S
251011	HSHW	Business Teachers, Postsecondary	N/A	N/A	N/A	N/A	2.23235	525	45.7	23.69	5	No	S
292031		Cardiovascular Technologists and Technicians	1.77	14	N/A	N/A	1.547	517	24.33	14.2	3	No	S
435011		Cargo and Freight Agents	N/A	N/A	N/A	N/A	1.385412	1118	22.67	15.36	3	Yes	S
472031		Carpenters	1.47	119	20.53	15.68	0.99115	6762	21.14	15.6	3	No	R
472051		Cement Masons and Concrete Finishers	2.29	60	N/A	N/A	1.4146	1658	19.2	14.09	3	No	S
351011	HSHW	Chefs and Head Cooks	3.07	43	28.50	20.39	1.48045	1972	28.29	16.3	3	No	R
111011	HSHW	Chief Executives	1.25	43	92.35	42.66	-0.320637	2109	103.39	39.29	5	Yes	R
172051	HSHW	Civil Engineers	2.46	18	N/A	N/A	1.6718	1642	45.22	27.52	5	Yes	S
131031	HSHW	Claims Adjusters, Examiners, and Investigators	0.60	13	N/A	N/A	0.09765	2094	31.45	20.39	3	Yes	S
212011		Clergy	0.86	52	22.41	14.82	1.02695	1825	24.58	15.27	5	No	R
292010		Clinical Laboratory Technologists and Technicians	1.76	37	23.45	14.02	1.404137	1891	25.13	15.26	4	No	R
532012	HSHW	Commercial Pilots	2.31	4	N/A	N/A	1.3417	746	52.69	27.66	3	Yes	S
211099		Community and Social Service Specialists, All Other	N/A	N/A	N/A	N/A	1.559637	546	21.18	15.25	5	No	S
131141	HSHW	Compensation, Benefits, and Job Analysis Specialists	1.39	3	N/A	N/A	1.472312	554	28.75	19.06	4	Yes	S
131041	HSHW	Compliance Officers	1.07	23	30.85	19.86	1.153187	2499	31.63	18.12	3	Yes	S
113021	HSHW	Computer and Information Systems Managers	1.47	11	N/A	N/A	1.824475	2248	70.34	44.67	5	Yes	S
151241	HSHW	Computer Network Architects	N/A	N/A	N/A	N/A	1.525225	685	53.64	32.8	5	Yes	S
151231	HSHW	Computer Network Support Specialists	N/A	N/A	N/A	N/A	1.442062	887	32.57	21.01	3	Yes	S
151211	HSHW	Computer Systems Analysts	1.20	13	37.05	25.46	1.445662	2943	44.58	27.96	4	Yes	S
151232	HSHW	Computer User Support Specialists	1.72	129	25.75	16.49	1.732975	4532	24.95	15.75	3	Yes	R

474011	HSHW	Construction and Building Inspectors	0.93	14	27.11	18.64	1.055712	1468	30.12	19.06	3	Yes	S
119021	HSHW	Construction Managers	2.35	53	54.67	31.56	1.6407	3377	49.89	28.74	4	No	R
131051	HSHW	Cost Estimators	1.61	28	N/A	N/A	0.902925	1377	31.18	19.13	4	No	S
319091		Dental Assistants	1.80	88	20.39	17.09	1.868625	3421	19.63	15.87	3	No	R
291292	HSHW	Dental Hygienists	N/A	N/A	N/A	N/A	1.87035	1153	35.18	29.19	4	No	S
292032	HSHW	Diagnostic Medical Sonographers	2.98	15	N/A	N/A	2.451512	614	34.27	26.98	3	No	S
472081		Drywall and Ceiling Tile Installers	N/A	N/A	N/A	N/A	1.099587	788	19.61	14	3	No	S
119033	HSHW	Education Administrators, Postsecondary	1.66	21	N/A	N/A	1.417712	1111	46.05	33.25	5	No	S
173023	HSHW	Electrical and Electronic Engineering Technologists and Technicians	N/A	N/A	N/A	N/A	1.415662	782	29.33	19.14	4	Yes	S
172071	HSHW	Electrical Engineers	N/A	N/A	N/A	N/A	1.97235	656	45.32	28.99	5	Yes	S
472111		Electricians	2.48	155	23.17	16.87	1.505212	5999	23.6	16.86	3	No	R
172072	HSHW	Electronics Engineers, Except Computer	N/A	N/A	N/A	N/A	1.692725	519	50.3	35.33	5	Yes	S
252021	HSHW	Elementary School Teachers, Except Special Education	-0.06	203	23.65	21.94	1.214537	6265	29.57	21.08	5	No	S
172199	HSHW	Engineers, All Other	1.52	3	N/A	N/A	1.321262	693	49.99	26.74	5	Yes	S
119013	HSHW	Farmers, Ranchers, and Other Agricultural Managers	N/A	N/A	N/A	N/A	0.097262	5002	44.56	22.53	4	No	S
113031	HSHW	Financial Managers	1.79	25	63.67	32.15	2.27545	3661	66.29	34.98	5	Yes	S
332011		Firefighters	0.56	63	22.50	16.14	0.630787	1626	25.71	16.59	3	No	R
471011	HSHW	First-Line Supervisors of Construction Trades and Extraction Workers	1.90	161	31.86	21.98	1.347287	6420	31.74	21.04	4	No	R
371011		First-Line Supervisors of Housekeeping and Janitorial Workers	1.55	15	20.05	14.89	1.830225	2885	19.74	13.88	3	No	S
371012		First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers	1.18	63	23.22	15.83	1.736762	1982	23.81	16.38	3	No	R
491011	HSHW	First-Line Supervisors of Mechanics, Installers, and Repairers	1.60	53	29.96	20.30	1.22125	3401	31.26	20.64	3	No	R
411012	HSHW	First-Line Supervisors of Non-Retail Sales Workers	-0.62	18	44.65	23.36	0.038825	2634	43.82	23.51	4	Yes	S
431011	HSHW	First-Line Supervisors of Office and Administrative Support Workers	N/A	N/A	N/A	N/A	0.4849	11899	29.35	18.86	4	Yes	S
511011	HSHW	First-Line Supervisors of Production and Operating Workers	1.27	60	27.36	18.42	1.088612	2870	29.79	18.77	3	Yes	R
411011		First-Line Supervisors of Retail Sales Workers	0.23	324	22.30	14.56	0.024562	10845	22.39	14.19	3	No	R
531047	HSHW	First-Line Supervisors of Transportation and Material Moving Workers, Except Aircraft Cargo Handling Super	0.69	49	25.94	17.08	1.456225	4152	26.27	16.95	3	Yes	R
119051	HSHW	Food Service Managers	1.99	97	34.85	19.61	0.594525	3684	35.82	19.55	4	No	R
111021	HSHW	General and Operations Managers	1.67	269	48.56	21.35	1.356512	15477	47.51	21.26	4	Yes	R
472121		Glaziers	N/A	N/A	N/A	N/A	2.241837	869	20.39	15.29	3	No	S
271024		Graphic Designers	2.65	33	N/A	N/A	0.702787	1716	25.83	16.87	4	Yes	S
499021		Heating, Air Conditioning, and Refrigeration Mechanics and Installers	1.92	140	22.75	16.55	1.1598	4213	22.52	15.77	3	No	R
533032		Heavy and Tractor-Trailer Truck Drivers	1.05	357	20.38	13.89	0.9763	13002	21.62	14.92	3	Yes	R
113121	HSHW	Human Resources Managers	2.26	10	54.19	35.94	1.353275	766	56.98	34.83	5	Yes	S
131071	HSHW	Human Resources Specialists	1.82	93	29.08	18.67	1.346987	5002	31.42	18.49	5	Yes	R
172112	HSHW	Industrial Engineers	N/A	N/A	N/A	N/A	2.3575	1025	44.86	30.14	5	Yes	S
499041	HSHW	Industrial Machinery Mechanics	N/A	N/A	N/A	N/A	2.154937	1828	26.07	18.12	3	Yes	S
537051		Industrial Truck and Tractor Operators	2.14	132	20.74	17.18	1.826062	4759	19.3	14.88	3	Yes	R
151212	HSHW	Information Security Analysts	N/A	N/A	N/A	N/A	4.135675	1047	49.44	30.8	3	Yes	S
413021		Insurance Sales Agents	N/A	N/A	N/A	N/A	1.058812	5238	28.19	14.47	3	Yes	S
273091		Interpreters and Translators	N/A	N/A	N/A	N/A	3.146237	522	24.63	13.67	4	Yes	S
252012	HSHW	Kindergarten Teachers, Except Special Education	N/A	N/A	N/A	N/A	1.204462	979	28.39	19.71	5	No	S
292061		Licensed Practical and Licensed Vocational Nurses	1.25	124	22.36	18.08	1.569787	3969	23.01	18.96	3	No	R
132072	HSHW	Loan Officers	N/A	N/A	N/A	N/A	0.186937	1467	35.86	17.27	4	Yes	S
131081	HSHW	Logisticians	3.85	6	35.87	22.73	1.465175	932	33.32	20	5	Yes	S
514041		Machinists	1.12	17	N/A	N/A	1.36225	1125	22.14	15.46	3	Yes	S
499071		Maintenance and Repair Workers, General	1.29	187	18.86	13.40	1.441212	12826	19.07	13.04	3	No	R
131111	HSHW	Management Analysts	3.16	55	42.48	24.26	1.84815	8036	41.63	22.17	5	Yes	R
131161	HSHW	Market Research Analysts and Marketing Specialists	4.53	124	30.02	17.45	2.726837	6860	32.99	18.28	5	Yes	R

112021	HSHW	Marketing Managers	3.40	16	N/A	N/A	1.537612	1463	72.48	36.91	5	Yes	S
172141	HSHW	Mechanical Engineers	1.42	7	40.52	27.14	1.745	711	43.3	27.76	5	Yes	S
119111	HSHW	Medical and Health Services Managers	3.44	92	52.13	28.37	N/A	N/A	N/A	N/A	5	No	R
319092		Medical Assistants	3.08	279	16.19	13.09	2.342537	9263	17.06	13.72	3	No	R
499062		Medical Equipment Repairers	N/A	N/A	N/A	N/A	1.490575	569	24.55	15.53	3	Yes	S
436013		Medical Secretaries and Administrative Assistants	1.95	210	16.85	13.54	1.498862	5104	17.21	13.53	3	No	R
131121		Meeting, Convention, and Event Planners	2.40	4	N/A	N/A	1.803925	1150	25.39	15.27	4	Yes	S
252022	HSHW	Middle School Teachers, Except Special and Career/Technical Education	-0.08	46	23.75	21.50	1.221925	2908	28.98	20.31	5	No	S
493042		Mobile Heavy Equipment Mechanics, Except Engines	N/A	N/A	N/A	N/A	1.103387	937	24.11	17.19	3	Yes	S
493051		Motorboat Mechanics and Service Technicians	N/A	N/A	N/A	N/A	1.1237	507	24.18	15.78	3	Yes	S
151244	HSHW	Network and Computer Systems Administrators	0.44	10	39.61	24.95	1.337562	1592	39.34	24.6	4	Yes	S
312011	HSHW	Occupational Therapy Assistants	0.66	2	N/A	N/A	3.356887	588	31.43	24.74	4	No	S
472073		Operating Engineers and Other Construction Equipment Operators	1.24	100	20.37	15.85	0.959725	2869	21.27	15.72	3	No	R
472141		Painters, Construction and Maintenance	1.60	51	N/A	N/A	0.952862	3163	18.62	14.28	3	No	S
232011		Paralegals and Legal Assistants	1.53	80	25.00	17.36	1.8048	4961	25.93	17.89	3	Yes	R
132052	HSHW	Personal Financial Advisors	1.47	45	N/A	N/A	0.565975	1939	50.42	20.04	5	No	S
372021		Pest Control Workers	N/A	N/A	N/A	N/A	1.357662	1557	18.6	13.66	3	No	S
292052		Pharmacy Technicians	1.42	36	16.97	13.72	0.955262	2629	17.33	13.75	3	No	R
319097		Phlebotomists	2.03	50	N/A	N/A	2.28795	1214	17.17	13.78	3	No	S
312021	HSHW	Physical Therapist Assistants	N/A	N/A	N/A	N/A	3.386962	1330	31.22	22.28	4	No	S
291071	HSHW	Physician Assistants	4.96	14	N/A	N/A	3.987412	837	50.39	28.97	5	No	S
472152		Plumbers, Pipefitters, and Steamfitters	2.28	66	24.20	16.81	1.101187	3524	23.13	16.6	3	No	R
333051	HSHW	Police and Sheriff/Es Patrol Officers	0.53	81	28.49	23.11	0.595812	3358	31.88	22.46	3	No	R
251199	HSHW	Postsecondary Teachers, All Other	N/A	N/A	N/A	N/A	1.46945	2167	33.81	19.75	4	No	S
272012	HSHW	Producers and Directors	1.17	3	N/A	N/A	1.810875	774	34.98	18.61	5	Yes	S
119141	HSHW	Property, Real Estate, and Community Association Managers	N/A	N/A	N/A	N/A	1.087675	3497	32.01	17.33	4	No	S
273031	HSHW	Public Relations Specialists	1.65	30	29.27	18.04	1.4035	1596	30.57	17.13	5	Yes	R
292034	HSHW	Radiologic Technologists and Technicians	1.81	36	31.28	23.79	1.3897	1359	28.64	20.96	3	No	R
291141	HSHW	Registered Nurses	1.65	411	35.02	26.87	1.52785	13568	34.62	26.5	4	No	R
291126	HSHW	Respiratory Therapists	N/A	N/A	N/A	N/A	3.02875	742	29.37	24.46	4	No	S
472181		Roofers	N/A	N/A	N/A	N/A	2.35465	3616	19.63	14.17	3	No	S
112022	HSHW	Sales Managers	1.55	21	N/A	N/A	1.37005	2575	61.04	30.43	5	Yes	S
414012	HSHW	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	1.36	194	33.46	17.58	0.8298	9474	32.58	16.02	3	Yes	R
414011	HSHW	Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	1.41	18	N/A	N/A	1.047487	2619	43.77	21.11	3	Yes	S
252031	HSHW	Secondary School Teachers, Except Special and Career/Technical Education	-0.04	101	29.62	19.59	1.22005	3890	30.83	21.75	5	No	S
413031	HSHW	Securities, Commodities, and Financial Services Sales Agents	N/A	N/A	N/A	N/A	0.491687	3393	37.75	18.8	5	No	S
492098		Security and Fire Alarm Systems Installers	N/A	N/A	N/A	N/A	2.003087	687	22.9	16.23	3	No	S
472211		Sheet Metal Workers	N/A	N/A	N/A	N/A	1.432812	1016	21.68	15.24	3	Yes	S
252052	HSHW	Special Education Teachers, Kindergarten and Elementary School	0.00	11	N/A	N/A	1.224575	615	30.63	19.78	5	No	S
211018		Substance Abuse, Behavioral Disorder, and Mental Health Counselors	2.36	37	23.95	15.09	2.371537	2200	24.04	15.52	5	No	R
292055		Surgical Technologists	2.16	19	N/A	N/A	1.633062	755	23.1	17.6	3	No	S
173031		Surveying and Mapping Technicians	N/A	N/A	N/A	N/A	1.645612	717	20.52	14.73	3	Yes	S
492022		Telecommunications Equipment Installers and Repairers, Except Line Installers	1.71	50	N/A	N/A	1.413525	2320	25.27	16.05	3	No	S
499052		Telecommunications Line Installers and Repairers	N/A	N/A	N/A	N/A	1.307987	814	22.57	16.56	3	No	S
472044		Tile and Stone Setters	N/A	N/A	N/A	N/A	2.057787	777	20.23	14.53	3	No	S
131151	HSHW	Training and Development Specialists	-2.30	26	30.54	19.01	1.576162	2558	29.87	17.25	5	Yes	S
113071	HSHW	Transportation, Storage, and Distribution Managers	N/A	N/A	N/A	N/A	1.446025	757	49.75	28.08	4	Yes	S
518031		Water and Wastewater Treatment Plant and System Operators	0.65	34	23.00	17.60	-0.24305	695	23.15	15.58	3	No	R

514121	Welders, Cutters, Solderers, and Brazers	N/A	N/A	N/A	N/A	1.352662	1917	21.31	15.86	3	Yes	S
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*SOC Code and Occupational Title refer to Standard Occupational Classification codes and titles.

**HSHW = High Skill/High Wage.

***Qualifying Level:

R = Meets regional wage and openings criteria based on state Labor Market Statistics employer survey data. Regional data are shown.

S = Meets statewide wage and openings criteria based on state Labor Market Statistics employer survey data. Statewide data are shown.

NR = Not releasable.

EFI - Enterprise Florida, Inc.

ACTION ITEM 4
IT Services Contract Amendment

Pasco-Hernando Workforce Board (PHWB) solicited for Internet Technology services in March 2020. We entered into a contract with Ryman, Inc., dba/Computer Technology Solutions July 1, 2020, with an understanding to renew up to four years at an increase of 2% per year. The Agreement contemplated an annual increase of two percent (2%) on costs to be paid by PHWB to Vendor. The subsequent amendments prior to this Amendment No. 4, did not raise the costs by the two percent (2%) annual increase. Costs have remained the same since the execution of the Agreement.

As such, PHWB agrees with the increase of costs and is asking for approval for PHWB to pay Vendor by six and twelve hundredth percent (6.12%) to an annual cost of One Hundred Fifty-Eight Thousand Four Hundred Seventy-Eight and 79/100 Dollars (\$158,478.79) to be billed monthly at Thirteen Thousand Two Hundred Six and 57/100 Dollars (\$13,206.57).

FOR CONSIDERATION

Approval of the IT Services Contract Amendment No. 4 for the period 7/1/2023 – 6/30/2024.

**PASCO HERNANDO WORKFORCE BOARD
AMENDMENT NO. 4 to the Internet Technology
Vendor Agreement**

THIS AMENDMENT ("Amendment No. 4") made this 1st day of July 2023, amends that certain Internet Technology Agreement originally dated July 1, 2020, (the "Agreement") and entered into between the **PASCO HERNANDO WORKFORCE BOARD, INC.**, a Florida not-for-profit corporation (hereinafter referred to as "PHWB"), and **RYMAN, INC.**, a Florida corporation, d/b/a Computer Technology Solutions, DUNS number 969450949, (hereinafter referred to as "Vendor"), whose address is PO Box 5160, Spring Hill, FL 34611

WHEREAS, on the 1st day of July 2020, the Board and Contractor entered into an Agreement to provide PHWB with Internet Technology services; and,

WHEREAS, the Agreement has been previously amended by Amendment No 1 dated the 24th day of June 2021, and Amendment No. 3 dated the 20th day of June 2022; and,

WHEREAS, PHWB and Vendor, pursuant to Section 14 of the Agreement have agreed to amend certain terms of the Agreement.

NOW THEREFORE, this Amendment No. 4 shall amend and modify the Agreement, as previously amended, as follows:

1. Paragraph 2. Term. The term of this Agreement is extended to June 30, 2024.

2. Paragraph 4. Payment. The Agreement contemplated an annual increase of two percent (2%) on costs to be paid by PHWB to Vendor. The subsequent amendments prior to this Amendment No. 4, did not raise the costs by the two percent (2%) annual increase. Costs have remained the same since the execution of the Agreement. As such, PHWB agrees and consents to increase the costs to be paid by PHWB to Vendor by six and twelve hundredth percent (6.12%) to an annual cost of One Hundred Fifty-Eight Thousand Four Hundred Seventy-Eight and 79/100 Dollars (\$158,478.79) to be billed monthly at Thirteen Thousand Two Hundred Six and 57/100 Dollars (\$13,206.57). All monthly billing shall continue as provided in Section 4 of the Agreement.

3. Preservation of Original Agreement. Except as otherwise provided herein, all terms and conditions of the original Agreement, as previously amended, not otherwise amended by this Amendment shall remain in full force and effect.

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

Vendor:

_____, _____
Ryman, Inc.

Pasco-Hernando Workforce Board, Inc.:

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

ACTION ITEM 5
Gulf Coast NCPEP Contract Amendment

Program Year 2019-2020, the Department of Economic Opportunity (DEO), awarded Pasco-Hernando Workforce Board, Inc., the Non-Custodial Parent Employment Program (NCPEP) funding, to be passed through to Gulf Coast Jewish Family and Community Services, Inc. (GCJFCS). This has continued through 2022-2023 and has again been legislatively signed for program year 2023-2024.

These funds are approved legislatively, and we follow those guidelines in working with GCJFCS to provide services to the Non-Custodial Parents.

FOR CONSIDERATION

Approval to negotiate and enter into an agreement with Gulf Coast Jewish Family and Community Services, Inc. for program year 2023-2024.

PASCO HERNANDO WORKFORCE BOARD
AMENDMENT NO. 10 to the NCPEP Sub-Award AGREEMENT

THIS AMENDMENT ("Amendment No. 10") made this 30th day of June, 2023, amends that certain NCPEP Sub-Award AGREEMENT originally dated July 1, 2019, (the "Agreement") and entered into between the Pasco Hernando Workforce Board. (hereinafter referred to as "PHWB"), and Gulf Coast Jewish Family and Community Services, Inc., (hereinafter referred to as "Service Provider"), a Florida corporation whose address is 14041 Icot Blvd., Clearwater, FL 33760.

WHEREAS, on the 1st day of July, 2019, PHWB and Service Provider entered into an Agreement to provide PHWB with services to non-custodial parents; and,

WHEREAS, PHWB and Service Provider, pursuant to Amendment 9 of the Agreement have agreed to amend certain terms of the Agreement.

NOW THEREFORE, this Amendment No. 10 shall amend and modify the Agreement as follows:

1. Term. The initial term of this Agreement ("Term") shall commence on the 1st day of July, 2023, and be for a term of one year ending June 30, 2024 unless extended or earlier terminated as provided for herein. The Agreement shall automatically renew for consecutive, one-year terms unless earlier terminated as provided for herein.

2. Statement/Scope of Work. Exhibit A sets forth the description of activities and services to be performed and managed by the Service Provider.

3. Budget. Exhibit B represents the budget for the period of July 1, 2023 through June 30, 2024, and is incorporated herein.

4. Compliance with 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 attached hereto and incorporated herein.

Failure to comply with policies, assurances or certifications shall be deemed a breach of this Agreement.

5. Preservation of Original Agreement. Except as otherwise provided herein, all terms and conditions of the original Agreement not amended by this Amendment shall remain in full force and effect.

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

WITNESS:

Service Provider:

Signature

Dr. Sandra E. Braham, CEO
Gulf Coast Jewish Family and Community
Services, Inc.

Print Name

WITNESS:

Pasco-Hernando Workforce Board, Inc.:

Signature

Charles Gibbons
Board Chair

Print Name

EXHIBIT A

Statement of Work

General Description of Activities and Services to be performed and managed by Contractor:

Contractor shall provide services necessary to fulfill its obligations and substantiate payment rendered to Contractor in compliance with the relevant statutes, policies and regulations, and the following Statement of Work. In general, the Contractor is presently contracted to perform the duties attributed to it by CareerSource Pasco/Hernando for the following:

Operation of the Non-Custodial Parent Employment Program “for the Greater Tampa Bay Area, including Hillsborough, Pinellas, Pasco, Hernando, and Miami-Dade counties.

The following specifications for the above listed duties shall apply, in so much as their definitions do not contradict State or Federal policy, regulations and statutes.

In addition to the statutory requirements included in this Agreement, Contractor shall complete the following duties in the following manner:

1. Governance

Contractor agrees to and shall follow all policies, to include fiscal policies, related to the delivery of services under this agreement, as determined by CareerSource Pasco/Hernando, the State of Florida, or Federal government with respect to the various pieces of legislation providing funding for this agreement, individually and/or severally, and to work closely with the board to achieve the goals they set forth. Communication with CareerSource Pasco/Hernando shall first be through the President and CEO, who shall have the responsibility to consult with the appropriate Committee or Board Chair on items the Contractor, desires to be included on committee/board agendas. CareerSource Pasco/Hernando shall provide a copy of the CareerSource Pasco/Hernando Board agenda to Contractor prior to each meeting. The Contractor shall be required to attend and participate, as necessary, in all meetings of CareerSource Pasco/Hernando Board of Directors and its standing committees including the Executive, One Stop Consortium, Business and Economic Development, and Youth Economic Opportunity. Items not appropriate to policy determinations made at public CareerSource Pasco/Hernando Board meetings shall be handled administratively by staff.

2. Program Goals

- A. Assist non-custodial parent in finding employment with earnings that allow them to become self-sufficient.
- B. Increase the payment of child support by the non-custodial parent through the formal system and increase collections for the state.
- C. Increase job retention, wage increases and upgraded positions for non-custodial parent.
- D. Increase the reporting of existing employment and earnings on the part of the non-custodial parent.

Program Requirements

A. Client Eligibility

This program is funded with TANF funds. Individuals must be determined eligible for both TANF and the Non-Custodial Parent Employment Program (NCPEP). The grant is serving TANF purpose number two by providing non-assistance¹, employment services and post-employment services to needy families in an effort to end dependency on government benefits. Individuals may only be served with non-assistance unless receiving Temporary Cash Assistance (TCA) and cooperating with the Welfare Transition (WT) Program. For each customer or those qualifying as TANF eligible, a TANF Eligibility Form DEO 0005 must be completed and placed within the file. A new TANF Eligibility Form, DEO 0005, must be completed and placed within the file for each program year a customer is served. A locally developed version of the form, DEO 0005, is acceptable, which thoroughly tracks DEO as well as local eligibility criteria.

Eligibility factors include:

- The non-custodial parent's available income must be below 200% of the current Federal Poverty Level;
- The related child must be currently receiving public assistance or qualify as TANF eligible (i.e. the custodial family's available income is also below 200% of the Federal Poverty Level);
- The non-custodial parent and related child must be a United States citizens or qualified non-citizens.
- The non-custodial parent must be either unemployed or under-employed and having difficulty paying child support;
- The non-custodial parent may be ordered by the courts to seek employment or may enroll in the program on a voluntary basis and develop a plan to cooperate with the Child Support Enforcement (CSE);
- The non-custodial parent must reside in Florida; and must reside in Hillsborough, Pinellas, Pasco, Hernando, and Miami-Dade counties.

Modifications to the above program eligibility will be subject to the funding source compliance requirements.

B. Scope of services

The program will serve at least 1000 non-custodial parent as described above in Hillsborough, Pinellas, Pasco, Hernando, and Miami-Dade counties.

1) Outreach

- a. Outreach to non-custodial parent under court order to the NCPEP will be facilitated through prior agreements made with the courts and the Department of Revenue, Division of Child Support Enforcement. Expanded outreach will also be made to non-custodial parent on a voluntary basis who could or have been taken to court but have not yet been ordered into the program.

¹ 45 CFR 260.31

2) Orientation, Intake and Assessment

- a. Court-ordered non-custodial parent will attend an orientation, which introduces them to the program, its expectations, non-custodial parent rights and responsibilities, and the relationship with the Department of Revenue and other agencies. Those non-custodial parents who voluntarily come into the program will be assessed for eligibility and enrolled in the program at the time of first contact.
- b. A Career Case Manager will be assigned to each non-custodial parent. The Career Case Manager will formally enroll the non-custodial parent into the program OSST system as a Benchmark 9.
- c. Through IEP, assessment non-custodial parent will immediately be assigned to job search activities by their Career Case Manager.

3) Capable and Caring Parent Component

- a. As part of the assessment process, the Career Case Manager will provide resources and strategies to help redeem the barriers and improve contact with their children non-custodial parent will be connected to appropriate agencies if additional services are needed,
- b. As part of the parenting education component, all non-custodial parent are offered resources dealing with responsible parenthood, attitude, visitation, and related issues. If the non-custodial parent needs additional parenting assistance the Career Case Manager will offer the Adult Adolescent Parenting Inventory (AAPI).

4) Individual Employment Plan (IEP)

- a. The Career Case Manager will initiate the development of the IEP during orientation. The non-custodial parent and the Career Case Manager will jointly plan for the short-term goals of the non-custodial parent. This plan will be reviewed and updated throughout the entire process if necessary.

5) Employability/Job Search Skills Training

- a. For the non-custodial parent who needs job preparation training, the Service Provider shall provide resources to CareerSource agency workshops. Career Case Manager will work with the non-custodial parent weekly to find employment. Placement will be obtained within 90 days of the time of enrollment, unless extraordinary circumstances are preventing placement, in which Career Case Manager will notate the circumstance.

6) Support Services

- a. Designated support service funds may be available to assist the non-custodial parent in eliminating barriers to search for or accept employment. Examples may include providing short-term training, driver license reinstatement, modifications, bus passes, gas cards, gift cards, paying for car repairs or insurance, rent, utilities, clothing, work boots/shoes, toiletry and funds to support family/household stabilization to assist removing barriers to self-sufficiency. These services will be based on the non-custodial parent eligibility along with availability of funding. Other barriers may include not speaking, or difficulty understanding English, no work history, not having a high school diploma or equivalent, having a criminal history, and lack of

reliable transportation. Substance abuse and mental health problems may also be barriers. The non-custodial parent will be referred to appropriate agencies to address their support service needs.

7) Employment Placement

- a. The Career Case Manager assigned to each non-custodial parent enrolled in the program will provide job search and job development. The Career Case Manager will supervise the non-custodial parent in their job search along with tracking the non-custodial parent progress toward obtaining gainful employment. The Career Case Manager will also monitor the non-custodial parent during their employment as part of these activities.
- b. Job development strategies will concentrate on securing employers who offer medical insurance and other benefits for workers. Career Case Manager will strive to place non-custodial parent in demand occupations that have potential for growth and permanency, to recruit employers who provide workers with stepladder increases or promotion opportunities and customize employment opportunities for non-custodial parent who have specific skills or educational qualifications. The Career Case Manager will prepare referrals to appropriate job openings, which may come from our own job bank listings, and assist the non-custodial parent in contacting the employer. In some instances, the Career Case Manager may even travel with the non-custodial parent to the employment site to assist in the job interview or to develop other employment opportunities to be included in the job bank. Afterwards, the Career Case Manager agrees to follow up with the employer about the hiring decision, discuss the results with the non-custodial parent. The Career Case Manager will provide feedback and encouragement to the non-custodial parent as their job search continues.
- c. Working with the Department of Revenue, a notice of non-compliance will be prepared when necessary for court ordered individuals if their unwillingness to look for and find work persists.

8) Job Retention

- a. Once unsubsidized employment is obtained, non-custodial parent will be contacted bi-weekly until the six-month retention is obtained. During this time, regular payment of child support is tracked very closely. During this initial six-month placement period, follow along services may also include job coaching and more frequent visits for non-custodial parent who need extra reassurance, support, or guidance. Follow along services will ensure the non-custodial parent is still on the job and will allow the Career Case Manager an opportunity to determine if the non-custodial parent is meeting their obligations in the workplace. Any new service needs will be discussed with the non-custodial parent and/or employer at this time.

3. Staffing, Staff Qualifications, and Staff Training.

- A. Quality non-custodial parent service is dependent on quality staff and continuous staff training to ensure consistent, high-quality service delivery. It will be the responsibility of Service Provider to ensure staff hired and retained in this contract, is provided the necessary training sufficient to successfully complete their duties as assigned.
- B. Service Provider shall advise the CareerSource Pasco/Hernando President/CEO on all vacancies and agrees to post all openings on Employ Florida Marketplace.
- C. Service Provider shall provide by July 10, 2023, a list of all current staff members for program year 2023-2024. Annual renewal will be completed, any staff whose form is not on file with CareerSource MIS department will need to complete necessary security forms to obtain access to various MIS systems.

4. General Administrative Requirements

- A. The Service Provider agrees to comply with the requirements and procedures of CareerSource Florida Inc., the FLORIDA system, the OSST (One Stop Service Tracking), and EFM (Employ Florida Marketplace) as such systems may be changed or modified from time to time.
- B. The Service Provider further agrees to comply with the requirements and procedures of the Florida Department of Economic Development (DEO), the Department of Children and Families, and CareerSource Pasco/Hernando as such systems and policies may be changed or modified from time to time.
- C. Service Provider agrees to provide a copy of their personnel policies to CareerSource Pasco/Hernando prior to the start date of this agreement.
- D. The Service Provider further agrees to prepare and submit invoices and such supporting documentation as required for payment under this contract in such form and on such schedule as described in this Agreement and determined by CareerSource Pasco/Hernando. The Contractor will ensure that all appropriate staff attend and participate in local staff training and development activities conducted by CareerSource Pasco/Hernando, CareerSource Florida Inc., US Department of Labor, Department of Children and Families or DEO. A representative from management staff shall be present at all CareerSource Pasco/Hernando Committee/Board meetings.
- E. No forms, posters, leaflets, brochures, and handouts will be printed or distributed without prior approval from the Administrative Entity.

Reporting Requirements

Non-Custodial Parent Employment Program (NCPEP) Performance Report 2023-2024

Type of Benchmark	Description	Percentage of Goal	GTB	Miami	<i>Total NCPEP</i>
Benchmark 9	Enrollment 1000 new enrollments less carry over defined as of July 1- July 10, 2023.	100%	578	422	1000
Benchmark 1	The NCPEP non-custodial parent retained employment for 90 days at a minimum of 20 hours per week while participating in the NCPEP program. Within six months of enrollment (if employed at enrollment) or within six months of obtaining employment (if unemployed at	75%	282	207	489
Benchmark 2	The non-custodial parent retained employment for 180 days at a minimum of 20 hours per week. Within 360 days of enrollment (if employed at enrollment) or within six months of obtaining	50%	188	138	326
Benchmark 3	Non-custodial parent earned an upgraded	12%	46	33	79
Benchmark 4	The non-custodial parent attained an increase in wages. (Duplicate Counts per Non-custodial parent)	30%	113	83	196
Benchmark 5	The non-custodial parent verifies that client is paying child support for three months. Client has paid child support for three months within six months of the employment start date (unemployed at enrollment) or enrollment in the program (employed at enrollment).	65%	245	179	424
Benchmark 6	Non-custodial parent completed a Vocational Education or Certificate Program or other Certification while participating in the NCPEP. (Duplicate Counts per Non-custodial parent)	54%	204	149	353
Entered Employment	Non-custodial parent Entered Employment (CUMULATIVE from beginning of the program year) (Duplicate Counts per Non-custodial	65%	376	275	651
WP Performance Standards	Non-custodial parent Enrolled and served in WP	65%	65%	65%	65%
	Non-custodial parent Placed in WP (EFM) (PERCENTAGE obtained at year end)	50%	50%	50%	50%

Note: The number of carryover as of July 1, 2023, will be identified/defined by county by July 10, 2023.

EXHIBIT B

NCPEP 2023-2024

BUDGET

Gulf Coast Jewish Family and Community Services, Inc.

