



General Meeting
[Join via Microsoft Teams Meeting](#)
or by phone at 561-570-4464 Conference ID: 272 203 178#
November 12, 2020 at 10:00 A.M. (CT)
Richard - (850) 557-2441; Lauren - (850) 693-3913

A G E N D A

CALL TO ORDER	Janice Sumner	
INVOCATION / PLEDGE TO FLAG	Donnie Read	
ROLL CALL	Lauren Morris	
PUBLIC COMMENTS	Janice Sumner	
EMERGENCY ITEMS	Janice Sumner	
CONSENT ITEMS	Janice Sumner	
* General Meeting Minutes September 10, 2020	Janice Sumner	Pages 1-3
NDWG UPDATE	Rose Adams	Pages 4-5
COMMITTEE REPORTS		
* Youth Committee Meeting November 10, 2020	Debby Wood	To Be Provided
* Executive Committee Meeting November 12, 2020	Richard Williams	To Be Provided
NEW BUSINESS		
* Approval Request Opportunity Florida Contract Amendment	Richard Williams	Page 6
* Request for Funds from Endeavor Transition Training Academy	Richard Williams	Pages 7-8
* Contract with Board Member Conflict Twin Oaks Juvenile Development, Inc.	Debby Wood	Pages 9-32

(Continued on next page)

STATUS OF FUNDS REPORT	Richard Williams	To Be Provided
DIRECTOR'S COMMENTS	Richard Williams	
BOARD MEMBER COMMENTS	Janice Sumner	
ADJOURNMENT	Janice Sumner	

MARK YOUR CALENDARS

Next Board Meeting – Thursday, January 14, 2021



GENERAL MEETING MINUTES

Via Microsoft Teams/Conference Call
September 10, 2020 at 10:00 AM (CT)

CALL TO ORDER

A quorum was present and Janice Sumner, Chair, called the meeting to order. Donnie Read led the group in the Invocation and Pledge to the Flag.

INTRODUCTION OF NEW MEMBER

Janice Sumner introduced new member, Jared Banta of Rex Lumber.

The following board members were present:

Janice Sumner, Debbie Kolmetz, Donnie Read, Raymond Russell, Jared Banta, Travis Ephriam, Arthur Obar, Tracy Andrews, Larry Moore, Sarah Clemmons, Keith Sutton, Kristy Terry, Frances Henderson.

The following board members were absent:

Mary McKenzie, Sandy Spear, James Sellers, Ralph Whitfield, Johnny Eubanks, Darrin Wall, Jesse Smallwood, Andy Jackson, Martha Compton.

Others present included:

Richard Williams, Lauren Morris, Rose Adams, Sara Johnson, Melody Wade, Debby Wood (CSC Staff).

PUBLIC COMMENTS

Janice Sumner asked if there were any public comments. There were none.

GENERAL MEETING MINUTES

Debbie Kolmetz made the motion, Raymond Russell seconded the motion, and the vote was unanimous to approve the minutes of the August 13, 2020 general meeting.

NDWG UPDATE

Rose Adams provided an update on the Hurricane Michael National Dislocated Work Grant, stating that there were 57 participants at 14 worksites across all five CSC counties. She also shared that there were 15 participants at 6 worksites as part of the COVID-19 NDWG. Ms. Adams stated that CSC had received notice that additional funding for Hurricane Michael would be issued in the amount of \$2.79M.

EXECUTIVE COMMITTEE REPORT

Richard Williams shared the 2020-2021 proposed budget as presented to the executive committee. The recommendation from the committee was to accept the proposed budget as presented. **Arthur Obar seconded the motion made by the Executive Committee, and the vote was unanimous to accept the proposed 2020-2021 budget as presented.**

Mr. Williams then shared the Alabama Florida Georgia Workforce Alliance Agreement. The recommendation of the executive committee was to approve signing the agreement as presented. **Larry Moore seconded the motion made by the Executive Committee, and the vote was unanimous to approve signing the agreement as presented.**

APPOINTMENT OF COMMITTEES

Janice Sumner presented the proposed 2020-2021 committee assignments as follows: Finance Committee – Donnie Read, Chair; Jesse Smallwood; Kristy Terry; Sandy Spear; and Tracy Andrews. Program Committee – Debbie Kolmetz, Chair; Andy Jackson; Keith Sutton; Raymond Russell; and Dr. Sarah Clemmons. Youth Committee – Travis Ephriam, Chair; Arthur Obar; Jared Banta; Martha Compton; and Mary McKenzie. **Donnie Read made a motion to accept the committee assignments and give committees approval to add members as needed or requested. Larry Moore seconded the motion and the vote was unanimous.**

CONTRACT WITH BOARD MEMBER CONFLICT

Debby Wood reviewed the On-The-Job Training application received from Calhoun-Liberty Journal. Board member Johnny Eubanks has a conflict of interest and will be completing the state required form, but was not present at the meeting. **Arthur Obar made the motion, Kristy Terry seconded the motion, and the vote was unanimous approve the contract with Calhoun-Liberty Journal.**

ADDITIONS TO 2020-2021 TARGETED OCCUPATIONS LIST

Debby Wood requested approval to add two new programs at Chipola College and one existing program at Florida Panhandle Technical College to the Regional Demand/Targeted Occupations List for PY 2020-2021. **Dr. Sarah Clemmons abstained from discussion and voting. Arthur Obar made the motion, Jared Banta seconded the motion, and the vote was unanimous to approve the additions to the Targeted Occupations List as presented.**

STATUS OF FUNDS REPORT

Richard Williams stated that the status of funds was based on the newly approved budget. He also stated that there were no concerns or notable changes.

