



**UMBRELLA MEMORANDUM OF UNDERSTANDING BETWEEN
PASCO-HERNANDO WORKFORCE BOARD, INC.
D/B/A CAREERSOURCE PASCO HERNANDO AND
ITS MANDATORY PARTNERS**

This Umbrella Memorandum of Understanding (this “MOU”) between Pasco-Hernando Workforce Board, Inc., DBA CareerSource Pasco Hernando, a Florida non-profit corporation, PO Box 6589 Spring Hill, FL 34611 (“CareerSource Pasco Hernando”); Pasco Hernando Workforce Development Consortium (the “Consortium”); and the Partners, as described within this MOU.

**Local Workforce Development Board LWDB: CareerSource Pasco Hernando, LWDB-16
Chief Local Elected Official (CLEO): Chairperson of Pasco Hernando Workforce Development Consortium**

WITNESSETH:

WHEREAS, this MOU is developed and executed by CareerSource Pasco Hernando, the Consortium, and the Partners to document the roles and responsibilities of the Partners for the One-Stop delivery system as required by section 121(c) of the Workforce Innovation and Opportunity Act (WIOA); and

WHEREAS, this requirement is further described in the Workforce Innovation and Opportunity Act; Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions: Final Rule at 20 CFR 678.500, 34 CFR 361.500, and 34 CFR 463.500, and in Federal guidance; and

WHEREAS, the sharing and allocation of infrastructure costs among Partners is governed by WIOA sec. 121(h), its implementing regulations, and the Federal Cost Principles contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) at 2 CFR part 200; and

WHEREAS, CareerSource Pasco Hernando, Pasco County, Florida, a political subdivision of the State of Florida (hereinafter, “Pasco County”), Hernando County, Florida, a political subdivision of the State of Florida (hereinafter, “Hernando County”) previously entered in a separate Memorandum of Understanding with each individual Partner that has automatically renewed each year unless otherwise terminated by either party; and

WHEREAS, CareerSource Pasco Hernando, Pasco County, and Hernando County entered into that certain Amended and Restated Interlocal Agreement between Pasco County and Hernando County For The Continuation of a Regional Workforce Board dated October 10, 2023, establishing the Consortium, and the roles and responsibilities of the Consortium; and

WHEREAS, CareerSource Pasco Hernando, the Consortium, and the Partners desire to enter into this MOU to address the operations of the local One-Stop delivery system, provision of programs and services, and apportionment of cost for all Partners, as provided herein; and

WHEREAS, this MOU requires the agreement and signature of CareerSource Pasco Hernando, the Consortium, and the Partners per section 121(c) of WIOA; and

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:

SECTION I: PARTIES

Parties to this agreement include CareerSource Pasco Hernando, the Consortium, and the Partners as attached hereto as separate individual addendums and incorporated herein by reference. The parties to this MOU agree to coordinate and perform the activities and services described herein within the scope of legislative requirements governing the parties' respective programs, services, and agencies. All parties named within each individual addendum attached hereto shall collectively be referred to as the "Partners" and individually named referred to as "Partner."

SECTION II: PURPOSE

The purpose of this MOU is to describe the cooperative workforce training, employment, and economic development efforts of CareerSource Pasco Hernando and the Partners and the actions to be taken by each to assure the coordination of their efforts in accordance with state-issued requirements in order to establish and maintain an effective and successful "One-Stop" delivery system. In addition, the infrastructure funding establishes a financial plan, including terms and conditions, to fund the services and operating costs of CareerSource Pasco Hernando, as applicable.

This MOU is intended to coordinate resources and to prevent duplication, and ensure the effective and efficient delivery of workforce services in Hernando County, Florida, and Pasco County, Florida. In addition, this agreement will establish joint processes and procedures that will enable the Partners to integrate with the current One-Stop service delivery system resulting in a seamless and comprehensive array of education, human service, job training, and other workforce development services to persons within Hernando County, Florida, and Pasco County, Florida.

The parties to this MOU agree to coordinate and perform the activities and services described herein within the scope of legislative requirements governing the parties' respective programs, services, and agencies. The Pasco Hernando Workforce Board, Inc., dba CareerSource Pasco Hernando has been designated by the chief elected official from the Consortium as the administrative entity, grant recipient and fiscal agent.

The parties to this MOU attest authority to bind their respective Partner in a contractual agreement and hereby agree to the terms and conditions set forth in this MOU. The duly authorized agent of the recipient agrees to satisfy the requirements of 34 CFR 361.505 and 34 CFR 361.720.

All Local Workforce Development Boards (LWDBs) are required to establish and operate local service delivery systems in accordance with WIOA Section 121, with the WIOA State Plan, and with the WIOA Local Plan for the respective local areas. WIOA Section 134(c) lists

the services and activities that must be provided through the delivery system. WIOA Section 107(d) gives the LWDBs the responsibility for oversight of the delivery system in each local area and requires the LWDBs to describe the activities and functions of the service delivery system and to prescribe the guidelines for carrying out these responsibilities in the Local WIOA Plan.

SECTION 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

CareerSource Pasco Hernando enhances economic development efforts of our region by providing a well-trained, high-quality workforce which supports the success of local businesses 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 equality 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 through 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.