Line Item		GREATER TAMPA BAY BUDGET	MIAMI BUDGET	TOTAL
Total Salaries and Fringe				
Approved Positions				
GRANT ACCOUNTANT	0.06	\$ 1,456.00	\$ 1,456.00	\$ 2,912.00
QUALITY IMPROVEMENT	0.17	\$ 3,753.43	\$ 3,532.64	\$ 7,286.07
SENIOR DIRECTOR	0.02	\$ 850.09	\$ 850.09	\$ 1,700.18
PROGRAM DIRECTOR	1.00	\$ 3,381.05	\$ 60,858.90	\$ 64,239.95
PROGRAM MANAGER	1.00	\$ -	\$ 52,000.00	\$ 52,000.00
JOB DEVELOPER	1.00	\$ 2,184.00	\$ 41,496.00	\$ 43,680.00
PROGRAM SUPERVISOR	4.00	\$ 135,314.40	\$ 49,920.00	\$ 185,234.40
CAREER CASE MANAGER I/ SR CCM	16.00	\$ 361,815.80	\$ 276,493.80	\$ 638,309.60
INCENTIVES		\$ -	\$ 10,000.00	\$ 10,000.00
ADMINISTRATIVE ASSISTANT	4.00	\$ 101,920.00	\$ 33,280.00	\$ 135,200.00
SALARIES		\$ 610,674.77	\$ 529,887.43	\$ 1,140,562.20
TAX		\$ 50,014.26	\$ 43,343.78	\$ 93,358.04
FRINGE		\$ 63,123.87	\$ 66,484.37	\$ 129,608.24
OTHER:				
TOTAL SALARIES and FRINGE	27.25	\$ 723,813.00	\$ 639,716.00	\$ 1,363,529.00
OPERATING COSTS				
MILEAGE/PARKING		\$ 3,000.00	\$ 31,500.00	\$ 34,500.00
TRAVEL/TRAINING		\$ 3,000.00	\$ 20,000.00	\$ 23,000.00
SUPPLIES		\$ 2,000.00	\$ 5,000.00	\$ 7,000.00
PRINTING			\$ 2,000.00	\$ 2,000.00
POSTAGE			\$ 896.00	\$ 896.00
TELEPHONE/INTERNET		\$ 7,300.00	\$ 6,000.00	\$ 13,300.00
UTILITIES		\$ 50.00	\$ 2,544.00	\$ 2,594.00
MAINTENANCE		\$ 3,000.00	\$ 2,230.00	\$ 5,230.00
EQUIP RENTAL			\$ 1,800.00	\$ 1,800.00
FACILITY RENT/LEASE		\$ 30,000.00	\$ 63,446.00	\$ 93,446.00
CONTRACTUAL SERVICES		\$ 5,508.00	\$ 8,000.00	\$ 13,508.00
COMPUTER LICENSING/SUPPLIES		\$ 5,000.00	\$ 2,500.00	\$ 7,500.00
ADVERTISING			\$ 15,000.00	\$ 15,000.00
INSURANCE		\$ 9,000.00	\$ 6,486.00	\$ 15,486.00
OTHER: EMPLOYEE TESTING		\$ 893.00	\$ 800.00	\$ 1,693.00
TOTAL OPERATING		\$ 68,751.00	\$ 168,202.00	\$ 236,953.00
SUPPORTIVE SERVICES				
OTHER: CLIENT NEEDS		\$ 5,000.00	\$ 40,000.00	\$ 45,000.00
TOTAL SUPPORT SERVICES		\$ 5,000.00	\$ 40,000.00	\$ 45,000.00
INDIRECT COST		\$ 111,716.00	\$ 108,802.00	\$ 220,518.00
TOTAL BUDGET		\$ 909,280.00	\$ 956,720.00	\$ 1,866,000.00

Career Source Fee\$

Total Grant

	24,364.16	25,635.84	50,000.00
\$	933,644.16	\$ 982,355.84	\$ 1,916,000.00

Career Source fee%

2.68%

2.68%

EXHIBIT C

FEDERAL AND FLORIDA 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 effected 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 agreements 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 “federally 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” (30 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 nongovernmental 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 would 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 unsolicited item of nominal value. The standards of conduct shall provide for disciplinary actions to be applied for 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 the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L., 91-616) 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 290 cc-3), 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 emended,

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, as 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 (40.327-333), 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 employees of Congress, or employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying”, in accordance with its instructions;
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 nondiscrimination 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 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 Contractor 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, if Contractor, and its agents, employees, or others performing services on Contractor's behalf, knows 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> or 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.

ACTION ITEM 6
WIOA Youth Services Provider Contract Amendment

Eckerd Youth Alternatives, Inc. currently provides services to job seekers and employers, marketed under the name "CareerSource Pasco Hernando" in our three one stop centers. With the 1st of 3 contract renewals ending June 30, 2023, a contract amendment has been drawn up to include the new PY budget for the youth program that will run through June 30, 2024.

The 2022 RFP stated the following: "The funding period for contracts awarded under this solicitation will be from July 1, 2022, through June 30, 2023, provided performance remains acceptable during that period. Any contract awarded from this RFP will include an option to renew for up to two (2) 1-year periods, contingent upon successful performance".

After consulting with CFO for PY23-24, it was determined that \$988,923 spent in previous year is available for the upcoming program year. Eckerd provided a budget and staffing exhibit using the funding currently available.

Eckerd continues to meet/exceed performance goals.

FOR CONSIDERATION

Approval of the contract modification and budget for PY23-24 is available for review and signature. A scope of services for the upcoming program year has also been provided for Board review and approval. The current Youth budget is \$988,923. Staff is requesting approval of Year 2 contract along with Board Chair/Designee's signature.

Pasco-Hernando Workforce Board, Inc.
(Local Workforce Development Board 16)

SUBRECIPIENT CONTRACT FOR SERVICES

This contract is entered into between Pasco-Hernando Workforce Board, Inc, {PHWB} with administrative offices located at 16336 Cortez Blvd. Brooksville, FL 34601, and Eckerd Connects, with administrative offices at 100 N. Starcrest Drive, Clearwater, FL 33765, hereinafter referred to as the Contractor, for the purpose of providing funding for the WIOA Youth Year Round Services as authorized by the Workforce Investment Act (WIA), Public Law 105-200, as amended by the Workforce Investment Opportunity Act (WIOA), Public Law 113-128, and Florida's Workforce Innovation Act of 2000, F.S. Title XXXI, Chapter 445, and any subsequent amendments or rules promulgated thereunder.

PHWB agrees to pay Contractor for contracted services according to the Agreement of Payment, an amount not to exceed \$988,923 subject to the availability of funds. The funding source of this contract is a federal grant with CFDA number as follows:

Program Name	CFDA Number
	17.259
	FAIN Number
	AA-38523-22-55-A-12
	Duns Number
	08-068-1158

The Contractor acknowledges that the budget and scope of work submitted to PHWB in support of this contract is accurate, complete and current as of the date of execution of this contract.

This is the second of three contract periods and will begin on **July, 1, 2023 and end on June 30, 2024**, with the option of **one (1) additional contract renewal period**. PHWB is not obligated to pay for costs incurred outside of the indicated contract period. This contract, which incorporates **Exhibit 1, Statement of Work; Exhibit 2, Budget; Exhibit 3, Contracts and Assurances**

SIGNATURE PAGE

IN WITNESS WHEREOF, the parties hereto have duly executed this Contract and in signing, on the day and year as written below, thereby validating this Contract for the Fiscal Year 2023-2024. The parties also certify that each possesses legal authority to contractually bind their respective organizations in their capacity as a signatory official.

Service Provider:

Randall W. Luecke, CFO

Pasco-Hernando Workforce Board, Inc.:

Charles Gibbons
Board Chair

Exhibit 1

Program Year 23-24 Statement of Work

Program Summary/Objective: Program objective for the Contractor is to help young adults develop lifelong skills, while overcoming obstacles and barriers, through a seamless integration of case management and workforce preparation services in the Pasco Hernando workforce region (Region 16). The Contractor will ensure accessibility of services to at-risk young adults in Pasco and Hernando counties. This will be accomplished through partnerships with the workforce system, educational partners, community and social service agencies and organizations. Objectives/quantities are outlined in the below services/work plan.

Services/Work Plan: The Contractor will provide services to the existing carryover caseload of **40** young adults. The Contractor will work to enroll 110 additional out-of-school young adults during the 2022-2023 program year throughout the two-county area. EWDS will enroll based on WIOA standard of no less than 75% out of school young adults. Contractor will serve a total of **150** young adults. An enrollment is defined by determining Workforce Investment Opportunity Innovation Act (WIOA) eligibility and creating participation in the State system.

Upon enrollment into the program, Contractor staff will enter accurate and timely information on the young adults in Employ Florida (EF). The individual's academic abilities and career interests will be used to develop an individual service strategy (ISS) that will outline the activities and goals that will be established with the young adults/young adults to assist them in attaining a positive outcome as defined by the WIOA performance measures. As the young adult progresses in the program and/or their interest change the ISS will be modified to reflect such changes. Goals will be entered and managed according to Department of Economic Opportunity (DEO) and CareerSource Pasco Hernando program policy and guidance. Literacy and numeracy pre-test and post-test data will be entered for all participants. Contractor will offer participants an orientation to WIOA program services, provide objective assessment, basic skills assistance, employability skills, occupational skills training, opportunities to identify a career pathway that will lead to credential attainment, job shadowing, work experience, placement assistance, follow-up services and availability to the 14 WIOA program elements. These services will be outlined in the young adult's Individual Service Strategy (ISS). The ISS will be regularly monitored, maintained, and updated by case management staff.

Community Outreach: It is expected that the Contractor will participate in a variety of community events and conduct regular outreach to community contacts, including young adult groups, churches, schools, and juvenile justice officials, and families to recruit eligible young adults. The Contractor will also participate in a variety of job seeker and employer events to meet the demand of local industry to recruit, hire, train, and retain the local workforce. The Contractor will also coordinate all public information activities with the Vice President of Operations. The Contractor staff will meet regularly with PHWB Vice President of Operations or other designee to coordinate the origination, production, and distribution of all marketing material for PHWB's young adult program, which will include the PHWB and ADA required information. The CareerSource Pasco Hernando logo will be utilized on all marketing materials related to the promotion of young adult's workforce services. These provisions do not apply to the Contractor's company or corporate marketing materials or activities that do not relate to the local project.

Availability of Services: The Contractor will offer services on a year-round basis. Services for out-of-school will be provided five days a week and accommodate individual participant schedules. Services will be offered at a minimum from 8 a.m.- 5 p.m.

Locations will be identified throughout the two-county area and will be regularly updated on all program communication. At a minimum, it is expected that the Contractor will locate within CareerSource Pasco Hernando One Stop Centers. Additional community-based locations, such as Marchman Technical College may be used to increase service delivery to hard to serve communities and the Phoenix Rising Pasco Hernando Pre-Construction trades.

West Pasco County:
CareerSource Pasco Hernando
4440 Grand Boulevard
New Port Richey, FL 34653

East Pasco County:
Dade City Business Center
15000 Citrus Country Drive, Suite 326
Dade City, FL 33523

Hernando County
CareerSource Pasco Hernando
16336 Cortez Boulevard
Brooksville, FL 34601

Recruitment:

The Contractor project staff will network within the Pasco Hernando County community to identify and recruit WIOA eligible young adults, ages 16 to 24, with a primary emphasis on out-of-school young adults age 17-24. The outreach and recruitment of young adults and young adults will include, but are not limited to, social media, word of mouth, face to face visits to community connections, recruitment flyers, and school connections. If it is in the best interest of a referred participant to obtain services elsewhere, Contractor staff will make appropriate referrals. Young adults that are not eligible for WIOA, will be referred to appropriate partners. All recruitment marketing tools developed by the Contractor will be submitted to Workforce designee for final approval prior to use.

Target Group(s): The Contractor focus is to provide services to targeted groups, that are WIOA eligible and young adults that are facing one or more of the following categories:

- School drop-out
- Basic skills deficient
- Homeless or runaway
- In foster care or aged out
- Pregnant or parenting young adults
- Possess a disability
- An offender
- English as a second language
- Require additional assistance to secure employment

In addition to the above targeted youth clients, Eckerd will include targeted recruitment and enrollment of up to 20 eligible and suitable clients that are considered pre-military. These clients will be defined as pre-military based on engagement with local military recruiters for enlistment but are not currently eligible for or received a placement/report date. The intent of this targeted group is to provide positive employment and education services, including paid work-experience until enlistment.

Eligibility Assessment/WIOA Registration: All young adults must be WIOA eligible to receive young adult's workforce services. Ineligible young adults will be referred to CareerSource Pasco Hernando for other opportunities as appropriate. Not all young adults will be suitable for workforce services. The Contractor staff will gather all required eligibility documents, determine eligibility and input the information into EF. Cases will be checked and reviewed by Eckerd management for eligibility and accuracy prior to being data entered into EF. The CASAS or TABE will be used only for basic skills assessment in order to establish standardized Reading and Math grade levels.

Assessments: Upon customer selection, Contractor staff will facilitate intake and assessments through appropriate resources to include an assessment to determine interests, values, aptitudes and preferences. The Contractor will examine the participant's work experience, basic skills levels, career interests, and career aptitudes that will lead to identifying career pathways. This will also help staff members in developing the ISS.

Young adults may receive Career Pathway exploration, Basic Skills, Occupational Skills Training, Work Readiness Training and Work-Based Learning, Placement and Follow up Services based on their needs which will be determined from assessments. The Contractor's staff will conduct a comprehensive Objective Assessment Summary of each participant's needs to identify barriers or hardships that may exist and need to be addressed prior to pursuing comprehensive services, including training opportunities. Staff will also review assessments, including CASAS or TABE, Future Plans Assessment, and other diagnostic testing to determine if a participant has the academic aptitude and interest to pursue training services.

Development of an Individual Service Strategy: Once eligibility determination has been made young adults will work with their own career coaches for development on an individual service strategy (ISS) plan and develop goals to complete while enrolled. Goals will be monitored through case management, ISS Plan and use of Employ Florida. Career Coach assesses each participant enrolled in the program to deliver effective services resulting in positive growth and development in the timeframe that is most appropriate for each individual. Since our instruction is targeted and individualized, we precisely identify participant needs and help determine a relevant pathway to success. We will use Motivational Interviewing techniques to ascertain service objectives, academic levels, goals, interests, skill levels, abilities, aptitudes, supportive services, barriers, and strengths.

Our in-depth interview process includes a review of basic and occupational skills, prior work experience, employability potential and developmental needs. Assessment results are incorporated into the collaborative plan created by the participants and the Contractor staff, which is constantly reviewed and updated. The Career Coach, in partnership with each participant, develops an Individual Service Strategy (ISS). The ISS considers each participant's career and educational goals, training and employment ambition, assessment results, educational backgrounds, barriers to employment, and supportive service needs, while establishing clear objectives designed to empower young adults while propelling them toward individual achievement.

ISS goals are comprehensive, including scheduled activities, timeframes for goal achievement, and specific action steps that will allow each participant to meet his/her objectives. Goals are developed collaboratively, with the participant identifying the best avenue for achieving success and Contractor staff providing guidance and insight regarding available resources. The ISS planning process concludes with a prescription of services and a defined action plan for implementing activities that will achieve success. The Career Coach provides ongoing assessment of participants' capabilities and supportive service needs and updates the ISS as necessary.

Work Readiness Skills: Contractor staff will offer small group pre-employment workshops, using facilitator led, interactive workshops to young adults to increase his/her knowledge in workforce development to include, but not limited to: effective job search techniques, working effectively with others, stress and time management, labor market, financial literacy, interviewing skills, resume preparation, appropriate work attire, and effective employee skills to advance and retain employment. Individual guidance to young adults may also be provided with work readiness training skills in addition to or in lieu of small group workshops.

Career Pathways Exploration: Contractor staff will provide each participant with an opportunity to explore career options, understand the local labor market information, and how it can inform the selection of on a career cluster, field or pathway. The ISS will be developed to support the young adult's needs & goals. The participant will have the opportunity to receive training to earn a credential based on one of the below career clusters or pathways, but not limited to:

- ☐ **Hospitality & Tourism**
- ☐ **Health Sciences**
- ☐ **Retail & Wholesale**
- ☐ **Information Technology**
- ☐ **Administrative**
- ☐ **Pre-Construction**
- ☐ **Manufacturing/Logistics**

The Contractor will host a pre-construction trades program, titled Phoenix Rising of Pasco/Hernando, to develop entry level training in the construction field. The Contractor will develop partnerships with the local chapter of Habitat for Humanity, the local Builders Associations, and construction employers. This 12-week program will include a combination of high school diploma attainment, occupational skills training, and paid, work experience.

In addition to our existing Phoenix Rising Program for pre-construction, the Contractor has developed additional, Trade Academies, targeting, Logistics, Information Technology, Culinary Arts and Health Care to provide cohort based, structured learning that leads to certifications and employment in these focused demand occupations. Due to limited funding, these academies may only be offered in targeting areas of the region or on a limited bases, unless funding and demand otherwise allows. These academies along with our Phoenix Rising Program may be provided in conjunction with other locally funded programs, such as our Youth Welfare Transition Work Readiness program.

The Contractor will also continue to recruit and serve the Pre-Military clients under the successful pilot program that began last program year. Participants will be defined as pre-military based in engagement with local military recruiters for enlistment but are not currently eligible for or have not received a placement/report date. The intent of this targeted group is to provide positive employment and education services, including paid work-experience until enlistment. Participants in this track will have access to ASVAB remediation if they have not tested high enough to be assigned to their chosen placement. Also in this group are participants who are interested in joining the military but have not attained a high school diploma or GED.

Occupational Skills Training: Contractor staff will provide occupational skill-build activities as it relates to career pathways, such as customer service skills, hospitality and food service, and other occupational-skill building opportunities provided through Contractor staff, CareerSource Pasco Hernando sponsored activities, community partners, technical schools, and/or colleges. The various options will provide each participant an opportunity to earn an industry, state, or federally recognized credential or license. This includes the following occupational training opportunities offered, but not limited to:

<i>GED/High School Diploma</i>	<i>*NRF Customer Service & Sales</i>
<i>*NRF Retail Fundamentals</i>	<i>ServSafe Food Manager</i>
<i>*Certified Guestroom Attendant</i>	<i>*Certified Front Desk Representative</i>
<i>*Certified Restaurant Server</i>	<i>*Certified Maintenance Employee</i>
<i>Class D Security Officer</i>	<i>HBI PACT Construction Certification</i>
<i>*Early Childhood Education</i>	<i>Certified Nursing Assistant</i>
<i>*Forklift Operator</i>	<i>Patient Care Assistant/Technician</i>
<i>Other approved trainings</i>	

**Items are not considered approved credentials by the Department of Labor, but are considered work readiness preparation based items resulting in Measure Skills Gains without credential outcomes.*

Contractor may also incorporate activities (guest speakers, field trips, tours, job shadowing) that will expose young adults to the skills and learning needed to pursue employment opportunities within those industries.

Basic Skills Remediation: Contractor staff will incorporate various methods to provide basic skills remediation; tutoring and study skills training that will lead to literacy and numeracy skill increases and/or preparation for young adults obtaining their GED or improving their basic skills literacy. The Contractor will utilize various methods to include print materials and online remediation resources, alternate adults' high school diploma options, as well as referrals to local adult education centers and dropout recovery alternative, charter high schools.

Alternative Secondary School: The Contractor will implement Penn Foster an accredited, online high school curriculum is a total of 21.5 credits, including basic general education requirements, like English and math courses. Penn Foster High School students get to choose 5 elective credits.

Literacy and numeracy levels will be monitored for all young adults' participants determined basic skills deficient at registration and young adults who do not possess a high school diploma or GED at registration. If the young adults are basic skills deficient, progress and attainment data will be entered and monitored in EF.

Incentive and Support Services: The Contractor will manage and collect documentation to validate the earning of incentives and support service payments to and on behalf of young adults. An incentive policy will be developed by the Contractor and forward to the Vice President of Operations. Incentives will be based on competencies young adults achieve while enrolled in the program. Contractor shall document incentives and supportive services in EF for tracking purposes. Proper documentation will be maintained to track the distribution of such funds.

File Audit Corrections: The Contractor will conduct internal monitoring of at least 10 participant electronic files per month to ensure all data errors are identified through PHWB file monitoring and the areas of; ***eligibility/registration, individual service strategies, activity assignment, incomplete or missing case notes, work experience agreements, participant timesheets, support service documentation, post closure follow-ups*** are corrected. The Contractor must ensure all data errors are corrected within 30-days of notification of data error and provide verification of correction to the Vice President of Operations.

Work-Based Learning: The Contractor will provide various work-based learning activities, including but not limited to (field trips, company tours; guest speakers; career fairs; service learning; paid work experience) to support the WIOA requirement that 20% of non-admin regional annual young adults allocation funds will be expended on these such activities. Work based learning activities must offer career exploration and skill development to enhance the young adults work readiness skills in preparation for unsubsidized employment. Eckerd is responsible for recruiting not-for-profit, private or public employers in collaboration with CareerSource Pasco Hernando; determining suitability of the worksite; completing Eckerd worksite agreements with the employers; assigning appropriate young adults to the worksites; training worksite supervisors and offering technical assistance; visiting worksites for the purpose of monitoring the young adults's progress; collecting evaluations and timesheets; and reconciling the information on the timesheets, and processing payroll and delivering checks or wages to young adults. The contractor shall document all activity in EF for tracking purposes. Proper documentation will be maintained in each participant file in the ATLAS system.

Placement Services: The Contractor will provide individualized placement assistance. The Contractor staff will utilize EF, staffing agencies, the business community, and other means to assist young adults in gaining employment. The Contractor staff will meet regularly with PHWB Vice President of Operations to develop strategies to assist with job placement. The Contractor staff will also continue developing relationships with the armed forces, apprenticeship programs, and post-secondary education institutions to expose young adults to further education or training options.

Closure of Cases: The Contractor will review and update the participant files as the goals outlined in the ISS are completed. The staff will obtain verification of credentials, placement in employment, post- secondary education, or military verification. Management will approve file closures. The Contractor will inform PHWB of negative closures prior to exiting them from the MIS system. Upon approval for the file closure, PHWB will close the case and enter a case note. The Contractor will maintain a copy of the file for all final documents to be added and to continue follow up services.

Follow-Up Services: The Contractor should provide monthly contact with approximately **100** follow up cases upon case closure and document in EF. The required post-exit follow-ups must be completed timely and recorded by the end of the first quarter, second quarter, third quarter, and fourth quarter after the student exits the program. Follow- up services include, but are not limited to, tracking progress on the job, the development

of increased skills and certifications, and incentives to support retention and/or completion of education and employment services. Follow up activities will be appropriately recorded in EF and the required documentation placed in the young adults' file.

Required WIOA program elements available: The following 14 WIOA young adults program elements are made available to each young adults/young adult during the program. These are independently driven by the participants needs. Any service needed will be identified in the ISS and documented with case notes in the EF system.

WIOA Required Program Elements	Provider / Referral Agency	Instructional Activities
1. Tutoring, academic remediation; study skills training, and instruction leading to secondary school completion, including dropout prevention strategies	Eckerd / Public school partners (Pasco and Hernando County School Boards to include Marchman Technical College, HEART Literacy and James Irvin Education Center)	Instructor facilitated GED Prep, GED Prep materials, GED Practice Exams.
2. Alternative secondary school offerings	Eckerd/ Public school partners (Pasco and Hernando County School Boards Alternative Programs)	Florida Department of Education Standards
3. Summer employment opportunities directly linked to academic and occupational learning	Eckerd/ Community Business partners, Community Based Organization (CBO's), and Faith Based Organizations (FBO's)	Year-Round Services EWD documented summer work experience best practices program activities, coordinated activities with community partners
4. Paid and unpaid work experiences, including internships and job shadowing	Eckerd/Community Business partners, CBO's, FBO's	Eckerd Documented Work Experience activities
5. Occupational skills training	Eckerd/Approved Training Provider Partners	Various. Based on identified occupations/career fields on the Targeted Occupations List with Approved Training Providers
6. Leadership development opportunities, including such activities as positive social behavior and soft skills, decision making, teamwork, etc.	Eckerd in connection with various community partner agencies and employers.	Life Skills, Personal Skills, Civic Responsibility and Networking during the implementation of community-based Service-Learning Projects
7. Supportive Services	Eckerd in connection with various partner agencies and/or employers	Independently driven by participant needs. Supportive services for educational training and employment activities such as gas cards, bus passes, emergency 'triage'

8. Adult mentoring for at least 12 months	Eckerd in connection with partner agencies and employers	Career Coach may provide mentoring during enrollment and in follow-up status. Independently driven by participant needs; Case managed and documented. Volunteers from outside agencies may be considered as mentors.
9. Comprehensive guidance and counseling	Eckerd and/or community agencies	Ongoing intensive case management. Community/locally based programming
10. Follow-up services no less than 12 months after exit	Eckerd	Independently driven by participant needs. Contact with employer, post-secondary entities, job retention coaching, academic support, incentives, support, career and education counseling. (Continuous service until participant has completed follow-up period of 12 months)
11. Financial Literacy	Eckerd/Community Business partners	Eckerd will provide financial literacy as a part of our work readiness activities in a class setting or individually
12. Entrepreneurial Skills Training	Eckerd/Community Business partners	Career coach to assist young adults that may be interested in establishing their own business with research and guidance. Community partners and business shadowing can be used in the area.
13. Activities that help young adults' transition to postsecondary education and training	Eckerd in connection with local colleges and technical schools	Career coach can assist with guidance and referrals to colleges or technical schools. They can help with career exploration and what is needed for training/education in the field. We can assist with FAFSA application as needed.
14a. Services that provide labor market and employment information in the local area	Eckerd	Eckerd will provide this information as a part of our work readiness activities in a class setting or individually
14b. Education offered concurrently with and in the same context as workforce preparation	Eckerd/Community Business partners	Eckerd may provide basic skills in reading and math to assist young adults while they receive work readiness activities in a class setting or individually.

Coordination of Service Delivery and Reporting: It is expected that the Contractor will participate in all mandatory service collaboration meetings and trainings organized by PHWB. The Contractor will attend meetings scheduled with the Vice President of Operations to review and discuss performance benchmarks and budget expenditures. The Contractor will submit a monthly performance and financial report by the 10th day of each month to monitor service delivery.

Program Staffing and Point of Contact: The Contractor will maintain negotiated staffing levels to ensure program delivery. In the event a vacancy occurs, the Contractor will notify PHWB's Vice President of Operations or designee within 24 hours of such vacancy. The Contractor will maintain a single point of contact with PHWB's Vice President of Operations to ensure ongoing communication regarding contract services and performance.

Cost Allocation Plan:

The Contractor will submit a cost allocation plan to the Vice President of Operations annually. The cost allocation plan must be signed and certified by the Contractors Finance Manager. The Contractor will designate a contact person for this project who will facilitate invoices and any fiscal inquiries.

PERFORMANCE BILLING

Performance Benchmark Measure	Percentage of Holdback	Total Holdback Per Measure	Max Per Year/ Unit Price
Measurable Skill Gain attainment for Youth in education or occupational training (415, 416, 418, 429, 430+)- 80.3%	15%	\$14,834	\$3,708.50/Quarter
Internship Placements- 60 youth	20%	\$19,779	60 @ \$329.65 per unit
Internship Completions (90% of placements) – 54 youth	20%	\$19,779	54 @ \$366.28 per unit
WIOA Credential Attainment Rate- 91.9%	15%	\$14,834	\$2,472.25/Quarter
2nd Quarter Placement Rate-78%	10%	\$9,889	\$2,472.25/Quarter
Median Earnings- \$3,457	10%	\$9,889	\$2,472.25/Quarter
4th Quarter Retention Rate-73%	10%	\$9,889	\$2,472.25/Quarter
Total Performance Payments			\$98,893

Above performance goals are from previous program year, goals will be updated upon receipt of new program year negotiated rates

DEFINITIONS OF PERFORMANCE MEASURES: Each definition below is to describe the methodology of tracking and monitoring the achievement of the performance measure.

- A. **Measurable Skills Gains:** A minimum of 80.3% of the WIOA youth participants with an open education or occupational training activity (occupational skills activities, secondary or post-secondary activities, or on-the-job training activities) within the program year, will successfully achieve at least one documented skill gain. Documentation of the following will be validated through Employ Florida data entry that includes youth activity codes, and both goals and objectives entered in the Individual Services Strategy. Skills gains are defined as:

- Of those **WIOA** enrolled youth that who are initially assessed as basic skills deficient, and elect participate in a basic skill activity will increase their individual basic skills level in reading and/or math by at least one EFL within 12 months of the goal set as documented by academic assessment pre-test and post-test and will attain a related basic skills goal attainment prior to termination from the WIOA program.
- Of those WIOA enrolled youth who participate in work-based learning activities, is achieved, as documented by employer and outlined in approved Internship training plan AND/OR successfully complete a minimum number of (120 hours of work-based learning, as documented by timesheets or employer verification).
- Of those WIOA enrolled youth who participate in occupational skills training activities, an attainment of a degree, certificate or industry recognized credential.
- Of those **WIOA** enrolled youth who participate in financial readiness activities, successfully demonstrate a knowledge gain through pre and post-test documentation of skills.
- Of those **WIOA** enrolled youth that are exiters who engage in academic and secondary education activities, successful promotion of grade level, attainment of High School Diploma or equivalency, and or acceptance into advanced education/post-secondary training programs.

Billing for this measure will be based on release of state quarterly performance reporting.

- B. **Work Experience Placement:** The service provider will target 60 youth to be placed in a paid, work experience (WEX). Young adults will career explore and job shadow and a paid, work experience activity will be opened in EF, with the opportunity to earn up to an average of \$2,000 during paid work experience activities.

Participants will be paid for 6 to 8 weeks @ \$13.00/hour, or current minimum wage, whichever is greater, for up to 30 hours/week for an average of 180 hours, but no more than 300 hours total, based on individual participant needs and goals, for paid internship activities. Most internships will end within eight (8) weeks, however a participant may work up to the completion of the approved internship hours over the course of program participation. Worker's Compensation coverage will fall under the State's blanket coverage for **WIOA** participants.

- C. **Work Experience Completion:** The service provider will ensure that 90% of WEx placements (54 youth) result in successful completion of work experience, defined as completion of learning objectives outlined in Trainee work plan AND working a minimum of 90% of the contracted hours (minimum of 162; maximum of 300 hours). Additionally, the internship may be considered successful if the internship ends due to direct hire employment with the internship site or an alternate employer for a higher wage.
- D. **WIOA Credential Attainment Rate:** 91.9% of program participants will obtain a recognized credential, or a secondary school diploma or its recognized equivalent (subject to WIOA sec116(b)(2)(A)(iii) during participation or within one (1) year after exit from the program). Billing for this measure will be based on release of state quarterly performance reporting.
- E. **2nd Quarter Placement Rate:** 78.0% of program participants will be in post-secondary education, or in unsubsidized employment, during the second quarter after exit from the program. Billing for this measure will be based on release of state quarterly performance reporting.
- F. **Median Earnings Second Quarter After Exit:** The median earnings of exited youth participants who are in unsubsidized employment during the second quarter after exit from the program will be \$3457. Data will be verified from the DEO Performance Indicator reports.
- G. **4th Quarter Retention Rate:** 73.0% of program participants will be in post-secondary education, or in unsubsidized employment, during the fourth quarter after exit from the program. Billing for this measure will be based on release of state quarterly performance reporting.

At the end of the year, CSPH will review all goals to determine if measures not met during the month/quarter are payable if annual performance measures are met.

Exhibit 2

Eckerd Youth Alternatives, Inc. Program Budget July 1, 2023 - June 30, 2024		
		Total
Personnel Costs		
Salaries	\$ 371,872	37.60%
Benefits	\$ 118,651	12.00%
Subtotal Personnel Costs	\$ 490,524	49.60%
Operations Activities		
Space/Rent	\$ 8,400	0.85%
Building Maintenance/Cleaning	\$ -	0.00%
Telephone/Internet	\$ 3,300	0.33%
Conference	\$ -	0.00%
Insurance	\$ 14,339	1.45%
Staff Training	\$ 750	0.08%
Travel/Mileage	\$ 14,551	1.47%
Duplicating/Printing	\$ -	0.00%
Advertisement/Outreach	\$ -	0.00%
Curriculum	\$ 5,450	0.55%
Publications	\$ -	0.00%
Office Supplies	\$ 2,400	0.24%
Equipment Purchases (under \$5,000)	\$ -	0.00%
Equipment Rental/Maintenance/Support	\$ -	0.00%
Professional Fees / Audit	\$ -	0.00%
Professional Memberships/Subscriptions	\$ -	0.00%
Other Operating Expenses:	\$ -	0.00%
Staff Background Screen	\$ 240	0.02%
Non Employee Background Screen	\$ 1,600	0.16%
Postage	\$ 850	0.09%
Cell Phone	\$ 7,200	0.73%
Utilities	\$ -	0.00%
Software License Fees	\$ 2,000	0.20%
Subtotal Operating Costs	\$ 61,081	6.18%
Participant Costs/Activities		
Work Experience	\$ 204,750	20.70%
Client Testing Fees GED	\$ 5,580	0.56%
Client Verification (Equifax)	\$ 2,000	0.20%
Supportive Services	\$ 17,000	1.72%
Participant Incentives	\$ 35,850	3.63%
Vocational Training & Credentialing	\$ 34,145	3.45%
Tuition	\$ 36,000	3.64%
Subtotal Participant Costs	\$ 335,325	33.91%
Indirect Cost:		
	\$ 101,994	10.31%
Profit:		
	\$	
GRAND TOTAL (GT)	\$ 988,923	

FEDERAL AND FLORIDA 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 effected 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 agreements 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 “federally 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” (30 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.”

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- 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

Contractor Initials: _____

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

Contractor Initials: _____

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

Contractor Initials: _____

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 nongovernmental 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 would 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 unsolicited item of nominal value. The standards of conduct shall provide for disciplinary actions to be applied for 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:

Contractor Initials: _____

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 the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L., 91-616) 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 290 cc-3), 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 emended,

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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, as 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 (40.327-333), 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;

Contractor Initials: _____

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 employees of Congress, or employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying”, in accordance with its instructions;
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;

Contractor Initials: _____

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

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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 nondiscrimination 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 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;

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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 Contractor 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

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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, if Contractor, and its agents, employees, or others performing services on Contractor's behalf, knows 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> or 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.

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ACTION ITEM 7

Training Provider Renewal

The Pasco Hernando Workforce Board (PHWB) under the Workforce Innovation Opportunity Act (WIOA) must approve training providers where WIOA funds are used. 18 schools and/or institutions have applied under this action.