EXECUTIVE DIRECTOR'S REPORT

Mr. Williams reported the following:

- Federal unemployment changes include current eligibility to receive at least \$100 of state benefits required to qualify for federal benefits; state up to \$275 per week for 12 weeks and federal \$300 per week for three weeks back dated to week ending August 1, 2020.
- CSC is still requiring masks and temperature checks to enter centers and management office. Services will be provided by an alternative means if an individual refuses to wear a mask.

- Staff are implementing new ways to use technology to include virtual meetings, electronic signatures, etc.
- Staff are still working diligently with both employers and job seekers to encourage those currently unemployed to move into one of the large numbers of available positions.
- Ongoing IT project is nearing completion. New network is in up and running and new computers will be installed soon.
- Youth ITN is delayed to allow potential respondents to analyze the impact Covid will have as schools reopen.
- SNAP and Welfare Transition case numbers are up, but participation has been waived temporarily.

BOARD MEMBER COMMENTS

None.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned.

National Dislocated Worker Grant

Hurricane Michael Current Worksites and Workers

<u>County</u>	<u>Active Worksites</u>	<u>Current Workers</u>
Liberty	1	1
Calhoun	3	16
Jackson	8	38
Washington	1	2
<u>Holmes</u>	<u>1</u>	<u>1</u>
TOTAL	14	58

49 - General Laborer 8 - Recovery Support 1-Humanitarian
Total Individuals Placed in Temporary Disaster Relief Jobs - 241
November 1, 2020

National Dislocated Worker Grant

Covid-19 Current Worksites and Workers

<u>County</u>	<u>Active Worksites</u>	<u>Current Workers</u>
Calhoun	1	4
Jackson	4	8
<u>Washington</u>	<u>1</u>	<u>1</u>
TOTAL	6	13
9 –Disinfection Specialists 6 - Humanitarian Workers		
Total <i>Individuals Placed in Temporary Disaster Relief Jobs - 23</i> <u>November 1, 2020</u>		

**AMENDMENT TO THE LETTER OF AGREEMENT FOR
PROFESSIONAL SERVICES BETWEEN
OPPORTUNITY FLORIDA
AND
CAREERSOURCE CHIPOLA**

This amendment to the agreement is entered into as of the _____ day of _____, 2020.

The purpose of this amendment is to change the automatic renewal date and the maximum amount to be expended in any one-year period.

By our signature to this amendment the parties hereby agree the Automatic Renewal as listed under "Automatic Renewal 1." to read, the automatic renewal period shall be for twelve (12) months beginning July 1 of each year and ending the following June 30 of each year.

By our signatures to this amendment the parties hereby agree the funding amount listed shall not exceed \$220,000 as the maximum payment to CareerSource Chipola and shall be on a documented cost reimbursement basis.

Chair, CareerSource Chipola

Chair, Opportunity Florida



BOARD of COUNTY COMMISSIONERS

Phone (850) 482-9633
Fax (850) 482-9643
www.jacksoncountyfl.net

Administration Building
2864 Madison Street
Marianna, Florida 32448-4021

October 12, 2020

CareerSource Chipola
4636 Highway 90 East
Marianna, Florida 32446

Re: First Place Phoenix Curriculum

Dear Richard,

On behalf of the Endeavor Advisory Council and Jackson County Board of County Commissioners, I respectfully submit a request for CareerSource Chipola to consider funding the purchase of curriculum licensed by First Place Phoenix to be used in the Endeavor Transition Training Academy. The cost of the curriculum is \$50,000. The Endeavor Transition Training Academy will train and prepare adults with autism to join the workforce in Jackson County. Not only will these individuals receive training for specific jobs, but they will also learn “life skills” that will enable them to function confidently as valuable team members in various work settings. Training adults with autism requires the inclusion of specific skill sets that are unique to people with disabilities.

Included in this curriculum are 32 courses, for which an overview is attached. Each of the 12 categories includes one to four courses scaffolded for learning and ease of instruction. Each course contains 17 modules, complete with a comprehensive instructor's manual, the instructor's guided PowerPoint, student reading notes, and module supplemental materials. These courses are “pull-off the shelf-ready” to teach with the option to adapt content to support the student's learning styles and community where they live. The outcomes for First Place Transition Academy students reflect the classroom learning and participant application of the curriculum content in daily life activities. Purchase of the curriculum will enable Endeavor to replicate such successes here in Jackson County. Licensees benefit from the curriculum in various ways, including the support provided through implementation webinars and quarterly best practice updates. Continual support for the instructors will enable the education at Endeavor to have access to relevant and up to date resources and valuable assistance. The licensing fee also covers participation at the Global Leadership Institute symposium hosted by First Place Phoenix.

Commissioners

Dr. Willie E. Spires
District 1

Clint Pate
District 2

Chuck Lockey
District 3

Eric Hill
District 4

Jim Peacock
District 5



BOARD of COUNTY COMMISSIONERS

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Administration Building
2864 Madison Street
Marianna, Florida 32448-4021

I strongly support this curriculum as a primary tool in offering high quality training to the future students of Endeavor and, ultimately, future employees of Chipola CareerSource region. Thank you for your consideration of this request and please feel free to reach out to me if you have any questions.