SECTION IV: COMPREHENSIVE CENTERS

CareerSource Pasco Hernando maintains (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 (WIOA) and continued by the Workforce Innovation and Opportunity Act (WIOA).

Comprehensive Centers

- 1) 16228 Spring Hill Drive, Brooksville, FL 34604
- 2) 4440 Grand Blvd., New Port Richey FL 34652
- 3) 15000 Citrus Country Dr., Suite 303, Dade City, FL 33525

SECTION V: ROLES AND RESPONSIBILITIES

- A. WIOA Section 121(b) lists the minimum responsibilities of all required Partners under WIOA. For consistency, all Partners will assume the responsibilities identified below, unless inconsistent with the federal law and regulations that authorize the Partner program.
 1. Make career services provided under the Partner's program available to individuals through the area's delivery system in accordance with this MOU.
 2. Participate in infrastructure cost-sharing activities as described in this MOU, and use a portion of funds made available to each Partner's program to the extent not inconsistent with the federal law that authorizes each partner program to:
 - a. Create and maintain the delivery system; and
 - b. Provide career services per WIOA Section 134(c)(2).
 3. Remain as a party to this MOU throughout the Agreement period in order to participate as a Partner per WIOA Section 121(c).
 4. Participate in the operation of the system in accordance with the terms of this MOU, and with the requirements of authorizing laws per WIOA Section 121(b)(1)(B).
 5. Required Partners may be asked to provide representation on the Board of CareerSource Pasco Hernando per WIOA Section 121(b)(1). Additional Partners may participate on the Board of CareerSource Pasco Hernando with the agreement of other CareerSource Pasco Hernando Board directors and the CEO of CareerSource Pasco Hernando. However, when a program is administered by more than one entity in the area, it is not necessary that every entity provide representation on the Board of CareerSource Pasco Hernando. One entity may provide representation on the Board of CareerSource Pasco Hernando for the program.
 6. Coordinate to ensure the needs of workers, youth and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials available through the One-Stop system.
- B. In addition to the minimum responsibilities required under WIOA as identified in Section A, Partner responsibilities include:

1. Providing priority of service to veterans and covered spouses for any qualified job training program pursuant to the Jobs for Veterans Act prescribed in 38 USC 4215.
2. Compliance with WIOA and all federal, state and local laws, regulations, rules, policies, and plans applicable to the Parties in their respective role under this MOU, and as consistent with the rules that govern each Partner's respective program. Each Partner expressly agrees to notify CareerSource Pasco Hernando of any changes to the rules governing its respective program that impact the Partner's performance under this MOU. CareerSource Pasco Hernando will communicate the changes to the operators, and any other affected Partners.
3. Each Partner shall ensure compliance by its staff members who work in the One-Stop center with CareerSource Pasco Hernando policies and procedures. Should a conflict exist between the CareerSource Pasco Hernando personnel policies and a partner's personnel policies, the CareerSource Pasco Hernando's policies will prevail.
4. Use of common practices and procedures; forms and documents; software systems or applications; and other forms of media as agreed to by all Parties in the performance of One-Stop center services and activities and functions that support the service delivery system.

C. All Parties to this agreement shall comply with:

1. Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule, published December 2, 2016),
2. Title VI of the Civil Rights Act of 1964 (Public Law 88-352),
3. Section 504 of the Rehabilitation Act of 1973, as amended,
4. The Americans with Disabilities Act of 1990 (Public Law 101-336),
5. The Jobs for Veterans Act (Public Law 107-288) pertaining to priority of service in programs funded by the U.S. Department of Labor,
6. Training and Employment Guidance Letter (TEGL) 37-14, Update on Complying with Nondiscrimination Requirements: Discrimination Based on Gender Identity, Gender Expression, and Sex Stereotyping are Prohibited Forms of Sex Discrimination in the Workforce Development System and other guidance related to implementing WIOA sec. 188,
7. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR part 99),
8. Confidentiality requirements governing the protection and use of personal information held by the vocational rehabilitation (VR) agency (34 CFR 361.38),
9. The confidentiality requirements governing the use of confidential information held by the State UI agency (20 CFR part 603),
10. All amendments to each, and
11. All requirements imposed by the regulations issued pursuant to these acts.

The above provisions require, in part, that no persons in the United States shall, on the grounds of race, color, national origin, sex, sexual orientation, gender identity and/or expression, age, disability, political beliefs or religion be excluded from participation in, or denied, any aid, care, services or other benefits provided by federal and/or state funding, or otherwise be subjected to discrimination.

Additionally, all parties shall collaborate and reasonably assist each other in the development of necessary service delivery protocols for the services outlined in Subsection D: below, and agree that the provisions contained herein are made subject to all applicable federal and state laws, implementing regulations, and guidelines imposed on either or all parties relating to privacy rights of customers, maintenance of records, and other confidential information relating to customers.