All the schools are licensed, in good standing, and the programs offered are in line with the Regional Targeted Occupation List

FOR CONSIDERATION

Approval of the following training providers on a temporary 60-day basis until all forms are provided and to continue as providers for the 2023-2024 program year once remaining documentation is completed. Those providers are:

- Access Computer Training
- Computer Coach IT
- Metropolitan Technical Career Institute
- New Horizons
- Concorde Career Institute
- National Training
- ATA
- NAA
- Ultimate Medical Academy
- Rasmussen

Providers that have submitted all documentation are as follows and staff recommends the approval to continue as providers for the 2023-24 program year are:

- AmSkills
- Center for Technology Training (CTT)
- Champion Truck Driving School
- Fleet Force
- Galen College of Nursing (two applications – Tampa and Sarasota campus)
- LT3 Academy
- Roadmasters Driving School
- Tampa Truck Driving School

Access Computer
Training, LLC

Access Computer Training, LLC

1537 Dale Mabry Hwy., #101, Lutz, FL 33548

Kristin Pelletier

Kristin@accesscomputertraining.com

813-326-2628

[illegible]

E	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	<p>•An interview process will determine student skills, Knowledge and desire to attend and successfully complete classes.</p> <p>•Based on student's interest and skills recommendations are offered.</p> <p>•High school diploma or GED is not required but it is highly recommended.</p>	<p>•An interview process will determine student skills, Knowledge and desire to attend and successfully complete classes.</p> <p>•Based on student's interest and skills recommendations are offered.</p> <p>•High school diploma or GED is not required but it is highly recommended.</p>	<p>•An interview process will determine student skills, Knowledge and desire to attend and successfully complete classes.</p> <p>•Based on student's interest and skills recommendations are offered.</p> <p>•High school diploma or GED is not required but it is highly recommended.</p>	<p>•An interview process will determine student skills, Knowledge and desire to attend and successfully complete classes.</p> <p>•Based on student's interest and skills recommendations are offered.</p> <p>•High school diploma or GED is not required but it is highly recommended.</p>	<p>•An interview process will determine student skills, Knowledge and desire to attend and successfully complete classes.</p> <p>•Based on student's interest and skills recommendations are offered.</p> <p>•High school diploma or GED is not required but it is highly recommended.</p>	<p>•An interview process will determine student skills, Knowledge and desire to attend and successfully complete classes.</p> <p>•Based on student's interest and skills recommendations are offered.</p> <p>•High school diploma or GED is not required but it is highly recommended.</p>	<p>•An interview process will determine student skills, Knowledge and desire to attend and successfully complete classes.</p> <p>•Based on student's interest and skills recommendations are offered.</p> <p>•High school diploma or GED is not required but it is highly recommended.</p>	<p>•An interview process will determine student skills, Knowledge and desire to attend and successfully complete classes.</p> <p>•Based on student's interest and skills recommendations are offered.</p> <p>•High school diploma or GED is not required but it is highly recommended.</p>
F	Verification the training program is for an occupation on the Local Area TOL. (confirm the program is on the CSPH TOL - fill in the SOC number corresponding to the occupation from the TOL)	43-1011 15-1232	43-1011 15-1232	43-1011 15-1232	43-1011 15-1232 43-3031	43-3031	15-1299 15-1232 15-1212 15-1244	15-1299 15-1232 15-1212 15-1244	15-1299 15-1232 15-1212 15-1244

Training Provider

Institution: AmSkills, Inc.
Street Address FL 34690
Contact Person Alisa Franz
Contact Email alisa@amskills.org
Contact Phone Number 301-1282 Ext 125 (Alisa)

		1	2	3	4	5
1	Program Title	Career Discovery Bootcamp	Basic Training	Pre - Apprenticeship	SACA	NIMS Machining
2	SOC	51-4041, 49-2094, 49-9071, 49-2094, 17-3023	51-4041, 49-2094, 49-9071, 49-2094, 17-3023	51-4041, 49-2094, 49-9071, 49-2094, 17-3023	49-2094, 17-323.01	51-4041, 49-2094, 49-9071
3	Is the program approved for training by the State of Florida	No	Yes	Yes	Yes	Yes
4	License #			Pending	N/A	2019-FL-72596
5	Expiration Date	N/A	N/A	N/A		N/A
6	Book Cost		\$400.00	\$400.00	\$400.00	\$200.00
7	Lab Fee					
8	Physical/ Medical Cost					
9	Uniforms	\$640.00				
10	Certification, Licensure or Testing Cost	\$2,000.00				\$500.00
11	Other Costs	\$2,200.00	\$1,000.00	\$1,200.00	\$2,500.00	\$5,799.00
For July 2023 through June 2024						
	Is program eligible for Pell Grant					
12		No	No	No	No	No
	Total number of persons enrolled in training program		40	20		15
13		16			50	
	Total number of WIOA funded persons enrolled in training program.		0	2		0
14		5			0	
	Total number of WIOA funded persons from CareerSource Pasco Hernando enrolled in training program.		0	2		0
15		1			0	
	Total number of persons completing this training program	12	40	20	50	8
16		5			0	
	Total number of WIOA funded persons completing this training program		0	2		0
17		5			0	
	Total number of WIOA funded persons from CareerSource Pasco Hernando completing this training		0	2		0
18		85	40	20	50	5
	Total number of persons awarded a Recognized Postsecondary Credential (or other credential, if applicable)					
19		6			0	
	Total number of WIOA funded persons awarded a Recognized Postsecondary Credential (or other credential, if applicable)		0	2		0
20		0			0	
	Total number of WIOA funded persons from CareerSource Pasco Hernando awarded a Recognized Postsecondary Credential (or other credential, if applicable)		0	2		0
21		45	40	20	50	15
	Total number of persons employed after completing the training program					
22		5			0	
	Total number of WIOA funded persons employed after completing the training program		0	2		0
23		3			0	
	Total number of WIOA funded persons from CareerSource Pasco Hernando employed after completing the training program		0	2		0
24						
A	Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e State Certificate, AA, Nationally Recognized Credential, etc.		Nationally Recognized Credential	Nationally Recognized Credential	Smart Automation Certification Alliance (SACA) Nationally Recognized	12 National Institute for Metalworking Skills (NIMS) Certifications, Fusion360,
B	Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	No	Yes	Yes	Yes	Yes
C	Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	Yes	Yes	Yes	Yes	Yes
D	Identify the in-demand industry sectors and occupations which best fit with the training program (Use NAICS Codes)	Manufacturing	Manufacturing	Manufacturing	Manufacturing	Manufacturing
E	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	No Prerequisites Required	Bootcamp	Basic Training	Mechatronics, Pre-Apprenticeship	Arithmetic or equivalent math, Basic knowledge/ experience or interest in Machining
F	Verification the training program is for an occupation on the Local Area TOL.	51-4121, 51-4011, 47-2211, 47-2111, 49-9041, 49-3011	51-4121, 51-4011, 47-2211, 47-2111, 49-9041, 49-3011	51-4121, 51-4011, 47-2211, 47-2111, 49-9041, 49-3011	51-4121, 51-4011, 47-2211, 49-9041, 49-3011	51-4121, 51-4011, 47-2211, 49-9041, 49-3011

Training Provider

Institution: ATA Career Education
Street Address 7351 Spring Hill Drive, Unit 11, Spring Hill, FL 34606
Contact Person Kyle Weber
Contact Email kweber@ata.edu
Contact Phone Number 352-684-3007

		1	2	3	4	5	6	7	8
1	Program Title	Dental Assisting	Medical Assisting	Pre-Licensure Practical Nursing	Medical Professional: Medical Assisting	Limited Medical Radiography with Medical Assisting	Professional Coding	Medical Professional: Medical Coding	Healthcare Management & Leadership
2	SOC	31-9091	31-9092	29-2061	31-9092	29-2034	29-2071	29-2071	11-9111
3	Is the program approved for training by the State of Florida Dept of Education or other State of Florida regulating entity?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
4	License #	3957	3957	3957	3957	3957	3957	3957	3957
5	Tuition	\$15,080.00	\$13,395.00	\$30,420.00	\$21,385.00	\$22,770.00	\$21,450.00	\$29,250.00	\$20,700.00
6	Expiration Date								
7	Book Cost	\$1,822.00	\$2,779.00	\$2,647.00	\$4,930.00	\$3,869.00	\$2,449.00	\$3,622.00	\$1,893.00
8	Lab Fee								
9	Physical/ Medical Cost								
10	Uniforms								
11	Certification, Licensure or Testing Cost								
12	Other Costs	\$850.00	\$850.00	\$2,950.00	\$1,450.00	\$1,450.00	\$1,050.00	\$1,450.00	\$1,450.00
13	Total Cost	\$17,752.00	\$17,024.00	\$36,017.00	\$27,765.00	\$28,089.00	\$24,949.00	\$34,322.00	\$24,043.00
For July 2023 through June 2024									
14	Is program eligible for Pell Grant	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
15	Total number of persons enrolled in training program	49	36	310	8	30	10	10	0
16	Total number of WIOA funded persons enrolled in training program. 2022/2023	4	0	36	2	0	1	0	0
17	Total number of WIOA funded persons enrolled in training program. 2021/2022	2	0	12	0	1	0	0	0
18	Total number of WIOA funded persons from CareerSource Pasco Hernando enrolled in training program 2021-2023 (this is a two year period)	4	0	20	2	1	1	0	0
19	Total number of persons completing this training program 2021-2023 (this is a two year period)	27	22	99	4	11	2	2	0
20	Total number of WIOA funded persons completing this training program 2021-2023 (this is a two year period)	3	0	10	0	0	1	0	0
21	Total number of WIOA funded persons from CareerSource Pasco Hernando completing this training 2021 - 2023 (this is a two year period)	3	0	2	0	0	1	0	0
22	Total number of persons awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2021-2023 (this is a two year period)	27	22	99	4	11	2	2	0
23	Total number of WIOA funded persons awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2021-2023 (this is a two year period)	3	0	10	0	0	1	0	0
24	Total number of WIOA funded persons from CareerSource Pasco Hernando awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2021-2023 (this is a two year period)	3	0	2	0	0	1	0	0
25	Total number of persons employed after completing the training program 2021-2023 (this is a two year period)	23	17	66	3	9	1	2	0
26	Total number of WIOA funded persons employed after completing the training program 2021-2023 (this is a two year period)	2	0	6	0	0	0	0	0
27	Total number of WIOA funded persons from CareerSource Pasco Hernando employed after completing the training program 2021-2023 (this is a two year period)	2	0	2	0	0	0	0	0
		1	2	3	4	5	6	7	8
A	Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e State Certificate, AA, Nationally Recognized Credential, etc.	Diploma	Diploma	Diploma, Practical Nursing License	Associate of Occupational Science	Associate of Occupational Science	Diploma	Associate of Occupational Science	Bachelor of Science
B	Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
C	Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
D	Identify the in-demand industry sectors and occupations which best fit with the training program (Use 4-Digit NAICS Codes)	6212	6211	6231	6211	6211	6211	6211	6219
E	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	High School diploma or GED	High School diploma or GED	High School diploma or GED	High School diploma or GED	High School diploma or GED	High School diploma or GED	High School diploma or GED	Associate Degree in Allied Health; High School diploma or GED
F	Verification the training program is for an occupation on the Local Area TOL. (confirm the program is on the CSPH TOL - fill in the SOC number corresponding to the	Yes - 319091	Yes - 319092	Yes - 292061	Yes - 319092	Yes - 292034	No - 292071	No - 292071	Yes - 119111

Institution:
Street Address
Contact Person
Contact Email
Contact Phone Number

Center for Technology Training
1300 North Westshore Blvd. #235
Peter Hogaboom
peter.hogaboom@cttschool.com
813-341-8594

Center for Technology Training
1300 North Westshore Blvd #235
Peter Hogaboom
peter.hogaboom@cttschool.com
813-341-8594

Center for Technology Training
1300 North Westshore Blvd #235
Peter Hogaboom
peter.hogaboom@cctschool.com
813-341-8594

	1	2	3	4	5	6	7	8	9	10	11	12	13	14
	PC Repair Technician (A+ prep)	Business Applications Specialist	Cisco Networking (CCNA prep)	Ethical Hacking & Forensics	Information Systems Security Professional	Linux	Microsoft Network Administration	Microsoft Network Expert	Microsoft Database Technologies	Network Technician (Network+ prep)	Project Management	Security Professional (Security+ prep)	Web Design Professional	Webmaster Foundations
Program Title	SOC 15-1151	43-1011	15-1142	15-1122	15-1122	15-1141	15-1142	15-1142	15-1143	15-1142	13-1111	15-1122	15-1134	15-1134
Is the program approved for training by the State of Florida License #	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Expiration Date	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Cost	Tuition \$	3,197.00	\$ 4,495.00	\$ 3,801.00	\$ 5,781.00	\$ 4,046.00	\$ 3,039.00	\$ 8,838.00	\$ 7,697.00	\$ 7,522.00	\$ 2,221.00	\$ 4,106.00	\$ 2,024.00	\$ 8,695.00
	Expiration Date													
	Book Cost													
	Lab Fee													
	Physical/ Medical Cost													
	Uniforms													
	Certification, Licensure or Testing Cost													
	Other Costs													
	Fees \$	298.00	\$ 500.00	\$ 194.00	\$ 209.00	\$ 449.00	\$ 456.00	\$ 657.00	\$ 798.00	\$ 973.00	\$ 274.00	\$ 889.00	\$ 471.00	\$ 300.00
	Supplies (including tools & uniforms)	\$ 3,495.00	\$ 4,995.00	\$ 3,995.00	\$ 5,990.00	\$ 4,495.00	\$ 3,495.00	\$ 9,495.00	\$ 8,495.00	\$ 8,495.00	\$ 2,495.00	\$ 4,995.00	\$ 2,495.00	\$ 8,995.00
Total	\$ 3,495.00	\$ 4,995.00	\$ 3,995.00	\$ 5,990.00	\$ 4,495.00	\$ 3,495.00	\$ 9,495.00	\$ 8,495.00	\$ 8,495.00	\$ 2,495.00	\$ 4,995.00	\$ 2,495.00	\$ 8,995.00	
For January 2020 through May 2021														
Is program eligible for Pell Grant	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Total number of persons enrolled in training program	29	3	3	0	2	0	4	3	0	30	5	16	3	4
Total number of WIOA funded persons enrolled in training program.	8	2	2	0	0	0	2	2	0	6	5	4	2	3
Total number of WIOA funded persons from CareerSource Pasco Hernando enrolled in training program	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Total number of persons completing this training program	20	0	0	0	1	0	0	0	0	10	1	2	1	1
Total number of WIOA funded persons completing this training program	5	0	0	0	0	0	0	0	0	2	1	2	1	1
Total number of WIOA funded persons from CareerSource Pasco Hernando completing this training	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total number of persons awarded a Recognized Postsecondary Credential (or other credential, if applicable)	20	0	0	0	1	0	0	0	0	10	1	2	1	1
Total number of WIOA funded persons awarded a Recognized Postsecondary Credential (or other credential, if applicable)	5	0	0	0	0	0	0	0	0	2	1	2	1	1
Total number of WIOA funded persons from CareerSource Pasco Hernando awarded a Recognized Postsecondary Credential (or other credential, if applicable)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total number of persons employed after completing the training program	20	0	0	0	1	0	0	0	0	10	1	2	1	1
Total number of WIOA funded persons employed after completing the training program	5	0	0	0	0	0	0	0	0	2	1	2	1	1
Total number of WIOA funded persons from CareerSource Pasco Hernando employed after completing the training program	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Nature of the Postsecondary Credentials (or other credentials received by completing students) (e.g. State Certificate, AA, Nationally Recognized Credential, etc.)	220-1001, 220-1002 A+ Certification	Microsoft Office Specialist	Cisco Certified Network Administrator	Certified Ethical Hacker	Cisco Information Systems Security Professional	Linux Systems Administrator	MCSA - Microsoft Certified Solutions Associate	Microsoft Network Expert	MCSE - Microsoft Certified Systems Expert	N10-007 Network+	PMP® - Project Management Professional	SYO-501 Security+	User Interface Design	IDO-610 Web Foundations Associate
Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Has this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Identify the in-demand industry sectors and occupations which best fit with the training program (Use NAICS Codes)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Describe the prerequisites of skills and knowledge required prior to the commencement of training.	High school diploma or equivalent	No Educational Requirements	PC Repair Technician (CRT02) and Network Technician (NET01), or equivalent experience is required.	PC Repair Technician (A+); CRT02 and Network Technician (Network+); NET01, or equivalent experience. The Security Professional course (SEC01) or Advanced Security Professional (SEC02) course are highly recommended.	PC Repair Technician (A+); CRT02 and Network Technician (Network+); NET01, or equivalent experience.	PC Repair Technician (CRT02) and Network Technician (NET01), or equivalent experience is required.	No Educational Requirements	No Educational Requirements	PC Repair Technician (CRT02) and Network Technician (NET01), or equivalent experience is required.	High School Diploma or Equivalent	One or more years of project management experience is helpful but not required.	PC Repair Technician (CRT02) and Network Technician (NET01), or equivalent experience is required.	No Educational Requirements	No Educational Requirements
Verification the training program is for an occupation on the Local Area TOL.	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes

15
SEO & Social
Media
Professional
15-1134

Yes
3094
n/a

\$	3,195.00

\$ 300.00

\$ 3,495.00

No
2
2
0
0
0
0
0
0
0
0
0
0
0

15
Web Developer

Yes

Yes

n/a

No Educational
Requirements

yes

[illegible]

Training Provider

Institution: Computer Coach
Street Address 5005 N Hesperides St, Tampa, FL 33614
Contact Person SUZANNE RICCI
Contact Email SUZANNE@COMPUTERCOACH.COM
Contact Phone Number 813-947-0552

		1	2	3	4	5	6	7	8	9	10	11	12	13
		Computer Support Specialist	IT Systems Administrator	Cloud Integration Specialist	IT Security Professional	Network Administrator	Cyber Security Specialist	Data Specialist	Front End Web Development	Full Stack Web Development	Business Office Specialist	Project Management Specialist	Service Management	Digital Marketing Specialist
1	Program Title	151151	151142	151142	151142	151143	151142	151141	151134	151134	131199	151142	151142	131161
2	SOC													
3	Is the program approved for training by the State of Florida Dept of Education or other State of Florida regulating entity?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
4	License #	5831	5831	5831	5831	5831	5831	5831	5831	5831	5831	5831	5831	5831
5	Tuition	10,500	7500	7500	10500	10500	13000	10500	13500	13500	5000	10500	10500	6500
6	Expiration Date	12/1/2023	12/1/2023	12/1/2023	12/1/2023	12/1/2023	12/1/2023	12/1/2023	12/1/2023	12/1/2023	12/1/2023	12/1/2023	12/1/2023	12/1/2023
7	Book Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8	Lab Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9	Physical/ Medical Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10	Uniforms	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11	Certification, Licensure or Testing Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12	Other Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
13	Total Cost	\$10,500.00	\$7,500.00	\$7,500.00	\$10,500.00	\$10,500.00	\$13,000.00	\$10,500.00	\$13,500.00	\$13,500.00	\$5,000.00	\$10,500.00	\$10,500.00	\$6,500.00
For July 2023 through June 2024														
Is program eligible for Pelli Grant														
14		No	No	No	No	No	No	No	No	No	No	No	No	No
15	Total number of persons enrolled in training program	10	0	2	13	0	56	8	35	0	16	9	0	35
16	Total number of WIOA funded persons enrolled in training program. 2022/2023	4	0	2	6	0	24	5	16	0	6	6	0	29
17	Total number of WIOA funded persons enrolled in training program. 2021/2022	4	0	8	12	0	9	16	8	4	11	31	8	26
18	Total number of WIOA funded persons from CareerSource Pasco Hernando enrolled in training program. 2021-2023 (this is a two year period)	0	0	0	1	0	0	1	0	0	0	2	0	0
19	Total number of persons completing this training program 2021-2023 (this is a two year period)	4	0	0	1	0	0	1	0	0	0	2	0	0
20	Total number of WIOA funded persons completing this training program 2021-2023 (this is a two year period)	3	0	8	11	1	33	7	24	1	17	28	0	42
21	Total number of WIOA funded persons from CareerSource Pasco Hernando completing this training 2020 - 2022 (this is a two year period)	0	0	0	1	0	0	1	0	0	0	2	0	0
22	Total number of persons awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2021-2023 (this is a two year period)	4	0	0	1	0	0	1	0	0	0	2	0	0
23	Total number of WIOA funded persons awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2021-2023 (this is a two year period)	3	0	8	11	1	33	7	24	1	17	28	0	42
24	Total number of WIOA funded persons from CareerSource Pasco Hernando awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2021-2023 (this is a two year period)	0	0	0	1	0	0	1	0	0	0	2	0	0
25	Total number of persons employed after completing the training program 2021-2023 (this is a two year period)	4	0	0	1	0	0	1	0	0	0	2	0	0
26	Total number of WIOA funded persons employed after completing the training program 2021-2023 (this is a two year period)	3	0	8	11	1	33	7	24	1	17	28	0	42
27	Total number of WIOA funded persons from CareerSource Pasco Hernando employed after completing the training program 2021-2023 (this is a two year period)	0	0	0	1	0	0	1	0	0	0	2	0	0
28	Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e State Certificate, AA, Nationally Recognized Credential, etc.	Diploma	Diploma	Diploma	Diploma	Diploma	Diploma	Diploma	Diploma	Diploma	Diploma	Diploma	Diploma	Diploma
29	Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
30	Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	No	No	No	No	No	No	No	No	No	No	No	No	No
31	Identify the in-demand industry sectors and occupations which best fit with the training program (Use 4-Digit NAICS Codes)	811212	811212	541513	541513	811212	811212	518210	511210	511210	561110	561110	541513	541870
32	Describe the prerequisites of skills and knowledge required prior to the commencement of training.													
33	Verification the training program is for an occupation on the Local Area TOL, (confirm the program is on the CSPH TOL - fill in the SOC number corresponding to the	HS Diploma or equivalent	HS Diploma or equivalent	HS Diploma or equivalent	HS Diploma or equivalent	HS Diploma or equivalent	HS Diploma or equivalent	HS Diploma or equivalent	HS Diploma or equivalent	HS Diploma or equivalent	HS Diploma or equivalent	HS Diploma or equivalent	HS Diploma or equivalent	HS Diploma or equivalent
34		Computer User Support	Network and Computer Systems Administration	Network and Computer Systems Administration	Information Security Analyst	Network and Computer Systems Administration	Information Security Analyst	Database Administrator	Web Developers	Web Developers	Bookkeeping, Accounting and Auditing	Management Analyst	Management Analyst	Marketing Managers

Training Provider

Institution: Concorde Career Institute
Street Address: 4127
Contact Person: Marlene Cerbasi
Contact Email: mcerbasi@concorde.edu
Contact Phone Number: 909-967-5325

		1	2	3	5	6
1	Program Title	Dental Assistant	Medical Assistant	Medical Office Administration	Respiratory Therapy	Surgical Technology
		31-9091	31-9092	29-2072	29-1126	29-2055
2	Is the program approved for training by the State of Florida	Yes	Yes	Yes	Yes	Yes
3	License #	333	333	333	333	333
4	Tuition	\$17,892	\$18,315	\$14,691	\$41,648	\$41,140
5	Expiration Date	11/30/2023	11/30/2023	11/30/2023	11/30/2023	11/30/2023
6	Book Cost	\$773	\$656	\$976	\$1,651	\$1,619
7	Lab Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8	Physical/ Medical Cost	Inc.	Inc.	Inc.	Inc.	Inc.
9	Uniforms	Inc.	Inc.	Inc.	Inc.	Inc.
10	Certification, Licensure or Testing Cost	Inc.	Inc.	Inc.	Inc.	Inc.
	Other costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total Cost	\$18,665	\$18,971	\$15,667	\$43,299	\$42,759
	ACCSC Annual Report 2022 (reporting dates by program)	03/20 - 02/21	03/20 - 02/21	03/20 - 02/21	01/19 - 12/19	01/19/ - 12/19
	Is program eligible for Pell Grant	Yes	Yes	Yes	Yes	Yes
12	Total number of persons enrolled in training program	109	138	23	23	21
13	Total number of WIOA funded persons enrolled in training program	0	0	0	0	0
14	Total number of WIOA funded persons from CareerSource Pasco	0	0	0	0	0
15	Hernando enrolled in training	65	90	10	15	15
16	Total number of persons completing this training program	65	90	10	15	15
17	Total number of WIOA funded persons completing this training program	0	0	0	0	0
18	Total number of WIOA funded persons from CareerSource Pasco	0	0	0	0	0
19	Hernando completing this training	65	90	15	18	15
20	Total number of persons awarded a Recognized Postsecondary Credential (or other credential, if Total number of WIOA funded persons awarded a Recognized Postsecondary Credential (or other	0	0	0	0	0
21	Total number of WIOA funded persons from CareerSource Pasco	0	0	0	0	0
22	Hernando awarded a Recognized Total number of persons employed after completing the training program	57	71	12	13	13

23	Total number of WIOA funded persons employed after completing the training program	0	0	0	0	0
24	Total number of WIOA funded persons from CareeSource Pasco Hernando employed after	0	0	0	0	0
A	Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e State Certificate, AA, Nationally	Diploma	Diploma	Diploma	A.S.	A.S.
B	Can the credential be stacked with other credentials as part of a sequence to move an individual along a career	Yes	Yes	Yes	Yes	Yes
C	Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	Yes - Physicians, dentists, medical centers, hospitals	Yes - Physicians, medical centers, hospitals	Yes - Physicians, medical centers, hospitals	Yes - Physicians, medical centers, hospitals	Yes - Physicians, medical centers, hospitals
D	Identify the in-demand industry sectors and occupations which best fit with the training program (Use NAICS Codes)	Dental Assistant 621210	Medical Assistant 621491	Medical Office Administration 561110	Respiratory Therapy 621399	Surgical Technology 339112
E	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	High School Graduate and must pass entrance exam	High School Graduate and must pass entrance exam	High School Graduate and must pass entrance exam	High School Graduate and must pass entrance exams	High School Graduate and must pass entrance exams
F	Verification the training program is for an occupation on the Local Area TOL.	Yes	Yes	Yes	Yes	Yes

Training Provider

Institution: B-3-1, LLC dba FleetForce Truck Driving School
Street Address 4950 Recker Highway, Winter Haven, FL 33880
Contact Person Laura Engelhardt
Contact Email Laura@DriveFleetForce.com
Contact Phone Number 863-294-1112 x 1005

		1	2	3	4	5
1	Program Title	Commercial Truck Operator, Class A	Commercial Truck Operator, Class B			
2	SOC	53-3032	53-3032			
3	Is the program approved for training by the State of Florida Dept of Education or other State of Florida regulating entity?	yes	yes			
4	License #	1357	1357			
5	Tuition	6995	2495			
6	Expiration Date					
7	Book Cost					
8	Lab Fee					
9	Physical/ Medical Cost	\$138.00	\$138.00			
10	Uniforms					
11	Certification, Licensure or Testing Cost					
	Other Costs					
	Total Cost	\$7,133.00	\$2,633.00			
For July 2022 through June 2023						
	Is program eligible for Pell Grant	no	no			
12	Total number of persons enrolled in training program	373	124			
13	Total number of WIOA funded persons enrolled in training program, 2021/2022	138	1			
14	Total number of WIOA funded persons enrolled in training program, 2020/2021	98	1			
15	Total number of WIOA funded persons from CareerSource Pasco Hernando enrolled in training program, 2020-2022 (this is a two year period)	458	183			
16	Total number of WIOA funded persons completing this training program 2020-2022 (this is a two year period)	223	2			
17	Total number of WIOA funded persons from CareerSource Pasco Hernando completing this training 2020 - 2022 (this is a two year period)	1	0			
18	Total number of persons awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2020-2022 (this is a two year period)	458	183			
19	Total number of WIOA funded persons from CareerSource Pasco Hernando awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2020-2022 (this is a two year period)	223	2			
20	Total number of WIOA funded persons from CareerSource Pasco Hernando completing the training program 2020-2022 (this is a two year period)	1	0			
21	Total number of WIOA funded persons from CareerSource Pasco Hernando employed after completing the training program 2020-2022 (this is a two year period)	338	178			
22	Total number of WIOA funded persons employed after completing the training program 2020-2022 (this is a two year period)	141	2			
23	Total number of WIOA funded persons from CareerSource Pasco Hernando employed after completing the training program 2020-2022 (this is a two year period)	1 but not yet	0			
24	completing the training program 2020-2022 (this is a two year period)					
		1	2	3	4	5
A	Nature of the Postsecondary Credentials (or other credentials received by completing students) (e.g. State Certificate, AA, Nationally Recognized Credential, etc.)	Certificate; Class A Commercial Driver's License	Certificate; Class B Commercial Driver's License			
B	Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	no	no			
C	Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	Yes, state and federal motor carriers (FMCSA, FLDOT)	Yes, state and federal motor carriers (FMCSA, FLDOT)			
D	Identify the in-demand industry sectors and occupations which best fit with the training program (Use 4-Digit NAICS Codes)	53-3032 Heavy and Tractor-Trailer Truck Drivers	53-3032 Heavy and Tractor-Trailer Truck Drivers			
E	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	Current, valid driver's license, DOT Physical and drug screen, Class A	Current, valid driver's license, DOT Physical and drug screen, Class B			
F	Verification the training program is for an occupation on the Local Area TOL (confirm the program is on the CSPH TOL - fill in the SOC number corresponding to the	53-3032 Heavy and Tractor-Trailer Truck Drivers	53-3032 Heavy and Tractor-Trailer Truck Drivers			

Instituion:
Street Address
Contact Person
Contact Email
Contact Phone Number

Galen Health Institutes, Inc., dba Galen College of Nursing (Tampa Bay Campus)
10200 Dr. Martin Luther King Jr. St. N, St. Petersburg, FL 33716
Jennifer E. Green, Senior Director of Accreditation, Compliance, and Regulatory Affairs
jgreen@galencollege.edu
(502) 410-6262

		1	2	3	4	5
1	Program Title	Practical Nursing Program, 4-quarter Option	Associate Degree in Nursing Program, Two-year Option	Associate Degree in Nursing Program, LPN/LVN to ADN Bridge Option	Baccalaureate Degree in Nursing Program, Prelicensure Option	
2	SOC	29-2061	29-1141	29-1141	29-1141	
3	Is the program approved for training by the State of Florida Dept of Education or other State of Florida regulating entity?					
4	License #	3150	3150	3150	3150	
5	Tuition	\$22,000.00	\$47,960.00	\$36,230.00	\$74,845.00	
6	Expiration Date	3/31/2024	3/31/2024	3/31/2024	3/31/2024	
7	Book Cost	Included in Tuition	\$3,050.00	\$2,700.00	\$3,600.00	
8	Lab Fee	N/A	\$450.00	\$350.00	\$500.00	
9	Physical/ Medical Cost	N/A	N/A	N/A	N/A	
10	Uniforms	\$50.00	\$107.00	\$107.00	\$107.00	
11	Certification, Licensure or Testing Cost	Following successful completion of the program, students are eligible to sit for the NCLEX-PN®.	Following successful completion of the program, students are eligible to sit for the NCLEX-RN®	Following successful completion of the program, students are eligible to sit for the NCLEX-RN®.	Following successful completion of the program, students are eligible to sit for the NCLEX-RN®.	
12	Other Costs	The following fees are paid directly to the Florida Board of Nursing to sit for the examination: \$200 NCLEX Examination Fee and \$110 License Application Fee.	The following fees are paid directly to the Florida Board of Nursing to sit for the examination: \$200 NCLEX Examination Fee and \$110 License Application Fee.	The following fees are paid directly to the Florida Board of Nursing to sit for the examination: \$200 NCLEX Examination Fee and \$110 License Application Fee.	The following fees are paid directly to the Florida Board of Nursing to sit for the examination: \$200 NCLEX Examination Fee and \$110 License Application Fee.	
13	Total Cost	\$150 Background Check Fee; \$100 Registration Fee; \$40 Entrance Examination Fee	\$150 Background Check Fee; \$100 Registration Fee; \$40 Entrance Examination Fee; \$143 Supplies.	\$150 Background Check Fee; \$100 Registration Fee; \$40 Entrance Examination Fee; \$143 Supplies.	\$150 Background Check Fee; \$100 Registration Fee; \$40 Entrance Examination Fee; \$143 Supplies.	
14	For July 2023 through June 2024	\$22,340.00	\$52,000.00	\$39,820.00	\$79,485.00	
15	Is program eligible for Pell Grant	Yes	Yes	Yes	Yes	
16	Total number of persons enrolled in training program	90	1314	398	665	
17	Total number of WIOA funded persons enrolled in training program. 2022/2023	11	66	9	7	
18	Total number of WIOA funded persons enrolled in training program. 2021/2022	10	45	21	11	
19	Total number of WIOA funded persons from CareerSource Pasco Hernando enrolled in training program. 2021-2023 (this is a two year period)	N/A	11	1	N/A	
20	Total number of persons completing this training program 2021-2023 (this is a two year period)	41	457	230	275	
21	Total number of WIOA funded persons completing this training program 2021-2023 (this is a two year period)	5	25	17	6	
22	Total number of WIOA funded persons from CareerSource Pasco Hernando completing this training 2020 - 2022 (this is a two year period)	1	3	N/A	N/A	
23	Total number of persons awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2021-2023 (this is a two year period)	41	457	230	275	

20	Total number of WIOA funded persons awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2021-2023 (this is a two year period)	5	25	17	6	
21	Total number of WIOA funded persons from CareerSource Pasco Hernando awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2021-2023 (this is a two year period)	1	3	N/A	N/A	
22	Total number of persons employed after completing the training program 2021-2023 (this is a two year period)	18	227	107	132	
23	Total number of WIOA funded persons employed after completing the training program 2021-2023 (this is a two year period)	2	9	8	3	
24	Total number of WIOA funded persons from CareerSource Pasco Hernando employed after completing the training program 2021-2023 (this is a two year period)	N/A. All graduates who received funding from CareerSource Pasco Hernando graduated in December 2022 and March 2023; therefore, placement data is not readily available.	N/A. All graduates who received funding from CareerSource Pasco Hernando graduated in December 2022 and March 2023; therefore, placement data is not readily available.	N/A. All graduates who received funding from CareerSource Pasco Hernando graduated in December 2022 and March 2023; therefore, placement data is not readily available.	N/A. All graduates who received funding from CareerSource Pasco Hernando graduated in December 2022 and March 2023; therefore, placement data is not readily available.	
A	Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e State Certificate, AA, Nationally Recognized Credential, etc.	1	2	3	4	5
B	Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	Graduates earn a PN diploma and are eligible to sit for the NCLEX-PN.	Graduates earn an Associate of Science Degree and are eligible to sit for the NCLEX-RN.	Graduates earn an Associate of Science Degree and are eligible to sit for the NCLEX-RN.	Graduates earn a Bachelor of Science in Nursing Degree and are eligible to sit for the NCLEX-RN.	
C	Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	Yes	Yes	Yes	Yes	
D	Identify the in-demand industry sectors and occupations which best fit with the training program (Use 4-Digit NAICS Codes)	Nursing Education Programs (611310)	Nursing Education Programs (611310)	Nursing Education Programs (611310)	Nursing Education Programs (611310)	
E	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	High school diploma or GED equivalent; Must be able to communicate effectively in English; Qualifying entrance examination scores.	High school diploma or GED equivalent; Must be able to communicate effectively in English; Qualifying entrance examination scores.	High school diploma or GED equivalent; Must be able to communicate effectively in English; Qualifying entrance examination scores; Earned diploma in practical/vocational nursing; Unencumbered PN/VN license.	High school diploma or GED equivalent; Must be able to communicate effectively in English; Qualifying entrance examination scores.	
F	Verification the training program is for an occupation on the Local Area TOL. (confirm the program is on the CSPH TOL - fill in the SOC number corresponding to the occupation from the TOL)	Yes	Yes	Yes	Yes	

Training Provider

Institution:
Street Address
Contact Person
Contact Email
Contact Phone Number

Galen Health Institutes, Inc., dba Galen College of Nursing (Sarasota Campus)
 501 N. Cattlemen Road, Sarasota, FL 34232
 Jennifer E. Green, Senior Director of Accreditation, Compliance, and Regulatory Affairs
jgreen@galencollege.edu
 (502) 410-6262

		1	2	3	4	5
	Program Title	Associate Degree in Nursing Program, Two-year Option	Associate Degree in Nursing Program, LPN/LVN to ADN Bridge Option	Baccalaureate Degree in Nursing Program, Prelicensure Option		
1	SOC	29-1141	29-1141	29-1141		
2	Is the program approved for training by the State of Florida Dept of Education or other State of Florida regulating entity?	Yes	Yes	Yes		
3	License #	10160	10160	10160		
4	Tuition	\$47,960.00	\$36,230.00	\$74,845.00		
5	Expiration Date	3/31/2024	3/31/2024	3/31/2024		
6	Book Cost	\$3,050.00	\$2,700.00	\$3,600.00		
7	Lab Fee	\$450.00	\$350.00	\$500.00		
8	Physical/ Medical Cost	N/A	N/A	N/A		
9	Uniforms	\$107.00	\$107.00	\$107.00		
		Following successful completion of the program, students are eligible to sit for the NCLEX-RN®. The following fees are paid directly to the Florida Board of Nursing to sit for the examination: \$200 NCLEX Examination Fee and \$110 License Application Fee. \$150 Background Check Fee; \$100 Registration Fee; \$40 Entrance Examination Fee; \$143 Supplies.	Following successful completion of the program, students are eligible to sit for the NCLEX-RN®. The following fees are paid directly to the Florida Board of Nursing to sit for the examination: \$200 NCLEX Examination Fee and \$110 License Application Fee. \$150 Background Check Fee; \$100 Registration Fee; \$40 Entrance Examination Fee; \$143 Supplies.	Following successful completion of the program, students are eligible to sit for the NCLEX-RN®. The following fees are paid directly to the Florida Board of Nursing to sit for the examination: \$200 NCLEX Examination Fee and \$110 License Application Fee. \$150 Background Check Fee; \$100 Registration Fee; \$40 Entrance Examination Fee; \$143 Supplies.		
10	Certification, Licensure or Testing Cost					
11	Other Costs					
	Total Cost	\$52,000.00	\$39,820.00	\$79,485.00		
12	For July 2023 through June 2024					
	Is program eligible for Pell Grant	Yes	Yes	Yes		
13	Total number of persons enrolled in training program	169	70	46		
14	Total number of WIOA funded persons enrolled in training program. 2022/2023	2	N/A	N/A		
14 a	Total number of WIOA funded persons enrolled in training program. 2021/2022	N/A	N/A	N/A		
15	Total number of WIOA funded persons from CareerSource Pasco Hernando enrolled in training program. 2021-2023 (this is a two year period)	N/A	N/A	N/A		
16	Total number of persons completing this training program 2021-2023 (this is a two year period)	N/A	N/A	N/A		
17	Total number of WIOA funded persons completing this training program 2021-2023 (this is a two year period)	N/A	N/A	N/A		
18	Total number of WIOA funded persons from CareerSource Pasco Hernando completing this training 2020 - 2022 (this is a two year period)	N/A	N/A	N/A		
19	Total number of persons awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2021-2023 (this is a two year period)	N/A	N/A	N/A		