Respectfully Submitted,

Wilanne Daniels,
County Administrator

Commissioners

Dr. Willie E. Spires
District 1

Clint Pate
District 2

Chuck Lockey
District 3

Eric Hill
District 4

Jim Peacock
District 5



CAREERSOURCE CHIPOLA CONTRACT FOR SERVICES

This Contract is between the CareerSource Chipola., hereinafter referred to as “CSC”, whose address is 4636 Highway 90 East, Suite K, Marianna, Florida and Twin Oaks Juvenile Development, hereinafter referred to as “Service Provider”, the address of which is 2930 Kerry Forrest Pkwy, Suite 101, Tallahassee, Fl. 32309, for the express purpose of provision of services pursuant to the Workforce Innovation and Opportunity Act (WIOA) of 2014, and any other programs administered by CareerSource Chipola and funded within this Contract.

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

ARTICLE I. SCOPE OF SERVICES

The Service Provider, in a satisfactory and proper manner as determined by the CSC, shall carry out all activities as agreed upon in this Contract for Services. Such activities shall be performed, except as otherwise specifically stated herein, by persons or instrumentalities solely under the dominion and control of the Service Provider. The purpose of this Contract is to provide services to in-school youth designed to improve graduation rates, employability skills, and to expose youth to employment opportunities within the region and Northwest Florida.

ARTICLE II. PERIOD OF CONTRACT

This Contract is effective upon both parties signing and the Service Provider shall complete performance on or before June 30, 2020, unless this Contract is terminated as herein provided. In the event that the funds on which this contract is dependent are withdrawn, this contract may be terminated at CSC’s option and CSC has no further liability to the Service Provider beyond that already incurred by the termination date and within the limits of unpaid funds that were not withdrawn.

ARTICLE III. TERMS OF CONTRACT

The total amount of funds in this Contract is \$200,000. It is understood that these funds will be used to provide a variety of services to in-school youth that permanently reside within the five counties served by CSC.

ARTICLE IV. INDEMNIFICATION

The Service Provider is an independent Service Provider and shall carry out and execute its duties and responsibilities under this Contract as an independent Service Provider. In

discharging such duties and responsibilities, Service Provider shall exercise due and responsible care and shall comply with all assurances contained herein. The Service Provider agrees to defend, indemnify, and hold CSC, its officers, agents, and employees harmless and blameless from liability of any kind whatsoever, including costs, reasonable attorney's fees, and expenses which arise out of, or are the result of performance or non-performance of this Contract and any claim whatsoever arising out of the contractual relationship.

ARTICLE V. CATALOGUE OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBERS

A. The CFDA Numbers for Workforce Innovation and Opportunity Act are as follows:

Adults: 17.258
Youth: 17.259
Dislocated Worker: 17.278

- B. The CFDA Number for WT Program/TANF is: 93.558
- C. The CFDA Number for Wagner Peyser is: 17.207
- D. The CFDA Number for DVOP is: 17.801
- E. The CFDA Number for LVER is: 17.804
- F. The CFDA Number of UC is: 17.225
- G. The CFDA Number for FSET is: 10.551
- H. The CFDA Number for REA is: 17.225

One hundred percent (100%) of funds in this contract will be financed with federal funds. The total federal funds used in this contract is \$150,000. No non-federal funds will be provided by CareerSource Chipola through this contract.

ARTICLE VI. PAYMENT & PERFORMANCE

This is a cost reimbursement contract with a fixed unit performance-based component. All performance should be completed, and invoices submitted to CSC by June 30, 2020. The amount listed for each item reflects the amount that will be made available for reimbursement upon approval of items submitted for cost reimbursement. The maximum amount to be reimbursed through this contract shall be the lessor of the amount earned by deliverable performance or \$200,000. Regardless of the amount of funds earned through deliverables the total amount payable to the Service Provider shall not exceed \$200,000 and payments are only to be made as reimbursement for actual expenditures approved by CSC.

Reimbursement payments shall be made only for items listed in the budget as presented in "Attachment A" upon submission of proper documentation as required by CareerSource Chipola.

1. **Recruitment and Eligibility:** The Project Manager and County Coordinators will provide CSC with completed eligibility packages developed by CSC for at least 50 youth per county served under this contract. Enrollment in the program will not be used to determine payment for this deliverable. Each packet submitted that meets

the initial eligibility criteria that students attend high school in the region will meet the criteria for this service deliverable. Eligibility packets will be provided by CSC.

- a. Deliverable: Completed enrollment packets delivered to CSC.
 - b. Deliverable Value: \$100 per packet determined completed by CSC for up to 50 packets per county served for Calhoun, Jackson, and Liberty Counties and 25 packets per county for Holmes and Washington Counties. Maximum value \$20,000.
 - c. Program: Service Provider will implement a recruitment and retention strategy aimed at attracting at least 200 eligible and enrolled youth to participate in the program. The project staff will work with the administrative staff at the targeted high schools in the region.
 - d. Frequency of Service: On-going
2. **Enrollment**: Upon approval of eligibility by CSC, Service Provider will submit signed enrollment forms that will serve as Acceptance by Service Provider of individuals deemed eligible by CSC for services.
- a. Deliverable: Signed acceptance form submitted by Service Provider to accept individuals deemed eligible by CSC for inclusion in services to be provided through this agreement.
 - b. Deliverable Value: Upon acceptance of students deemed eligible by CSC for each of the counties to be served at total \$200 per student shall be made available for expenditure reimbursement to the Service Provider. A maximum of \$40,000 shall be available for expenditure reimbursement for this deliverable.
 - c. Program: Upon enrollment each participant will have a student case file created as part of our Targeted Outreach Program. The Targeted Outreach model includes eight actions steps: 1) Student Assessment; 2.) Orientation; 3) Evaluation; 4) Support Services; 5) Community Mobilization; 6) Recruitment; 7) Mentoring and 8) Case Management.
 - d. Frequency: On-going, but a minimum of 200 participants must be enrolled by January 29, 2021. Failure to enroll required participants will result in funding being decreased in an amount equal to the percentage of enrolled below the required number. At least 50 participants per county must be enrolled in Calhoun, Jackson, and Liberty County. At least 25 participants per county must be enrolled in Holmes and Washington County.
3. **Tutoring and Study Skills**: Service Provider will provide tutoring services for youth enrolled in the program. Service Provider will provide CSC with records tracking total hours of tutoring provided to students.
- a. Deliverable: Monthly reports showing total hours of tutoring provided by student and by county for a minimum of 30 2-hour sessions per month.