- D. 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:
1. Effective communication, information sharing, and collaboration with CareerSource Pasco Hernando and if needed, the Consortium,
 2. Joint planning, policy development and system design processes,
 3. Commitment to the joint mission, vision, goals, strategies and performance measures,
 4. Leveraging of resources, including other public agency and non-profit organization services,
 5. Participation in a continuous improvement process designed to boost outcomes and increase customer satisfaction, and
 6. Participation in regularly scheduled Partner meetings to exchange information in support of the above and encourage program and staff integration.
 7. 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.
 8. 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.
 9. Coordinate with CareerSource Pasco Hernando for the funding of the infrastructure costs of the One-Stop career centers, and the funding of shared services and operating costs in accordance with 29 U.S.C. § 3151, and any infrastructure funding mechanism requirements issued by the State of Florida.
 10. Provide all logistical support necessary for its staff located within the local area to be fully integrated within the One-Stop system.
 11. Provide feedback to CareerSource Pasco Hernando management regarding the performance of the partnership, including its effectiveness and success.
- E. The CLEO from the Consortium has designated CareerSource Pasco Hernando to act as the administrative entity, grant recipient, and fiscal agent for Pasco County and Hernando County. CareerSource Pasco Hernando will perform the following functions:
1. Review this MOU and solicit feedback from the Partners and the Consortium regarding improvements, changes, and/or additions, not less than once in every three-year period.
 2. Coordinate with the Partners to provide access to workforce services and programs through the One-Stop system in accordance with published policies and procedures, which include

- the manner in which the services will be coordinated and delivered through the One-Stop system. Workforce services and programs include but are not limited to, the allowable activities described in the WIOA and related legislation for: WIOA Adult, Dislocated Worker and Youth programs; Wagner-Peyser; Unemployment Insurance (UI); Veterans programs; Trade Adjustment Assistance (TAA); Temporary Assistance for Needy Families (TANF) program; adult education and family literacy; Perkins Act programs; and Vocational Rehabilitation.
3. Coordinate with the Partners 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.
 4. Coordinate with the Partners for the funding of the infrastructure costs of the One-Stop career centers, and the funding of shared services and operating costs in accordance with 29 U.S.C. § 3151 and any state infrastructure funding mechanism requirements issued by the State of Florida.
 5. Maintain the statewide "CareerSource" branding of each center.
 6. Maintain and operate at least one comprehensive One-Stop center within the local workforce development area that shall be open to the public from 8:00 am until 5:00 pm, Monday through Friday, excluding holidays and emergency situations.
 7. Provide an area for the Partner's meetings and/or co-location as space permits.
 8. Model CareerSource Pasco Hernando's core values, and maintain a professional working environment.
 9. Abide by all of its policies, rules, and procedures, and applicable Florida statutes and rules.

SECTION VI. PARTNERS INDIVIDUAL CONTRIBUTIONS

As detailed on individual exhibits attached hereto and incorporated herein by reference each individual Partner shall contribute their individual programs, subject to the terms and conditions of this MOU for the term of this MOU.

Other entities that carry out a workforce development program, including Federal, State, or Local programs and programs in the private sector, may serve as additional Partners in the American Job Center network if CareerSource Pasco Hernando and the CLEO approve the entity's participation. Additional Partners may include employment and training programs administered by the Social Security Administration, including the Ticket to Work and Self-Sufficiency Program established under Sect. 1148 of the Social Security Act (42 U.S.C 1320b-19), employment and training programs carried out by the Small Business Administration, Supplemental Nutrition Assistance Program (SNAP) employment and training programs, authorized under secs. 6(d)(4) and 6(o) of the Food and Nutrition Act of 2008 (7 U.S.C. 2015(d)(4) and 2015(o)), Client Assistance Program authorized under sec. 112 of the Rehabilitation Act of 1973 (29 U.S.C. 732), programs authorized under the National and Community Service Act of 1990 (42 U.S.C. 12501 et seq.), and other appropriate Federal, State, or local programs, including employment, education, and training programs provided by public libraries or in the private sector, programs providing transportation assistance, and programs providing services to individuals with substance abuse or mental health issues.

SECTION VII. METHODS OF REFERRAL

Pursuant to WIOA Section 121(c)(2)(A)(iii), the parties agree that the referral of individuals between the One-Stop Partners for the services and activities described will be performed using the following methods:

1. Referrals will be routinely made between programs and organizations in cases where customers served initially by one organization are deemed to be able to benefit from services provided by another organization and/or the natural continuum of service is adult education leading to postsecondary career and technical education to work readiness and ultimately employment.
2. Referrals between Partners for services and programs will be made in person, by telephone, through written communications (fax, e-mail, and paper referrals), or electronically through Internet systems or other connections. Some programs will use state or local-created forms. Partners will continue to provide cross-referral to services and training, as well as possible co-enrollment options whenever appropriate and practical.
3. Internal cross-referral procedures continue to be developed and reassessed based upon the availability of funding, services, and program needs to ensure that high-quality and convenient services are available to customers of the One-Stop system.

SECTION VIII. 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.

1. 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.
2. 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.
3. 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 the region.

4. 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.

SECTION IX. 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 centers and Partners' staff will be trained in the protection, use, and disclosure requirements governing PII, and any other confidential data for all applicable programs.

SECTION X. 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.