20	Total number of WIOA funded persons awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2021-2023 (this is a two year period)	N/A	N/A	N/A		
21	Total number of WIOA funded persons from CareerSource Pasco Hernando awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2021-2023 (this is a two year period)	N/A	N/A	N/A		
22	Total number of persons employed after completing the training program 2021-2023 (this is a two year period)	N/A	N/A	N/A		
23	Total number of WIOA funded persons employed after completing the training program 2021-2023 (this is a two year period)	N/A	N/A	N/A		
24	Total number of WIOA funded persons from CareerSource Pasco Hernando employed after completing the training program 2021-2023 (this is a two year period)	N/A	N/A	N/A		
		2	3	4	5	6
A	Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e. State Certificate, AA, Nationally Recognized Credential, etc.	Graduates earn an Associate of Science Degree and are eligible to sit for the NCLEX-RN	Graduates earn an Associate of Science Degree and are eligible to sit for the NCLEX-RN	Graduates earn a Bachelor of Science in Nursing Degree and are eligible to sit for the NCLEX-RN		
B	Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	Yes	Yes	Yes		
C	Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	Yes	Yes	Yes		
D	Identify the in-demand industry sectors and occupations which best fit with the training program (Use 4-Digit NAICS Codes)	Nursing Education Programs (611310)	Nursing Education Programs (611310)	Nursing Education Programs (611310)		
E	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	High school diploma or GED equivalent; Must be able to communicate effectively in English; Qualifying entrance examination scores.	High school diploma or GED equivalent; Must be able to communicate effectively in English; Qualifying entrance examination scores; Earned diploma in practical/vocational nursing; Unencumbered PN/VN license.	High school diploma or GED equivalent; Must be able to communicate effectively in English; Qualifying entrance examination scores.		
F	Verification the training program is for an occupation on the Local Area TOL. (confirm the program is on the CSPH TOL - fill in the SOC number corresponding to the occupation from the TOL)	Yes	Yes	Yes		

Training Provider

Institution: LT3 Academy
Street Address 12204 University Mall Ct Tampa, FL 33612
Contact Person Amy Lesniak
Contact Email alesniak@mynetsys.com
Contact Phone Number 813-819-5974

1	2	3	4	5
Uptown Standards of PreApprenticeship for Technology and Innovation	Uptown Standards of PreApprenticeship for Technology and Innovation	Uptown Standards of PreApprenticeship for Technology and Innovation	Uptown Standards of PreApprenticeship for Technology and Innovation	Net Synergy Virtual Solutions Apprenticeship
SOC 15-1252.00	15-1212	15-1232	13-1081	15-1252.00
Is the program approved for training by the State of Florida Dept of Education or other State of Florida regulating entity?	yes	yes	yes	yes
License #	P117	P117	P117	2021-FL-80037
Tuition	9995	9995	9995	9995
Expiration Date				
Book Cost	included	included	included	included
Lab Fee	included	included	included	included
Physical/ Medical Cost	included	included	included	included
Uniforms	included	included	included	included
Certification, Licensure or Testing Cost	included	included	included	included
Other Costs	included	included	included	included
Total Cost	\$9,995.00	\$9,995.00	\$9,995.00	\$9,995.00
For Jult 2022 through June 2023				
Is program eligible for Pell Grant	no	no	no	no
Total number of persons enrolled in training program	12	new program	new program	new program
Total number of WIOA funded persons enrolled in training program. 2021/2022	35	0	0	0
Total number of WIOA funded persons enrolled in training program. 2020/2021	0	0	0	new program n/a
Total number of WIOA funded persons from CareerSource Pasco Hernando enrolled in training program. 2020-2022 (this is a two year period)	0	0	0	0
Total number of persons completing this training program 2020-2022 (this is a two year period)	13	0	0	0
Total number of WIOA funded persons completing this training program 2020-2022 (this is a two year period)	13	0	0	0
Total number of WIOA funded persons from CareerSource Pasco Hernando completing this training 2020 - 2022 (this is a two year period)	0	0	0	0
Total number of persons awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2020-2022 (this is a two year period)	13	0	0	0
Total number of WIOA funded persons awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2020-2022 (this is a two year period)	13	0	0	0
Total number of WIOA funded persons from CareerSource Pasco Hernando awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2020-2022 (this is a two year period)	0	0	0	0
Total number of persons employed after completing the training program 2020-2022 (this is a two year period)	7	0	0	0
Total number of WIOA funded persons employed after completing the training program 2020-2022 (this is a two year period)	7	0	0	0
Total number of WIOA funded persons from CareerSource Pasco Hernando employed after completing the training program 2020-2022 (this is a two year period)	0	0	0	0

	1	2	3	4	5
A Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e State Certificate, AA, Nationally Recognized Credential, etc.	industry certifications plus FLDOE certificate of completion	industry certifications plus FLDOE certificate of completion	industry certifications plus FLDOE certificate of completion	industry certifications plus FLDOE certificate of completion	industry certifications plus FLDOE certificate of completion
B Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	yes	yes	yes	yes	yes
C Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	yes	yes	yes	yes	yes
D Identify the in-demand industry sectors and occupations which best fit with the training program (Use 4-Digit NAICS Codes)	541511	541519	541519	541614	541511
E Describe the prerequisites of skills and knowledge required prior to the commencement of training.	n/a	n/a	n/a	n/a	n/a
F Verification the training program is for an occupation on the Local Area TOL. (confirm the program is on the CSPH TOL - fill in the SOC number corresponding to the occupation from the TOL)	151132 HSHW Software	15-1212 informaiton security analysts	15-1232 computer us	logistician/ supply chain technologist	151132 HSHW Software Developers, Applications 3.89 52 48.04 30.62 4.00 Yes

Institution:	Metropolitan Technical Career Institute
Street Address	7701 Little Rd Suite 201 New Port Richey, FL 34654
Contact Person	Vanessa Guy
Contact Email	director@freshcareerstart.com
Contact Phone Number	352 293-2474

		1	2	3	4	5	6	7	8	9
1	Program Title	Phlebotomy	Patient Care Tech	Medical Assistant	EKG Technician	Basic Xray Operator	Med. Lab Assistant	Med Admin Assistant	Pharmacy Tech	Mental Health Tech
2	Is the program approved for training by the State of Florida Dept of Education or other State of Florida regulating entity?	319097	29-2099	31-9092	31-9092	29-2034	29-2010	43-6313	29-2052	211018
3	License #	3998								
4	Tuition	1250	3500	6995	1550	1750	1550	1550	3995	1550
5	Expiration Date									
6	Book Cost	\$100.00	\$100.00	\$100.00		\$200.00			\$200.00	
7	Lab Fee	\$150.00	\$150.00	\$250.00					\$250.00	
8	Physical/ Medical Cost									
9	Uniforms									
10	Certification, Licensure or Testing Cost	\$300.00	\$300.00	\$300.00	\$300.00	\$75.00	\$300.00	\$300.00	\$200.00	\$300.00
11	Other Costs									
	Total Cost	\$1,800.00	\$4,050.00	\$7,645.00	\$1,850.00	\$2,025.00	\$1,850.00	\$1,850.00	\$4,645.00	\$1,850.00
	For July 2023 through June 2024									
	Is program eligible for Pell Grant	no								
12	Total number of persons enrolled in training program	2	2	11	1	64	0	2	4	
13	Total number of WIOA funded persons enrolled in training program. 2022/2023	0	1	2	0	0	0	1	1	
14	Total number of WIOA funded persons enrolled in training program. 2021/2022	2	5	2	2	2	0	3	0	
14 a	Total number of WIOA funded persons from CareerSource Pasco Hernando enrolled in training program. 2021-2023 (this is a two year period)	2	6	4	1	2	0	4	1	
15	Total number of persons completing this training program 2021-2023 (this is a two year period)	51	5	20	2	77	13	16	3	
16	Total number of WIOA funded persons completing this training program 2021-2023 (this is a two year period)	2	3	5	2	2	0	4	0	
17	Total number of WIOA funded persons from CareerSource Pasco Hernando completing this training 2020 - 2022 (this is a two year period)	2	7	5	2	5	0	2	0	
18	Total number of persons awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2021-2023 (this is a two year period)	59	9	15	2	68	13	14	3	
19	Total number of WIOA funded persons awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2021-2023 (this is a two year period)	2	6	5	1	5	0	0	0	
20	Total number of WIOA funded persons from CareerSource Pasco Hernando awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2021-2023 (this is a two year period)	2	6	5	1	5	0	0	0	
21	Total number of persons employed after completing the training program 2021-2023 (this is a two year period)	59	9	19	2	63	10	13	5	
22	Total number of WIOA funded persons employed after completing the training program 2021-2023 (this is a two year period)	2	8	5	2	5	0	1	0	
23	Total number of WIOA funded persons from CareerSource Pasco Hernando employed after completing the training program 2021-2023 (this is a two year period)	2	6	4	2	5	0	1	0	
24										
A	Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e State Certificate, AA, Nationally Recognized Credential, etc.	STATE/NATIONAL	NATIONAL	STATE/NATIONAL	STATE/NATIONAL	LICENSE	National after Phlebotomy State Certification	NATIONAL	State/National	NATIONAL
B	Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	YES	yes	NO	YES	YES	YES	YES	YES	YES
C	Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	NO	no	NO	NO	NO	NO	NO	NO	NO
D	Identify the in-demand industry sectors and occupations which best fit with the training program (Use 4-Digit NAICS Codes)									
E	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	HS DIPLOMA/GED	HS DIPLOMA/GED	HS DIPLOMA/GED	HS DIPLOMA/GED	HS DIPLOMA/GED	HS DIPLOMA/GED	HS DIPLOMA/GED	HS DIPLOMA/GED	HS DIPLOMA/GED
F	Verification the training program is for an occupation on the Local Area TOL. (confirm the program is on the CSPH TOL - fill in the SOC number corresponding to the	31-9097	29-2099	31-9092	31-9092	29-2034	29-2010	43-6313	29-2052	211018

Training Provider

Institution:
Street Address
Contact Person
Contact Email
Contact Phone Number

National Aviation Academy
6225 Ulmerton Road, Clearwater FL 33760
Nannette Worlinsky
nworlinsky@naa.edu
727 531 2080

		1	2	3
1	Program Title	Aviation Maintenance Technology	Aviation Maintenance Professional	Advanced Aircraft Systems
2	SOC	493011	493011	493011
3	Is the program approved for training by the State of Florida Dept of Education or other State of Florida regulating entity?	Yes	Yes	Yes
4	License #	1785	1785	1785
5	Tuition	\$39,900.00	\$59,850.00	\$19,950.00
6	Expiration Date	10/31/2023	10/31/2023	10/31/2023
7	Book Cost	Included	Included	Included
8	Lab Fee	Included	Included	Included
9	Physical/ Medical Cost	Included	Included	Included
10	Uniforms	Included	Included	Included
11	Certification, Licensure or Testing Cost	Included	Included	Included
12	Other Costs	\$150.00	\$150.00	\$150.00
13	Total Cost	\$40,050.00	\$60,000.00	\$20,100.00
For July 2023 through June 2024				
14	Is program eligible for Pell Grant	Yes	Yes	Yes
15	Total number of persons enrolled in training program	517	472	27
16	Total number of WIOA funded persons enrolled in training program. 2022/2023	26	18	0
17	Total number of WIOA funded persons enrolled in training program. 2021/2022			
18 a	Total number of WIOA funded persons from CareerSource Pasco Hernando enrolled in training program. 2020-2022 (this is a two year period)	7	9	1
19	Total number of persons compleing this training program 2021-2023 (this is a two year period)	547	419	43
20	Total number of WIOA funded persons compleing this training program 2020-2022 (this is a two year period)	47	41	1
21	Total number of WIOA funded persons from CareerSource Pasco Hernando completing this training 2020 - 2022 (this is a two year period)	7	8	1
22	Total number of persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2020-2022 (this is a two year period)	547	419	43
23	Total number of WIOA funded persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2021-2023 (this is a two year period)	47	41	1
24	Total number of WIOA funded persons from CareerSource Pasco Hernando awarded a Recognized Postseconary Credential (or other credential, if appicable) 2021-2023 (this is a two year period)	7	8	1
25	Total number of persons employed after completing the training program 2020-2022 (this is a two year period)	379	302	30

23	Total number of WIOA funded persons employed after completing the training program 2020-2022 (this is a two year period)	34	30	1
	Total number of WIOA funded persons from CareerSource Pasco Hernando employed after completing the training program 2021-2023 (this is a two year period)	6	6	1
24				
		1	2	3
A	Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e State Certificate, AA, Nationally Recognized Credential, etc.	The objective of this program is to prepare the student for the Federal Aviation Administration's written, oral, and practical examinations for the Airframe and Powerplant ratings.	The objective of this program is to prepare the student for the Federal Aviation Administration's written, oral, and practical examinations for the Airframe and Powerplant ratings.	This course offers training that will also prepare the students for their relative FCC licenses in Elements 1 (Marine Radio Operators Permit), 3 (General Radio
B	Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	Yes	Yes	Yes
C	Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	FAA	FAA	FAA
D	Identify the in-demand industry sectors and occupations which best fit with the training program (Use 4-Digit NAICS Codes)	3364	3364	3364
E	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	12.The applicant must pass the NAA Aptitude Evaluation with a minimum score of 70./ 4.Applicants must provide proof of graduation from a	12.The applicant must pass the NAA Aptitude Evaluation with a minimum score of 70./ 4.Applicants must provide proof of	12.The applicant must pass the NAA Aptitude Evaluation with a minimum score of 70. /4.Applicants must provide
F	Verification the training program is for an occupation on the Local Area TOL. (confirm the program is on the CSPH TOL - fill in the SOC number corresponding to the	493011	493011	493011

Training Provider

Institution: National Training, Inc.
Street Address 5660 County Rd 209 S, Green Cove Springs, FL 32043
Contact Person Andrew McLoughlin
Contact Email amcloughlin@nationaltrainingschools.com
Contact Phone Number 904-788-4522

	1	2	3	4	5	6
1	Program Title	CDL Now	Heavy Now	Articulated Loader	Bulldozer	Excavator
2	SOC	533032	472073	472073	472073	472073
3	Is the program approved for training by the State of Florida Dept of Education or other State of Florida regulating entity? Y	Y				
4	License #	335	335	Pending Approval	Pending Approval	Pending Approval
5	Tuition	7495	12995	4995	4995	4995
6	Expiration Date					
7	Book Cost	Included	Included	Included	Included	Included
8	Lab Fee	NA	NA	NA	NA	NA
9	Physical/ Medical Cost	\$60.00	NA	NA	NA	NA
10	Uniforms	NA	NA	NA	NA	NA
11	Certification, Licensure or Testing Cost	\$450.00	NA	NA	NA	NA
	Other Costs	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
	Total Cost	\$8,105.00	\$13,095.00	\$5,095.00	\$5,095.00	\$5,095.00
	For July 2023 through June 2024					
	Is program eligible for Pell Grant?	N	N	N	N	N
12	Total number of persons enrolled in training program	103	16	NA	NA	NA
13						
14	Total number of WIOA funded persons enrolled in training program. 2022/2023	118	4	NA	NA	NA
14 a	Total number of WIOA funded persons enrolled in training program. 2021/2022	118	4	NA	NA	NA
15	Total number of WIOA funded persons from CareerSource Pasco Hernando enrolled in training program 2021-2023 (this is a two year period)	0	0	NA	NA	NA
16	Total number of persons completing this training program 2021-2023 (this is a two year period)	542	116	NA	NA	NA
17	Total number of WIOA funded persons completing this training program 2021-2023 (this is a two year period)	110	2	NA	NA	NA
18	Total number of WIOA funded persons from CareerSource Pasco Hernando completing this training 2021-2023 (this is a two year period)	0	0	NA	NA	NA
19	Total number of persons awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2021-2023 (this is a two year period)	542	116	NA	NA	NA
20	Total number of WIOA funded persons awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2021-2023 (this is a two year period)	110	2	NA	NA	NA
21	Total number of WIOA funded persons from CareerSource Pasco Hernando awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2021-2023 (this is a two year period)	0	0	NA	NA	NA
22	Total number of persons employed after completing the training program 2021-2023 (this is a two year period)	78	75	NA	NA	NA
23	Total number of WIOA funded persons employed after completing the training program 2021-2023 (this is a two year period)	8	2	NA	NA	NA
24	Total number of WIOA funded persons from CareerSource Pasco Hernando employed after completing the training program 2021-2023 (this is a two year period)	0	0	NA	NA	NA
	1	2	3	4	5	6
A	Nature of the Postsecondary Credentials (or other credentials received by completing students) Le State Certificate, AA, Nationally Recognized Credential, etc.	Certificate of Completion	Certificate of Completion, NCCER Registry	Certificate of Completion, NCCER Registry	Certificate of Completion, NCCER Registry	Certificate of Completion, NCCER Registry
B	Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	No	Yes	Yes	Yes	Yes
C	Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	No	No	No	No	No
D	Identify the in-demand industry sectors and occupations which best fit with the training program (Use 4-Digit NAICS Codes)	4841, 4842, 4931	2361, 2362, 2371, 2372, 2373, 2379, 2381, 2389	2361, 2362, 2371, 2372, 2373, 2379, 2381, 2389	2361, 2362, 2371, 2372, 2373, 2379, 2381, 2389	2361, 2362, 2371, 2372, 2373, 2379, 2381, 2389
E	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	You are 18 years old. You can speak, read, and write English well enough to do	You are 18 years old. You can speak, read, and write English well enough to do	You are 18 years old. You can speak, read, and write English well enough to do	You are 18 years old. You can speak, read, and write English well enough to do	You are 18 years old. You can speak, read, and write English well enough to do
F	Verification the training program is for an occupation on the Local Area TOL (confirm the program is on the CSPH TOL - fill in the SOC number correspondine to the occupation	533032	472073	472073	472073	472073

Training Provider

Institution: New Horizons Computer Learning Center Tampa Bay
Street Address 5402 W Laurel St., Suite 106 Tampa, FL 33607
Contact Person Bobby Ceklic
Contact Email bobby.ceklic@nhtampabay.com
Contact Phone Number 813-387-3504

		1	2	3	4	5	6	7	8
	Program Title	PREPARATION FOR COMPTIA A+*	PREPARATION FOR COMPTIA NETWORK+*	PREPARATION FOR COMPTIA SECURITY	PREPARATION FOR COMPTIA CLOUD+*	PREPARATION FOR COMPTIA CYBERSECURITY ANALYST (CySA+)	PREPARATION FOR COMPTIA PENETRATION TESTER+*	PREPARATION FOR CompTIA Advanced Security Practitioner (CASP)	PREPARATION PROGRAM FOR CYBER SECURITY IT PROFESSIONAL
1	SOC	151231	151231	151231	15-1231	11-3021	15-1244	151212	15-1244
2	Is the program approved for training by the State of Florida Dept of Education or other State of Florida regulating entity?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
3	License #	3178	3178	3178	3178	3178	3178	3178	3178
4	Tuition	2,495	2495	2495	2495	2495	3295	3295	12495
5	Expiration Date	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
6	Book Cost	included	included	included	included	included	included	included	included
7	Lab Fee	included	included	included	included	included	included	included	included
8	Physical/ Medical Cost	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
9	Uniforms	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
10	Certification, Licensure or Testing Cost	included	included	included	included	included	included	included	included
11	Other Costs	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	Total Cost	\$2,495.00	\$2,495.00	\$2,495.00	\$2,495.00	\$2,495.00	\$3,295.00	\$3,295.00	\$12,495.00
	For July 2023 through June 2024								
	Is program eligible for Pell Grant	NO	NO	NO	NO	NO	NO	NO	NO
12	Total number of persons enrolled in training program	90	112	124	89	43	52	10	51
13	Total number of WIOA funded persons enrolled in training program. 2022/2023	11	18	17	2	2	0	0	36
14	Total number of WIOA funded persons enrolled in training program. 2021/2022	22	27	16	8	5	3	1	3
14 a	Total number of WIOA funded persons from CareerSource Pasco Hernando enrolled in training program. 2021-2023 (this is a two year period)	11	11	5	1	0	0	0	8
15	Total number of persons completing this training program 2021-2023 (this is a two year period)	90	112	124	88	43	52	10	51
16	Total number of WIOA funded persons completing this training program 2021-2023 (this is a two year period)	33	45	33	10	7	3	1	39
17	Total number of WIOA funded persons from CareerSource Pasco Hernando completing this training 2020 - 2022 (this is a two year period)	11	11	5	1	0	0	0	8
18	Total number of persons awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2021-2023 (this is a two year period)	90	112	124	88	43	52	10	51
19	Total number of WIOA funded persons awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2021-2023 (this is a two year period)	33	45	33	10	7	3	1	39
20	Total number of WIOA funded persons from CareerSource Pasco Hernando awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2021-2023 (this is a two year period)	11	11	5	1	N/A	N/A	N/A	8
21	Total number of persons employed after completing the training program 2021-2023 (this is a two year period)	83	105	115	85	43	48	10	45
22	Total number of WIOA funded persons employed after completing the training program 2021-2023 (this is a two year period)	30	44	33	9	7	3	1	36
23	Total number of WIOA funded persons from CareerSource Pasco Hernando employed after completing the training program 2021-2023 (this is a two year period)	10	10	5	1	N/A	N/A	N/A	5
24									
A	Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e. State Certificate, AA, Nationally Recognized Credential, etc.	Certificate	Certificate	Certificate	Certificate	Certificate	Certificate	Certificate	Certificate
B	Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
C	Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	Yes - CompTIA/Microsoft/Cisco	Yes - CompTIA/Microsoft/Cisco	Yes - CompTIA/Microsoft/Cisco	Yes - CompTIA/Microsoft/Cisco	Yes - CompTIA/Microsoft/Cisco	Yes - CompTIA/Microsoft/Cisco	Yes - CompTIA/Microsoft/Cisco	Yes - CompTIA/Microsoft/Cisco
D	Identify the in-demand industry sectors and occupations which best fit with the training program (Use 4-Digit NAICS Codes)	5415	5415	5415	5415	5415	5415	5415	5415
E	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	Basic understanding of PC, Internet and how to operate a computer at entry level.	Basic understanding of PC, Internet and how to operate a	Basic understanding of PC, Internet and how to operate a	Basic understanding of PC, Internet and how to operate a	Basic understanding of PC, Internet and how to operate a	Basic understanding of PC, Internet and how to operate a	Basic understanding of PC, Internet and how to operate a	Basic understanding of PC, Internet and how to operate a
F	Verification the training program is for an occupation on the Local Area TOL. (confirm the program is on the CSPH TOL - fill in the SOC number corresponding to the occupation	151231	151231	151231	15-1231	11-3021	15-1244	151212	15-1244

9	10	11	12	13	14	15	16	17	18
PREPARATION FOR CERTIFIED ETHICAL HACKER CERTIFICATION.	PREPARATION FOR CERTIFIED INFORMATION SYSTEMS SECURITY	PREPARATION FOR CISCO CCNA CERTIFICATION	PREPARATORY PROGRAM FOR CISCO CERTIFIED NETWORK ASSOCIATE CYBER	PREPARATION FOR VMWARE CERTIFIED PROFESSIONAL (VCP)	PREPARATORY FOR INFORMATION TECHNOLOGY INFRASTRUCTURE	PREPARATION FOR PROJECT MANAGEMENT (PMP) CERTIFICATION	PREAPARATION FOR CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT	Preparatory Program for Front End Web Developer	Preparatory Program for Back End Web Developer
151244	151212	15-1244	15-1244	15-1244	131198	131198	131198	151257	151257
Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
3178	3178	3178	3178	3178	3178	3178	3178	3178	3178
3495	3895	4295	4295	4295	1895	3895	2495	8000	8,000
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
included	included	included	included	included	included	included	included	included	included
included	included	included	included	included	included	included	included	included	included
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
included	included	included	included	included	included	included	included	included	included
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
\$3,495.00	\$3,895.00	\$4,295.00	\$4,295.00	\$4,295.00	\$1,895.00	\$3,895.00	\$2,495.00	\$8,000.00	\$8,000.00
NO	NO	NO	No	No	No	No	No	No	No
67	11	94	5	1	58	84	4	3	3
5	5	4	0	N/A	9	26	2	N/A	N/A
2	4	7	3	N/A	15	50	1	N/A	N/A
0	0	2	0	N/A	3	11	1	N/A	N/A
67	11	94	5	1	58	84	4	N/A	N/A
7	9	11	3	N/A	25	76	3	N/A	N/A
0	0	2	0	N/A	3	11	1	N/A	N/A
67	11	94	5	1	58	84	4	N/A	N/A
7	9	11	3	N/A	25	76	3	N/A	N/A
N/A	N/A	2	N/A	N/A	3	11	1	N/A	N/A
62	11	90	5	1	55	76	4	N/A	N/A
7	9	9	3	N/A	22	70	3	N/A	N/A
N/A	N/A	2	N/A	N/A	3	10	3	N/A	N/A
Certificate	Certificate	Certificate	Certificate	Certificate	Certificate	Certificate	Certificate	Certificate	Certificate
Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Yes - CompTIA/Microsoft/Cisco	Yes - CompTIA/Microsoft/Cisco	CompTIA/Microsoft/Cisco	CompTIA/Microsoft/Cisco	CompTIA/Microsoft/Cisco	CompTIA/Microsoft/Cisco	Yes IT industry	Yes PMI	Yes - Microsoft	Yes Microsoft
5415	5415	5415	5415	5415	5415	5415	5415	5415	5415
Basic understanding of PC, Internet and how to operate a	Basic understanding of PC, Internet and how to operate a	Basic understanding of PC, Internet and how to operate a	Basic understanding of PC, Internet and how to operate a	Basic understanding of PC, Internet and how to operate a	Basic understanding of PC, Internet and how to operate a	Basic understanding of PC, Internet and how to operate a	Basic understanding of PC, Internet and how to operate a	Basic understanding of PC, Internet and how to operate a	Basic understanding of PC, Internet and how to operate a
151244	151212	15-1244	15-1244	15-1244	131198	131198	131198	151257	151257

19

MICROSOFT OFFICE
SPECIALIST (MOS)

436013
Yes
3178
2995
n/a
included
included
n/a
n/a
included
n/a
\$2,995.00
No
58
15
23
1
58
37
1
58
37
1
46
30
1

19

Certificate
Yes
Microsoft
5415

Basic
understanding of
PC, Internet and
how to operate a

436013

Training Provider

Institution: Roadmaster Drivers School, Inc.
 Street Address 5025 Orient Road, Tampa, FL 33610
 Contact Person Caitlin Devers-Jones
 Contact Email cdeversjones@roadmaster.com
 Contact Phone Number (727) 342-6420 Ex: 5001232

		1	2	3	4	5
1	Program Title	Commercial Truck Driver Training				
2	SOC	53-3032				
3	Is the program approved for training by the State of Florida Dept of Education or other State of Florida regulating entity?	Yes				
4	License #	1757				
5	Tuition	\$7,495				
6	Expiration Date	11/30/2023				
7	Book Cost	Included				
8	Lab Fee	\$0.00				
9	Physical/ Medical Cost	\$200.00				
10	Uniforms	Included				
11	Certification, Licensure or Testing Cost	\$75.00				
12	Other Costs	N/A				
13	Total Cost	\$7,770.00				
For July 2023 through June 2024						
14	Is program eligible for Pell Grant	No				
15	Total number of persons enrolled in training program	428 (July 1, 2022 - May 9, 2023)				
16	Total number of WIOA funded persons enrolled in training program. 2022/2023	15				
17	Total number of WIOA funded persons enrolled in training program. 2021/2022	13				
18	Total number of WIOA funded persons from CareerSource Pasco Hernando enrolled in training program. 2021-2023 (this is a two year period)	6				
19	Total number of persons completing this training program 2021-2023 (this is a two year period)	891				
20	Total number of WIOA funded persons completing this training program 2021-2023 (this is a two year period)	24				
21	Total number of WIOA funded persons from CareerSource Pasco Hernando completing this training 2020 - 2022 (this is a two year period)	6				
22	Total number of persons awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2021-2023 (this is a two year period)	891				
23	Total number of WIOA funded persons awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2021-2023 (this is a two year period)	24				
24	Total number of WIOA funded persons from CareerSource Pasco Hernando awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2021-2023 (this is a two year period)	6				
25	Total number of persons employed after completing the training program 2021-2023 (this is a two year period)	752				
26	Total number of WIOA funded persons employed after completing the training program 2021-2023 (this is a two year period)	16				
27	Total number of WIOA funded persons from CareerSource Pasco Hernando employed after completing the training program 2021-2023 (this is a two year period)	3				
		1	2	3	4	5
A	Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e State Certificate, AA, Nationally Recognized Credential, etc.	Diploma				
B	Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	No				
C	Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	Yes; Werner Enterprises				
D	Identify the in-demand industry sectors and occupations which best fit with the training program (Use 4-Digit NAICS Codes)	611519				
E	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	Must have a valid license and be able to sufficiently read and speak the English language to converse with the general public; to understand highway traffic signs and signals in the English language; to respond to official inquiries; to make entries on reports and records, as required by applicable FMCSA regulation.				
F	Verification the training program is for an occupation on the Local Area TOL. (confirm the program is on the CSPH TOL - fill in the SOC number corresponding to the occupation from the TOL)	Yes				

Training Provider

Institution: TAMPA TRUCK DRIVING SCHOOL
Street Address 6193 JENSEN ROAD TAMPA, FL 33619
Contact Person JENNIFER HENSON
Contact Email JEN@DRIVEBIGRIGS.COM
Contact Phone Number (813) 405-0055

		1	2	3	4	5
1	Program Title	CLASS A CDL TRAINING				
2	SOC	5333032				
3	Is the program approved for training by the State of Florida Dept of Education or other State of Florida regulating entity?	YES				
4	License #	5380				
5	Tuition	\$6,000.00				
6	Expiration Date	License Renewal - 09/30/2023				
7	Book Cost	N/A				
8	Lab Fee	N/A				
9	Physical/ Medical Cost	\$250.00				
10	Uniforms	N/A				
11	Certification, Licensure or Testing Cost	\$87.50				
12	Other Costs	\$190.00				
13	Total Cost	\$6,527.50				
14	For July 2023 through June 2024					
15	Is program eligible for Pell Grant	NO				
16	Total number of persons enrolled in training program	45 enrolled for July 2023 - June 2024 as of 05/19/2023 (rolling admissions, anticipating ~ 24 students every week (1,248 students) for the full 2023-2024 year)				
17	Total number of WIOA funded persons enrolled in training program. 2022/2023	110				
18	Total number of WIOA funded persons enrolled in training program. 2021/2022	79				
19	Total number of WIOA funded persons from CareerSource Pasco Hernando enrolled in training program. 2021-2023 (this is a two year period)	19				
20	Total number of persons completing this training program 2021-2023 (this is a two year period)	1786				
21	Total number of WIOA funded persons completing this training program 2021-2023 (this is a two year period)	177				
22	Total number of WIOA funded persons from CareerSource Pasco Hernando completing this training 2020 - 2022 (this is a two year period)	19				
23	Total number of persons awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2021-2023 (this is a two year period)	1682				
24	Total number of WIOA funded persons awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2021-2023 (this is a two year period)	129				
25	Total number of WIOA funded persons from CareerSource Pasco Hernando awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2021-2023 (this is a two year period)	15				

22	Total number of persons employed after completing the training program 2021-2023 (this is a two year period)	1538				
23	Total number of WIOA funded persons employed after completing the training program 2021-2023 (this is a two year period)	129				
24	Total number of WIOA funded persons from CareerSource Pasco Hernando employed after completing the training program 2021-2023 (this is a two year period)	15				
		1	2	3	4	5
A	Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e State Certificate, AA, Nationally Recognized Credential, etc.	Completion Certificate				
B	Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	Yes; after completing training, students can take their CDL exam for their CDL Class A License				
C	Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	No				
D	Identify the in-demand industry sectors and occupations which best fit with the training program (Use 4-Digit NAICS Codes)	488490				
E	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	Meet DOT guidelines in reading & writing the English language and physical requirements.				
F	Verification the training program is for an occupation on the Local Area TOL. (confirm the program is on the CSPH TOL - fill in the SOC number corresponding to the occupation from the TOL)	533032				

CAREERSOURCE PASCO HERNANDO
TRAINING PROVIDER AGREEMENT
WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)

This Agreement is made and executed in duplicate by and between Pasco Hernando Workforce Board, Inc., dba CareerSource Pasco Hernando whose address is P.O. Box 6589 Spring Hill, FL 34611, hereinafter called CSPH, and the Eligible Training Provider whose name is [REDACTED] and whose address is [REDACTED] hereinafter called the Training Institution.

I. PROVISIONS OF THE AGREEMENT

The two parties to this Agreement do hereby agree:

1. This Agreement requires training providers to complete the “Initial Eligibility” period of at least one year, or successfully applied under the initial implementation of this Policy as a training provider. All eligible training providers must submit applications for “Continued Eligibility” every year to maintain their eligibility.
2. This Agreement requires providers for “Continued Eligibility” must be submitted before eligibility expires. Once a provider is on the Eligible Training Provider List, the “Continued Eligibility” application is required. Entities that carry out apprenticeship and OJT training are exempt.
3. This Agreement requires that each “Continued Eligibility” applicant shall supply the following information.
 - a. Verification the provider is licensed, certified, or otherwise authorized under Florida law to provide training services/programs. This applies to in-state and out-of-state providers.
 - b. The total number of persons enrolled in the program.
 - c. The total number of WIOA participants enrolled in the program.
 - d. The total number of persons completing in the program.
 - e. The total number of WIOA participants completing the program.
 - f. The total number of persons awarded a Recognized Postsecondary Credential (or other credential, if applicable.)
 - g. The total number of WIOA participants awarded a Recognized Postsecondary Credential (or other credential, if applicable.)
 - h. The total number of persons employed after completing the program.
 - i. The total number of WIOA participants employed after completing the program.
 - j. Information regarding the cost of attendance, including costs of tuition and fees, for participants completing the program.
 - k. Information regarding Recognized Postsecondary Credentials (or other credential, if applicable) received by such participants.
 - l. Whether the credential can be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder.
 - m. Whether the provider has developed the training in partnership or collaboration with a business or industry (identifying the business or industry).
 - n. Identify the in-demand industry sectors and occupations which best fit with the training program.

- o. A description of the prerequisites of skills and knowledge required prior to the commencement of training.
 - p. Verification the training program is for an occupation on the Local Area TOL.
- 4. The Training Institution agrees to honor an approved Individual Training Account (ITA) Voucher issued by or on behalf of the CSPH. The Training Institution agrees to provide the education and training services as indicated on the ITA and to invoice CSPH for the training and services delivered. CSPH will make payment for the invoiced costs for all ITAs issued by its designated Service Provider in accordance with the agreed upon ITA amount. Payment will be made to the Training Institution within 30 days of receipt of invoice.
- 5. Issuance of an ITA will be based upon eligibility of the participant, customer choice, and appropriateness of training based on a comprehensive assessment of the participant. All services are contingent upon funding availability.
- 6. An ITA will specify the name of the CSPH approved participant and the specific occupational skills training (OST) program for which enrollment is authorized. The ITA will itemize the ITA, and other financial caps and balances; indicate semester/term tuition costs and estimate other training-related expenses.
- 7. Eligible individuals referred to the Training Institution may only be enrolled in the approved OST program specified on the ITA. The Training Institution shall deliver OST in accordance with the approved training program as included in the vendor application. The Training Institution shall notify CSPH of any changes in the required courses, costs of the program, length of the training program, or licensing requirements within 10 working days of said changes.
- 8. All applicable add/drop deadlines and requirements of the Training Institution will also apply to the ITA. The Training Institution shall, in conformity with the general Refund policies of the institution, refund any tuition and fees which have been paid for Individuals who drop out of courses prior to the deadline before drops and withdrawals. Refunds will be made directly to CareerSource Pasco Hernando.
- 9. If the CSPH participant is eligible for PELL grant funds, PELL grant funds may be paid to the participant to assist him/her with everyday expenses so that the participant's ability to attend training is enhanced. CSPH will provide a 30 day notice to the Training Institution prior to changing this special provision regarding the use of PELL grant funds. In addition, the Training Institution shall evaluate the individual for other financial aid normally available to other students, in a manner consistent with all other students. Students eligible under Workforce Investment Act (WIA) or the Workforce Innovation and Opportunity Act (WIOA) may not be discriminated against based solely on their eligibility for WIA/WIOA when being considered for other financial assistance. This shall include financial assistance programs under Title IV of the Higher Education Act (HEA). The Training Institution shall ensure that WIA/WIOA funds provided are in addition to other funds. It is the responsibility of the Training Institution to provide internal controls to prevent any duplicative payments of tuition with federal funds.