- b. Deliverable Value: \$5,000 per report. Maximum value \$35,000 subject to funding availability.
 - c. Program: Service Provider will implement the Project Learn program. Project Learn provides academic remediation, enrichment and support to students. Service Provider staff will work to develop individual student plans that will identify student needs and gaps in learning. Based on the student plan, program participants will be paired with program staff, volunteers, and student mentors to help improve academic performance.
 - d. Frequency: Service Provider will offer Project Learn Monday through Thursday each month for a minimum of 15 days per month.
4. **Work Experience**: At least thirty percent of all funds will be spent on work experience activities approved by CSC of which no more than half of the required amount can be expended on staff salaries and related benefits. Funds spent beyond the 30% requirement are not subject to the staff salaries and related benefits restriction. Funds provided by CSC will not be used to pay wages, stipends, or other training expenses for students working on state or federally funded contracted services funded through other sources.
- a. Deliverable: Monthly reports on all work experience activities that detail student participation, funds earned per student, type(s) of activity qualified as work experience by student.
 - b. Deliverable Value: A minimum of \$30,000 must be earned by reimbursement to participants. A minimum of \$60,000, including reimbursements to participants, must be earned through work experience. Funds are earned towards deliverables based upon actual expenditures. Service Provider will submit monthly attendance forms documenting student participation and payments to students. The maximum amount available to be earned through this deliverable is \$90,000.
 - c. Program: Service Provider will implement the Career Launch program. This curriculum-based program introduces young people to the world of work and provides the tools they need to prepare for future careers. The primary lessons of the program focus on career exploration and matching; skills development; and work-based learning experiences. Upon completion of the curriculum-based lessons youth will be referred out for work experience through both in-house programs and partnerships with local businesses. Service Provider will also provide virtual work experiences for youth who cannot attend face-to-face sessions
 - d. Frequency: On-going
5. **Support Services and Incentives**: Youth will be eligible to receive supportive services and incentive payments that utilize CSC funding. Funds will be reimbursed to Service Provider for CSC prior approved supportive services/incentive payments

meeting the CSC policy requirements. The total supportive services/incentive payments available under the contract shall be no less than \$7,500. The upper limit is subject to funding availability and approval of CSC.

- a. Deliverable: Monthly reports detailing support services and incentives paid to youth, record of prior approval for service delivery.
- b. Value: Funds spent on Supportive Services shall be reimbursed as approved by CSC. Maximum amount to be reimbursed is subject to funding availability.
- c. Program: Service Provider will implement Club Service, a program that allows youth to earn a small educational incentive for completing workforce experience programming, participating in community service, volunteering, and club workforce education programming. Youth hours will be logged by the county coordinator and a stipend will be awarded based on the number of hours of participation. Youth can earn between \$50 and \$300/month based on a scale of hours completed. Incentives will be paid based on minimum wage and will be paid monthly. Students must complete the Job Ready program prior to participation in Club Service.

Service Provider will also use CSC funding to help in providing youth in need of support services as defined in accordance with WIOA sec. 3(59), services that enable an individual to participate in WIOA activities.

- d. Frequency: On-going.

6. **Financial Literacy Skills**: At least 100 youth will complete the Financial Literacy Skills component as described in the ITN response provided by the Service Provider

- a. Deliverable: Monthly Completion Report.
- b. Value: \$100 per completed certification. Maximum amount to be made available for expenditure reimbursement is \$20,000 subject to funding availability.
- c. Program: Service Provider will provide The Money Matters curriculum which was designed to increase the financial literacy skills of club teens. The program aims to provide financial education through the club experience – while unleashing the full potential of teens to become productive caring responsible citizens. Money matters will equip teens with the decision-making skills to put them on the path to financial well-being and lifelong success.
- d. Frequency: The money matters curriculum will be taught for 6 sessions each nine weeks. The program will have no less than 100 of the program youth complete the program. Money Matters, Service Provider will invite local banks, financial, and tax professionals to come in as guest speakers to talk with youth about the importance of managing money, credit and debt. Successful completion will have youth attend a minimum of 4-6 sessions and pass a post-test developed by Service Provider. Service Provider will also make Money Matters available via virtual programming for teens that can't attend sessions.

7. **Soft Skills Training:** Soft skills training will be made available to all youth served by funds through this contract. Youth will receive training in punctuality, work ethic, customer service, and other skills related to employability using tools, curriculum, and materials approved by CSC.
- a. Deliverable:
 - i. Approval of tools, curriculum, and materials by CSC
 - ii. Documentation of training completions on all youth that complete training requirements as established.
 - b. Value: \$200 per youth participant with documented completion of training. Maximum amount to be made available for expenditure reimbursement is \$20,000.
 - c. Program: Service Provider will provide soft skills training as a part of all activities funded through this contract. The Service Provider will work with CSC to develop a program that allows the training to be provided outside classroom settings and in an environment that ingrains the training into other activities. The Service Provider will also include dedicated soft skills training as a stand-alone activity using an approved curriculum and materials.
 - d. Frequency: On-going.