SECTION XI. 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:

1. Federal awards are used for authorized purposes in compliance with law, regulations and State policies;
2. Those laws, regulations, and policies are enforced properly;
3. Performance data are recorded, tracked, and reviewed for quality to ensure accuracy and completeness;
4. Outcomes are accessed and analyzed periodically to ensure that performance goals are met;
5. Appropriate procedures and internal controls are maintained, and record retention policies are followed; and
6. 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.

SECTION XII. 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. 1201 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.

SECTION XIII: INDEMNIFICATION

All parties to this MOU recognize that the partnerships formed under this MOU consist of various levels of government and not-for-profit entities. Each party to this MOU 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 party assumes any responsibility for any other party, State or non-State, for the consequences of an act or omission of any third party. The Partners 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 Partners 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 Section 768.28, Florida Statutes.

SECTION XIV: FDOC FUNDING ASSURANCES

The laws and regulations listed in this section are generally applicable to most publicly-funded programs administered by the Florida Department of Commerce (DOC). The laws and regulations listed herein do not encompass all of the laws and regulations that govern the parties in their respective roles under this MOU. All parties expressly agree to comply with the federal laws and regulations listed below under the laws and regulations that govern their particular program state otherwise:

- A. Jobs for Veterans Act – Each party agrees to provide priority of service to veterans and covered spouses for any qualified job training program pursuant to 38 U.S.C. 2813.
- B. Americans with Disabilities – Each party, its officers, employees, members, and subcontractors hereby affirm current and ongoing compliance with all statutes and regulations pertaining to The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.
- C. Pro-Children Act – If any activities call for services to minors, each party agrees to comply with the Pro-Children Act of 1994 (45 CFR 98.13) that requires smoking to be banned in any portion of any indoor facility owned, leased, or contracted by an entity that will routinely or regularly use the facility for the provision of health care services, daycare, library services, or education to children under the age of eighteen (18).

- D. Drug-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.
- E. Ethics Laws – Each party certifies that by executing this MOU, it has reviewed Florida Statute, Chapter 112, and knows and understands Florida’s ethics and conflict of interest laws. Each party further agrees that it will not engage in any action(s) inconsistent with these laws.

SECTION XV: TERM

WIOA Section 121(c)(g) and 34 CFR 463.500 require that this MOU be reviewed 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 retroactively from July 1, 2023, through June 30, 2026, unless otherwise termination as provided in this MOU, or extended as provided in this MOU.

SECTION XVI: ONE-STOP OPERATING BUDGET AND INFRASTRUCTURE FUNDING

The Partners agree to enter into a One-Stop Operating Budget and Infrastructure Funding agreement as detailed in this Section XVI. The One-Stop Operating Budget and Infrastructure Funding agreement is a plan to share and allocate the costs of services and the operating costs, including infrastructure costs, among One-Stop Partners.

A. One-Stop Resource Sharing/ Infrastructure Requirements:

WIOA 121(c)(2)(A)(ii) requires that the funding arrangements for services and operating costs of the service delivery system must be described in this MOU. The methodologies described herein must be allowable under each Partner’s respective program, and under all applicable federal and state rules – including the Office of Management and Budget (OMB) Circulars applicable to each Partner’s type of organization. The MOU must identify:

1. The shared One-Stop Costs;
2. The methodologies that will be used to determine each Partner’s proportionate “fair share of those costs;”
3. The methodologies that will be used to allocate each Partner’s fair share of costs across the cost categories; and

4. The method(s) each Partner will use to fund its fair share of costs, which may include cash contributions, contributions of staff time, equipment, software, and/or other resources, or in-kind contributions from a third party.

B. One-Stop Operating Budget:

The One-Stop Operating Budget is made up of infrastructure costs. The budget for the comprehensive centers is presented below. The budget consists of Non-personnel infrastructure costs necessary for the general operation of career centers, including but not limited to:

1. Applicable facility costs (such as rent).
2. Costs of utilities and maintenance.
3. Insurance and Office Supplies.
4. Equipment (including physical modifications to the center 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 (LDWB) 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-Sect 121 (h)(4) and 20 CFR 678-700).

For purposes of equity and to allow predictability in budget planning, withdrawal, or reductions in the Partner's square footage usage at the comprehensive centers shall not relieve the Partner of the obligation to continue to support CareerSource Pasco Hernando's budget through the remainder of the current budget year. The current approved budget for the fiscal year is attached hereto and incorporated herein as Exhibit A. Exhibit A shall be updated annually in conjunction with the approval of the annual budget in subsequent fiscal years.

C. Infrastructure Funding (IF)

1. Costs of the infrastructure of One-Stop Career centers will be funded in accordance with the requirements of the Workforce Innovation and Opportunity Act; federal cost principles; and all other applicable legal requirements.
2. All Parties to this MOU recognize that infrastructure costs are applicable to all Partners, whether they are physically located in the Comprehensive Center or not.
3. Infrastructure costs will be reviewed as necessary or at least once per year, and may result in an adjustment to the Partner's proportionate share.
4. All parties will actively participate in Infrastructure Funding negotiations in a good faith effort to reach an agreement.
5. Dispute resolution shall be as provided in this MOU.
6. If an agreement of infrastructure costs is not reached upon completion of this MOU, an interim infrastructure funding agreement may be included for a period of up to six (6) months pursuant to 20 CFR 678.715(c). This MOU shall be modified to include the infrastructure funding agreement that is reached as described in Section XVIII. Modification.