10. ITA's will be issued for a specific time period (normally one semester, or quarter) and are currently capped at up to \$5,000 per program. Each ITA will specify the cap amount for the specific program in which the individual will enroll. **The cap for a program is the cost advertised to the public and submitted with the training provider application. Any increase must be approved in writing by Operations staff of the PHWB.**
The ITA Cap can change as funding availability shifts – contact CSPH WIOA staff for the current amount.
11. Each WIA/WIOA applicant interested in an OST program that costs more than CSPH's ITA financial cap will be referred to the training institution for financial information, advice, and assistance. The training provider and applicant will jointly develop and sign a financial plan that covers the full cost of the training – especially that portion exceeding the ITA's \$5,000 per program cap. All possible funding sources (e.g., PELL Grant, other federal/state educational grants, scholarships, etc.) should be considered. Student loans should be the exception to the rule and then applied only as a last resort. The training provider must ensure that each CSPH participant is fully advised of his/her obligations towards all grants, scholarships, loans, etc. and the impact of his/her not meeting those obligations. The CSPH participant will then provide a copy of the financial plan to his/her WIA/WIOA career manager for final approval prior to an ITA being issued.
12. The Training Institution shall refer any individual who is unable to continue the training specified back to CSPH for other services.
13. The Training Institution shall ensure meaningful access for individuals with disabilities, including physical accessibility. The Training Institution shall work with CSPH to develop accommodation for individuals with disabilities.
14. The Training Institution agrees to make available for review during normal business hours. Any records pertaining to this agreement to any duly authorized monitor, auditor, or other representative of USDOL, Workforce Florida, The Department of Economic Opportunity and CSPH.
15. CareerSource Pasco Hernando will notify the Training Institution of any changes in legislation, regulations or state directives that may impact this Agreement.

II. PERFORMANCE

All approved Private for Profit or Private Non-Profit Eligible Training Providers are required to be licensed by the Commission for Independent Education (CIE). CIE can be contacted at (850) 245-3200 or online at <http://www.fldoe.org/cie/>. This requirement does not apply to public educational institutions such as universities, state colleges, junior colleges, technical education centers operated by public educational districts.

In addition, all Training Institutions must agree to provide student-based information on performance and student's outcomes to the Florida Education Training and Placement Information Program (FETPIP), through CIE. Failure to do so will result in the Training Institution being removed from the Eligible Training Provider List (ETPL) for CareerSource

Pasco Hernando. Performance reports as required by FETPIP must also be provided to CareerSource Pasco Hernando annually (no later than June 30 of any year).

Out of State Public Educational Institutions (e.g., Universities, Community/State Colleges, Vocational/Technical Centers) are not required to report performance to FETPIP. They are however, required to provide performance information within 45 days at the end of CSPH's Fiscal Year (June 30) which stipulates the number of students (both WIA/WIOA and non-sponsored WIA/WIOA students) enrolled in each approved program; the number of completers, and the number of placements for each approved training program.

II. SIGNATURE

IN WITNESS WHEREOF, the agents of the Training Institution and CareerSource Pasco Hernando hereby certify that they have full authority to, and in accordance therewith on behalf of their respective principals, have executed this Training Provider Agreement.

CAREERSOURCE PASCO HERNANDO

Provider

By: _____

By: _____

Title: Charles Gibbons/Board Chair

Title: _____

Date: _____

Date: _____

ACTION ITEM 8
Amerikey Locksmith

Amerikey Locksmith is a Pasco County employer located in New Port Richey, Florida who has been approved for a Locksmith Apprenticeship on September 14, 2022. Amerikey Locksmith is a growing company and needs apprentices to fill future and current openings due to the company's rapid growth. Amerikey was granted approval of the locksmith apprenticeship program through the Florida Department of Education. CareerSource Pasco Hernando supports all apprenticeships that provide an avenue to self-sufficiency for workers within our region. The staff is seeking approval to set a budget of \$50,000 for Amerikey Locksmith to train current and future Locksmith Apprentices. The funding will allow Amerikey Locksmith access to training funds on a as need basis and to be solely used for training.

With approval of the \$50,000 budget to assist Amerikey Locksmith with Apprenticeship training is in support of the Governor's goal to make Florida Number 1 in Apprenticeship training. Apprenticeship training has granted many opportunities for the unemployed to gain self-sufficiency. Apprenticeship training creates business growth and permits the trainees to grow with the company. The training funds budgeted for Amerikey will allow for apprenticeship recruitment and training.

FOR CONSIDERATION

Approval of a \$50,000 budget in support of Amerikey Locksmith Apprenticeship training. The funds will be used for employment related training only.

*See attached apprenticeship approval by Florida Department of Education.

Tom Grady, *Chair*
Ben Gibson, *Vice Chair*
Members
Monesia Brown
Esther Byrd
Grazie Pozo Christie
Ryan Petty
Joe York

September 14, 2022

Mr. Paul Micklow
President
Amerikey Locksmith, LLC
7256 FL-54
New Port Richey, FL 34653

Dear Mr. Micklow:


It is my pleasure to inform you that the Amerikey Locksmith, LLC - INJ - 2022-FL-114328 has been approved to participate in the State of Florida's Apprenticeship System and to thank you for your commitment to ensuring Florida continues to produce well-trained, highly qualified locksmiths.

Workforce education is a top priority for Governor Ron DeSantis and the Florida Department of Education with the goal of being number one in the nation by 2030. We rely on local organizations with a vested interest in student success to supplement the tremendous work taking place throughout Florida's education system and provide ongoing world-class education opportunities.

Amerikey Locksmith plays a pivotal role in securing Florida's future. We appreciate greatly your interest in helping to make Florida #1 in the nation for workforce education. Your Apprenticeship Training Representative is Mr. Stephen Seville and he will be reaching out to you to assist you with RAPIDs and the general orientation process. Mr. Seville may be reached at Stephen.Seville@fldoe.org. We also welcome you to visit [Apprentice Florida](https://www.fldoe.org/apprentice-florida) where you will find numerous resources to assist your program with outreach and recruitment.

If you have any questions or need additional assistance, please contact me at (850) 245-9006 or Kathleen.Taylor@fldoe.org.

Sincerely,



Kathleen Taylor
Bureau Chief

Kevin O'Farrell
Chancellor of Career and Adult Education

Tom Grady, *Chair*
Ben Gibson, *Vice Chair*
Members
Monesia Brown
Esther Byrd
Grazie Pozo Christie
Ryan Petty
Joe York

DATE: September 14, 2022

PROGRAM SPONSOR: Amerikey Locksmith

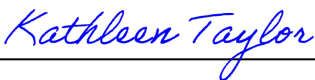
SUBJECT: Approval of Variance Request from the Standard Ratio for Amerikey Locksmith, LLC - INJ - 2022-FL-for the occupation of Locksmith.

This is a program in a non-construction occupation whereas extenuating circumstances are involved that permit lower ratios. In accordance with Chapter 446.071(3), to recognize the unique and varying training requirements of such programs, we hereby grant a variance to the apprentice-to-journeyworker ratio specified in Rule 6A-23.004(2)(g) FAC.

The ratio may be addressed in the following manner:

“It shall be the responsibility of the apprenticeship committee/sponsor to ensure that the allowable ratio of apprentices to journeyworker (mentors) is consistently maintained in the program as a whole, by each participating employer, and on the job site.

For non-construction related programs and participating employers in each apprenticeable occupation, the ratio of apprentices to journeyworker (mentors) consistent with proper supervision, training, safety, and continuity of employment or applicable provisions in collective bargaining agreement is four (4) apprentices for every one (1) journeyworker/mentor.”



Kathleen Taylor
Bureau Chief

Kevin O'Farrell
Chancellor of Career and Adult Education

☐ WIOA ☐ WT ☐ WR ☐ COVID-19 ☐ OPIOID ☒ **APSHIP**

On the Job Training Agreement

Agreement Designation: (Amerikey):

Employer FEID #: _____

Contract #: _____

This Agreement is entered into by _____ (Employer) and Pasco-Hernando Workforce Board, hereinafter referred to as (CareerSource Pasco Hernando) to provide On-the-Job Training (OJT) to Trainees determined eligible by CareerSource Pasco Hernando. Individuals deemed eligible may qualify through WIOA, WT, COVID-19, WR, OPIOID or Apprenticeship programs. The positions to be trained, number of trainees, hourly wage, number of weeks, and the percent of reimbursement will be included on the Positions to be Trained, (Attachment 1) of this Agreement. The Training Outline, (Attachment 2), will identify the trainee name, total OJT hours, start date, projected end date and an outline of the training to be provided. Attachments 1 & 2 may be modified upon agreement by both parties. All OJT funds are contingent on funds availability verified by V.P. Finance.

Reimbursement for wages under this Agreement is contingent on funds availability and shall be based on the hourly wage and percent of reimbursement listed on Attachment 1. Reimbursement is to compensate for the extraordinary costs of providing the training and additional supervision related to the OJT. Submission for reimbursement must include the Invoice for On-The-Job Training, (Attachment 3), and supporting documentation required for reimbursement includes a participating company pay stub or cancelled payroll check which clearly shows the OJT trainee(s)' name, pay date, period worked, hours worked, gross pay and all deductions.

Either party may terminate this Agreement for convenience by giving the other written notice prior to the effective date of termination. Additionally, this Agreement is not binding until executed by the Employer and an authorized CareerSource Pasco Hernando representative; the Employer has received and signed the CareerSource Pasco Hernando On-The-Job Training (OJT) Employer's Handbook (Attachment 4); completed the Employer Qualification Checklist (Attachment 5); and the Trainee has signed the Training Outline. Further, the employer agrees to evaluate the trainee every week of training as specified in the Trainee Evaluation Form (Attachment 6).

If a collective bargaining agreement covers the Employer's operation, it must notify the appropriate collective bargaining representative with both information on the On-The-Job Training Program and the rates of pay associated with this Agreement. The Employer agrees to notify CareerSource Pasco Hernando of any non-concurrence from the collective bargaining representative.

The period for this agreement is from the date of signature receipt of the parties and the latest projected end date on Attachment(s) 2.

Employer

I understand and shall abide by this training Agreement and all provisions of its Attachments. The undersigned, as the duly authorized representative of the Employer, has authority to commit the Employer to this Agreement. I certify that either I or a representative of this company shall provide On-the-Job Training in the manner described in the Training Outline for the time period specified in this Agreement. I also certify that nepotism has been discussed with me by CareerSource Pasco Hernando and is absent from the activities covered by this Agreement. I further certify that employees trained under this Agreement will be covered by Worker's Compensation insurance.

Signature:

Date:

Name:

Title:

Address:

Phone/email:

CareerSource Pasco Hernando

I certify that the Trainee(s) to be trained under this Agreement will be recruited by CareerSource Pasco Hernando in compliance with Pasco Hernando Workforce Board procedures; and, that nepotism has been discussed with the Employer and prior to referral with the Trainee and will be absent from the activities covered by this Agreement.

Signature:

Date:

Name: JEROME SALATINO

Title: CEO, PRESIDENT

Address: 16336 Cortez Blvd.

Brooksville, FL 34601

Phone/Email: 352-593-2225

jsalatino@careersourcepascohernando.com

☐ WIOA ☐ WT ☐ WR ☐ COVID-19 ☐ OPIOID ☒ APSHIP

Contract #:_____

ATTACHMENT 1

POSITION(S) REQUESTED TO BE TRAINED

Employer: (AMERIKEY)

Position to be Trained	Number of Trainees	Hourly Wage	Number of Hours	Percent Reimbursement	Total Maximum Reimbursement for Position	Wage at Completion	Funding Source
							<input type="checkbox"/> WIOA <input type="checkbox"/> WT <input type="checkbox"/> WR <input type="checkbox"/> COVID <input type="checkbox"/> OPIOID <input checked="" type="checkbox"/> APSHIP
							<input type="checkbox"/> WIOA <input type="checkbox"/> WT <input type="checkbox"/> WR <input type="checkbox"/> COVID <input type="checkbox"/> OPIOID <input type="checkbox"/> APSHIP
							<input type="checkbox"/> WIOA <input type="checkbox"/> WT <input type="checkbox"/> WR <input type="checkbox"/> COVID <input type="checkbox"/> OPIOID <input type="checkbox"/> APSHIP
							<input type="checkbox"/> WIOA <input type="checkbox"/> WT <input type="checkbox"/> WR <input type="checkbox"/> COVID <input type="checkbox"/> OPIOID <input type="checkbox"/> APSHIP
							<input type="checkbox"/> WIOA <input type="checkbox"/> WT <input type="checkbox"/> WR <input type="checkbox"/> COVID <input type="checkbox"/> OPIOID <input type="checkbox"/> APSHIP
				Total Maximum Reimbursement:			

Attachment 2

OJT Training Outline

Employer: (AMERIKEY)

☐ WIOA ☐ WT ☐ WR ☐ COVID-19 ☐ OPIOID ☒ APSHIP Contract #: _____

	Trainee Name /Last four SSN	Total OJT Hours	OJT hourly wage	Rate of Reimbursement	Total OJT Reimbursement	Start Date	Projected End Date
	O*NET Code: (SVP Range: 6.0 to < 7.0) EF LMI: Employer Training Requirement: TRAINING OUTLINE BELOW:						
1							
2							
3							
4							
5							
6							

_____ **Employer Signature** _____ **Trainee Signature**
 _____ **OJT Agreement** _____ **Training Outline (A, B, C, etc.)** _____ **Date**
Frequency of Payment: ☐ - Weekly, ☐ - Bi-Weekly, ☐ - Bi-Monthly, ☐ - Monthly

I certify that the person to be trained under this agreement has been recruited/screened by CareerSource Pasco Hernando in compliance with Pasco Hernando Workforce Board procedures and is WIOA, WT, COVID-19, WR, OPIOID or Apprenticeship eligible and funding is contingent on availability of funding sources for this agreement. All training outline must be signed prior to employment.

_____ (WIOA, WT, COVID-19, WR, OPIOID Representative) _____ (Title)
 _____ (Signature of WIOA, WT, COVID-19, WR, OPIOID Representative) _____ (Date)

ATTACHMENT 3
Invoice for On-the-Job Training

Contract #: _____

Company Name	
Address	
City	
Contact Person	
Phone Number	
Date:	
Invoice #:	

Bill To:
CareerSource Pasco Hernando
16336 Cortez Blvd.
Brooksville, FL 34601
Attn: Finance and Accounting

Email: OJT-Invoices@careersourcepascohernando.com

On the Job Trainee:	Description	Amount
<i>John Doe</i>	<i>Pay Period 7/24/11 - 7/30/11 (50% of x 40.0 @\$10.00p/h)</i>	<i>\$ 200.00</i>

Total Due \$

Supporting documentation required for reimbursement includes a pay stub or cancelled payroll check which clearly shows the OJT trainee's name, pay date, period worked, hours worked, gross pay and all deductions.

ATTACHMENT 4
On-The-Job Training (OJT)
EMPLOYER'S HANDBOOK/POLICY/SOP

Contract #: _____

CareerSource Pasco Hernando

We appreciate your interest in joining our team of employers who provide On-the-Job Training (OJT) opportunities for qualified residents of Pasco and Hernando Counties.

Please read the attached handbook so that you can become familiar with our OJT programs and its potential benefits to your business.

(WIOA): WORKFORCE INVESTMENT OPPORTUNITY ACT

(WT): WELFARE TRANSITION

(WR): WORKFORCE REENTRY

(COVID-19)

(OPIOID)

(APSHIP) APPRENTICESHIP

Purpose

The Pasco Hernando Workforce Board (PHWB) operates as CareerSource Pasco Hernando administers the following federally and local funded programs: Workforce Innovation and Opportunity Act (WIOA) 2014, Welfare Transition, Workforce Reentry, COVID-19, OPIOID, Apprenticeship grant. Funds for these programs are provided to the PHWB through the State of Florida and Pasco County Board of County Commissioners. The purpose of these funds is to provide activities that will increase the employment, retention, occupational skill attainment and earnings of participants. In addition, its goals are to improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the state. These programs provide specific opportunities to youth and adults who have significant barriers to employment and Dislocated Workers.

On-the-Job Training Structure

On-the-Job Training (OJT) is one of several training designs offered through PHWB service system, CareerSource Pasco Hernando. WIOA, WT, COVID-19, WR, OPIOID and Apprenticeship eligible Trainees are suitable for OJT services when the assessment and lack of success in job search or job skills determines that OJT is the appropriate activity. A training outline is developed for each OJT trainee, is offered employment with the same insurance coverage, working conditions, pay, and fringe benefits afforded to other employees. To offset some of the extraordinary costs associated with the training of the Trainee so placed, the PHWB may reimburse the Employer the amount noted on Attachment 1 and 2.

At the conclusion of the OJT Agreement, the trainee is retained by the Employer with the same terms of employment, insurance coverage, working conditions, pay, and fringe benefits afforded to other employees in an equivalent position provided that the Trainee is able to adequately perform the job. Additional Agreements will not be entered into if the Employer exhibits a pattern of failing to provide OJT Trainees continued employment, wages, benefits and working conditions as similar employees.

The Employer should clearly explain to the Trainee all performance expectations at the start of the training program. If, at any time during the length of the training Agreement, these expectations are not being met, the Employer should notify a CareerSource Pasco Hernando business service consultant. The Employer will inform the Trainee and CareerSource Pasco Hernando of identified areas of unsatisfactory progress or performance and will allow reasonable time for correction or improvement. The Employer shall also inform CareerSource Pasco Hernando of any excessive absenteeism, serious illness, or of the termination of a Trainee for any reason within five days of the occurrence of the event.

General Provisions

- A. An authorized CareerSource Pasco Hernando business service consultant or representative will be made available at the Employer's request to assist in implementing any of the matters described herein.
- B. The Employer, as a condition of the acceptance of the OJT reimbursement, will provide supervision, the occupational training, and retain the Trainee in a permanent, full-time unsubsidized position directly related to the OJT.
- C. No officer, employee, agent, or representative of the Employer may charge an individual a fee for the placement or referral of such individual in or to a training program funded under this Agreement or amendments thereto.
- D. This program shall not result in the displacement of currently employed workers or impair existing contracts for services.
- E. No funds provided under this Agreement shall be used to train Trainees to fill a job opening created by the action of the Employer through layoff or terminating the employment of any person in anticipation of filling the vacancy so created by the hiring of a CareerSource Pasco Hernando Trainee.
- F. No OJT Trainee shall be hired into or remain working in any position when the same or substantially equivalent position is vacant due to a hiring freeze or when any non-OJT person is on a layoff from the same or substantially equivalent position or when the non-OJT person has been bumped and has recall or bumping rights to that position pursuant to the Employer's personnel policy or a collective bargaining agreement. A layoff is in effect:
 - (1) Until the expiration of the period required by a recall list; or
 - (2) If no recall or re-employment right exists, for a period of one year from the last layoff or until the next Employer fiscal year, whichever occurs later.
- G. No WIOA, WT, COVID-19, WR, OPIOID or Apprenticeship funds for OJT wages will be provided to the Employer as a result of its business, or any part thereof, relocating from outside of the Tampa-St. Petersburg-Clearwater metropolitan statistical area, where such relocation has resulted in unemployment. Information concerning the relocation status of the business is required by federal

regulation to be documented. OJT Trainee wage reimbursements cannot be made unless the required information has been provided and, if relocation has occurred, that no employees in the previous community were dislocated or that if any dislocation occurred, the employer has been in business in the Region for a minimum of 120 days.

- H. All OJT employment job titles must be listed on the current program year Region 16 Demand Occupations List. One exemption allows WR, COVID-19 and OPIOID OJT homeless candidates with barrier to receive employment outside the Demand Occupation list.
- I. None of the funds appropriated under this Agreement may be used to support any religious or anti-religious activity. Trainees in the program may not be employed in the construction, operation or maintenance of any facility that is used for religious instruction or worship.
- J. Appropriate standards for health and safety in work and training situations will be maintained at all times. The health and safety standards shall be at least as effective as that which would be required under the Occupational Safety and Health Act of 1979 (29 U.S.C. 651 et seq.). The Employer further agrees to keep records of Trainee injuries and illnesses in accordance with the provision of Part 1904 of Title 29 of the Code of Federal Regulations.
- K. None of the funds appropriated under this Agreement shall be used for any political activity, lobbying of federal, state or local legislators, or to promote or oppose unionization.
- L. All laborers and mechanics employed by the OJT Employer or any of its sub-contractors in any construction, and/or alteration or repair (including painting and decorating of projects and buildings), which are federally assisted shall be paid wages at rates not less than those prevailing on similar construction in the locality, in accordance with the Davis-Bacon Act.
- M. PHWB funds shall not be used to make contributions to retirement plans on behalf of Trainees.
- N. PHWB funds can only be used for reimbursement of regular wages up to the agreed upon reimbursement amount. If a Trainee works overtime, the employer must pay the full amount of the overage for overtime wages.
- O. CareerSource Pasco Hernando will recruit and counsel the Trainee, monitor the Trainee's performance, provide the Trainee with pre-employment skills training, referral to other supportive services, and follow-up after completion of the training. These services will be provided at no cost to the Employer.
- P. The Employer will evaluate the Trainee the end of every week of his/her training for skill acquisition and daily performance/behavior to determine whether the retention after training completion is practical. If not, then the Employer must inform both the Trainee and the CareerSource Pasco Hernando representative and terminate the OJT Agreement.
- Q. The Employer shall inform CareerSource Pasco Hernando following completion of the Trainee's OJT as to whether or not the employer has retained the Trainee as a permanent employee, and if not, the reason(s) why.
- R. Either party may terminate this Agreement for convenience by giving the other notice prior to the effective date of termination. The termination notice must be in writing and signed by an authorized agent of the terminating party. During the interim between the termination notice and date of termination, the Pasco Hernando Workforce Board will reimburse only those costs incurred pursuant to normal operations as set out in the Agreement between the parties.
- S. No Trainee may be hired under this Agreement if nepotism exists: the OJT Employer shall not hire a Trainee in an administrative capacity, staff position, or on-the-job training position funded under this Agreement if any member of the Trainee's immediate family is employed in an administrative capacity with the OJT Employer. The OJT Employer's staff person shall not appoint, employ, promote or advance, or advocate for appointment, employment, promotion or advancement in or to a position in the organization over which the staff person exercises jurisdiction or control over any individual who is a member of the individual's immediate family. Immediate family shall be defined as: wife, husband, son, daughter, mother, father, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, aunt, uncle, niece, nephew, stepparent, stepchild, first cousin, grandparent, or grandchild. An individual may not be appointed, employed, promoted or advanced into a position or to a funded organization if such appointment, employment, promotion or advancement has been advocated by a staff person serving in or exercising jurisdiction or control over the entity who is also a member of the individual's immediate family.
- T. _____ agrees funds will not be used directly or indirectly, promote, or deter union organizing
- U. _____ agrees funds will not be used to directly or indirectly aid in the filling of a job opening which is vacant because the former occupant is on strike or locked out in the course of a labor dispute or the filling of which is otherwise an issue in a labor dispute involving a work stoppage.

CareerSource Pasco Hernando Agrees:

- A. That the training may not exceed fifty two (52) weeks in duration for an Apprenticeship OJT.
- B. To provide outreach and recruitment, motivational counseling, supportive services and other assistance to the Trainees while they are in training, as well as any needed follow-up after training as requested by the Employer.
- C. To update the Trainee's Career Plan on an on-going basis.
- D. To conduct on-site monitoring of the OJT Employer to verify compliance with the terms of the OJT Agreement.
- E. To certify the validity and propriety of amounts requested by the Employer for reimbursement of cost related to OJT. Pasco Hernando Workforce Board's financial obligation shall be limited solely to the amount and terms of the Agreement.
- F. To verify payroll and time and attendance records.
- G. To assure the training is being provided as specified in the OJT Agreement.

All of the above mentioned duties must be documented and records maintained in the Trainee's file.

The Employer Agrees:

- A. To provide training to a CareerSource Pasco Hernando Trainee to attain acceptable entry level functioning in any of the occupations listed in the current program year Demand Targeted Occupations list, as it exists in the employing establishment and as displayed on Attachment 2.
- B. To evaluate the Trainee each week of completed his/her training for skill acquisition, performance, and daily conduct to determine whether the retention after training completion is practical. If not, then the Employer must inform both the Trainee and the CareerSource Pasco Hernando representative and terminate the training Agreement.
- C. To hire Trainees as members of the regular work force and to retain the Trainees at the conclusion of the Agreement, provided that the Trainees are able to adequately perform the job.
- D. To provide On-the-Job Training utilizing only employees of the Employer to provide instructions.
- E. To maintain Workers' Compensation coverage for all Trainees in an amount that is consistent with Chapter 440 of the State of Florida Statutes.
- F. To the extent permitted by state law, the Employer agrees to hold harmless and, if necessary, defend and indemnify CareerSource Pasco Hernando and/or its funding sources from all claims, liabilities, suits of any nature whatsoever arising out of, because of, or due to any breach related to the implementation of this Agreement.
- G. To submit an invoice(s) and supporting documentation for Trainee(s) showing claims for reimbursement. To submit invoices at the rate specified in the OJT Agreement for the specified period of the Agreement. The final claim for reimbursement must be submitted within 30 days of completion of the OJT training hours.
- H. To establish and maintain an auditable system, in accordance with recognized accounting practices. The Employer shall maintain records related to this Agreement and retain such records for five years, or until all litigation, claims or audits have been satisfactorily resolved, whichever occurs later. The retention period begins upon the Pasco Hernando Workforce Board Board's payment of the final invoice.
- I. To repay to the Pasco Hernando Workforce Board amounts found not to have been expended in accordance with the provisions of the OJT Agreement. The Employer shall be liable to repay such amounts, from funds other than funds received under this Agreement, upon a determination that the wrongfully expenditure of funds was due to willful disregard of the requirements of the Act, gross negligence, or failure to observe accepted standards of administration. No such finding shall be made except after notice and opportunity for a fair hearing.
- J. No officer, employee, agent, or representative of the Employer may charge a trainee a fee for the placement in, or referral to a training program funded under this Agreement or amendments thereto.
- K. The Employer assures and certifies that it will comply with the requirements of the Workforce Innovation and Opportunity Act of 2014 as amended, hereafter referred to as the Act, as applicable and with the regulations and policies promulgated there under and all applicable Office of Management and Budget (OMB) Circulars. The Employer further agrees to comply with all subsequent revisions, modifications, and amendments to the Act, regulations, policies promulgated and applicable OMB Circulars and with Titles VI and

VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act and the Age Discrimination Act, Executive Order 13672 Prohibiting Discrimination Based on Sexual Orientation and Gender Identity by Contractors and Subcontractors, as well as regulations promulgated pursuant to those acts. Failure of the Employer to accept or comply with changes which affect the terms of this Agreement, and which CareerSource Pasco Hernando shall present, in writing, shall be sufficient basis for termination by CareerSource Pasco Hernando.

- L. The Employer understands and agrees that verbal communication between the parties will not be accepted in any audit determination or other matter involving interpretation of the rules, policy directives, and regulations governing the implementation of program activities under this Agreement.
- M. The Employer agrees to give CareerSource Pasco Hernando, the PHWB, Florida Department of Economic Opportunity (DEO), United States Department of Labor or Department of Health and Human Services and the United States Comptroller General, Pasco County Board of County Commissioners if applicable, through any authorized representative, the access to and the right to examine all records, books, papers or documents related to the Agreement and will maintain said records, books, papers or documents for a period of five years from the date of termination of this Agreement, unless audit exceptions have been identified. If audit exceptions have been identified, the Employer agrees to retain records until all audit exceptions are resolved. The Employer agrees to take corrective action for any matter found to be out of compliance as a result of the review by any of these parties.
- N. The Employer agrees to obtain and maintain all applicable business licenses and comply with all ordinances and statutes of the state and insurance requirements.
- O. The Employer agrees to maintain a grievance procedure to handle any grievances or complaints that the OJT Trainee may have. If the Employer does not have one, he/she agrees to use the Pasco Hernando Workforce Board grievance procedures. If the Employer elects to use its own grievance procedures, the Employer must advise all OJT Trainees of their right of appeal through the Pasco Hernando Workforce Board grievance procedures.
- P. The Employer agrees to comply with the provisions of the Certification Regarding Lobbying, Certification Regarding Debarment, Suspension and Other Matters, Public Entity Crime, Florida Clean Indoor Air Act and the Certification regarding a Drug-Free Workplace.
- Q. The Employer may submit invoices at the negotiated frequency of reimbursement that is convenient to the Employer. The frequency of reimbursement that has been negotiated for the OJT Agreement will be indicated on Attachment 2 – Training Outline. The preferred method of invoicing is through the invoice form, ATTACHMENT 3. If this form is difficult to complete because of the Employer's individual system then the Employer can use an alternate procedure.
 - Alternative 1 Submit copy of readable approved payroll register showing deductions, etc.
 - Alternative 2 Submit abbreviated invoice form and copies of cancelled payroll checks.
 - Alternative 3 Submit abbreviated invoice form and copies of pay stubs showing cash payments made and withholding amount taken.
- R. The final invoice from the Employer is due no later than thirty days after the completion of the total hours covered by the Agreement, or no later than thirty days after the end date of the Agreement.

Employer Handbook/OJT Policy Signature Page

Contract # : _____

I have read and understand the provisions as outlined herein and understand these provisions are incorporated by reference in the OJT Agreement.

Employer: _____

Name of Authorized Employer Representative

Title

Signature of Authorized Employer Representative

Date

Jerome Salatino

Name of Authorized CareerSource Pasco Hernando Representative

CEO/President

Title

Signature of Authorized CareerSource Pasco Hernando Representative

Date

ATTACHMENT 5

Contract #: _____

OJT: EMPLOYER QUALIFICATION CHECKLIST

Employer Name: _____

Employer Address: _____

#	QUESTION	ANSWER			SUPPORTING DOCUMENTATION	
		NO	YES	N/A	DESCRIPTION	Initials
1	Is Employer fully licensed to conduct business in the Tampa-St. Petersburg-Clearwater metropolitan statistical area?				Occupational License or Corporation License Renewal Date: / /	
2	Has the Employer relocated within the last 120 days and dislocated any employee from the previous community?				If answer is YES to question # 2, business is ineligible for OJT	
3	Is Employer current on all federal, state and/or local tax obligations?				If answer is NO to question # 3, business is ineligible for OJT	
4	Does the Employer provide Workers' Compensation coverage? <i>If answer to question #4 is NO, business is ineligible for OJT</i>				Expiration Date: / / Policy # _____	
5	Has the Employer previously exhibited a pattern of failing to provide OJT Trainees continued employment with wages, benefits and working conditions similar to other employees?				If answer is YES to question # 5, business is ineligible for OJT	

I hereby certify that all documents stated herein are current with State and Federal requirements.
I understand that all documents are subject to audit.

Signature of Employer Representative

Date

Name of Employer Representative

Title of Employer Representative

ATTACHMENT 6

Contract # : _____

Trainee Evaluation

Employer Name

Trainee Name

Training Location

SSN (last 4 digits)

The Service Provider is responsible for making sure that each trainee learns as much and performs as well as possible on the job. In order to do this most effectively the Service Provider needs to know how the trainee is doing. Please complete this form as accurately as possible so that any problems may be solved immediately. The signature of both the supervisor and the trainee are required. Training evaluation(s) must be submitted each week of completed training.

Criterion	Grade (see scale)	Comments
1. Acceptance of responsibility (follows direction)		
2. Displays initiative in his or her work.		
3. Tact, courtesy, cooperation, relationship with others.		
4. Degree of Accuracy (thorough and efficient)		
5. Promptness in reporting to work.		
6. Regularity in reporting to work.		
7. Personal grooming (Proper appearance and dress for work situation).		
8. Good judgment (Makes appropriate decisions).		
9. Job Knowledge (Skills used in the job).		
Grading Key: A: Superior B: Good C: Average D: Poor		

Supervisor Name

Trainee Name

Supervisor Signature

Trainee Signature

(Date)

(Date)

____ The trainee is progressing satisfactorily in meeting training, performance and conduct goals in order to retain employment at the completion of the OJT agreement period.

____ The trainee is NOT progressing satisfactorily in order to retain employment at the completion of the OJT agreement period.

ACTION ITEM 9
Training Provider Agreement for
Keiser University

The Pasco Hernando Workforce Board (PHWB), under the Workforce Innovation Opportunity Act (WIOA), must approve training providers where WIOA funds are used. All contracts with organizations or individuals currently serving as Directors of PHWB shall require a two-thirds vote of the Board, quorum having been established. Florida's Department of Economic Opportunity has recommended PHWB use the attached agreement to ensure compliance and set a maximum dollar amount for the program year.

Keiser University submitted an application to become an approved training provider for 2023-2024 program year and is in good standing with the Board and the State of Florida. The maximum dollar amount is set at \$250,000 in an effort to enroll customers in a timely manner without having to return multiple times for board approval.

FOR CONSIDERATION

Approval of Keiser University to become a training provider for the 2023-2024 program year, and execution of the attached agreement. Staff would like approval and permission to submit this request to DEO as a related party transaction so that Keiser will be able to continue business as normal beginning July 1, 2023.

