

MEMORANDUM OF UNDERSTANDING ONE-STOP CAREER CENTER SYSTEM

I. PARTIES

This Memorandum of Understanding ("MOU"), is made pursuant to Rehabilitation Act of 1973, 29 U.S.C. §721(a)(11) and the Workforce Innovation and Opportunity Act of 2014 (WIOA), and is entered into by the Mandatory Partners described below (and hereafter referred to as the Partner) and Pasco-Hernando Workforce Board, Inc. d/b/a/ CareerSource Pasco Hernando (hereafter referred to as "CareerSource").

II. Partners

Required One-Stop Partners

Department of Labor

- ❖ WIOA title I programs:
 - Adult, Dislocated Worker, and Youth formula programs;
 - Job Corps;
 - YouthBuild;
 - Native American programs;
 - Migrant Seasonal Farmworkers (MSFW) that includes the National Farmworker Jobs Program (NFJP);
- ❖ Wagner-Peyser Act Employment Service program authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), as amended by WIOA title III;
- ❖ Senior Community Service Employment Program (SCSEP) authorized under title V of the Older Americans Act of 1965;
- ❖ Trade Adjustment Assistance (TAA) activities authorized under chapter 2 of title II of the Trade Act of 1974;
- ❖ Unemployment Compensation (UC) programs;
- ❖ Jobs for Veterans State Grants (JVSG) programs authorized under chapter 41 of title 38, U.S.C.;
- ❖ Reentry Employment Opportunities (REO) programs (formerly known as Reintegration of Ex-Offenders Program (RExO)) authorized under sec. 212 of the Second Chance Act of 2007 (42 U.S.C. 17532) and WIOA sec. 169;

Department of Education

- ❖ Adult Education and Family Literacy Act (AEFLA) program, authorized under WIOA title II;
- ❖ Career and technical education programs at the postsecondary level, authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins);
- ❖ The State Vocational Rehabilitation (VR) Services program authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by WIOA title IV;
- ❖ Division of Blind Services;

Department of Housing and Urban Development

- ❖ Employment and training programs;

Department of Health and Human Services

- ❖ Employment and training activities carried out under the Community Services Block Grant (CSBG) programs (42 U.S.C. 9901 et seq.); and
- ❖ Temporary Assistance for Needy Families (TANF) program authorized under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), unless exempted by the Governor under 20 CFR 678.405(b).

[WIOA sec. 121(b)(1)(B); 20 CFR 678.400-405; 34 CFR 361.400-405, and 34 CFR 463.400-405]

Additional One-Stop Partners

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 the LWDB and chief elected official(s) 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 sec. 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.

[20 CFR 678.410; 34 CFR 361.410; 34 CFR 463.410; and TEGL 17-16, RSA TAC 17-03, and OCTAE Program Memo 17-3, Infrastructure Funding of the One-Stop Delivery System (p. 7)]

III. PURPOSE

The Workforce Innovation and Opportunity Act of 2014 is an affirmation of the work that has been done in Florida to build the workforce development system. The cornerstone of the Act is its one-stop customer service delivery system. The One-stop System assures coordination between the activities authorized in and linked to this Act.

The purpose of this MOU is to describe the cooperative workforce training, employment and economic development efforts of CareerSource and the Partner 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 System.

This agreement is intended to coordinate resources and to prevent duplication and ensure the effective and efficient delivery of workforce services in Pasco and Hernando counties. In addition, this agreement will establish joint processes and procedures that will enable the Partner 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 with disabilities within Pasco and Hernando counties.

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

IV. PROVISION OF SERVICES

A. The Pasco-Hernando local area workforce board and the Pasco and Hernando Board of County Commissioners have designated CareerSource to act as the administrative entity, grant recipient and fiscal agent for this area. CareerSource will perform the following functions:

1. Review this MOU annually and solicit feedback from the Partner regarding improvements, changes, and/or additions.
2. Coordinate with the Partner to provide access to workforce services and programs through the One-stop System in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-stop System. Workforce services and programs include, but are not limited to, the allowable activities described in the WIOA and related legislation for: WIOA adult, dislocated worker and youth programs; Wagner-Peyser; Unemployment Insurance (UI); Veterans programs; Trade Adjustment Assistance (TAA); Temporary Assistance for Needy Families (TANF) program; adult education and family literacy; Perkins Act programs; and Vocational Rehabilitation.
3. Coordinate with the Partner to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the One-stop System.
4. Coordinate with the Partner for the funding of the infrastructure costs of the one-stop career centers and the funding of shared services and operating costs in accordance with 29 U.S.C § 3151 and any state infrastructure funding mechanism requirements issued by the State of Florida.
5. Maintain the statewide "CareerSource" branding of each center.
6. Maintain and operate at least one comprehensive one-stop career center within the local workforce development area that shall be open to the public from 8:00 am until 5:00 pm, Monday through Friday (excluding recognized holidays and emergency situations.)
7. Provide an area for the Partner's meetings and/or co-location as space permits.
8. Model CareerSource core values and maintain a professional working environment.
9. Abide by all of its policies, rules, and procedures and applicable Florida statutes and rules.

B. The Partner will perform the following functions:

1. Coordinate with CareerSource to provide access to its workforce services and programs through the One-stop System in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-stop System.
2. Coordinate with CareerSource to ensure that the needs of job seekers, youth, and individuals with

barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the One-stop System.

3. Coordinate with CareerSource for the funding of 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.
4. Provide all logistical support necessary for its staff located within the local area to be fully integrated within the One-stop System.
5. Provide CareerSource with monthly outcome numbers for performance data tracking.
6. Provide feedback to CareerSource management regarding the performance of the partnership, including its effectiveness and success.
7. Participate in career center periodic meetings to provide updates on the partners' programs and procedures to CareerSource staff.

V. METHODS OF INTERNAL REFERRAL

Internal cross-referral procedures will be developed and/or reassessed based upon availability of funding, services and program need to ensure that high quality and convenient services are available to potentially eligible customers of the One-Stop system.

VI. CONFIDENTIALITY OF RECORDS

In the event that either party to this MOU obtains access to any records, files, or other information of the other party in connection with, or during the performance of this MOU, then that party shall keep all such records, files or other information confidential, and shall comply with all laws and regulations concerning the confidentiality of such records, files or other information to the same extent as such laws and regulations apply to the other party.

VII. INFRASTRUCTURE COSTS

Costs of the infrastructure of one-stop centers will be funded in accordance with the requirements of the Workforce Innovation and Opportunity Act; federal cost principles; and all other applicable legal requirements. The Department of Education, Division of Vocational Rehabilitation will transfer its total statewide infrastructure cost contribution, minus funds already committed through MOUs containing lease agreements, to the Department of Economic Opportunity for disbursement to local area workforce boards, as it deems appropriate.

VIII. TERM

This MOU is effective July 1, 2020 through June 30, 2023 and will be automatically renewed for successive one-year terms. This MOU may be terminated for convenience at any time by either party upon thirty (30) days written notice.

Neither this MOU nor any provision hereof may be changed, waived, discharged or terminated orally, but only by an instrument in writing signed by each of the parties to this Agreement.

IX. 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.

X. THIRD PARTY BENEFICIARY

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

XI. GOVERNANCE

The accountability and responsibility for the One-stop System's organizational activity and accomplishments will rest with CareerSource and the Pasco and Hernando Board of County Commissioners. Pursuant to the Workforce Innovation and Opportunity Act of 2014, the local Board in partnership with the CEOs shall conduct oversight with respect to the One-stop System.

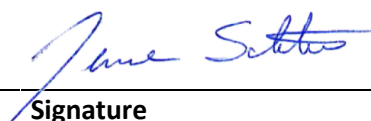
SIGNATURES

Lutheran Services Florida:

CareerSource Pasco Hernando:



Signature



Signature

Michael Carroll / Executive VP Programs

Printed Name/Title

Jerome Salatino, CEO/President

Printed Name/Title

5/7/2020

Date

06/10/2020

Date

**Local Funding Mechanism
Brooksville, Suite A, 2081 SF**

Partners	Square Footage \$30.00 SF	Annual Partner Allocations of Funding
Training Room (Youth/Computer Classes/CASAS Testing)	986 SF	\$29,580.00
Division of Blind Services	DBS office located 1 mile from Brooksville Office – interagency referrals, materials and training provided by DBS	In-kind donation of training (as needed), installation of Zoom Text and Jaws software licenses on CareerSource computers to allow accessibility to the visually impaired clients.
WTP	108 SF	\$3,240.00
NCEP	108 SF	\$3,240.00
WIOA Youth Desk	108 SF	\$3,240.00
Bathrooms (x2) Supply	103 SF	\$3,090.00
Common Areas (Halls, etc.)	668 SF	\$20,040.00
Vocational Rehabilitation	Interagency referrals and assistance provided; shared costs of mutual customer services when possible	In-kind donation
Totals	2,081 SF	\$62,430.00