D. Cost Allocation Methodology:

Required One-Stop Center Partner's proportionate share of infrastructure costs must be calculated in accordance with the Uniform Guidance, and based on a reasonable cost allocation methodology. All Partners have agreed to provide access to their programs in the comprehensive center, and contribute to infrastructure costs, as applicable. The Partners are linked virtually through online service access to a program staff member via the resource rooms, and through cross-trained front desk staff and other, physically co-located Partner staff, who can provide information and referrals. CareerSource Pasco Hernando selected the cost allocation basis to determine overall Partner contributions. This was done in an effort to a) remedy the imbalance of non-physically represented Partners, and b) to comply with the requirement of the Partners' contribution to be in proportion to the Partners' use of the comprehensive centers.

1. Co-Located Partners: The Partner programs physically located in the comprehensive centers will have square footage as the cost allocation base. In addition, shared costs will also factor into the determination of the Partner's benefit/fair share of infrastructure costs.
2. Non Co-Located Partners: The Partner programs not physically located in the comprehensive center will have their benefit/ fair share determined by the FTE equivalent to perform staff-assisted services for co-enrolments with Wagner Peyser or WIOA Title I services. There are no mandatory partners included in this MOU who are co-located.

E. Method to Determine Benefit

Each Partner's individual addendum summarizes the Partner's program and the cost allocation basis used to determine the relative benefit received. This is based on the then current approved fiscal year budget, and will be adjusted annually for the term when each budget is annually completed. The terms and conditions below specifically identify the cost allocation basis.

F. Partner Contribution

Each Partner's contributions to Infrastructure Funding costs may vary, as these contributions are based on the proportionate use and relative benefit received, consistent with the Partner programs' authorizing laws and regulations and the Uniform Guidance. The Partners agree to cooperatively negotiate modifications based on changes in data and associated funding, as needed.

1. Co-Located Partners – Annual Proportionate Share - For those Partner programs that are co-located at the comprehensive center, the determination of the Partner's relative benefit received will be based on occupied and common area square footage, as well as shared infrastructure and administrative costs. There are no mandatory partners included in this MOU who are co-located.
2. Non Co-Located Partners – Annual Proportionate Share – For those Partner programs that are not co-located at the comprehensive center, the determination of the Partner's relative benefit received will be based on the CareerSource Pasco Hernando full-time equivalent (FTE) to process co-enrollments with Wagner Peyser & WIOA Title I staff assisted services

In addition, each Partner shall provide a minimum of eight (8) hours of training to appropriate CareerSource Pasco Hernando career services and program staff at a date(s) and time(s) that is mutually beneficial to CareerSource Pasco Hernando and Partner annually. The staff training outline will require approval by CareerSource Pasco Hernando prior to training commencement. This cross-training is deemed necessary in order for appropriate referrals to be made by CareerSource Pasco Hernando staff to the appropriate Partner program.

A minimum of .10 of 1 FTE in CareerSource Pasco Hernando staff-assisted services will be assessed for each Partner. The FTE is calculated by taking the total operating budget, and dividing by the number of FTE staff located at the comprehensive centers. The table below reflects the estimated annual value of an FTE based on the number of days of staff-assisted services. On each Partner's individual addendum, each individual Partner's proportionate contribution is detailed, which is calculated on the above FTE calculation and the below chart. The Partner's proportionate share is reviewed semiannually, and may result in a revision as detailed in the Subsection H. Cost Reconciliation below.

# of Days per Week	% of FTE
½ Day	10% of 1 FTE
2 Day	20% of 1 FTE
3 Day	40% of 1 FTE
4 Day	60% of 1 FTE
5 Day	80% of 1 FTE
6 Day	100% of 1 FTE

G. Method of Funding Proportionate Share

A Partner may contribute cash, in-kind or a combination thereof to fund their proportionate share of infrastructure costs. CareerSource Pasco Hernando will negotiate the method of funding with each Partner. The negotiation shall be completed by September 30th, and will be appended to each Partner's exhibit in accordance with Section XVII. Modification of this MOU.

The contribution will be remitted to CareerSource Pasco Hernando as follows:

1. Cash: Where a Partner shall contribute cash, the Partner shall remit payment to CareerSource Pasco Hernando at: P.O. Box 6589, Spring Hill, FL 34609, Attention: Finance Department, no later than the due dates specified below. CareerSource Pasco Hernando will invoice the Partner prior to the due date.
2. In-Kind: Where a Partner shall contribute in-kind, the Partner shall email their in-kind schedule quarterly with supporting documents to Cathy Bravico at CBravico@careersourcepascohernando.com or another contact designated by CareerSource Pasco Hernando no later than the due dates specified below. Partner in-kind contributions requires the prior approval of the CareerSource Pasco Hernando Chief Financial Officer, and shall follow the in-kind guidelines, as established by CareerSource Pasco Hernando and federal guidelines.
3. Due Dates (if the due date falls on a weekend or holiday then it is due the following business day):