Training Provider

Institution: Keiser University
Street Address 6300 US Highway 19 N. New Port Richey, FL 34652
Contact Person Charles Gibbons
Contact Email cgibbons@keiseruniversity.edu
Contact Phone Number 727-484-3110

		1	2	3	4	5	6	7	8
1	Program Title	AS in Nursing	AS in Diagnostic Medical Sonography	AS in Medical Assisting	AS in Medical Administrative Billing & Coding	AS in Health Services Administration	AA in Criminal Justice	AS in Information Technology	AA in Paralegal Studies
2	SOC	291141	292034	319092	292098	119111	333012/333051	151299	232011
3	Is the program approved for training by the State of Florida Dept of Education or other State of Florida regulating entity?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
4	License #								
	Tuition	\$22,048.00	\$22,048.00	\$22,048.00	\$22,048.00	\$22,048.00	\$22,048.00	\$22,048.00	\$22,048.00
5	Expiration Date								
6	Book Cost	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00
7	Lab Fee	\$980.00	\$980.00	\$980.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8	Physical/ Medical Cost								
9	Uniforms	\$300.00	\$300.00	\$300.00	N/A	N/A	\$200.00	\$200.00	N/A
10	Certification, Licensure or Testing Cost	\$400.00	\$1,075.00	\$508.00	N/A	N/A	N/A	N/A	N/A
11	Other Costs	\$148.00	\$148.00	\$148.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total Cost	\$25,476.00	\$26,151.00	\$25,584.00	\$23,648.00	\$23,648.00	\$23,848.00	\$23,848.00	\$23,648.00
For July 2023 through June 2024									
12	Is program eligible for Pell Grant	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
13	Total number of persons enrolled in training program	99	64	22	29	7	21	39	9
14	Total number of WIOA funded persons enrolled in training program. 2022/2023	22	8	1	0	1	0	0	0
14 a	Total number of WIOA funded persons enrolled in training program. 2021/2022	21	7	3	0	1	0	0	0
15	Total number of WIOA funded persons from CareerSource Pasco Hernando enrolled in training program. 2021-2023 (this is a two year period)	43	15	4	0	2	0	0	0
16	Total number of persons completing this training program 2021-2023 (this is a two year period)	92	34	23	28	10	8	14	0

17	Total number of WIOA funded persons completing this training program 2021-2023 (this is a two year period)	37	15	4	0	2	0	0	0
18	Total number of WIOA funded persons from CareeSource Pasco Hernando completing this training 2020 - 2022 (this is a two year period)	30	9	5	1	0	0	0	0
19	Total number of persons awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2021-2023 (this is a two year period)	92	34	23	28	10	8	14	0
20	Total number of WIOA funded persons awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2021-2023 (this is a two year period)	37	15	4	0	2	0	0	0
21	Total number of WIOA funded persons from CareeSource Pasco Hernando awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2021-2023 (this is a two year period)	37	15	4	0	2	0	0	0
22	Total number of persons employed after completing the training program 2021-2023 (this is a two year period)	64 -recent grads waiting to sit for exam	20	22	17	10	8	8	0
23	Total number of WIOA funded persons employed after completing the training program 2021-2023 (this is a two year period)	30	9	5	1	0	0	0	0
24	Total number of WIOA funded persons from CareeSource Pasco Hernando employed after completing the training program 2021-2023 (this is a two year period)	30	9	5	1	0	0	0	0
		1	2	3	4	5	6	7	8
A	Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e State Certificate, AA, Nationally Recognized Credential, etc.	Registered Nursing License	Registered DMS Exam for Obstetrics, Abdomen and Vascular	Registered Medical Assistant Exam	N/A	N/A	N/A	N/A	N/A
B	Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
C	Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

D	Identify the in-demand industry sectors and occupations which best fit with the training program (Use 4-Digit NAICS Codes)	29-1141	29-2032	31-9092	29-2071	11-9111	9221	5415	23-2011
E	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	HS Diploma, Entrance exam, Math/English Assesment, TEAS Exam, 3.0GPA	HS Diploma, Entrance exam, Math/English Assesment, 3.0GPA	HS Diploma, Entrance exam, Math/English Assesment	HS Diploma, Entrance exam, Math/English Assesment	HS Diploma, Entrance exam, Math/English Assesment	HS Diploma, Entrance exam, Math/English Assesment	HS Diploma, Entrance exam, Math/English Assesment	HS Diploma, Entrance exam, Math/English Assesment
F	Verification the training program is for an occupation on the Local Area TOL. (confirm the program is on the CSPH TOL - fill in the SOC number corresponding to the occupation from the TOL)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

CAREERSOURCE PASCO HERNANDO
TRAINING PROVIDER AGREEMENT
WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)

This Agreement is made and executed in duplicate by and between Pasco Hernando Workforce Board, Inc., dba CareerSource Pasco Hernando whose address is P.O. Box 6589 Spring Hill, FL 34611, hereinafter called CSPH, and the Eligible Training Provider whose name is Keiser University and whose address is 6300 US 19N New Port Richey, FL 34652 hereinafter called the Training Institution.

I. PROVISIONS OF THE AGREEMENT

The two parties to this Agreement do hereby agree:

1. This Agreement requires training providers to complete the “Initial Eligibility” period of at least one year, or successfully applied under the initial implementation of this Policy as a training provider. All eligible training providers must submit applications for “Continued Eligibility” every year to maintain their eligibility.
2. This Agreement requires providers for “Continued Eligibility” must be submitted before eligibility expires. Once a provider is on the Eligible Training Provider List, the “Continued Eligibility” application is required. Entities that carry out apprenticeship and OJT training are exempt.
3. This Agreement requires that each “Continued Eligibility” applicant shall supply the following information.
 - a. Verification the provider is licensed, certified, or otherwise authorized under Florida law to provide training services/programs. This applies to in-state and out-of-state providers.
 - b. The total number of persons enrolled in the program.
 - c. The total number of WIOA participants enrolled in the program.
 - d. The total number of persons completing in the program.
 - e. The total number of WIOA participants completing the program.
 - f. The total number of persons awarded a Recognized Postsecondary Credential (or other credential, if applicable.)
 - g. The total number of WIOA participants awarded a Recognized Postsecondary Credential (or other credential, if applicable.)
 - h. The total number of persons employed after completing the program.
 - i. The total number of WIOA participants employed after completing the program.
 - j. Information regarding the cost of attendance, including costs of tuition and fees, for participants completing the program.
 - k. Information regarding Recognized Postsecondary Credentials (or other credential, if applicable) received by such participants.
 - l. Whether the credential can be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder.
 - m. Whether the provider has developed the training in partnership or collaboration with a business or industry (identifying the business or industry).
 - n. Identify the in-demand industry sectors and occupations which best fit with the training program.

- o. A description of the prerequisites of skills and knowledge required prior to the commencement of training.
 - p. Verification the training program is for an occupation on the Local Area TOL.
4. The Training Institution agrees to honor an approved Individual Training Account (ITA) Voucher issued by or on behalf of the CSPH. The Training Institution agrees to provide the education and training services as indicated on the ITA and to invoice CSPH for the training and services delivered. CSPH will make payment for the invoiced costs for all ITAs issued by its designated Service Provider in accordance with the agreed upon ITA amount. Payment will be made to the Training Institution within 30 days of receipt of invoice.
 5. Issuance of an ITA will be based upon eligibility of the participant, customer choice, and appropriateness of training based on a comprehensive assessment of the participant. All services are contingent upon funding availability.
 6. An ITA will specify the name of the CSPH approved participant and the specific occupational skills training (OST) program for which enrollment is authorized. The ITA will itemize the ITA, and other financial caps and balances; indicate semester/term tuition costs and estimate other training-related expenses.
 7. Eligible individuals referred to the Training Institution may only be enrolled in the approved OST program specified on the ITA. The Training Institution shall deliver OST in accordance with the approved training program as included in the vendor application. The Training Institution shall notify CSPH of any changes in the required courses, costs of the program, length of the training program, or licensing requirements within 10 working days of said changes.
 8. All applicable add/drop deadlines and requirements of the Training Institution will also apply to the ITA. The Training Institution shall, in conformity with the general Refund policies of the institution, refund any tuition and fees which have been paid for Individuals who drop out of courses prior to the deadline before drops and withdrawals. Refunds will be made directly to CareerSource Pasco Hernando.
 9. If the CSPH participant is eligible for PELL grant funds, PELL grant funds may be paid to the participant to assist him/her with everyday expenses so that the participant's ability to attend training is enhanced. CSPH will provide a 30 day notice to the Training Institution prior to changing this special provision regarding the use of PELL grant funds. In addition, the Training Institution shall evaluate the individual for other financial aid normally available to other students, in a manner consistent with all other students. Students eligible under Workforce Investment Act (WIA) or the Workforce Innovation and Opportunity Act (WIOA) may not be discriminated against based solely on their eligibility for WIA/WIOA when being considered for other financial assistance. This shall include financial assistance programs under Title IV of the Higher Education Act (HEA). The Training Institution shall ensure that WIA/WIOA funds provided are in addition to other funds. It is the responsibility of the Training Institution to provide internal controls to prevent any duplicative payments of tuition with federal funds.

10. ITA's will be issued for a specific time period (normally one semester, or quarter) and are currently capped at up to \$5,000 per program. Each ITA will specify the cap amount for the specific program in which the individual will enroll. **The cap for a program is the cost advertised to the public and submitted with the training provider application. Any increase must be approved in writing by Operations staff of the PHWB.**
The ITA Cap can change as funding availability shifts – contact CSPH WIOA staff for the current amount.
11. Each WIA/WIOA applicant interested in an OST program that costs more than CSPH's ITA financial cap will be referred to the training institution for financial information, advice, and assistance. The training provider and applicant will jointly develop and sign a financial plan that covers the full cost of the training – especially that portion exceeding the ITA's \$5,000 per program cap. All possible funding sources (e.g., PELL Grant, other federal/state educational grants, scholarships, etc.) should be considered. Student loans should be the exception to the rule and then applied only as a last resort. The training provider must ensure that each CSPH participant is fully advised of his/her obligations towards all grants, scholarships, loans, etc. and the impact of his/her not meeting those obligations. The CSPH participant will then provide a copy of the financial plan to his/her WIA/WIOA career manager for final approval prior to an ITA being issued.
12. The Training Institution shall refer any individual who is unable to continue the training specified back to CSPH for other services.
13. The Training Institution shall ensure meaningful access for individuals with disabilities, including physical accessibility. The Training Institution shall work with CSPH to develop accommodation for individuals with disabilities.
14. The Training Institution agrees to make available for review during normal business hours. Any records pertaining to this agreement to any duly authorized monitor, auditor, or other representative of USDOL, Workforce Florida, The Department of Economic Opportunity and CSPH.
15. CareerSource Pasco Hernando will notify the Training Institution of any changes in legislation, regulations or state directives that may impact this Agreement.

II. PERFORMANCE

All approved Private for Profit or Private Non-Profit Eligible Training Providers are required to be licensed by the Commission for Independent Education (CIE). CIE can be contacted at (850) 245-3200 or online at <http://www.fldoe.org/cie/>. This requirement does not apply to public educational institutions such as universities, state colleges, junior colleges, technical education centers operated by public educational districts.

In addition, all Training Institutions must agree to provide student-based information on performance and student's outcomes to the Florida Education Training and Placement Information Program (FETPIP), through CIE. Failure to do so will result in the Training Institution being removed from the Eligible Training Provider List (ETPL) for CareerSource

Pasco Hernando. Performance reports as required by FETPIP must also be provided to CareerSource Pasco Hernando annually (no later than June 30 of any year).

Out of State Public Educational Institutions (e.g., Universities, Community/State Colleges, Vocational/Technical Centers) are not required to report performance to FETPIP. They are however, required to provide performance information within 45 days at the end of CSPH's Fiscal Year (June 30) which stipulates the number of students (both WIA/WIOA and non-sponsored WIA/WIOA students) enrolled in each approved program; the number of completers, and the number of placements for each approved training program.

II. SIGNATURE

IN WITNESS WHEREOF, the agents of the Training Institution and CareerSource Pasco Hernando hereby certify that they have full authority to, and in accordance therewith on behalf of their respective principals, have executed this Training Provider Agreement.

CAREERSOURCE PASCO HERNANDO

By: _____

Title: _____

Date: _____

Provider

By: Charles Gibbons
Charles Gibbons (Jun 1, 2023 14:52 EDT)

Title: Campus President

Date: Jun 1, 2023

ACTION ITEM 10
Training Provider Agreement for
Marchman

FOR CONSIDERATION

ACTION ITEM 11
Training Provider Agreement for
Pasco Hernando State College

The Pasco Hernando Workforce Board (PHWB), under the Workforce Innovation Opportunity Act (WIOA), must approve training providers where WIOA funds are used. All contracts with organizations or individuals currently serving as Directors of PHWB shall require a two-thirds vote of the Board, quorum having been established. Florida's Department of Economic Opportunity has recommended PHWB use the attached agreement to ensure compliance and set a maximum dollar amount for the program year.

Pasco Hernando State College (PHSC) submitted an application to become an approved training provider for 2023-2024 program year and is in good standing with the Board and the State of Florida. The maximum dollar amount is set at \$250,000 in an effort to enroll customers in a timely manner without having to return multiple times for board approval.

FOR CONSIDERATION

Approval of PHSC to become a training provider for the 2023-2024 program year, and execution of the attached agreement. Staff would like approval and permission to submit this request to DEO as a related party transaction so that PHSC will be able to continue business as normal beginning July 1, 2023.

Instituion:
Street Address
Contact Person
Contact Email
Phone Number

Pasco Hernando State College
10230 Ridge Road New Port Richey, FL 34654
Dr. Alysén Heil
heila@phsc.edu
727-816-3264

[illegible]

Instituion:
Street Address
Contact Person
Contact Email
Phone Number

[illegible]

Instituion:
Street Address
Contact Person
Contact Email
Contact Phone Number

[illegible]

Institution:
Street Address
Contact Person
Contact Email
Contact Phone Number

[illegible]

Training Provider
Institution:
Street Address
Contact Person
Contact Email
Contact Phone Number

		57	58	59	60	61	62	63	64	65	66	67	68	72	73
		Paralegal Studies, AS	Real Estate Paralegal, CCC	Professional Pilot Technology, AS	Supervision & Management Aviation, BAS	Supervision & Management Cybersecurity, BAS	Supervision & Management Health Management, BAS	Supervision & Management Organization Administration, BAS	Supervision & Management Public Safety/Public Service, BAS	Unmanned Vehicles Systems Operation, AS	Welding Technology, CC	Welding Technology Advanced, CC	Maintenance Repair Worker Apprenticeship	Construction and Design Apprenticeship	Introduction to 3D Printing with CMfgA Certification Training
1	Program Title														
2	SOC	23-2011	23-2011	53-2011	41-1012	41-1012	41-1012	41-1012	41-1012	53-2011	51-4121	51-4121	23-6118	47-2061	17-3000
3	Is the program approved for training by the State of Florida	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	In Progress	Yes
4	License #	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5	Tuition	\$4,838.28	\$1,262.16	\$4,838.28	\$7,564.80	\$7,564.80	\$7,564.80	\$7,564.80	\$7,564.80	\$6,521.16	\$3,083.00	\$2,202.00	TBD	TBD	TBD
6	Expiration Date	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	TBD	TBD	TBD
7	Book Cost	\$800.00	\$559.80	\$1,300.00	TBD	\$1,305.33	\$1,871.72	\$2,237.17	\$1,828.32	\$565.50	\$192.00	\$192.00	TBD	TBD	TBD
8	Lab Fee	N/A	N/A	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$1,400.00	\$100.00	TBD	TBD	TBD
9	Physical/ Medical Cost	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	TBD	TBD	TBD
10	Uniforms	N/A	N/A	\$75.31	N/A	N/A	N/A	N/A	N/A	\$30.00	N/A	N/A	TBD	TBD	TBD
11	Certification, Licensure or Testing Cost	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	TBD	TBD	TBD
11	Other Costs	N/A	N/A	\$44,168.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	TBD	TBD	TBD
12	For July 2023 through June 2024														
12	Is program eligible for Pell Grant	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No
13	Total number of persons enrolled in training program	208		62	11	146	273	891	90	55	89	1	6		
14	Total number of WIOA funded persons enrolled in training program.														
14a	Total number of WIOA funded persons from CareerSource Pasco Hernando enrolled in training program.														
15	Total number of persons completing this training program	9	2	2		7	29	97	8	1	12		6		
16	Total number of WIOA funded persons completing this training program														
17	Total number of WIOA funded persons from CareerSource Pasco Hernando completing this training														
18	Total number of persons awarded a Recognized Postsecondary Credential (or other credential, if applicable)														
19	Total number of WIOA funded persons awarded a Recognized Postsecondary Credential (or other credential, if applicable)														
20	Total number of WIOA funded persons from CareerSource Pasco Hernando awarded a Recognized Postsecondary Credential (or other credential, if applicable)														
21	Total number of persons employed after completing the training program														
22	Total number of WIOA funded persons employed after completing the training program														
23	Total number of WIOA funded persons from CareerSource Pasco Hernando employed after completing the training program														
A	Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e State Certificate, AA, Nationally Recognized Credential, etc..	Associate Degree	College Credit Certificate	Associate Degree	Bachelor Degree	Bachelor Degree	Bachelor Degree	Bachelor Degree	Bachelor Degree	Associate Degree	Career Certificate	Career Certificate	Apprenticeship		National Credential
B	Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		Yes
C	Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		Yes
D	Identify the in-demand industry sectors and occupations which best fit with the training program (Use NAICS Codes)	Professional, Scientific, and Technical Services (54)	Professional, Scientific, and Technical Services (54)	Transportation and Warehouse (48-49)	Professional, Scientific, and Technical Services (54)	Professional, Scientific, and Technical Services (54)	Professional, Scientific, and Technical Services (54)	Professional, Scientific, and Technical Services (54)	Professional, Scientific, and Technical Services (54)	Transportation and Warehouse (48-49)	Other Services (81)	Other Services (81)	Repair and Maintenance (81)		Professional, Scientific, and Technical Services (54)
E	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	None	None	None	AS or AA degree	AS or AA degree	AS or AA degree	AS or AA degree	AS or AA degree	None	None	None	None		None
F	Verification the training program is for an occupation on the Local Area TOL.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes		Yes

Training Provider

Institution:
Street Address
Contact Person
Contact Email
Contact Phone Number

		74	75	76	77	78	79	75	76	77	78	79	80	81	82
	Program Title	Intermediate 3D Printing with CAM-F Certification Training	Advanced 3D Printing with CAM-T Certification Training	Introduction to 3D Construction with OSHA 10 Construction Certification Training	Advanced 3D Construction with OSHA 30 Construction Certification Training	OSHA 10 Construction Certification Training	OSHA 10 Construction Certification Training	Certified 5G Leadership Skills, CE	Certificate in Residential Property Mgmt, CE	Introduction to Apartment Maintenance, CE	Certified Manufacturing Associates, CE (CMfgA)	Certified AutoCAD, CE	Introduction to 3D Printing, CE	Certified SolidWorks, CE	Certified CompTIA A+, Network+, and Security+, CE
1	SOC	17-3000	17-3000	17-3000	17-3000	17-3000	17-3000	N/A	47-2141	47-2141	17-3000	17-3000	17-3000	17-3000	15-1143
2	Is the program approved for training by the State of Florida	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
3	License #	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4	Tuition	TBD	TBD	TBD	TBD	TBD	TBD	\$1,495.00	\$595.00	\$595.00	TBD	\$995.00	\$795.00	\$795.00	\$1,595.00
5	Expiration Date	TBD	TBD	TBD	TBD	TBD	TBD	N/A	N/A	N/A	TBD	N/A	N/A	N/A	N/A
6	Book Cost	TBD	TBD	TBD	TBD	TBD	TBD	Included	Included	Included	TBD	Included	Included	Included	Included
7	Lab Fee	TBD	TBD	TBD	TBD	TBD	TBD	Included	Included	Included	TBD	Included	Included	Included	Included
8	Physical/ Medical Cost	TBD	TBD	TBD	TBD	TBD	TBD	N/A	N/A	N/A	TBD	N/A	N/A	N/A	N/A
9	Uniforms	TBD	TBD	TBD	TBD	TBD	TBD	N/A	N/A	N/A	TBD	N/A	N/A	N/A	N/A
10	Certification, Licensure or Testing Cost	TBD	TBD	TBD	TBD	TBD	TBD	N/A	N/A	N/A	TBD	N/A	N/A	N/A	N/A
11	Other Costs	TBD	TBD	TBD	TBD	TBD	TBD	N/A	N/A	N/A	TBD	N/A	N/A	N/A	N/A
	For July 2023 through June 2024														
12	Is program eligible for Pell Grant	No	No	No	No	No	No	No	No	No	No	No	No	No	No
13	Total number of persons enrolled in training program							5	12	2		5	6	2	12
14	Total number of WIOA funded persons enrolled in training program.														
14a	Total number of WIOA funded persons from CareerSource Pasco Hernando enrolled in training program.														
15	Total number of persons completing this training program								11	0		3	4		10
16	Total number of WIOA funded persons completing this training program														
17	Total number of WIOA funded persons from CareerSource Pasco Hernando completing this training														
18	Total number of persons awarded a Recognized Postsecondary Credential (or other credential, if applicable)								1			1			
19	Total number of WIOA funded persons awarded a Recognized Postsecondary Credential (or other credential, if applicable)														
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21	Total number of persons employed after completing the training program														1
22	Total number of WIOA funded persons employed after completing the training program														
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A	Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e State Certificate, AA, Nationally Recognized Credential, etc..	National Credential	National Credential	National Credential	National Credential	National Credential	National Credential	#REF! Badges	#REF! Local Credential	#REF! Local Credential	National Credential	National Credential	National Credential	National Credential	National Credential
B	Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
C	Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
D	Identify the in-demand industry sectors and occupations which best fit with the training program (Use NAICS Codes)	Professional, Scientific, and Technical Services (54)	Professional, Scientific, and Technical Services (54)	Professional, Scientific, and Technical Services (54)	Professional, Scientific, and Technical Services (54)	Professional, Scientific, and Technical Services (54)	Professional, Scientific, and Technical Services (54)	N/A	Repair and Maintenance (81)	Professional, Scientific, and Technical Services (54)	Professional, Scientific, and Technical Services (54)	Professional, Scientific, and Technical Services (54)	Professional, Scientific, and Technical Services (54)	Professional, Scientific, and Technical Services (54)	Information
E	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	None	None	None	None	None	None	None	None	None	None	250 hours	None	400 hours	None
F	Verification the training program is for an occupation on the Local Area TOL.	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Training Provider

Instituion:

Street Address

Contact Person

Contact Email

Contact Phone Number

[illegible]

Institution:
Street Address
Contact Person
Contact Email
Contact Phone Number

[illegible]

CAREERSOURCE PASCO HERNANDO
TRAINING PROVIDER AGREEMENT
WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)

This Agreement is made and executed in duplicate by and between Pasco Hernando Workforce Board, Inc., dba CareerSource Pasco Hernando whose address is P.O. Box 6589 Spring Hill, FL 34611, hereinafter called CSPH, and the Eligible Training Provider whose name is Pasco-Hernando State College and whose address is 10230 Ridge Road, New Port Richey, FL 34654 hereinafter called the Training Institution.

I. PROVISIONS OF THE AGREEMENT

The two parties to this Agreement do hereby agree:

1. This Agreement requires training providers to complete the “Initial Eligibility” period of at least one year, or successfully applied under the initial implementation of this Policy as a training provider. All eligible training providers must submit applications for “Continued Eligibility” every year to maintain their eligibility.
2. This Agreement requires providers for “Continued Eligibility” must be submitted before eligibility expires. Once a provider is on the Eligible Training Provider List, the “Continued Eligibility” application is required. Entities that carry out apprenticeship and OJT training are exempt.
3. This Agreement requires that each “Continued Eligibility” applicant shall supply the following information.
 - a. Verification the provider is licensed, certified, or otherwise authorized under Florida law to provide training services/programs. This applies to in-state and out-of-state providers.
 - b. The total number of persons enrolled in the program.
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 - d. The total number of persons completing in the program.
 - e. The total number of WIOA participants completing the program.
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**The ITA Cap can change as funding availability shifts – contact
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15. CareerSource Pasco Hernando will notify the Training Institution of any changes in legislation, regulations or state directives that may impact this Agreement.

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Institution being removed from the Eligible Training Provider List (ETPL) for CareerSource Pasco Hernando. Performance reports as required by FETPIP must also be provided to CareerSource Pasco Hernando annually (no later than June 30 of any year).

Out of State Public Educational Institutions (e.g., Universities, Community/State Colleges, Vocational/Technical Centers) are not required to report performance to FETPIP. They are however, required to provide performance information within 45 days at the end of CSPH's Fiscal Year (June 30) which stipulates the number of students (both WIA/WIOA and non-sponsored WIA/WIOA students) enrolled in each approved program; the number of completers, and the number of placements for each approved training program.

II. SIGNATURE

IN WITNESS WHEREOF, the agents of the Training Institution and CareerSource Pasco Hernando hereby certify that they have full authority to, and in accordance therewith on behalf of their respective principals, have executed this Training Provider Agreement.

CAREERSOURCE PASCO HERNANDO

Provider

By: _____

By: _____

Title: Charles Gibbons/Board Chair

Title: Dr. Timothy L. Beard/President

Date: _____

Date: _____

ACTION ITEM 12
Training Provider Agreement for
Wilton Simpson Technical College

The Pasco Hernando Workforce Board (PHWB), under the Workforce Innovation Opportunity Act (WIOA), must approve training providers where WIOA funds are used. All contracts with organizations or individuals currently serving as Directors of PHWB shall require a two-thirds vote of the Board, quorum having been established. Florida's Department of Economic Opportunity has recommended PHWB use the attached agreement to ensure compliance and set a maximum dollar amount for the program year.

Wilton Simpson Technical College submitted an application to become an approved training provider for 2023-2024 program year and is in good standing with the Board and the State of Florida. The maximum dollar amount is set at \$250,000 in an effort to enroll customers in a timely manner without having to return multiple times for board approval.

FOR CONSIDERATION

Approval of Wilton Simpson Technical College to become a training provider for the 2023-2024 program year, and execution of the attached agreement.

Training Provider

Institution: Wilton Simpson Technical College
Street Address 4057 California St.
Contact Person Radiah Dent
Contact Email dentpalmer_r@hcsb.k12.fl.us
Contact Phone Number 352-797-7018

		1	2	3	4	5	6	7	8
1	Program Title	Welding	Applied Cybersecurity	Auto Service Tech 1	Barbering	Cosmetology	Crossover CO to LE	FL Law Enforcement	HVAC/R 1
2	SOC	51-4121, 51-9198	15-1212	49-3023	39-5011	39-5012	33-3051	33-3051	49-9021
3	Is the program approved for training by the State of Florida Dept of Education or other State of Florida regulating entity?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
4	License #	n/a	n/a	n/a		n/a	n/a	n/a	n/a
5	Tuition	\$2,562.00	\$1,830.00	\$2,562.00	\$2,196.00	\$2,928.00	\$1,263.00	\$1,878.00	\$1,830.00
6	Expiration Date	n/a	n/a	n/a			n/a	n/a	n/a
7	Book Cost	\$160.00	\$0.00	\$338.00	\$280.00	\$280.00	\$18.25	\$18.25	\$151.50
8	Lab Fee	\$1,215.00	\$527.00	\$240.00	\$165.00	\$165.00	\$420.00	\$925.00	\$255.00
9	Physical/ Medical Cost	n/a	n/a	n/a	n/a	n/a	\$200.00	\$200.00	n/a
10	Uniforms	\$191.66	\$150.00	n/a	\$150.00	\$150.00	\$250.00	\$250.00	\$150.00
11	Certification, Lisensure or Testing Cost	\$300.00	\$0.00	\$280.00	\$68.00	\$115.00	\$194.00	\$194.00	\$95.00
12	Other Costs	\$337.01	\$839.36	\$204.89	\$512.95	\$525.00	\$73.17	\$73.05	\$1,100.97
13	Total Cost	\$4,765.67	\$3,346.36	\$3,624.89	\$3,371.95	\$4,163.00	\$2,418.00	\$3,538.30	\$3,582.47
For July 2023 through June 2024									
14	Is program eligible for Pell Grant	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
15	Total number of persons enrolled in training program	13	9	11	2	12	5	53	17
16	Total number of WIOA funded persons enrolled in training program. 2022/2023	0	0	0	0	0	0	0	0
17	Total number of WIOA funded persons enrolled in training program. 2021/2022	0	0	0	0	0	0	0	0
18	Total number of WIOA funded persons from CareerSource Pasco Hernando enrolled in training program. 2021-2023 (this is a two year period)	0	0	0	0	0	0	0	0
19	Total number of persons compleing this training program 2021-2023 (this is a two year period)	13	7	14	0	10	4	26	17
20	Total number of WIOA funded persons compleing this training program 2021-2023 (this is a two year period)	0	0	0	0	0	0	0	0

18	Total number of WIOA funded persons from CareerSource Pasco Hernando completing this training 2020 - 2022 (this is a two year period)	0	0	0	0	0	0	0	0
19	Total number of persons awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2021-2023 (this is a two year period)	13	16	16	0	7	4	26	17
20	Total number of WIOA funded persons awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2021-2023 (this is a two year period)	0	0	0	0	0	0	0	0
21	Total number of WIOA funded persons from CareerSource Pasco Hernando awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2021-2023 (this is a two year period)	0	0	0	0	0	0	0	0
22	Total number of persons employed after completing the training program 2021-2023 (this is a two year period)	9	4	12	0	8	4	26	13
23	Total number of WIOA funded persons employed after completing the training program 2021-2023 (this is a two year period)	0	0	0	0	0	0	0	0
24	Total number of WIOA funded persons from CareerSource Pasco Hernando employed after completing the training program 2021-2023 (this is a two year period)	0	0	0	0	0	0	0	0
		1	2	3	4	5	6	7	8
A	Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e State Certificate, AA, Nationally Recognized Credential, etc.	AWS Certification	A+, Net+, Security+	ASE Certifications	FL State License	FL State License	FL State Certification	FL State Certification	Industry Certification, ESCO Heat Pump, A/C, EPA
B	Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
C	Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	Iron Workers Local Union	Spectrum, Hernando County School District IT Dept.	Enterprise Rental	Pete's Barbershop	Sports Clips	Hernando County Sheriff's Office	Hernando County Sheriffs Office	Kold Pro Air Conditioning
D	Identify the in-demand industry sectors and occupations which best fit with the training program (Use 4-Digit NAICS Codes)	333992	561620	811100	812112	812111	922120	922120	238220
E	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	No additional prerequisite skills	No additional prerequisite skills	No additional prerequisite skills	No additional prerequisite skills	No additional prerequisite skills	Physical, Background Check, Fingerprinting	Physical, Background Check, Fingerprinting	No additional prerequisite skills
F	Verification the training program is for an occupation on the Local Area TOL. (confirm the program is on the CSPH TOL - fill in the SOC number corresponding to the occupation from the TOL)	514121	151211	483023			333012	333012	

CAREERSOURCE PASCO HERNANDO
TRAINING PROVIDER AGREEMENT
WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)

This Agreement is made and executed in duplicate by and between Pasco Hernando Workforce Board, Inc., dba CareerSource Pasco Hernando whose address is P.O. Box 6589 Spring Hill, FL 34611, hereinafter called CSPH, and the Eligible Training Provider whose name is Wilton Simpson Technical College and whose address is 801 N. Broad St., Brooksville, FL 34601 hereinafter called the Training Institution.

I. PROVISIONS OF THE AGREEMENT

The two parties to this Agreement do hereby agree:

1. This Agreement requires training providers to complete the "Initial Eligibility" period of at least one year, or successfully applied under the initial implementation of this Policy as a training provider. All eligible training providers must submit applications for "Continued Eligibility" every year to maintain their eligibility.
2. This Agreement requires providers for "Continued Eligibility" must be submitted before eligibility expires. Once a provider is on the Eligible Training Provider List, the "Continued Eligibility" application is required. Entities that carry out apprenticeship and OJT training are exempt.
3. This Agreement requires that each "Continued Eligibility" applicant shall supply the following information.
 - a. Verification the provider is licensed, certified, or otherwise authorized under Florida law to provide training services/programs. This applies to in-state and out-of-state providers.
 - b. The total number of persons enrolled in the program.
 - c. The total number of WIOA participants enrolled in the program.
 - d. The total number of persons completing in the program.
 - e. The total number of WIOA participants completing the program.
 - f. The total number of persons awarded a Recognized Postsecondary Credential (or other credential, if applicable.)
 - g. The total number of WIOA participants awarded a Recognized Postsecondary Credential (or other credential, if applicable.)
 - h. The total number of persons employed after completing the program.
 - i. The total number of WIOA participants employed after completing the program.
 - j. Information regarding the cost of attendance, including costs of tuition and fees, for participants completing the program.
 - k. Information regarding Recognized Postsecondary Credentials (or other credential, if applicable) received by such participants.
 - l. Whether the credential can be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder.
 - m. Whether the provider has developed the training in partnership or collaboration with a business or industry (identifying the business or industry).

- n. Identify the in-demand industry sectors and occupations which best fit with the training program.
 - o. A description of the prerequisites of skills and knowledge required prior to the commencement of training.
 - p. Verification the training program is for an occupation on the Local Area TOL.
4. The Training Institution agrees to honor an approved Individual Training Account (ITA) Voucher issued by or on behalf of the CSPH. The Training Institution agrees to provide the education and training services as indicated on the ITA and to invoice CSPH for the training and services delivered. CSPH will make payment for the invoiced costs for all ITAs issued by its designated Service Provider in accordance with the agreed upon ITA amount. Payment will be made to the Training Institution within 30 days of receipt of invoice.
 5. Issuance of an ITA will be based upon eligibility of the participant, customer choice, and appropriateness of training based on a comprehensive assessment of the participant. All services are contingent upon funding availability.
 6. An ITA will specify the name of the CSPH approved participant and the specific occupational skills training (OST) program for which enrollment is authorized. The ITA will itemize the ITA, and other financial caps and balances; indicate semester/term tuition costs and estimate other training-related expenses.
 7. Eligible individuals referred to the Training Institution may only be enrolled in the approved OST program specified on the ITA. The Training Institution shall deliver OST in accordance with the approved training program as included in the vendor application. The Training Institution shall notify CSPH of any changes in the required courses, costs of the program, length of the training program, or licensing requirements within 10 working days of said changes.
 8. All applicable add/drop deadlines and requirements of the Training Institution will also apply to the ITA. The Training Institution shall, in conformity with the general Refund policies of the institution, refund any tuition and fees which have been paid for Individuals who drop out of courses prior to the deadline before drops and withdrawals. Refunds will be made directly to CareerSource Pasco Hernando.
 9. If the CSPH participant is eligible for PELL grant funds, PELL grant funds may be paid to the participant to assist him/her with everyday expenses so that the participant's ability to attend training is enhanced. CSPH will provide a 30 day notice to the Training Institution prior to changing this special provision regarding the use of PELL grant funds. In addition, the Training Institution shall evaluate the individual for other financial aid normally available to other students, in a manner consistent with all other students. Students eligible under Workforce Investment Act (WIA) or the Workforce Innovation and Opportunity Act (WIOA) may not be discriminated against based solely on their eligibility for WIA/WIOA when being considered for other financial assistance. This shall include financial assistance programs under Title IV of the Higher Education Act (HEA). The Training Institution shall ensure that WIA/WIOA funds provided are in addition to other funds. It is the responsibility of the Training Institution to provide internal controls to prevent any duplicative payments of tuition with federal funds.

10. ITA's will be issued for a specific time period (normally one semester, or quarter) and are currently capped at up to \$5,000 per program. Each ITA will specify the cap amount for the specific program in which the individual will enroll. **The cap for a program is the cost advertised to the public and submitted with the training provider application. Any increase must be approved in writing by Operations staff of the PHWB.**

**The ITA Cap can change as funding availability shifts – contact
CSPH WIOA staff for the current amount.**

11. Each WIA/WIOA applicant interested in an OST program that costs more than CSPH's ITA financial cap will be referred to the training institution for financial information, advice, and assistance. The training provider and applicant will jointly develop and sign a financial plan that covers the full cost of the training – especially that portion exceeding the ITA's \$5,000 per program cap. All possible funding sources (e.g., PELL Grant, other federal/state educational grants, scholarships, etc.) should be considered. Student loans should be the exception to the rule and then applied only as a last resort. The training provider must ensure that each CSPH participant is fully advised of his/her obligations towards all grants, scholarships, loans, etc. and the impact of his/her not meeting those obligations. The CSPH participant will then provide a copy of the financial plan to his/her WIA/WIOA career manager for final approval prior to an ITA being issued.
12. The Training Institution shall refer any individual who is unable to continue the training specified back to CSPH for other services.
13. The Training Institution shall ensure meaningful access for individuals with disabilities, including physical accessibility. The Training Institution shall work with CSPH to develop accommodation for individuals with disabilities.
14. The Training Institution agrees to make available for review during normal business hours. Any records pertaining to this agreement to any duly authorized monitor, auditor, or other representative of USDOL, Workforce Florida, The Department of Economic Opportunity and CSPH.
15. CareerSource Pasco Hernando will notify the Training Institution of any changes in legislation, regulations or state directives that may impact this Agreement.

II. PERFORMANCE

All approved Private for Profit or Private Non-Profit Eligible Training Providers are required to be licensed by the Commission for Independent Education (CIE). CIE can be contacted at (850) 245-3200 or online at <http://www.fl DOE.org/cie/>. This requirement does not apply to public educational institutions such as universities, state colleges, junior colleges, technical education centers operated by public educational districts.

In addition, all Training Institutions must agree to provide student-based information on performance and student's outcomes to the Florida Education Training and Placement Information Program (FETPIP), through CIE. Failure to do so will result in the Training

Institution being removed from the Eligible Training Provider List (ETPL) for CareerSource Pasco Hernando. Performance reports as required by FETPIP must also be provided to CareerSource Pasco Hernando annually (no later than June 30 of any year).

Out of State Public Educational Institutions (e.g., Universities, Community/State Colleges, Vocational/Technical Centers) are not required to report performance to FETPIP. They are however, required to provide performance information within 45 days at the end of CSPH's Fiscal Year (June 30) which stipulates the number of students (both WIA/WIOA and non-sponsored WIA/WIOA students) enrolled in each approved program; the number of completers, and the number of placements for each approved training program.