Required Items:

ARTICLE VII. AUDITS

a. Non-Profit, Governmental and Education Entities

If this award is made to a non-profit, governmental or institution of higher education, and if this Service Provider receives \$750,000 or more in a fiscal year in federal financial assistance to operate a federal program, the federal cost principles and audit requirements of 2 CFR 200 shall be adhered to. The Service Provider shall provide for a program specific independent financial and compliance audit conducted and prepared in accordance with generally accepted government auditing standards.

b. Commercial Organizations

If this award is made to a for-profit commercial organization, and if this Service Provider receives \$750,000 or more in a fiscal year in federal financial assistance to operate a federal program, the Service Provider shall provide for a Single Audit or program specific independent financial and compliance audit conducted and prepared in accordance with generally accepted government auditing standards.

c. Audit and Monitoring Reports

- 1) Service Provider shall submit a copy of their independent audit report within thirty (30) calendar days after its receipt and not later than nine (9) months after the end date of this Contract.
- 2) If an official audit or monitoring report identifies unacceptable accounting practices and/or records management, CSC reserves the right to withhold any or all

reimbursement from the Service Provider until such time as the accounting practices and/or records management are improved to the satisfaction of CSC.

- 3) The Service Provider will implement a system for monitoring fiscal, participant and program activities for compliance with this Contract. The Service Provider will maintain documentation to verify completion of monitoring activities.
- 4) The Service Provider will respond in writing to monitoring reports and requests for corrective action plans in the allotted timeframe after receipt of the monitoring report from CSC.

ARTICLE VIII. RECORD KEEPING

The Service Provider will be responsible for maintaining all financial records, supporting documenting and any other documents (including electronic storage media) pertinent to this contract for a period of three (3) years from the date of the final payment of this Contract, or until all audits are complete and findings on all claims have finally been resolved, whichever is longer.

The Service Provider will cooperate with CSC to facilitate the duplication and/or transfer of any said records or documents during the required retention period. If the Service Provider is unable to retain the records for the required period, the Service Provider will notify CSC in writing and request instruction. The Service Provider shall not dispose of any records with the prior written consent of CSC.

ARTICLE IX. MODIFICATION, AMENDMENT, TERMINATION OF CONTRACT

- A. This Contract may not be modified, amended, canceled, extended, or assigned orally without the express written consent of the CSC board or Executive Director of CSC. All modifications, amendments, cancellations, extensions, or assignments must be reduced to writing and incorporated into an amendment hereto.
- B. This Contract is subject to termination by CSC on thirty (30) days advance notice to the Service Provider at its address as hereinabove specified.
- C. Termination for Lack of Funds: In the event funds to finance this Contract are reduced, suspended, or terminated in whole or in part, the obligation of each party hereunder may be terminated upon no less than twenty-four hours' notice in writing by CSC to the Service Provider.
- D. Termination for Breach: Either party may terminate this Contract when it has determined that the other party has failed to provide any of the services specified herein in a timely or proper fashion, or has violated any stipulations of this Contract. If the Service Provider fails to perform, in whole or in part, or to make sufficient progress so as to endanger performance, CSC will notify the Service Provider of such unsatisfactory performance in writing. The Service Provider has thirty (30) working days from receipt of notice in which to respond with a plan

agreeable to CSC to correct said deficiencies. Upon failure of Service Provider to respond within the appointed time or failure of Service Provider to respond with appropriate plans, CSC will serve a termination notice that shall become effective within fifteen (15) days after its issuance.

In the event of such termination, CSC shall be liable for payment only for services rendered prior to the effective date of termination. Final billing for payment must be received by CSC within thirty (30) days of the termination date.

The Service Provider shall give CSC written notice of any perceived breach and it shall give CSC thirty (30) working days to cure any perceived breach under this Contract.

- E. Termination for Convenience: Performance under this Contract may be terminated by either party for convenience when it is in their best interest. Any termination for convenience will be preceded by written notice setting forth the effective date of said termination. The termination shall be effective ninety (90) days after the notice is issued and the Service Provider has ninety (90) days after the effective date to bill for payment. The Service Provider shall be entitled to receive just and equitable compensation for any services performed hereunder through the date of termination or suspension.
- F. Termination (Other): Unearned payment under this Contract may be suspended or the Contract terminated upon the refusal by the Service Provider to accept or comply with any conditions that may be imposed by the United States Department of Labor, the Department of Economic Opportunity, Workforce Florida, the Governor, or CSC at any time.

The submittal of false information may be considered fraud and could result in the immediate termination of the Contract.

This Contract shall be interpreted under the laws of the State of Florida.

- G. CSC may extend the terms of this Contract by written notice to the Service Provider. CSC shall give the Service Provider a preliminary written notice of its intent to extend at least sixty (60) days before the Contract expires. The preliminary notice does not commit CSC to an extension. The Service Provider may decline an extension by providing written notification within five business days of the not to extend being delivered by CSC to the Service Provider.

If CSC exercises this option, the extended Contract shall be considered to include this option provision. The Contract may be renewed on a yearly basis for a period of up to two (2) years after the initial Contract specifying the terms under which the cost may change as determined in the ITN. Renewal shall be contingent upon satisfactory performance evaluations and the availability of funds. The total duration of this Contract, including the exercise of any options under this clause, shall not exceed three (3) years.

This space intentionally left blank.

ARTICLE X.

The Parties agree to comply with all provisions and perform all services as set forth in this Contract.