- November 15th for July through September
- February 15th for October through December
- May 15th for January through March
- August 15th for April through June

H. Cost Reconciliation

All parties agree that a reconciliation of budgeted and actual costs will be completed in accordance with the following process to ensure compliance with federal Uniform Guidance and Cost Principles:

1. Co-Located Partner

- CareerSource Pasco Hernando shall compare the budgeted One-Stop Operating costs to actual on a semi-annual basis to determine the actual cost for the Partner for the quarter.
- CareerSource Pasco Hernando shall email the Partner their updated pro-rated proportionate share by the following dates (if the date falls on a weekend or holiday it will be provided by the following business day):

-April 30th for July through December

-July 31st for January through June

- If the actual costs are lower than budgeted, the Partner's proportionate share shall be adjusted to the actual costs. However, if the actual costs are higher than budgeted, the Partner's proportionate share will not change. CareerSource Pasco Hernando will continue to monitor the costs throughout the year, and will take into consideration any fluctuations when determining the subsequent year's proportionate share.
- Partners shall communicate any disputes with cost to CBravico@careersourcepascohernando.com or another contact designated by CareerSource Pasco Hernando within seven (7) days of notification of the revised proportionate share. CareerSource Pasco Hernando will review the dispute, and respond accordingly to the Partner within ten (10) days of receipt of notice of the Partner's dispute. When necessary CareerSource Pasco Hernando will modify the invoice upon resolution of the dispute. Such disputes will be resolved as provided in this MOU.

2. Non Co-Located Partner

- Semiannually, by the dues dates noted below, each Partner who is not co-located at the One-Stop Centers will email to CBravico@careersourcepascohernando.com or another contact designated by CareerSource Pasco Hernando customer information as agreed upon and permitted by the Partner.
- Due dates (if the due date falls on a weekend or holiday then it is due the following business day):

-January 10th for the period of July through December
-July 10th for the period of January through June

- Upon receipt of the above information, CareerSource Pasco Hernando shall update the Partner's allocation base (i.e. FTE equivalent), and apply the updated allocation base as described in the Cost Allocation Methodology section above, to determine the actual costs for the Partner. The Partners understand that the timeliness of CareerSource Pasco Hernando calculating the updated allocation base is contingent upon the timeliness of the Partner providing the information above.
- CareerSource Pasco Hernando shall email the Partner their updated pro-rated proportionate share by the following dates (if the due date falls on a weekend or holiday then it is due the following business day):
 - January 31st for the period July through December
 - July 31st for the period of January through June
- If the actual costs are lower than budgeted, the Partner's proportionate share shall be adjusted to actual costs. However, if the actual costs are higher than budgeted, the Partner's proportionate share will not change. CareerSource Pasco Hernando will continue to monitor the costs throughout the year, and will take into consideration any fluctuations when determining the subsequent year's proportionate share.
- Partners shall communicate any dispute with cost to CBravico@careersourcepascoherando.com within seven (7) days of notification of the revised proportionate share. CareerSource Pasco Hernando will review the dispute and respond accordingly to the Partner within fifteen (15) days of receipt of notice of the Partner's dispute. When necessary, CareerSource Pasco Hernando will modify the invoice upon resolution of the dispute. Such disputes shall be resolved as provided in this MOU.

SECTION XVII: MODIFICATION

A. Modification Reasons

Subject to CLEO approval, this MOU may be amended upon the mutual agreement of the parties that is not inconsistent with federal, state, or local laws, regulations, rules, plans or policies, or for one or more of the following reasons:

1. The addition or removal of a Partner from this MOU.
2. Removal or addition of program responsibilities for any Partner that administers more than one federal program.
3. The modification of the One-Stop contribution allocation system for a particular Partner as provided above in Section XVI: One-Stop Operating Budget and Infrastructure Funding
4. An extension of the effective ending date of this MOU.
5. A change in the One-Stop Operator or Fiscal Agent, or a change in the physical location of a One-Stop center.
6. A change in the services, service delivery method currently utilized, referral methods, methods to determine fair share or methods to allocate costs.

B. Process of Modification

All parties agree that any modification or amendment for the reasons listed in 1, 2, and 3 of Subsection A: Modification Reasons need only be signed by the authorized representatives of CareerSource Pasco Hernando, the Consortium and the affected Partner(s). All other reasons listed in Subsection A: Modification Reasons that will affect the responsibilities of all parties require the signatures of all parties. All modifications or amendments will involve the following process:

1. The party seeking a modification will submit a written request with thirty (30) days advanced writing to either CareerSource Pasco Hernando or the affected Partner(s) that includes:
 - i. The requesting party's name.
 - ii. The reason(s) for the modification request.
 - iii. Each section of this MOU or the particular addendum that will require revision.
 - iv. The desired date for the modification to be effective.
 - v. The signature of the requesting party's authorized representative.
2. In the event that the written modification request involves reasons listed in 1, 2, and 3 of Subsection A: Modification Reasons, CareerSource Pasco Hernando will notify the affected Partner(s) or the affected Partner(s) will notify CareerSource Pasco Hernando of the intent to approve the written request, and amend the particular addendum.
3. In the event that the written modification request involves the other reasons listed in Subsection A: Modification Reasons, CareerSource Pasco Hernando will notify all Partners of the intent to amend this MOU, and will provide each Partner thirty (30) days from the date of the written notice (unless another timeframe is specified in the notice) to review the anticipated changes and to submit a written response to CareerSource Pasco Hernando. Failure by a Partner to respond within the prescribed timeframe will be deemed that Partner's approval of the proposed changes.
4. In the event that a remaining Partner has questions and/or concerns regarding the proposed modification to this MOU or addendum, that Partner must list its questions and/or concerns in writing and submit the written request to the CEO of CareerSource Pasco Hernando within the specified timeframe above.
5. The CEO of CareerSource Pasco Hernando will review the listed questions and/or concerns and the CEO of CareerSource Pasco Hernando will issue a response within fifteen (15) days of receipt. If deemed necessary by the CEO of CareerSource Pasco Hernando, the written questions and/or concerns will be provided to all affected Partners, and/or a meeting with all affected Partners will be scheduled to discuss the proposed changes and to achieve consensus on a final amendment draft to the MOU or the particular addendum.
6. The final, approved modification draft to the MOU or the particular addendum will be signed by the authorized representatives of the affected Partners, and then submitted to CareerSource Pasco Hernando and the Consortium for the final signature.

7. CareerSource Pasco Hernando will distribute copies of the fully executed amendment to this MOU or the particular addendum to all affected Partners.

C. Modification of Federal, State or Local Laws

All parties agree that any modification or amendment to any applicable laws or regulations affecting this MOU or any addendum to this MOU herein will result in the correlative modification of this MOU or addendum to this MOU without the necessity of a formal written amendment. All parties agree that CareerSource Pasco Hernando may make necessary modifications to this MOU or addendum based on the modification or amendment to any applicable laws or regulations affecting this MOU or any addendum to this MOU without the written consent of the Partners upon twenty (20) days written notice.

D. Communication to Parties' Staff

All parties agree to communicate details of the modifications or amendments hereunder this Section XVII: Modification to their respective staff members whose responsibilities may be impacted by changes, and further agree to ensure that their respective staff members are referencing or utilizing the most current version of the MOU in the performance of responsibilities under this MOU.

E. Deadline for Signatures

All modifications or amendments to this MOU that will require the signatures of all parties must be executed no later than ninety (90) days prior to the end of the MOU's term, and all modifications or amendments to a particular addendum between CareerSource Pasco Hernando and the affected Partners must be executed no later than forty-five (45) days from the end of the then-current State Fiscal Year.

SECTION XVIII: TERMINATION/ SEPARATION

A. MOU Termination:

This MOU will remain in effect until the end date provided above unless:

1. All parties mutually agree to terminate this MOU.
2. Funding cuts by one or more federal programs are so substantial that operations cannot continue as specific herein and a new MOU must be negotiated.
3. The WIOA statute is repealed, or certain WIOA regulations as determined by the CLEO are repealed.
4. Local area designations are changed by the State of Florida and such designation changes the local area designation of CareerSource Pasco Hernando.

B. Partner Separation:

WIOA Section 121(c) mandates the execution of this MOU between CareerSource Pasco

Hernando, the Consortium and the Partners. However, any single Partner may terminate its participation as a party to this MOU upon thirty (30) days written notice to the CEO of CareerSource Pasco Hernando. In such an event, CareerSource Pasco Hernando will provide written notification to all remaining Partners, and will amend the particular addendum with the terminating Partner. The termination of one or more Partners' participation as a party to this MOU will not result in the termination of this MOU unless the number or contribution of the terminating Partner(s) is so substantial that it necessitates the negotiation of a new MOU.

C. Effect of Termination

Per WIOA Section 121, any Partner that terminates its role as a party to this MOU is no longer eligible to participate as a Partner in the system, and will not be permitted to serve on the CareerSource Pasco Hernando Board as a partner representative.

D. Partner Disqualification

An entity identified as a required Partner at the time of execution of this MOU that subsequently loses federal funding or the authority to administer the federal program in the CareerSource Pasco Hernando designated area, and therefore no longer qualifies as a required Partner under WIOA Section 121(b)(1) must send written notice of the change in status to the CareerSource Pasco Hernando as soon as possible. In such an event, a formal modification to this MOU will be required. The entity may continue as an additional Partner if mutually agreed by CareerSource Pasco Hernando and the remaining Partners.

SECTION XIX: DISPUTE RESOLUTION

A. Overall Policy

It is central to the intent and purpose of this MOU and attached addendums that the parties will make every effort to maintain a positive working relationship, keep each party fully informed, and engage in an 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.