II. SIGNATURE

IN WITNESS WHEREOF, the agents of the Training Institution and CareerSource Pasco Hernando hereby certify that they have full authority to, and in accordance therewith on behalf of their respective principals, have executed this Training Provider Agreement.

CAREERSOURCE PASCO HERNANDO

By: _____

Title: Chuck Gibbons/Board Chair

Date: _____

Provider

By:  _____

Coordinator of Career and Technical Ed

Title: _____

Date: 5/26/23

ACTION ITEM 13
Outreach and Marketing
Pasco Economic Development Council

The Pasco Economic Development Council (Pasco EDC) fosters a cooperative business environment for our local businesses by reacting to changing needs in the marketplace. Together, CareerSource Pasco Hernando and Pasco EDC have had the unique opportunity to work closely together to cultivate both businesses and job seeker's needs within the local economy by encouraging a talented workforce to meet the growing demand for a skilled labor force.

Their work directly aligns with the CareerSource Pasco Hernando organization's goals, mission, and vision through enhancing economic development efforts to individuals and businesses to encourage positive local economic growth.

WorkforceCONNECT: provides a web-based tool that provides a shepherding function for employers and prospective employees.

- WorkforceCONNECT \$10,000

Potential Sponsorship Opportunities:

- Economic Forecast Luncheon \$3,000
- GROWPasco \$1,000
- NetFest \$3000
- Annual Awards \$5000

Total: \$22,000.00

FOR CONSIDERATION

Approval and adoption for Pasco EDC in the amount of \$22,000.00.



**MEMORANDUM OF UNDERSTANDING
BETWEEN
PASCO HERNANDO WORKFORCE BOARD, INC. DBA CAREERSOURCE PASCO
HERNANDO AND PASCO ECONOMIC DEVELOPMENT COUNCIL**

THIS UMBRELLA MEMORANDUM OF UNDERSTANDING ("MOU") is entered into by and between **PASCO HERNANDO WORKFORCE BOARD, INC., d/b/a CAREERSOURCE PASCO HERNANDO**, a Florida non-profit corporation, PO Box 6589 Spring Hill, FL 34611, ("CareerSource Pasco Hernando") and the **Pasco Economic Development Council** as described in Section V. Partners.

WITNESSETH:

WHEREAS, this MOU is developed and executed by CareerSource Pasco Hernando and the Pasco Economic Development Council to document the roles and responsibilities of the Partners for the purpose of increasing workforce training, employment and economic development efforts throughout Pasco County; and

WHEREAS, this agreement further describes the sharing and allocation of costs among the partners; and

WHEREAS, CareerSource Pasco Hernando and the Pasco Economic Development Council have had a long-standing relationship in order to improve the local business environment throughout Pasco County; and

WHEREAS, during this relationship, CareerSource Pasco Hernando and Pasco Economic Development Council partnered in an effort to bridge a gap by focusing on the needs of employers and employees; and

WHEREAS, CareerSource Pasco Hernando and Pasco Economic Development Council desire to enter into this Umbrella MOU to address the operations of their partnership and delivery system, provision of programs and services, and apportionment of costs, as provided herein; and;

WHEREAS, this MOU requires the agreement and signature of the **CAREERSOURCE PASCO HERNANDO**, located at PO Box 6589 Spring Hill, FL 34611 ("CEO"), and the **PASCO ECONOMIC DEVELOPMENT COUNCIL**, located at 16506 Pointe Village Drive, Suite 107, Lutz, FL 33558 ("CEO").

NOW THEREFORE, in consideration of the mutual covenants and agreements herein set forth, and for other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

Table of Contents

I. PARTIES	5
II. PURPOSE	5
III. LOCAL WORKFORCE SYSTEM	5
Mission	5
Vision	5
Core Values	5
IV. CAREER CENTERS	6
Comprehensive Center	6
Affiliate Centers	6
V. PARTNERS	6
Partner Services	7
Individual Partner Contribution of Services	7
Pasco Economic Development Council	7
VI. METHODS OF INTERNAL REFERRAL	7
VII. ACCESSIBILITY	7
Physical Accessibility	8
Virtual Accessibility	8
Programmatic Accessibility	8
Communication Accessibility	8
VIII. INFORMATION SHARING	9
IX. CONFIDENTIALITY	9
X. MONITORING	9
XI. NON-DISCRIMINATION AND EQUAL OPPORTUNITY	10
XII. INDEMNIFICATION	10
XIII. DRUG AND ALCOHOL-FREE WORKPLACE	10
XIV. TERM	11
XV. SEVERABILITY	11
XVII. MODIFICATION	11
XVI. TERMINATION	12
XIV. MERGER	12
XX. THIRD PARTY BENEFICIARY	12
XXI. GOVERNANCE	12
XXII. DISPUTE RESOLUTION	12
Dispute Resolution Process	13

XXIII.	FUNDING AGREEMENT	13
	Funding	13
XXIV.	AUTHORITY AND SIGNATURES	15
	Pasco Economic Development Council.....	16
	Pasco Hernando Workforce Board, Inc. dba CareerSource Pasco Hernando	17
	Chief Elected Official – Hernando Board of County Commissioners	18
	Chief Elected Official – Pasco Board of County Commissioners.....	19

I. PARTIES

Parties to this agreement include CareerSource Pasco Hernando and Pasco Economic Development Council. The parties to this document agree to coordinate and perform the activities and services described herein within the scope of legislative and Pasco County's requirements governing the parties' respective programs, services and agencies.

II. PURPOSE

The purpose of this agreement is to describe the partnership between CareerSource Pasco Hernando and Pasco Economic Development Council in an effort to increase workforce training, employment and economic development efforts throughout Pasco County.

Pasco Economic Development Council and CareerSource Pasco Hernando have had a long-standing relationship in order to improve the local business environment throughout Pasco County. During this relationship, Pasco Economic Development Council and CareerSource Pasco Hernando partnered in an effort to bridge a gap by focusing on the needs of employers and employees.

The WorkforceCONNECT program, originally known as the "Pasco Pipeline," was born out of a Pasco Economic Development Council Task Force and the Pasco Economic Development Council's three-year strategic plan titled "Win". The strategy recommended the creation of a Talent Pipeline Task Force, which was formed in March of 2017. The task force went on to recommend the structure, organization and metrics of a new Pasco Economic Development Council program, WorkforceCONNECT.

WorkforceCONNECT also provides a web-based tool that provides a shepherding function for employers and prospective employees. The web-based tool was developed and launched at the creation of the WorkforceCONNECT program, as part of the partnership with CareerSource Pasco Hernando.

We are requesting this program and partnership with CareerSource Pasco Hernando be continued through the development efforts of the WorkforceCONNECT program, which includes a web-based interaction.

The continued partnership with CareerSource Pasco Hernando will allow our community to thrive with more opportunities to attract and grow our talent for large projects throughout Pasco County.

III. LOCAL WORKFORCE SYSTEM

CareerSource Pasco Hernando operates a workforce system that economically benefits job seekers and businesses. To this end, CareerSource Pasco Hernando has adopted its Mission, Vision and Core Values:

Mission

Pasco Hernando Workforce Board enhances economic development efforts of our region by providing a well-trained, high-quality workforce which supports the success of local business and improves the quality of life.

Vision

To serve as a catalyst in the community for promoting self-sufficiency through the development of a quality workforce.

Core Values

- ❖ Integrity. We maintain the highest standards of professional and ethical behavior, and value transparency and honesty in our communications, relationships and actions.
- ❖ Customer Focused. We have a passion to serve. Our team is committed to understanding the needs of our customers through a results-oriented approach, known as concierge customer service.
- ❖ Accountability. We hold ourselves accountable for the quality and lasting results of our work, and for the commitments we make to our participants, employers, partners, stakeholders and each other.
- ❖ Respect. We value everyone and treat people with dignity and professionalism.
- ❖ Collaboration. We value and celebrate teamwork, evident though our strong emphasis on partnership, engagement and community development.
- ❖ Innovation. We go beyond conventional ideas and approaches so new possibilities, and creativity can flourish to ensure real and lasting positive changes.

IV. CAREER CENTERS

CareerSource Pasco Hernando (3) comprehensive center sites that are designed to provide a full range of assistance to job seekers, workers and businesses under one roof. Established under the Workforce Investment Act of 1988 (WIA) and continued by the Workforce Innovation and Opportunity Act (WIOA).

Comprehensive Centers

- 1) 16336 Cortez Blvd., Brooksville, FL 34601 (subject to change lease agreement has expired and will be moving. For the present time inquiries can be sent to the PO Box.)
- 2) 4440 Grand Blvd., New Port Richey FL 34652
- 3) 15000 Citrus Country Dr., Suite 303 Dade City, FL 33525

V. PARTNER

Pasco Economic Development Council

This MOU addresses the below partner:

Co-located	Partner Organization	Partner Program	Authorization/Category
No	Pasco Economic Development Council	N/A	N/A

Partner Services

Each Partner commits to cross-training of staff, as appropriate, providing other professional learning opportunities that promote continuous quality improvement and further promote system integration to the maximum extent feasible, and permissible under state and federal law through:

- ❖ Effective communication, information sharing, and collaboration with CareerSource Pasco Hernando,
- ❖ Joint planning, policy development, and system design processes,
- ❖ Commitment to the joint mission, vision, goals, strategies, and performance measures,
- ❖ Leveraging of resources, including other public agency and non-profit organization services,
- ❖ Participation in a continuous improvement process designed to boost outcomes and increase customer satisfaction, and
- ❖ Participation in regularly scheduled Partner meetings to exchange information in support of the above and encourage program and staff integration.
- ❖ 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 WorkforceCONNECT program, sponsorships 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 feedback to CareerSource Pasco Hernando management regarding the performance of the partnership, including its effectiveness and success.

Individual Partner Contribution of Services

Pasco Economic Development Council

Pasco Economic Development Council is the lead economic development organization dedicated to the overall growth and prosperity of Pasco County through the development of a sustainable and diversified economy. Pasco Economic Development Council is a private, non-profit organization that promotes countywide economic development, and continues to be a strong partnership funded by corporate and public investors focused on the economic vitality of Pasco County.

VI. ACCESSIBILITY

Accessibility to the services provided by CareerSource Pasco Hernando and all Partner agencies is essential. Job seekers and businesses must be able to access all information relevant to them via visits to physical locations, as well as in virtual spaces, regardless of gender, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or federal law.

Physical Accessibility

One-stop centers will maintain a culture of inclusiveness, and the physical characteristics of the facility, both indoor and outdoor, will meet the latest standards of accessible design. Services will be available in a convenient, high traffic, and accessible location, taking into account reasonable distance from public transportation and adequate parking, including parking clearly marked for individuals with disabilities. Indoor space will be designed in an “equal and meaningful” manner providing access for individuals with disabilities.

Virtual Accessibility

CareerSource Pasco Hernando will work with the State Workforce Development Board to ensure that job seekers and businesses have access to the same information online as they do in a physical facility. Information must be clearly marked, and compliant with Section 508 of the U.S. Department of Health and Human Services code. Partners will comply with the Plain Writing Act of 2010; the law that requires that federal agencies use "clear Government communication that the public can understand and use," and all information kept virtually will be updated regularly to ensure dissemination of correct information. Partners should either have their own web presence via a website and/or the use of social media or work out a separate agreement with CareerSource Pasco Hernando to post content through its website.

Programmatic Accessibility

All Partners agree that they will not discriminate in their employment practices or services on the basis of gender, gender identity and/or expression, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or federal law. Partners must assure that they have policies and procedures in place to address these issues, and that such policies and procedures have been disseminated to their employees and otherwise posted as required by law. Partners further assure that they are currently in compliance with all applicable state and federal laws and regulations regarding these issues. All Partners will cooperate with compliance monitoring that is conducted at the Local level to ensure that all CareerSource Pasco Hernando programs, services, technology, and materials are physically and programmatically accessible and available to all. Additionally, staff members will be trained to provide services to all, regardless of range of abilities, mobility, age, language, learning style, or comprehension or education level. An interpreter will be provided in real time or, if not available, within a reasonable timeframe to any customer with a language barrier. Assistive devices, such as screen-reading software programs (e.g., JAWS and DRAGON) and assistive listening devices must be available to ensure physical and programmatic accessibility within region.

Communication Accessibility

Communications access, for purposes of this MOU, means that individuals with sensory disabilities can communicate, and be communicated with, on an equal footing with those who do not have such disabilities. All Partners agree that they will provide accommodations for individuals who have communication challenges, including but not limited to individuals who are deaf and hard of hearing, individuals with vision impairments, and individuals with speech-language impairments.

VII. INFORMATION SHARING

Partners agree that the collection, use, and disclosure of customers' personally identifiable information

(PII) is subject to various requirements set forth in Federal and State privacy laws. Partners acknowledge that the execution of this MOU, by itself, does not function to satisfy all of these requirements.

All One-stop center and Partner staff will be trained in the protection, use, and disclosure requirements governing PII, and any other confidential data for all applicable programs.

VIII. CONFIDENTIALITY

All Parties expressly agree to abide by all applicable Federal, State, and local laws and regulations regarding confidential information, including PII from educational records, such as but not limited to 20 CFR Part 603, 45 CFR Section 205.50, 20 USC 1232g and 34 CFR part 99, and 34 CFR 361.38, as well as any applicable State and local laws and regulations. In addition, in carrying out their respective responsibilities, each Party shall respect and abide by the confidentiality policies and legal requirements of all of the other Parties.

Each Party will ensure that the collection and use of any information, systems, or records that contain PII, and other personal or confidential 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, private, or otherwise protected 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, the appropriate data sharing agreements will be created and required confidentiality and ethical certifications will be signed by authorized individuals. With respect to confidential unemployment insurance information, any such data sharing must comply with all of the requirements in 20 CFR Part 603, including but not limited to requirements for an agreement consistent with 20 CFR 603.10, payments of costs, and permissible disclosures.

With respect to the use and disclosure of FERPA-protected customer education records, and the PII contained therein, any such data sharing agreement must comply with all of the requirements set forth in 20 U.S.C. § 1232g and 34 CFR Part 99.

With respect to the use and disclosure of personal information contained in VR records, any such data sharing agreement must comply with all of the requirements set forth in 34 CFR 361.38.

IX. MONITORING

CareerSource Pasco Hernando, officials from the State and Local administrative entities, the U.S. Departments of Labor, Education, and Health and Human Services have the authority to conduct fiscal and programmatic monitoring to ensure that:

- ❖ Federal awards are used for authorized purposes in compliance with law, regulations, and State policies,
- ❖ Those laws, regulations, and policies are enforced properly,

- ❖ Performance data are recorded, tracked, and reviewed for quality to ensure accuracy and completeness,
- ❖ Outcomes are assessed and analyzed periodically to ensure that performance goals are met,
- ❖ Appropriate procedures and internal controls are maintained, and record retention policies are followed, and
- ❖ All MOU terms and conditions are fulfilled.

All Parties to this MOU should expect regular fiscal and programmatic monitoring to be conducted by each of the above entities, as appropriate.

X. NON-DISCRIMINATION AND EQUAL OPPORTUNITY

All Parties to this MOU certify that they prohibit, and will continue to prohibit, discrimination, and they certify that no person, otherwise qualified, is denied employment, services, or other benefits on the basis of: (i) political or religious opinion or affiliation, marital status, sexual orientation, gender, gender identification and/or expression, race, color, creed, or national origin; (ii) sex or age, except when age or sex constitutes a bona fide occupational qualification; or (iii) the physical or mental disability of a qualified individual with a disability.

The Parties specifically agree that they will comply with Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule December 2, 2016), the Americans with

Disabilities Act (42 U.S.C. 12101 et seq.), the Non-traditional Employment for Women Act of 1991, titles VI and VII of the Civil Rights of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1967, as amended, title IX of the Education Amendments of 1972, as amended, and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 37 and 38.

XI. INDEMNIFICATION

All Parties to this MOU recognize the Partnership consists of various levels of government and not-for-profit entities. Each party to this agreement shall be responsible for injury to persons or damage to property resulting from negligence on the part of itself, its employees, its agents, or its officers. No Partner assumes any responsibility for any other party, State or non-State, for the consequences of any act or omission of any third party. The Parties acknowledge CareerSource Pasco Hernando has no responsibility and/or liability for any actions of the One-stop center employees, agents, and/or assignees. Likewise, the Parties have no responsibility and/or liability for any actions of CareerSource Pasco Hernando. Nothing herein shall be interpreted to expand or enlarge the scope of the waiver of sovereign immunity for state agencies as provided in Florida Statutes 768.28.

XII. DRUG AND ALCOHOL-FREE WORKPLACE

All Parties to this MOU certify they will comply with the Drug-Free Workplace Act of 1988, 41 U.S.C. 702 et seq., and 2 CFR part 182, which require that all organizations receiving grants from any Federal agency maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for suspension or debarment under 2 CFR part 180, as adopted by the U.S. Department of Education at 2 CFR 3485, and the U.S. Department of Labor regulations at 29 CFR part 94.

XIII. TERM

WIOA Section 121(c) (g) and 34 CFR 463.500 requires that the MOU be reviewed and renewed not less than once in every 3-year period to ensure appropriate funding and effective delivery of services, and physical and programmatic accessibility.

This MOU shall be effective upon execution by all parties and approval by the CLEO, and shall be for a term of three (3) years, to cover services provided from July 1, 2023, through June 30, 2026, unless otherwise terminated as provided for herein.

XIV. SEVERABILITY

If any part of this MOU is found to be null and void, or is otherwise stricken, the rest of this MOU shall remain in full force and effect, until renegotiated or rewritten.

XV. MODIFICATION

Subject to CLEO approval, this MOU may be modified through mutual consent of CareerSource Pasco Hernando and the applicable Partner(s), given thirty (30) days advance notice in writing, except as provided elsewhere with respect to termination or withdrawal of a Partner.

Any modifications to the MOU must, to be valid, be in writing, signed, dated by the applicable Parties, and appended to this original MOU. A modification of the MOU only requires parties to review and agree to the elements to the MOU that changed. A Modification will be effective once approved by CEO and CareerSource Pasco Hernando.

Substantive changes will require modification to the MOU. Substantive change may include, but is not limited to, a change that significantly alters the terms of this MOU, and addition or removal of a partner from this MOU. Non-substantive changes to the MOU, including but not limited to minor revisions to the One-Stop Operating budget of less than \$5,000 or adjustments made due to the reconciliation of budgeted cost will not require modification of the MOU.

As stated in the Infrastructure Funding section below, if an agreement of infrastructure costs is not reached upon completion of this MOU, an interim infrastructure agreement may be included until such time the infrastructure funding agreement is finalized. The infrastructure funding agreement shall be finalized within 6 months of the date the MOU is signed by the CEO. Once an infrastructure agreement is reached, CareerSource Pasco Hernando and the applicable partner shall amend the MOU to include the infrastructure funding agreement. The infrastructure agreement shall become an addendum to this MOU.

All Parties agree that modifications that do not affect all Parties need only be signed by the authorized representatives of CareerSource Pasco Hernando and the affected Partner(s).

A modification to this MOU will be delivered via email or mail to the CEO and Partners.

XVI. TERMINATION

This MOU will remain in effect until the end date specified in the Term section above. A Party may

terminate this MOU prior to the end date, with cause upon thirty (30) days written notice, for any of the following reasons:

- Federal oversight agencies charged with the administration of WIOA are unable to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal period of this MOU succeeding the first fiscal period. Any party unable to perform pursuant to MOU due to lack of funding shall notify CareerSource Pasco Hernando as soon as the party has knowledge that funds may be unavailable for the continuation of activities under this MOU.
- WIOA is repealed or superseded by subsequent federal law.
- Local area designation is changed under WIOA.
- A party breaches any provision of this MOU, and such breach is not cured within thirty (30) days after receiving written notice from the CareerSource Pasco Hernando Chair (or designee) specifying such breach in reasonable detail. In such an event, the non-breaching party(s) shall have the right to terminate this MOU by giving written notice thereof to the party in breach, upon which termination will go into effect immediately.

In the event of termination, CareerSource Pasco Hernando will convene applicable Parties to the MOU within thirty (30) days of notice to discuss the formation of the successor MOU, if applicable. At that time, allocated costs must be addressed.

XIV. MERGER

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

XX. THIRD PARTY BENEFICIARY

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

XXI. GOVERNANCE

The accountability and responsibility for the One-stop system's organizational activity and accomplishments will rest with CareerSource Pasco Hernando and the Pasco and Hernando County Board of County Commissioners. Pursuant to the Workforce Innovation and Opportunity Act of 2014, the local Board in partnership with the Chief Elected Official shall conduct oversight with respect to the One-stop system. Any dispute concerning the MOU will be resolved in accordance with CareerSource Pasco Hernando's Grievance/Complaint and Hearing/Appeal Procedures QA-010.

XXII. DISPUTE RESOLUTION

It is central to the intent and purpose of this MOU that the parties will make every effort to maintain a positive working relationship, keep each party fully informed, and engage in ongoing dialogue and consultation to avoid disagreements, minimize the impact of any which may arise and resolve them collegially. All Parties are advised to actively participate in Local negotiations in a good faith effort to reach agreement. Any disputes shall first be attempted to be resolved informally.

Should informal resolution efforts fail, the dispute resolution process shall be followed as outlined below.

Dispute resolution shall be construed in accordance with the laws of the State of Florida. Any dispute arising from the terms of this Agreement is subject to the laws of Florida, venue in Pasco or Hernando County. Each party shall be responsible for its own attorneys' fees and costs incurred as a result of any action or proceeding under this Agreement. The following section details the dispute resolution process designed for use by the Partners when unable to successfully reach an agreement necessary to execute the MOU. A disagreement is considered to have reached the level of dispute resolution when an issue arises out of the development and negotiation of an MOU that is not easily coming to a point of resolution.

Dispute Resolution Process

It is the responsibility of CareerSource Pasco Hernando's Chief Executive Officer to mediate the dispute. If that is not successful, the CareerSource Pasco Hernando Chair (or designee) will coordinate the MOU dispute resolution to ensure that issues are being resolved appropriately. Any party to the MOU may seek resolution under this process.

- A. The petitioner must send a notification to the CareerSource Pasco Hernando Chair (or designee), and all Parties to the MOU regarding the conflict within ten (10) business days.
- B. The CareerSource Pasco Hernando Chair (or designee) shall place the dispute on the agenda of a special meeting of the CareerSource Pasco Hernando Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute. Disputes shall be resolved by a 2/3 majority consent of the Executive Committee members present.
- C. The decision of the Executive Committee shall be final and binding unless such a decision is in contradiction of applicable State and Federal laws or regulations governing the Partner agencies.
- D. The right of appeal no longer exists when a decision is final. Additionally, final decisions will not be precedent-setting or binding on future conflict resolutions unless they are officially stated in this procedure.
- E. The Executive Committee must provide a written response and dated summary of the proposed resolution to all Parties to the MOU.
- F. The CareerSource Pasco Hernando Chair (or designee) will contact the petitioner and the appropriate Parties to verify that all are in agreement with the proposed resolution. If an issue arises involving this MOU, both parties will make every effort to reach a resolution in a timely and efficient manner. Either partner may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved, and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing.
- G. If a Partner has employed the dispute resolution process, and have failed to reach consensus on an issue pertaining to the funding, then an impasse is declared, and the State Funding Mechanism (SFM) is triggered.

XXIII. FUNDING AGREEMENT

The partners agree to enter into a Funding Agreement as detailed in this section. The agreement is a plan to share and allocate the costs of services and the operating costs, including infrastructure, operation and program costs.

Funding

The Funding Agreement is made up of infrastructure, operations, sponsorship and program costs. The budget consists of non-personnel infrastructure costs necessary for the general operation, included but

not limited to:

1. Applicable costs associated to the WorkforceCONNECT program.
2. Costs for web-based tool maintenance and operations.
3. Sponsorships.
4. Equipment (including physical modifications for access, assessment-related products, and assistive technology for individuals with disabilities).
5. Technology to facilitate access to the One-stop Centers, including technology used for the center's planning and outreach activities.
6. Local Workforce Development Boards (LWDB) may consider common identifier of costs as costs of One-stop Infrastructure. One example of a common identifier is the cost of signage for American Job Centers (AJC) or One-stop centers (WIOA- sec 121 (h)(4) and 20 CFR 678-700).

For purposes of equity and to allow predictability in budget planning, Pasco Economic Development Council agrees to provide CareerSource Pasco Hernando with access to the WorkforceCONNECT program's information and data sharing, which includes the web-based tool and resources. The Pasco Economic Development Council further agrees to provide membership as a member of the board of directors.

The projected annual budget is presented below.

- \$10,000.00 per year for the WorkforceCONNECT program, which includes the web-based tool/resources, and data sharing.
- \$12,000.00 per year for sponsorships, marketing and networking, to include CareerSource Pasco Hernando's logo and branding on Pasco Economic Development Council's website, marketing materials, resources, and outreach in an effort to collaboratively attract, retain and provide the necessary resources to new and existing businesses throughout Pasco County.

An example of possible sponsorships are as follows:

- Economic Forecast Luncheon (\$3,000)
- GROW Pasco (\$1,000)
- Netfest (\$3,000)
- Annual Awards (\$5,000)

XXIV. AUTHORITY AND SIGNATURES

Each party is certifying that they have read and understand the information contained in this MOU, and that the individual has the legal authority to commit their respective organization to the terms of this MOU and do so by signature below.

This MOU will be executed in counterparts, each being considered an original, and the originals of which when taken together and bearing the signature of all parties to the agreement, shall constitute one and the same MOU. The MOU will not be considered executed until all parties have signed.

[Intentionally Left Blank]

Pasco Economic Development Council

Signature

Print Name

Title

Date

Signature

Jerome Salatino

Print Name

CEO/President

Title

Date

IN WITNESS WHEREOF, this Memorandum of Understanding is the product of local discussion and negotiation, and is an agreement developed and executed between the Local Workforce Development Board, and the One-stop mandatory partners, with the agreement of the chief elected official and the One-stop mandatory partners, relating to the operation of the One-stop delivery system in the local area. See 34 CFR 463.500.

Chief Elected Official – Hernando Board of County Commissioners

Signature

Print Name

Title

Date

IN WITNESS WHEREOF, this Memorandum of Understanding is the product of local discussion and negotiation, and is an agreement developed and executed between the Local Workforce Development Board, and the One-stop mandatory partners, with the agreement of the chief elected official and the One-stop mandatory partners, relating to the operation of the One-stop delivery system in the local area. See 34 CFR 463.500.

Chief Elected Official – Pasco Board of County Commissioners

Signature

Print Name

Title

Date

ACTION ITEM 14
Board Candidate – Tom Mudano

With a vacant seat on the Board, and to maintain compliance with CareerSource Florida Policy Number 91, the following nomination has been received to fill a vacancy under the education sector.

Candidate: Tom Mudano

Mr. Mudano represents the private education sector in the Pasco-Hernando region and has been nominated by the Pasco County Schools and approved by the PHWB Nominating Committee on May 25, 2023. Information on Mr. Mudano is included and presented for review.

FOR CONSIDERATION

Recommend the approval of Tom Mudano for presentation to the Pasco County Board of County Commissioners for appointment to the Pasco-Hernando Workforce Board of Directors.

APPLICATION FOR MEMBERSHIP PASCO HERNANDO WORKFORCE BOARD

Please provide full and complete information. Send the completed form and attachments to Ania Williams at awilliams@careersourcepascohernando.com.

Include a biography that includes pertinent employment and educational information, as well as information about other boards on which you serve.

Last Name:		First Name:		M.I.:								
Street Address:												
City:		State:	Zip:									
County of Residence:		Home Phone:										
Personal Email:		Cell Phone:										
Employer or Organization that will be represented:												
Job Title or Position:		Est. Annual Revenue:										
Street Address:												
City:		State:	Zip:									
County of Business:		Work Phone:										
Work Email:		Other Phone:										
Assistant Name:		Assistant Title:										
Assistant Email:		Assistant Phone:										
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Preferred Method of Contact:</td> <td style="width: 16.5%;">Home Phone</td> <td style="width: 16.5%;">Cell Phone</td> <td style="width: 34%;">Personal Email</td> </tr> <tr> <td></td> <td>Work Phone</td> <td>Work Email</td> <td>Other: _____</td> </tr> </table>					Preferred Method of Contact:	Home Phone	Cell Phone	Personal Email		Work Phone	Work Email	Other: _____
Preferred Method of Contact:	Home Phone	Cell Phone	Personal Email									
	Work Phone	Work Email	Other: _____									
Please choose the industry sector that best fits your business/organization:												
Accounting/Finance Agriculture Arts and Culture Bio Tech Communications Construction Education	Government Healthcare Hospitality/Tourism Insurance Manufacturing Social Services	Real Estate Retail Utilities Union Wholesale Other: _____										



DEMOGRAPHIC DETAILS

The following information is requested to assist CareerSource Pasco Hernando in complying with Board diversity and representation requirements as mandated by the Workforce Innovation and Opportunity Act, Florida Statute 445.007(1), and CareerSource Florida's Administrative Policy 091.

Gender: Male Female	Race/Ethnicity: White (not Hispanic) Black/African American (not Hispanic) White and Hispanic Black and Hispanic Other	Other: Disabled Individual Older Individual Veteran
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Career Source Florida Apprenticeship Policy Committee ♦ Pasco WorkConnect Member

♦ Established First FDOE Registered Pre-Apprenticeship and Apprenticeships for Mechatronics & Robotics

Fundraising & Special Events ♦ Technical Support Administrator ♦ Community Visioning Facilitator

Business, Non-Profit & Government Experience ♦ Tampa Bay Works Manufacturing Collaborative

Professional Achievements

Workforce Training & Apprenticeships

- AmSkills, Inc. Workforce Training & Apprenticeships - (Hired 2015) Became President & CEO in February 2016 to Present
- Created AmSkills Mobile Workshop and Career Discovery Bootcamp Model resulting in 80%+ hire rate (2021)
- Established First FDOE Registered High School & Adult Pre-Apprenticeships for Advanced Manufacturing in the State
- Established First FDOE Registered Competency-Based Apprenticeships for Mechatronics and Robotics
- Established First Smart Automation Certification Alliance (SACA) Gold-Standard Training Center in Florida
- Established First Amatrol Regional Training Center in the U.S., Providing Training Programs for Educational Instructors
- Established First AmSkills Workforce Training Center in Holiday, FL (Scheduled to Open in Summer 2023)
- Established First Neighborhood Training Center at Lealman Exchange in Pinellas County
- Member of Advanced Robotics for Manufacturing Institute (ARM) Education & Workforce Alliance Committee
- Coordinated Economic Development & Apprenticeship Educational Delegations to Switzerland and Germany
- Featured by Tampa Bay Business Journal "Top 25 People to Watch in 2022"

Business & Manufacturer Communications, Public Relations, Sales & Marketing

- Event Coordinator and Marketing for the German American Chamber of Commerce, South – Florida Chapter
- Designed & made presentations to promote the German Skills Initiative to businesses' and Manufacturers (Bauer Foundation)
- Assisted in the establishment of Florida's First Geothermal, Solar & Underground Basement Research Project (Bauer Foundation)
- Consultant for numerous clients, including manufacturers designing sales presentations and training staff
- Stimulated interest in business & services through contacts with the media, networking and community agencies
- Designed advertisements, wrote press releases and newsletters; organized television and media events
- Produced video, digital & printed materials, television & radio appearances and coordinated public meetings

Community Visioning and Programming

- Established First Neighborhood Services Division and Created "Celebrate Clearwater Neighborhoods Day" for City of Clearwater
- Created & led community "visioning" workshops to identify priorities of neighborhood residents and designed strategic plans with community leaders. Successfully facilitated technique for 180+ participants in less than two hours
- Conceived, designed & presented educational sales presentations to stimulate business in the areas of energy efficiencies, geothermal basements, geothermal HVAC, solar and storm water retention
- Conceived, planned & directed hundreds of small to large-scale special and marketing events. Increased attendance from 500 to 5,000 within one year of becoming event director
- Project Manager of \$100,000 community playground project in Clearwater Florida, coordinating 3,300+ volunteers

Project & Construction Management

- Owner Representative & Project Manager for \$55+ million commercial & residential construction & I.T. projects
- Senior Project Executive implementing 24/7/365 computer network & hardware services for IBM / MCI servicing 150+ locations around the country. Managed implementation team of 50+ network engineers. Led team to re-design Oracle systems, established call center operations with 4-hour on-site engineer & parts logistics
- Established call center and technical support operations including writing scripts, call-tracking, setting up reports; securing and installing telecommunications and computer network systems for national corporation
- Managed Technical Services responsible for computer training of 1800+ employees; mail & courier services processing 100,000+ utility invoices monthly; responsible for all telecommunications systems and data back-up operations for the City of Clearwater

Sponsorships, Finance and Fundraising

- Successfully raised funding of more than \$15M for AmSkills since 2016
- Managed 60+ employees and independent contractors
- Administered \$6+ million operating/capital improvement budgets for City of Clearwater; approved requisitions & expenditures
- Negotiated vendor contracts, processed billing, handled accounts payables, receivables and collections

Education

- Western Carolina University, Bachelor of Science
- St. Petersburg Junior College, Associate of Science



TRANSFORMING LIVES AND STRENGTHENING COMMUNITIES THROUGH WORKFORCE TRAINING AND APPRENTICESHIPS

4606 DARLINGTON ROAD, HOLIDAY, FLORIDA, 34690 ♦ WWW.AMSKILLS.ORG ♦ 727.301.1282



AmSkills, Inc. a Florida 501c3 Non-Profit Organization

**Thomas A. Mudano
President & CEO**

Mr. Mudano is from Clearwater Florida, where he received an Associate Degree from St. Petersburg Junior College then traveled to North Carolina where he received his Bachelor Degree from Western Carolina University. Upon graduation, Mr. Mudano returned to Clearwater and began his career with the City of Clearwater, holding various positions including Technical Support Manager and the first Neighborhood Services Manager. After 15 years, Tom went on to become Director of a \$2.3 million non-profit organization; was an Owners' Representative managing \$55 million+ construction/technology projects; and owned a marketing company working with several manufacturers and the German American Chamber of Commerce South, Florida Chapter, among others. Mr. Mudano's unique blend of business, non-profit and governmental experience has prepared him for his current role as President and CEO of AmSkills, Inc.

AmSkills was established in 2014 as an Economic Development Initiative for the Tampa Bay Region and is a 501c3 non-profit organization with a Mission to Transform Lives and Strengthen Communities Through Workforce Training and Apprenticeships. Mr. Mudano joined AmSkills in February 2015, became AmSkills CEO a year later, growing AmSkills into a leading training organization for the manufacturing industry.

AmSkills, is helping the manufacturing industry overcome barriers to recruit and hire a skilled workforce by implementing creative ways to RECRUIT, TRAIN and SUSTAIN youth, adults, veterans, and the economically impacted, into career paths. Mr. Mudano has been instrumental in leading the creation of the AmSkills Mobile Workshop and Career Discovery Bootcamp, which is a fast-track, proven pipeline building program to recruit and train vetted candidates into entry level positions for Industry. AmSkills programs include establishing the first Advanced Manufacturing Academy at Anclote High School where we are currently implementing the first Florida Department of Education (FDOE) Registered High School Pre-Apprenticeship in the State. In addition, AmSkills established the first FDOE Registered Adult Pre-Apprenticeship, the first Mechatronics & Robotics Technician Apprenticeships and Machining (CNC) Apprenticeships.

Recently, Mr. Mudano secured funding to purchase 4.5 acres of property with a 13,600^{sf} building to launch the AmSkills Workforce Training Center (AWTC) in Holiday, Florida. The facility is currently finishing a \$1.7M renovation and is expected to open in summer 2023. The facility is designed both as a neighborhood training center, offering families the opportunity to explore new careers, and as an advanced manufacturing training facility. The AWTC will house several industry recognized programs including Pasco County SmartStart, a Universal Robotics Training Center, the first "gold-standard" Smart Automation Certification Alliance (SACA) Training Center and the first Amatrol Regional Training Center, a global manufacturer of career & technical education training equipment. Future plans include adding another 20-30,000^{sf} building.