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

SIGNATURE SHEET

**APPROVED FOR CAREERSOURCE
CHIPOLA**

APPROVED FOR SERVICE PROVIDER

By: _____
(Signature)

(Signature)

Name: Richard Williams
Title: Executive Director
Date: _____

Name: _____
Title: _____
Date: _____

Witness: _____

Witness: _____

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

**STATE OF FLORIDA
COUNTY OF _____**

I hereby certify that on this date before me, a Notary Public duly authorized in the state and county named above to take acknowledgments, personally appeared _____ to me known as the person described as _____ of _____ of _____ who executed the foregoing instrument before me, and he/she acknowledged before me that he/she executed it in the name of and for that Operator, and that he/she has statutory authority or has legally been duly delegated the authority to bind this Operator.

WITNESS my hand and official seal in the county and state named above this ____ day of _____, 20____.

NOTARY PUBLIC

My Commission Expires: _____

STATEMENT OF INSURANCE

Service Provider agrees to maintain in full force and effect policies of insurance providing liability coverage in amounts of \$1,000,000 per occurrence. This liability coverage and fidelity bond will list the CareerSource Chipola as a third-party recipient of the coverage in case of a claim. This insurance shall be maintained at all times during the course of the Contract for the entire period and the CareerSource Chipola must be given written notice by registered mail at least thirty (30) days in advance of any adverse modification or termination of any insurance. A copy of the liability policy and the fidelity bond, if required, will be furnished to the CareerSource Chipola.

Signature

Date

Name / Title

CERTIFICATION REGARDING BREACH OF ETHICAL STANDARDS

There will be no conflict of interest permitted by the Service Provider's organization, officials, or employees, real or apparent, in the participation toward any performance of this Contract. During any performance of this Contract if there becomes an awareness of an actual or possible opposing interest, organizational or personal, that will or could affect the ability to be confidential, fair, and impartial, they will withdraw from further action in that course of performance. Documentation of a conflict of interest and the action taken will be documented by a Conflict of Interest/Disclosure and Action Statement and furnished to the CareerSource Chipola.

This Breach of Ethical Standards Certification is a material representation of action upon which reliance can be placed when this Contract is entered into.

Signature

Date

Name / Title

CERTIFICATION REGARDING LOBBYING

The Service Provider certifies, to the best of its knowledge and belief, that:

- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Service Provider, 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 contract, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant loan or cooperative contract.
- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an 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.
- c. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this Contract was made or entered into. This Certification is a prerequisite for making or entering into this Contract imposed by the Byrd Anti-Lobbying Act (Section 1352, Title 31, U.S.C.). Any person or organization that fails to sign 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.

Signature

Date

Name / Title

BONDING STATEMENT

Arrangements have been made for the bonding of every officer, director, agent, or employee of the Service Provider's agency who is authorized to act on behalf of the Service Provider for the purpose of receiving or depositing funds into program accounts or issuing financial documents, checks, or other instruments of payment for program costs to provide protection against loss. Under policy number _____ with _____, we are bonded for _____ until _____.

Signature

Date

Name / Title

Certification Regarding Debarment, Suspension and Other Responsibility Matters

When applicable, as required by the regulation implementing Executive Order 12549 and 12689, Debarment and Suspension, 29 CFR 98, the Service Provider must not be presently nor previously within a three-year period preceding the effective date of this Contract, debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency. No contract shall be awarded to parties listed on the General Services Administration (GSA) List of Parties Excluded from Federal Procurement or Non-Procurement Programs.

- 1) The Service Provider certifies to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal department or agency;
 - b. Have not within a three year period preceding this Contract been convicted or had a civil judgment rendered against it 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;
 - c. 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 the previous paragraph; and
 - d. Have not within a three-year period preceding this Contract had one or more public transactions (Federal, State or local) terminated for cause or default.

- 2) Where the prospective primary participant is unable to certify to any of the statements in this Certification, such prospective participant shall submit an explanation to CSC.

Signature

Date

Name / Title

Sworn Statement of Public Entity Crimes (Pursuant to Section 287.133(3)(a))

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to CSC by _____ (Name & Title) on the behalf of _____ (Name of entity submitting sworn statement) whose business address is _____ and (if applicable) its Federal Employer Identification Number (FEIN) is _____ (if the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement.)

I understand that a "public entity crime" as defined in Paragraph 287.133 (1) (g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

I understand that "convicted" or "conviction" as defined in Paragraph 287.133 (1) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

2. I understand that an "affiliate" as defined in Paragraph 287.133 (1) (a), Florida Statutes, means:
- a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
3. I understand that a "person" as defined in Paragraph 287.133 (1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

4. Based on information and belief, the applicable statement which I have marked below is true in relation to the entity submitting this sworn statement.

Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an

affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989; however, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. Attached is a copy of the final order.

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

Signature

Date

STATE OF _____

COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, _____
_____ (name of individual signing) who, after first being sworn by me, affixed his/her signature in
the space provided above on this ____ day of _____, 20__.

NOTARY PUBLIC: _____
My Commission Expires: _____
Affix Notary stamp: _____

Certification Regarding Drug-Free Workplace Requirements

Pursuant to the Drug-Free Workplace Act of 1988 and its implementing regulations codified at 29 CFR 98, Subpart F, the Service Provider attests and certifies that it will provide a drug-free workplace by the following actions.