B. Dispute Resolution Process

It is the responsibility of CareerSource Pasco Hernando's CEO to mediate the dispute through informal dispute resolution processes. If that is not successful, the CEO of CareerSource Pasco Hernando will designate the CareerSource Pasco Hernando Chair or another designee will coordinate the formal dispute resolution to ensure that issues are being resolved appropriately. Any party to the MOU may seek resolution under this process. The formal dispute resolution process shall be as follows:

- i. The petitioner must send a notification to the CEO of CareerSource Pasco Hernando, CLEO from the Consortium, the CareerSource Pasco Hernando Chair or other designee, and all parties to this MOU regarding the conflict within ten (10) business days.
- ii. The CareerSource Pasco Hernando Chair or other 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. The dispute shall be resolved by 2/3 majority consent of the Executive Committee members present.
- iii. The decision of the Executive Committee shall be final and binding unless such a decision is in contradiction with applicable State and Federal laws or regulations governing the Partner agencies.
- iv. 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.
- v. The Executive Committee must provide a written response and dated summary of the proposed resolution to all parties to the MOU.
- vi. The CareerSource Pasco Hernando Chair or other designee will contact the petitioner, and the appropriate parties to verify that all are in agreement with the proposed 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.
- vii. If a Partner has employed the formal dispute resolution process hereunder and has failed to reach a consensus on an issue pertaining to the funding, then an impasse is declared, and the State Funding Mechanism (SFM) is triggered.

C. Miscellaneous Provision

Formal dispute resolutions shall be construed in accordance with the laws of the State of Florida. Any dispute arising from the terms of this MOU is subject to the laws of the State of Florida, venue shall be in the state courts of exclusive, competent jurisdiction of Pasco County, Florida, and Hernando County, Florida. If there is a conflict of venue between Pasco County, Florida, and Hernando County, Florida, the county in which the cause of action accrued shall be the county for venue purposes. Each party shall be responsible for its own attorneys' fees and costs incurred as a result of any action or proceedings under this MOU. The above formal dispute resolution processes are designed for use by the Partners when unable to successfully reach an agreement necessary to execute the MOU or during the effective term of this MOU. A disagreement is considered to have reached the level of dispute resolution when an issue arises out of the development and negotiation of this MOU or carrying out this MOU that is not easily coming to a point of resolution.

SECTION XX: 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 and to each addendum.

SECTION XXI: SEVERABILITY

All questions as to the execution, validity, interpretation, and performance of this MOU shall be governed by the laws of the State of Florida. Should any portion of this MOU be found enforceable by operation of statute or by administrative or judicial decision, it is the intention of all parties that the remaining portions of this MOU, and any addendum hereto will not be affected as long as performance remains feasible with the absence of the illegal or unenforceable provision(s).

SECTION XXII: MERGER

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

SECTION XXIII: THIRD PARTY BENEFICIARY

This MOU is for the benefit of CareerSource Pasco Hernando, the Partners, and the Consortium, and no third party is an intended beneficiary.

SECTION XXIV: GOVERNANCE

The accountability and responsibility for the One-Stop system's organizational activity and accomplishments will rest with CareerSource Paso Hernando and the Consortium. Pursuant to the Workforce Innovation and Opportunity Act of 2014, the local board partnership with the CLEO shall conduct oversight with respect to the One-Stop system. Any dispute concerning the MOU will be resolved in accordance with Section XIX: Dispute Resolution.

SECTION XXV: COUNTERPARTS

This MOU may be executed in one or more than one counterpart and each executed counterpart will be considered an original, provided that the counterpart is delivered by facsimile, mail courier or electronic mail, all of which together will constitute one and the same agreement.

[SIGNATURE PAGE FOLLOWS]

BY HAND SUBSCRIBED, this Umbrella Memorandum of Understanding is the product of local discussion and negotiation, and is an agreement developed and executed between CareerSource Pasco Hernando, Pasco Hernando Workforce Development Consortium, and the Partners, relating to the operation of the One-Stop delivery system in the local area. See CFR 463.500.

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

Charles Gibbons

Charles Gibbons (Nov 9, 2023 16:03 EST)

Signature

Charles Gibbons

Print Name

Board Chair

Title

Nov 9, 2023

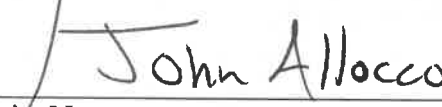
Date

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Pasco Hernando Workforce Development Consortium



Signature



Print Name



Title



Date

EXHIBIT A
APPROVED BUDGET 2023-2024

Description	GL Account	Amount
Contracted Services	5225	213,915.00
One Stop Operator	5227	25,000.00
Insurance	5230	45,000.00
Staff Training	5340	0.00
Leases/Facilities	5400	332,275.00
Utilities	5410	42,247.00
Leases/Office Equipment	5420	36,540.00
Repairs & Maintenance	5425	60,000.00
Mobile Unit	5430	10,000.00
Communications - Internet	5440	35,000.00
Communications - Telephone	5441	24,000.00
Postage - Box rental	5445	5,000.00
Outreach	5450	5,000.00
Office Supplies	5460	5,000.00
Operating Supplies / Software	5470	177,000.00
Equipment < or= 5K	5475	15,000.00
Equipment > 5K	5480	0.00
TOTAL		1,030,977.00

# of Days per Week	% of FTE	Annual Value of FTE Equivalent
1/2 day	10% of 1 FTE	1,735.65
1 day	20% of 1 FTE	3,471.30
2 days	40% of 1 FTE	6,942.61
3 days	60% of 1 FTE	10,413.91
4 days	80% of 1 FTE	13,885.21
5 days	100% of 1 FTE	17,356.52