Mr. Mudano is a member of the Bay Area Manufacturing & Nature Coast Manufacturing Associations, City of Tampa Mayors Council on Workforce, Pasco County Schools Industry Advisory Council, Education & Workforce Development Advisory Committee Member for the Advanced Robotics for Manufacturing Institute and PEDC WorkConnect. Mr. Mudano was recently featured in the Tampa Bay Business Journal as one of the "Top 25 People to Watch in 2022."

Mr. Mudano has been married to Kim for 34 years, has two adult children and two grandchildren. Hobbies include racquetball and listening to audiobooks.



Pasco County Schools

Kurt S. Browning, Superintendent of Schools
7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638

May 10, 2023

Mr. Jerome Salatino
Pasco-Hernando Workforce Board, Inc.
P.O. Box 6589
Spring Hill, FL 34611

Dear Mr. Salatino:

I would like to nominate Tom Mudano as a representative of private education in the Pasco-Hernando Region.

Tom is currently the President & CEO of AmSkills, Inc., and I feel he will bring much leadership and experience to the Board of Directors of CareerSource Pasco-Hernando. His unique background and experience in business, government and nonprofit will greatly enhance the overall composition of the Board.

AmSkills, Inc. is a not-for-profit workforce training and apprenticeship, community service organization that has been working in the Pasco-Hernando area for many years.

Please accept this nomination for consideration.

Sincerely,

Lori M. Romano, Ph.D.

Director

Career, Technical, and Adult Education



PASCO COUNTY BOARD OF COUNTY COMMISSIONERS

West Pasco Government Center
8731 Citizens Drive, Suite 340
New Port Richey, FL 34654

Phone: (727) 847-8115
Fax: (727) 815-7010

APPLICATION FOR ADVISORY BOARD/COMMITTEE/COMMISSION

Advisory Board/Committee/Commission you are applying for:

Are you willing to be considered for an alternate Board/Committee/Commission Yes ☐ No ☐

Are you a registered voter? *(Need only answer if a requirement for the entity for which you are applying)* Yes ☐ No ☐

Name

Address

City State Zip

I reside in Commission District # (can be found on back of your Voter Registration Card)

Are you a Year Round Resident? Yes ☐ No ☐

Do you reside in the unincorporated area? Yes ☐ No ☐

If no, please indicate city:

Home Phone Work Phone Cell Phone

Email

Employer

Address

Occupation (if retired, please indicate)

Please list any governmental Advisory Boards/Committees/Commissions on which you currently serve

The Board of County Commissioners strives to ensure equal access for minorities and women to serve on advisory boards/committees/commissions. Completing this information will help the County Commissioners Office compile information needed to comply with Florida State Statutes 760.80.

African American ☐ Asian American ☐ American Woman ☐
Hispanic American ☐ Native American ☐ Other

For Office Use Only

Received: _____ Entered: _____

Meets Qualifications: Yes _____ No _____ Forwarded to Department: _____

Acknowledgement Sent: _____ BOCC Mtg Date: _____ Action: _____

Letter Sent: _____

APPLICATION FOR ADVISORY BOARD/COMMITTEE/COMMISSION

Complete the following. *Please describe those facets of your background/experience which you feel may be useful for membership on this Board/Committee/Commission.*

Academic - Degrees, Diplomas

Professional - Certification

Knowledge - Training, interest or experience

Community Involvement - List organizations/positions

Organizations - Memberships

IMPORTANT INFORMATION

1. Eligibility for membership on certain advisory boards/committees/commissions requires a valid voter registration card.
2. Membership on certain advisory boards/committees/commissions requires financial disclosure or the submission of other information.
3. Florida State Statute 119.07 designates this application as a public document to be made available for anyone requesting to view it.
4. Pasco County Code of Ordinances Article V regulates Boards, Committees, Authorities, Councils, and Commissioners of the Board of County Commissioners.

The Board of County Commissioners of Pasco County, Florida does not discriminate upon the basis of any individual's disability status. This non discrimination policy involves every aspect of the Board's functions including one's access to, participation, employment, or treatment in its programs or activities. If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistant. Within two working days of your receipt of this notice, please contact Human Resources, West Pasco Government Center, 7536 State Street, New Port Richey, FL 34654; (727) 847-8030 and via 1-800-955-8771 if you are hearing impaired.

By typing my name and submitting this application, I acknowledge this constitutes my signature under the Florida Electronic Signature Act.

Electronic Signature

Type Name

Date

PLEASE NOTE: Application will remain active for one (1) year. Resumes may be included; however, the application MUST still be completed. **Read Important Information** section, then sign the application.

Revised 5/9/2018

ACTION ITEM 15

Officer Confirmations

In accordance with Article IV, Section 1 of our Bylaws, the Officers of the Board shall consist of a Board Chair, a Vice Chair and a Treasurer/Secretary, each of whom shall be elected by the Board of Directors. Elections shall be held at the annual meeting of the Board of Directors, and officers shall serve until their successors are chosen and qualified. The Board Chair and Vice Chair shall be elected from among the Board of Directors under the Business category. The Board Chair may serve a term of no more than 2 years and shall serve no more than 2 terms.

Officers:

Board Chair
Vice Chair
Treasurer/Secretary

Charles Gibbons*
Joelle Neri
Mark Barry**

FOR CONSIDERATION

Approval of the above listed officers to continue to serve in their current role for program year 2023-2024.

* By default, serves as Executive Committee Chair.

** By default, serves as Audit and Finance Committee Chair.

ACTION ITEM 16
2023-24 Committee Appointments

In accordance with Article VII of our Bylaws, the Board of Directors shall have the following standing committees, which committee Directors shall serve for 1 year:

Executive Committee

The Executive Committee shall consist of the Board Chair, Vice Chair, Treasurer/Secretary, and not more than 4 additional Directors nominated by the Board Chair and confirmed by vote of a majority of a quorum of Directors at any regular or special meeting.

- Charles Gibbons – Board Chair
- Joelle Neri - Vice Chair
- Mark Barry - Treasurer/Secretary
- Mark Earl
- Lex Smith

Audit and Finance Committee

The Audit and Finance Committee shall be composed of not less than 5 directors appointed annually by the Board Chair.

- Mark Barry, Chair, Treasurer/Secretary
- Joelle Neri
- Mark Earl
- Lex Smith
- Turner Arbour

Nominating Committee

The Nominating Committee shall be composed of not less than 3 directors appointed annually by the Board Chair.

- Turner Arbour, Chair
- Tate Foster
- Sophia Watson

FOR CONSIDERATION

Approval of the above stated appointments effective July 1, 2023.

ACTION ITEM 17
Meeting and Operations Schedule FY2023-24

In order to efficiently carry out the business of the Workforce Board, meetings of various committees are necessary. Committees may meet as needed.

A schedule is provided as a guideline and includes quarterly Board meetings, as well as meetings of the Audit Finance, Executive, and Nomination Committees as needed during non-Board meeting months.

FOR CONSIDERATION

Approve the proposed meeting and operations schedule for FY2023-24.

MEETING SCHEDULE

July 1, 2023 – June 30, 2024

JULY 2023

July 4 – Independence Day

July 13 – Nominating Committee (9a)

AUGUST 2023

August 3 – Audit Finance Committee (9a)

Executive Committee (10a)

August 31 – Nominating Committee (9a)

SEPTEMBER 2023

September 4 – Labor Day

September 14 – Board (3p)

OCTOBER 2023

October 19 – Audit Finance Committee (9a)

Executive Committee (10a)

October 25 – Staff Meeting

NOVEMBER 2023

November 10 – Veterans Day (Observed)

November 16 – Nominating Committee (9a)

November 23 – Thanksgiving Day

November 24 – Day after Thanksgiving

DECEMBER 2023

December 7 – Board (3p)

December 22 – Christmas Eve (Observed)

December 25 – Christmas Day

December 29 – New Year's Eve (Observed)

JANUARY 2024

January 1 – New Year's Day

January 11 – Audit Finance Committee (9a)

Executive Committee (10a)

January 15 – Martin Luther King Day

FEBRUARY 2024

February 8 – Executive Committee (9a)

February 22 – Nominating Committee (9a)

MARCH 2024

March 7 – Board (3p)

March 29 – Good Friday

APRIL 2024

April 11 – Executive Committee (9a)

April 17 – Staff Meeting

April 25 – Nominating Committee (9a)

MAY 2024

May 9 – Executive Committee (9a)

May 23 – Nominating Committee (9a)

May 27 – Memorial Day

JUNE 2024

June 6 – Annual Board Meeting (3p)

OPERATING HOURS

BROOKSVILLE

16336 Cortez Blvd.
Brooksville, FL 34601

Office Hours:

Monday - Friday 8a – 5p

Call Center Hours:

Monday-Friday 8a – 7p

Saturday 8a – 5p

DADE CITY

15000 Citrus Country Dr. Ste. 303
Dade City, FL 33523

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



INFORMATION ITEM 1
Minutes from April 13, 2023 Executive Committee Meeting

Pursuant to Section 6 of Article VII of the Bylaws, all action by the Executive Committee shall be reported to the Board of Directors at its meeting next succeeding such action.

The following item is presented for the Board's information.

No action is required.

Executive Committee Meeting Minutes - DRAFT

April 13, 2023 – 9:00 a.m.

Committee Members

Present: Mark Earl, Charles Gibbons, Joelle Neri, Lex Smith

Absent: Mark Barry

Quorum Present: Yes

Others Present:

PHWB Staff – Brenda Gause, Ken Russ, Jerome Salatino, Ania Williams

Proceedings:

Meeting called to order at 9:03 a.m. by Chair, Charles Gibbons

Public Comments

No public comments were received.

Action Item 1 – Approval of February 16, 2023, Executive Committee Meeting Minutes

Charles Gibbons asked the Committee members to review the minutes from the February 16, 2023, 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 Lex Smith to approve the minutes.

MOTION was seconded by Mark Earl. MOTION carried 4-0.

Action Item 2 – Board Candidate – Lindsey Hack

Committee members reviewed the application for Board membership for Lindsey Hack to fill the vacancy under the business category in Hernando County.

MOTION was made by Lex Smith to approve the Board candidate recommendation for presentation to the Hernando County Board of County Commissioners.

MOTION was seconded by Joelle Neri. MOTION carried 4-0.

Action Item 3 – Board Candidate – Paul Micklow

The Committee reviewed the application for Board membership for Paul Micklow to fill the vacancy under the business category in Pasco County.

MOTION was made by Mark Earl to approve the Board candidate recommendation for presentation to the Pasco County Board of County Commissioners.

MOTION was seconded by Lex Smith. MOTION carried 4-0.



Action Item 4 – ARM MOU

The Committee reviewed the request to seek the agreement of the Chief Local Elected Officials in both Pasco and Hernando counties for the MOU/IFA and to enter into an agreement with the required partners.

MOTION was made by Lex Smith to approve the MOU/IFA request as proposed.

MOTION was seconded by Joelle Neri. MOTION carried 4-0.

Information Item 1 – Financial Reports

Jerome Salatino reviewed the Financial Reports for period 7/01/2022 through 2/28/2023.

Discussion Item 1 – Officers and Committee Membership

The Committee discussed committee structure and participation for the upcoming program year.

With no further business to discuss, the meeting adjourned.

INFORMATION ITEM 2
DEO Annual Performance Presentation

The following item is presented as information for the Board.

No action is required.

INFORMATION ITEM 3
Financial Reports

The following item is presented as information for the Board.

No action is required.

Pasco Hernando WFB 16
Statement of Financial Position - Unposted Transactions Included In Report
As of 4/30/2023
(In Whole Numbers)

	Beginning Year Balance	Current Year Balance	YTD Change	YTD % Change
Assets				
Current Assets				
Cash - Operating	720,357.00	223,224.00	(497,134.00)	(69.01)
Cash - Corporate Unrestricted	53,610.00	58,267.00	4,657.00	8.69
Cash - Money Market	52,860.00	52,864.00	4.00	0.01
Cash - Payroll	4,872.00	1,111.00	(3,761.00)	(77.19)
BB&T Banking Solutions	805,878.00	755,161.00	(50,717.00)	(6.29)
Prepaid Expenses	82,617.00	10,320.00	(72,297.00)	(87.51)
Deposits	46,369.00	46,369.00	0.00	0.00
Accounts Receivable	0.00	1,397.00	1,397.00	100.00
Grants Receivable	445,286.00	677,570.00	232,284.00	(100.00)
Employee Benefit Receivables	770.00	770.00	0.00	0.00
Total Current Assets	2,212,619.00	1,827,053.00	(385,567.00)	(48.05)
Long-term Assets				
Fixed Assets - Furniture & Fixtures	0.00	(2,900.00)	(2,900.00)	(100.00)
Accumulated Depreciation	(95.00)	(95.00)	0.00	0.00
Total Long-term Assets	(95.00)	(2,995.00)	(2,900.00)	3,050.34
Total Assets	<u>2,212,524.00</u>	<u>1,824,058.00</u>	<u>(388,467.00)</u>	<u>(48.18)</u>
Liabilities				
Short-term Liabilities				
Sales Tax Payable	0.00	0.00	0.00	0.00
Accounts Payable - Vendors	123,048.00	251,919.00	128,871.00	104.73
Accrued Expenses	106,138.00	0.00	(106,138.00)	(100.00)
Contracts Payable	327,193.00	273,854.00	(53,340.00)	(16.30)
Benefits Payable	2,758.00	(62.00)	(2,819.00)	(102.24)
401K Traditional	0.00	0.00	0.00	100.00
Payroll Taxes Payable	0.00	33.00	33.00	100.00
Workers Comp Liability	(3,070.00)	10,031.00	13,102.00	(426.71)
Accrued Wages	48,701.00	0.00	(48,701.00)	(100.00)
Accrued Leave	54,004.00	43,857.00	(10,147.00)	(18.79)
Non -Current Accrued Compensated Balances	306,019.00	153,811.00	(152,208.00)	(49.74)
Accrued Payroll Taxes	31,798.00	15,563.00	(16,234.00)	(51.06)
Accrued Pension	17,662.00	10,205.00	(7,458.00)	(42.22)
Deferred Grant Revenue	133,427.00	0.00	(133,427.00)	(100.00)
Total Short-term Liabilities	<u>1,147,678.00</u>	<u>759,211.00</u>	<u>(388,466.00)</u>	<u>(33.85)</u>
Total Liabilities	<u>1,147,678.00</u>	<u>759,211.00</u>	<u>(388,466.00)</u>	<u>(33.85)</u>
Net Assets				
Total Net Assets	<u>1,064,846.00</u>	<u>1,064,847.00</u>	<u>(1.00)</u>	<u>(63.63)</u>
Total Liabilities and Net Assets	<u>2,212,524.00</u>	<u>1,824,058.00</u>	<u>388,466.00</u>	<u>(48.18)</u>

1,064,847

Pasco Hernando WFB 16
Statement of Revenues and Expenditures - Unpostgd Transactions included In Report
From 7/1/2022 Through 4/30/2023
(In Whole Numbers)

83.33%

	Current Period Budget - Original	Current Year Actual	Burn Rate Percent Total Budget Remaining - Original
Operating Revenue			
Grant Revenue	11,640,390.00	7,267,868.00	(43)%
Pasco County BCC	1,409,364.00	97,261.00	(93)%
Ticket to Work	45,000.00	40,752.00	(9)%
Tobacco Free America	55,000.00	6,160.00	(89)%
Interest Income	0.00	14.00	0 %
Other Income	50,000.00	0.00	(100)%
Total Operating Revenue	<u>13,199,754.00</u>	<u>7,412,055.00</u>	<u>(49)%</u>
 Total Revenue	 <u>13,199,754.00</u>	 <u>6,734,484.00</u>	 <u>(49)%</u>
Expenditures			
Personnel Expenses	5,528,362.00	3,385,566.00	39 %
Allocation Costs	0.00	1.00	0 %
Insurance	105,000.00	43,080.00	59 %
One Stop Operator	21,000.00	18,198.00	13 %
Program Expenses	5,012,900.00	2,943,027.00	41 %
Professional Fees	273,622.00	246,965.00	10 %
Supplies	122,250.00	109,237.00	11 %
Telephone	109,241.00	73,443.00	33 %
Postage & Shipping	8,600.00	2,229.00	74 %
Occupancy	519,800.00	285,670.00	45 %
Maintenance & Repairs	47,950.00	70,376.00	(47)%
Equipment Rental	38,550.00	33,819.00	12 %
Travel & Training	48,050.00	47,973.00	0 %
Dues & Subscriptions	1,100.00	937.00	15 %
Outreach	25,500.00	21,127.00	17 %
Equipment < \$5,000 capital threshold	19,500.00	89,010.00	(356)%
Capital Expenditures	<u>22,150.00</u>	<u>41,397.00</u>	<u>(87)%</u>
Total Expenditures	<u>11,903,575.00</u>	<u>7,412,054.00</u>	<u>38 %</u>
 Net Revenue Over Expenditures	 <u>1,296,179.00</u>	 <u>1.00</u>	 <u>(152)%</u>

NOTES:

Postage & Shipping We were refunded for closing one of our mailboxes

Equipment < \$5,000 When budget was prepared we did not anticipate needing to replace
the amount of laptops and resource room computers
We also received approval to upgrade our email security and icloud backup.
This will be an additional \$24,000

Pasco Hernando WFB 16

Statement of Activities -

Unposted Transactions Included

From 7/1/2022 Through 4/30/2023

(In Whole Numbers)

	Apprenticeship	Corporate	PCBCC	Indirect Pool	NCPEP	Other Pooled Costs	RESEA	SNAP	VETS	Wagner Peyser	WIOA AD
Revenue											
Grant Revenue.	7,500.00	0.00	0.00	0.00	1,141,439.00	0.00	265,703.00	115,354.00	144,672.00	662,792.00	970,833.00
Other Revenue	0.00	46,912.00	97,275.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	<u>7,500.00</u>	<u>46,912.00</u>	<u>97,275.00</u>	<u>0.00</u>	<u>1,141,439.00</u>	<u>0.00</u>	<u>265,703.00</u>	<u>115,354.00</u>	<u>144,672.00</u>	<u>662,792.00</u>	<u>970,833.00</u>
Expenditures											
Personnel	4,653.00	1,994.00	228,631.00	538,615.00	12,860.00	1,480,661.00	114,486.00	51,321.00	14,249.00	40,025.00	261,344.00
Program Expenses	0.00	0.00	19,209.00	0.00	1,368,400.00	0.00	0.00	0.00	0.00	0.00	510,718.00
Professional Services	4.00	2,431.00	1,376.00	50,322.00	387.00	175,215.00	848.00	346.00	247.00	795.00	1,923.00
One Stop Operator	0.00	0.00	0.00	0.00	0.00	18,198.00	0.00	0.00	0.00	0.00	0.00
Insurance	0.00	0.00	0.00	699.00	0.00	42,381.00	0.00	0.00	0.00	0.00	0.00
Travel	0.00	326.00	0.00	14,496.00	0.00	8,880.00	83.00	83.00	6,140.00	15,094.00	2,538.00
Leases	0.00	0.00	0.00	5,661.00	0.00	247,004.00	0.00	0.00	0.00	0.00	0.00
Utilities & other Facility Costs	0.00	0.00	0.00	545.00	0.00	31,096.00	0.00	0.00	0.00	0.00	0.00
Software License renewals	4.00	0.00	609.00	16,039.00	10.00	62,039.00	669.00	84.00	0.00	15.00	5,193.00
Communications	0.00	0.00	404.00	3,610.00	0.00	62,651.00	0.00	0.00	4,517.00	0.00	1,237.00
Repairs and Maintenance	0.00	0.00	0.00	1,250.00	0.00	67,604.00	0.00	0.00	175.00	115.00	0.00
Office Expenses	0.00	930.00	194.00	404.00	0.00	5,355.00	222.00	6.00	0.00	0.00	0.00
Outreach	0.00	18,172.00	0.00	479.00	0.00	2,476.00	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	1,015.00	4,160.00	0.00	113,052.00	0.00	1,015.00	4,060.00	0.00	1,522.00
Indirect Costs	1,341.00	575.00	50,994.00	(636,279.00)	3,707.00	0.00	45,151.00	19,354.00	72,364.00	53,002.00	51,804.00
Program Costs Pool	2,228.00	955.00	20,663.00	0.00	6,158.00	(1,038,810.00)	77,573.00	31,289.00	50,133.00	113,615.00	5,215.00
Business Services Pool	0.00	0.00	13,335.00	0.00	0.00	(501,492.00)	46,207.00	19,429.00	0.00	0.00	24,883.00
One Stop Cost Pool	741.00	317.00	2,816.00	0.00	2,047.00	(776,312.00)	16,159.00	9,691.00	19,976.00	486,857.00	4,003.00
Total Expenditures	<u>8,972.00</u>	<u>25,699.00</u>	<u>339,246.00</u>	<u>0.00</u>	<u>1,393,571.00</u>	<u>0.00</u>	<u>301,398.00</u>	<u>132,618.00</u>	<u>171,860.00</u>	<u>709,519.00</u>	<u>870,380.00</u>

Pasco Hernando WFB 16

Statement of Activities -

Unposted Transactions Included

From 7/1/2022 Through 4/30/2023

(In Whole Numbers)

	Apprenticeship	WIOA DW	WIOA NEG	WIOA Supplement & Incentives	WIOA Youth	Welfare Transition	TAA
Revenue							
Grant Revenue.	7,500.00	834,745.00	37,186.00	90,142.00	766,760.00	1,548,349.00	4,823.00
Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	<u>7,500.00</u>	<u>834,745.00</u>	<u>37,186.00</u>	<u>90,142.00</u>	<u>766,760.00</u>	<u>1,548,349.00</u>	<u>4,823.00</u>
Expenditures							
Personnel	4,653.00	130,068.00	20,680.00	57,186.00	53,192.00	375,600.00	0.00
Program Expenses	0.00	287,783.00	2,876.00	0.00	680,247.00	73,645.00	148.00
Professional Services	4.00	2,886.00	124.00	245.00	2,421.00	7,395.00	0.00
One Stop Operator	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel	0.00	0.00	83.00	0.00	0.00	250.00	0.00
Leases	0.00	0.00	0.00	0.00	33,295.00	0.00	0.00
Utilities & other Facility Costs	0.00	0.00	0.00	0.00	1,887.00	0.00	0.00
Software License renewals	4.00	10,151.00	21.00	51.00	164.00	10,075.00	56.00
Communications	0.00	0.00	0.00	0.00	1,023.00	0.00	0.00
Repairs and Maintenance	0.00	0.00	0.00	0.00	1,232.00	0.00	0.00
Office Expenses	0.00	0.00	0.00	0.00	13.00	101.00	0.00
Outreach	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	1,522.00	0.00	0.00	2,030.00	2,030.00	0.00
Indirect Costs	1,341.00	96,835.00	5,962.00	16,486.00	17,448.00	200,776.00	478.00
Program Costs Pool	2,228.00	241,679.00	9,903.00	27,384.00	25,527.00	425,715.00	775.00
Business Services Pool	0.00	132,673.00	0.00	0.00	12,095.00	252,870.00	0.00
One Stop Cost Pool	<u>741.00</u>	<u>78,084.00</u>	<u>658.00</u>	<u>9,105.00</u>	<u>6,287.00</u>	<u>139,327.00</u>	<u>241.00</u>
Total Expenditures	<u>8,972.00</u>	<u>981,682.00</u>	<u>40,307.00</u>	<u>110,456.00</u>	<u>836,862.00</u>	<u>1,487,785.00</u>	<u>1,698.00</u>

INFORMATION ITEM 4
One Stop Operator Report

The following item is presented as information for the Board.

No action is required.

ONE STOP OPERATOR

Gulf Coast Jewish Family & Community Services (GCJFCS) has been CareerSource Pasco Hernando's (CSPH) One Stop Operator (OSO) since October 2019. Services that are provided include reports for Partner Program Performance, sharing information between CSPH and partner agencies through Quarterly Partner Meetings and in-person or telephonic one on one meetings. The OSO may also assist with tracking within the One Stop including traffic flow, tracking in-house recruitments, placements, and services as needed by CSPH.

GULF COAST JEWISH FAMILIES

Non-Custodial Parent Employment Program (NCPEP) assists unemployed or underemployed noncustodial parents in establishing a pattern of regular child support payments by obtaining and maintaining unsubsidized, competitive employment. We have had 263 enrollments since July 1 with 116 placements and over 100 Non-Custodial Parents have made on time child support payments.

SECTOR STRATEGY

CSPH continues to place a strong emphasis on our targeted sector strategies. Those sectors include Healthcare, Manufacturing, Construction, Retail, Transportation, Warehouse, Finance and Technology. Since July CSPH has had over 1,665 job openings with approximately 119 customers being placed in one of these sectors.

VETERANS

CareerSource Pasco Hernando is dedicated to the delivery of services to veterans. Veterans are identified at the point of entry to each center and are given priority over non-veterans with respect to all Department of Labor funded programs and services. CSPH has assisted 151 Veterans obtaining employment with our Veteran staff visiting nearly 536 of our local Employers CSPH has also held one job fair for our Veterans with 8 attendees.

YOUTH

The CareerSource Pasco Hernando Youth Program is designed to serve at-risk young adults between the ages of 18-24 overcome obstacles and barriers on their way to self-sufficiency. Since July 1, 65 participants have gained employment with 172 participants earning a nationally recognized credential that will assist them in their pursuit of employment.

YOUTH PRE-MILITARY EMPLOYMENT

The CareerSource Pasco Hernando Youth Pre-Military Enrollment Program is designed to serve qualifying young adults between the ages of 18-24 overcome obstacles and barriers on their way to military enlistment. Education, support services, and paid work experience opportunities are personalized to fit each participant's goals for success. We have had 20 enroll in the program with 19 obtaining their HS Diploma.

PHOENIX RISING

Phoenix Rising is an alternative education and construction trade program which seeks to revitalize economically challenged areas in Pasco and Hernando Counties, making a positive difference in the lives of young adults between the ages of 18-24.

Through Phoenix Rising, income-eligible participants receive hands-on and classroom training designed to develop workforce skills that lead to employment. A key feature of the program involves construction of Habitat for Humanity homes for deserving families in Pasco and Hernando County. Additionally, 5 participants have earned their high school diploma, as well as industry-recognized certifications while receiving weekly participation payments. Since July 1, 10 participants have completed employability and soft skills training and 50 participants have completed construction related training.

PROJECT RESTART | HERNANDO COUNTY DETENTION CENTER

The Hernando County Sheriff's Office and CareerSource Pasco/Hernando started the Project Restart program that aims to curb recidivism for prisoners who are released from jail in April 2017 under grant funding. Since then, due to the success of the program, our continued partnership has grown to continue to assist inmates being released.

Project Restart focuses on teaching inmates: maturity skills, marketable training, and supportive services. These include résumé writing, interview techniques, business etiquette, and workplace communication. This knowledge is designed to enhance the individual's value in the workforce and remove much of the stigma associated with incarceration.

Since the start of the program, participants have received instruction toward certification in CPT (Certified Production Technician), basic keyboarding, Microsoft Office, QuickBooks, and other skills. In addition, the program has assisted with trying to eliminate barriers the inmates may have prior to being released. We try to make sure they have business attire so inmates, who may not own their own slacks, button-up shirts, or ties, can feel professional walking into an interview. In addition, the program offers several post-release support services, including help with housing, medication, transportation, and other services to ensure a seamless transition.

Recently, we have also been able to collaborate with DMV to have the FLOW bus assist with making ID's for inmates upon release as well to help find employment. Also, HCSO has also started offering GED services in conjunction with other programs offered to allow better employability opportunities upon release.

While inmates are preparing to be released, CareerSource leaders communicate with local employers to set up interviews to help facilitate the move from jail to a job. Since July 1, the program has assisted over 20 inmates with Soft Skills, 13 with Basic Key Boarding Skills and 4 with Microsoft Word training. With a goal of 25 we currently have 21 enrolled to date.

PENNIES FOR PASCO| WORKFORCE REENTRY PROGRAM

The Workforce Re-Entry Program is a program targeted to reach underemployed individuals living in Pasco County, FL with significant barriers, including ex-offenders, people struggling with substance abuse, the homeless, and veterans. The goal of this Workforce Re-entry program is to provide participants with the opportunity to earn and gain the necessary, transferrable skills, and On the Job Training to become employed, self-sufficient, and nourish our local workforce. All of the individuals served have either overcome one or multiple barriers as listed below or fall into one of the following categories: The under-served/ under-employed, Veterans, Individuals with disabilities, Ex-offenders, Individuals overcoming substance use syndrome; and Homelessness. With a goal of 100, we have placed a total of 66 Pasco County residents into sustainable employment since October 2022. Of those individuals, 5 were On the Job Training (OJT) participants. To date, 62 have retained their employment. The average wage rate is \$18.11 per hour and the highest earning wage was \$67.30 per hour.

OPIOD RECOVERY PROGRAM

The Opioid Recovery Program, funded by USDOL, provides intensive services to individuals who are currently in recovery. CSPH works with the individual to develop short and long-term employment goals that coincide with treatment plans. Staff utilize career services in addition to On-the-Job Training (OJT) and/or Occupational Skills Training (OST) to achieve permanent employment, including domestic partners and family members. Supportive services are provided to individuals who need assistance to fulfill training and employment requirements such as transportation, uniforms, tools, etc. Individuals often face multiple barriers to employment; homelessness, criminal background, lack of transportation, limited work history, gaps in employment, receiving government assistance, single parents, no HSD/GED, etc. The Opioid Recovery Program works to remove such barriers. Since July 1, we have enrolled 8 and are actively working with 4 more with a total of 8 participants being placed in employment.

YTD Summary: Program Year 2022/2023



12,968 Businesses Served (33% increase)

Total Services Provided: 33,734

Date Range: 7/1/22 – 4/30/23

3,618 New Job Postings (32% decrease)

Date Range: 7/1/22 – 4/30/23

\$55,209.20 CT & OJT (80% increase)

36 Customers Trained

Date Range: 7/1/22 – 4/30/23



7,615 Job Seekers Served (9% decrease)

Total Services Provided: 54,075

(7% increase)

Date Range: 7/1/22 – 4/30/23

1,402 Job Seekers Entered Employment

(2% increase) Date Range: 7/1/22 – 3/30/23

151 Veterans found employment

(3% decrease) Date Range: 7/1/22 – 3/30/23

\$16.84

Average Hourly Wage

(3% increase)

Date Range: 7/1/22 – 3/30/23



13,917 Customers Served in Resource Rooms

Date Range: 7/1/22 – 4/30/23

58,339 Calls , Live Chats, Virtual Services

Made by ESC, RR, and RESEA Staff

Date Range: 7/1/22 – 4/30/23

1174

RESEA Customer Served

Date Range: 7/1/22 – 4/30/23



499 Cash Assistance New Cases

Date Range: 7/1/22 – 4/30/23

131 Cash Assistance Existing

Date Range: 7/1/22 – 4/30/23

3,400

SNAP Applicants

Average Open Cases 61

Date Range: 7/1/22 – 4/30/23



69 WIOA Youth Program Found Employment or Enrolled in Post-Secondary Education

Date Range: 7/1/22 – 4/30/23

172 WIOA Youth Earned a Credential

Date Range: 7/1/22 – 04/30/23

65

WIOA Youth Completed Internship Opportunities

Date Range: 7/1/22 – 4/30/23



225 WIOA AD/DW Enrollments

Estimated ITA of \$366,050.00

Date Range: 7/1/22 – 4/30/23

225 WIOA AD/DW Gained Employment

119 Placements in Sector Strategy Fields

Date Range: 7/1/22 – 4/30/23

Targeted Sectors: Construction, Finance, Healthcare, IT, Manufacturing, Retail Trade, Transportation & Warehousing

INFORMATION ITEM 5
Governance

The following item is presented as information for the Board.

No action is required.

INFORMATION ITEM 6
Letter Grades

The following item is presented as information for the Board.

No action is required.

Local Workforce Development Board Letter Grades

PY 2022-2023 Baseline Letter Grades

The baseline letter grades for program year 2022-2023 represent performance by local workforce development boards, from July 1, 2022, through September 30, 2022. Visit the Letter Grades website to learn more about the metrics and methodology for letter grades.

Local Workforce Development Board	Annual Score	Letter Grade	Funding Amount	Local-to-State Funding Ratio	Number of Placements	Local-to-State Placement Ratio	Placement-to-Funding Ratio	Efficiency Ratio
01 - CareerSource Escarosa	84.68	B	\$3,391,914	2.15%	491	0.82%	\$6,908.18	38.07%
02 - CareerSource Okaloosa Walton	82.78	B-	\$1,776,064	1.13%	375	0.63%	\$4,736.17	55.53%
03 - CareerSource Chipola	96.86	A	\$949,237	0.60%	374	0.62%	\$2,538.07	103.63%
04 - CareerSource Gulf Coast	81.28	B-	\$1,831,840	1.16%	840	1.40%	\$2,180.76	120.61%
05 - CareerSource Capital Region	83.35	B	\$3,737,074	2.37%	1,389	2.32%	\$2,690.48	97.76%
06 - CareerSource North Florida	89.20	B+	\$1,082,262	0.69%	390	0.65%	\$2,775.03	94.78%
07 - CareerSource Florida Crown	81.82	B-	\$1,200,687	0.76%	203	0.34%	\$5,914.71	44.47%
08 - CareerSource Northeast Florida	97.94	A+	\$10,618,886	6.75%	1,790	2.99%	\$5,932.34	44.34%
09 - CareerSource North Central Florida	82.30	B-	\$2,923,081	1.86%	784	1.31%	\$3,728.42	70.54%
10 - CareerSource Citrus Levy Marion	91.52	A-	\$4,233,200	2.69%	605	1.01%	\$6,997.02	37.59%
11 - CareerSource Flagler Volusia	99.63	A+	\$4,473,244	2.84%	834	1.39%	\$5,363.60	49.04%
12 - CareerSource Central Florida	95.81	A	\$21,253,419	13.50%	6,345	10.60%	\$3,349.63	78.52%
13 - CareerSource Brevard	85.89	B	\$4,643,504	2.95%	3,226	5.39%	\$1,439.40	182.73%
14 - CareerSource Pinellas	86.46	B	\$6,141,832	3.90%	2,483	4.15%	\$2,473.55	106.33%
15 - CareerSource Tampa Bay	90.53	A-	\$11,499,489	7.31%	2,857	4.77%	\$4,025.02	65.35%
16 - CareerSource Pasco Hernando	87.01	B+	\$5,079,239	3.23%	1,745	2.92%	\$2,910.74	90.36%
17 - CareerSource Polk	93.80	A	\$5,581,138	3.55%	2,482	4.15%	\$2,248.65	116.97%
18 - CareerSource Suncoast	84.39	B	\$4,262,617	2.71%	1,146	1.91%	\$3,719.56	70.71%
19 - CareerSource Heartland	93.74	A	\$1,658,648	1.05%	1,023	1.71%	\$1,621.36	162.22%
20 - CareerSource Research Coast	86.82	B	\$4,368,677	2.78%	1,206	2.02%	\$3,622.45	72.61%
21 - CareerSource Palm Beach County	91.40	A-	\$10,037,550	6.38%	5,436	9.08%	\$1,846.50	142.44%
22 - CareerSource Broward	91.07	A-	\$14,832,051	9.42%	1,896	3.17%	\$7,822.81	33.62%
23 - CareerSource South Florida	91.98	A-	\$24,472,529	15.55%	20,657	34.52%	\$1,184.71	222.01%
24 - CareerSource Southwest Florida	87.49	B+	\$7,354,295	4.67%	1,268	2.12%	\$5,799.92	45.35%
Total:			\$157,402,477	100.00%	59,845	100.00%		

Letter Grades Scale:

A+: ≥ 97

A : 93 to < 97

A-: 90 to < 93

B+: 87 to < 90

B : 83 to < 87

B-: 80 to < 83

C+: 77 to < 80

C : 73 to < 77

C-: 70 to < 73

D : 60 to < 70

F : < 60

INFORMATION ITEM 7
Vacancy Updates

The following item is presented as information for the Board.

No action is required.