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Service Provider's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- b. Establishing an ongoing drug-free awareness program to inform employees concerning:
 - 1) The dangers of drug abuse in the workplace.
 - 2) The policy of maintaining a drug-free workplace.
 - 3) Any available drug counseling, rehabilitation and employee assistance programs.
 - 4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- c. Making it a requirement that each employee to be engaged in the performance of the Contract be given a copy of the statement required by paragraph a.
- d. Notify the employee in the statement required by paragraph 1 that, as a condition of employment under the Contract, the employee will:
 - 1) Abide by the terms of the statement, and
 - 2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.
 - 3) Notify the agency in writing ten (10) calendar days after receiving notice under subparagraph 4.b. from an employee or otherwise receiving actual notice of such conviction. Service Provider will provide such notice of convicted employees, including position and title, to the Board's Administrative Entity on whose activity the convicted employee was working. The notice shall include the identification number(s) of each affected Contract/Grant.
 - 4) Take 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.
- e. Take appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 as amended.
- f. Require 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.
- g. Make a good faith effort to continue to maintain a drug- free workplace through implementation of this entire certification.

Signature

Date

Name / Title

ASSURANCES

1. The Service Provider assures that all activities under this Contract shall be conducted in conformance with the Workforce Innovation and Opportunity Act (WIOA), the Workforce Innovation Act of 2000 (Title XXI Chapter 445, Florida Law) and subsequent amendments, 45 CFR 98, the Temporary Assistance for Needy Families Program (TANF), 45 CFR parts 260-265, and other applicable federal regulations and policies promulgated thereunder; all applicable Federal, State and local laws, regulations, directives, policies and instructions as they pertain to this Contract which are in effect at the inception of this Contract or as may be promulgated or amended during its life; and other laws, ordinances, regulations and licensing requirements including state and federal safety, health, and personal protective equipment requirements. When determining applicability, all programs and activities funded, or otherwise financially assisted, in whole or part, under the Welfare Transition Program are considered to be programs and activities receiving federal financial assistance.
2. The Service Provider shall be liable to CSC for any unauthorized costs expended in the operation of the program and for any disallowed costs incurred as a result of the Service Provider expending funds not authorized under this Contract or in violation of the appropriate Federal or State statutes, regulations or guidelines. Any funds requested for reimbursement by the Service Provider which are determined by CSC, the Governor or CareerSource Florida to be in violation of appropriate Federal and State statutes, regulations or guidelines shall be refunded and repaid to CSC by the Service Provider. If this Contract or Amendments thereto are still in effect, these monies shall be withheld by CSC from any allowable reimbursement request of the Service Provider.

The Service Provider agrees to promptly repay CSC any amount previously paid to the Service Provider by CSC that is determined by final audit to be an unallowable cost or expenditure.

3. The Service Provider shall maintain sufficient financial records to allow costs to be properly charged to the appropriate cost categories. The Service Provider shall maintain proper accounts and an accurate verification of participant statistics.
4. The Service Provider understands that modification and/or revisions to the financial and/or program aspects of this Contract may be required as a result of changes in CSC's funding allocations. The Service Provider understands and agrees that if either party desires to change or modify this Contract, the proposed changes shall be written documents executed by both parties. The Service Provider understands that the written proposed changes shall be negotiated and that the Contract shall become a written signed modification to the original Contract. The Service Provider further understands that CSC may amend the Contract to conform to those changes in any Federal or State Statute, regulation, Procedural Instruction, or Executive Order relevant to this Contract or any amendment hereto.
5. The Service Provider shall be responsible for implementing procedures and internal financial controls governing the management and utilization of the funds provided under this Contract. The Service Provider shall maintain its books, records and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices which sufficiently and properly reflect all revenues and expenditures of funds provided by CSC under this Contract. The Service Provider shall track costs in sufficient detail to determine compliance with applicable laws and regulations and to ensure that the funds have been lawfully spent. All expenditures must be in accordance with the applicable OMB Cost Principles. The Service Provider shall maintain separate accounting records for funds received and expended under this Contract.
6. All purchasing of goods and services must be in compliance with CSC procurement guidelines or the Contractor's procurement policy, if the Contractor's policy is approved in advance. Records must be maintained to document procurement efforts to comply with this requirement.
5. The use of contract funds to purchase equipment, as defined by 2 CFR 200, is prohibited without prior written approval of CSC. The Service Provider shall maintain an up-to-date inventory of all property purchased under this Contract. All such property shall be returned to CSC, unless otherwise authorized in writing by CSC. No such property shall be disposed of without written authorization from CSC.
6. The Service Provider shall establish and maintain an auditable accounting system and report on an accrual basis in accordance with recognized accounting practices and CSC's requirements for fiscal and program reports. This includes establishing record keeping systems that are sufficient to permit the preparation of reports required by the State of Florida and CSC, and to permit the tracing of funds to a level of expenditure adequate to insure that the funds have not been spent unlawfully.