**Local Funding Mechanism
New Port Richey 14,513 SF**

Partners	Square Footage \$12.15 SF (including utilities, etc.) beginning June 1, 2020. (Decrease from \$19.09 SF)	Partner Allocations
Vocational Rehabilitation	2805 SF	\$34,080.75
Wagner Peyser	72 SF	\$874.80
TANF	162 SF	\$1,968.30
Job Search Lab	648 SF	\$7,873.20
SNAP	162 SF	\$1,968.30
WIOA Adult/DW	200 SF	\$2,430.00
WIOA Youth	243 SF	\$2,952.45
Adult Education and Literacy Programs	Marchman	In-kind donation of space
TAA	12 SF	\$145.80
Community Services Block Grant – Mid Florida	81 SF	Providing additional services to mutual customers
Pinellas Urban League	281 SF	In-kind donation of volunteers

Indian and Native American Programs	Virtual	0%
DVOP	81 SF	\$984.15
LVER	119 SF	\$1,445.85
RESEA	162 SF	\$1,968.30
National Farmworker Jobs Programs	Virtual	Provide referrals to customers needing our services as well as ours needing theirs
Gulf Coast	1000 SF	\$12,150.00
Lutheran Services	162 SF	\$1,968.30
Resource Room	1584 SF	\$19,245.60
IT Server Room	180 SF	\$2,187.00
Conference Room A	680 SF	\$8,262.00
Conference Room B	360 SF	\$4,374.00
Admin Conference Room	416 SF	\$5,054.40
North Lobby	3076 SF	\$37,373.40
South Lobby	384 SF	\$4,665.60
Breakroom	324 SF	\$3,936.60
Mens Room Public	204 SF	\$2,478.60
Womens Room Public	144 SF	\$1,749.60
Hallway to Breakroom Public side	96 SF	\$1,166.40
Hallway to Breakroom Staff side	224 SF	\$2,721.60
Hallway between Conf. Room B and Heather's office	130 SF	\$1,579.50
Hallway to conference Room B	42 SF	\$510.30
Hallway to conference room A	234 SF	\$2,843.10
Office	98 SF	\$1,190.70
Heather's office	147 SF	\$1,786.05
Totals	14,513 SF	\$176,332.95

Local Funding Mechanism
Dade City 5,579 SF

Partners	Square Footage \$14.50 SF	Partner Allocations
Vocational Rehabilitation	Interagency referrals and assistance provided; shared costs of mutual customer services when possible	In-kind
Wagner Peyser	535 SF	\$7,757.50
TANF (WTP)	117 SF	\$1,696.50
Job Search Lab – WT	231 SF	\$3,349.50
SNAP	122 SF	\$1,769.00
WIOA Adult/DW	79 SF	\$1,145.50
WIOA Youth	536.25 SF	\$7,775.62
Adult Education and Literacy Programs	Space at Marchman	In-kind

Community Services Block Grant	Interagency referrals and assistance provided	Also provides link to CSPH and RA on their website – In-kind
Pinellas Urban League	Interagency referrals and assistance provided	Provide staff in Pasco County to CSPH – In-kind
Indian and Native American Programs	Interagency referrals and assistance provided	0%
DVOP	97.5 SF	\$1,413.75
LVER	39 SF	\$565.50
RESEA	39 SF	\$565.50
National Farmworker Jobs Programs	Virtual	Interagency referrals and assistance provided
Empty Cubes	117 SF	\$1,696.50
Resource Room	1021.75 SF	\$14,815.38
Resource Closet	97.5 SF	\$1,413.75
Conference Room	448 SF	\$6,496.00
Business Services	337 SF	\$4,886.50
Vacant Office	83 SF	\$1,203.50
Operations Brenda	96 SF	\$1,392.00
Common Area	219 SF	\$3,175.50
Total	5,579 SF	\$80,895.50