7. The Service Provider who is a public or private non-profit agency assures that revenue in excess of costs shall be treated as program income. Accordingly, these funds may be retained by the Service Provider to underwrite additional training or training related services pursuant to the project or program that generated them. Funds not spent during the Contract period shall be returned to CSC within thirty (30) days of the expiration date of the Contract.
8. The Service Provider agrees to comply with OMB Circular 2 CFR 200 – Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.
11. The Service Provider shall implement administrative controls to identify participant training costs that are supported by other federal (DOL, Pell Grants, VA, etc.) state or local programs to ensure that costs are not being duplicated. Coordination and sharing of costs is strongly recommended. The education institutions financial aid officer is to report the specific amount and description of financial aid awarded to each WIOA participant after enrollment and this information must be documented in the participant's file.
12. The Service Provider assures that clarification will be sought from CSC on any policy, law, rule or regulation/directive that is not clearly understood prior to adopting any practice or procedure.
13. The Service Provider understands that CSC will give the Service Provider thirty (30) days to take corrective action should it be determined that there is a violation of the law. If corrective action is not taken by the Service Provider, funding will be withheld or revoked.
9. The Service Provider understands that evaluations of participant progress during training will be documented in a timely manner not less than monthly in the participant's file.
10. The Service Provider agrees that conditions of employment or training shall be appropriate and reasonable with regard to the type of work, geographical region, and skills of the participant. No participant will be trained or receive services in buildings or surroundings which are unsanitary or dangerous.
11. The Service Provider assures that work-based training participants will be provided the same working benefits at the same level as other employees similarly employed.
12. The Service Provider assures that to the extent that a State Workers' Compensation Law is applicable, workers' compensation benefits in accordance with such law shall be provided and paid for by the Service Provider. To the extent that such law is not applicable, each recipient of funds under WIOA and the Welfare Transition Program regulations shall secure insurance coverage for injuries suffered by such participants.
13. The Service Provider understands that CSC shall assume no liability with respect to bodily injury, illness or any other damages or losses, or with respect to any claims arising out of any activity under this Contract whether concerning persons or property in the Service Provider's organization or any third party.
14. The Service Provider assures that it will develop monitoring procedures to ensure that its program is in compliance with the WIOA Laws and that adequate administrative and accounting controls are being used.
15. The Service Provider will adhere to and comply with CSC's Complaint and Grievance Procedures, approved by the Department of Labor's Office of Civil Rights.
23. The Service Provider shall be liable for prosecution under the criminal provision of the 18 U.S.C.665 for theft or embezzlement of WIOA funds.
24. The Service Provider shall maintain the confidentiality of any information regarding CSC customers and the immediate family of any applicant or customer, that identifies or may be used to identify them and which may be obtained through application forms, interviews, tests, reports from public agencies or counselors, or any other source. The Service Provider shall not divulge such information without the written permission of the customer, except such information which is necessary as determined by CSC for purposes related to the performance or evaluation of the Contract, may be divulged to CSC or such other parties as they may designate having responsibilities under the Contract for monitoring or evaluating the services and performances under this Contract, or to governmental authorities to the extent necessary for the proper administration of the law. All releases of information shall be in accordance with applicable state laws and policies of CSC. No release of information by the Service Provider, such release is required by federal or state law, shall be construed as a breach of this Contract.

25. The Service Provider will comply with all applicable requirements of all other Federal laws, executive orders, regulation and policies governing these programs.
26. The Service Provider agrees to comply with the Veteran's Priority of Service Provisions (38 U.S.C. 425 and 20 CFR 1010).
27. The Service Provider agrees to comply with the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104(g), 2 CFR 175).
28. The Service Provider agrees that no funds under this Contract may be used in support of any religious, anti-religious or political activity.
29. The Service Provider will comply with 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.
30. The Service Provider will comply with requirements pertaining to copyrights (agreements which involve the use of copyrighted materials or the development of copyrightable materials) 625.420(h)(4)(i), and will comply with requirements pertaining to rights of data, 627.420(h)(4)(iii). CSC, the Department of Equal Opportunity and CareerSource Florida shall have unlimited rights to any data first produced or delivered under this Contract (Agreements which involve the use/development of computer programs/applications, or the maintenance of databases or other computer data processing programs, including the inputting of data.)
31. The Service Provider will comply with the Americans with Disabilities Act, (42 U.S.C., 12101 et. seq.) which prohibits discrimination by public and private entities on the basis of disability in employment, public accommodations, transportation, State and local government services and in telecommunications.
32. The Service Provider will comply, as applicable, with the provisions of the Davis-Bacon Act as amended (40 U.S.C. 276a-7) and as supplemented by Department of Labor (DOL) regulations 29 CFR Part 5, the Copeland Anti-Kickback Act (40 U.S.C. 276c and 18 U.S.C. 874) as supplemented by DOL regulations 29 CFR Part 3, and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333) as supplemented by DOL regulations 29 CFR Part 5, regarding labor standards for federally assisted construction sub-agreements.
33. When applicable, if this Contract is in excess of \$100,000, the Service Provider shall comply with all applicable standards, orders or regulations issued under the Clean Air Act as amended (42 U.S.C. 7401 – 7671q) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended. Any violation of these Acts should be reported to CSC and the Regional Office of the Environmental Protection Agency (EPA).
34. The Service Provider understands it is illegal for any corporate entity to punish whistleblowers or retaliate against any employee who reports suspected cases of fraud or abuse (Sarbanes Oxley, Section 1107, Section 1513 of Title 18, USC). In addition, it is a crime to alter, cover up or falsify, or destroy any document that may be relevant to any official investigation (Sarbanes Oxley, Section 1102, Section 1512 of Title 18, USC).
35. In compliance with WIOA Public Law 113-128, Section 194 (15) none of the funds provided under this title shall be used by a recipient or sub-recipient of those funds to pay the salary and bonuses of an individual at a rate in excess of Executive Level II. This restriction does not apply to vendors/contractors providing goods and services as described in NPRM 683-290(c).
36. The Service Provider shall comply with mandatory standards and policies relating to energy efficiency which are contained in the State of Florida's energy conservation plan issued in compliance with the Energy Policy and Conservation Act, Pub. L. 94-163.
37. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services, may not submit bids on leases of real property, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a CSC contract for a period of thirty-six (36) months following the date of being placed on the convicted vendor list.
38. The Service Provider shall fully comply with nondiscrimination and equal opportunity laws, Section 188 of the Workforce Innovation and Opportunity Act of 2014 (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, creed, 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 WIOA Title I financially assisted program or activity and the Service Provider agrees that it shall comply with Executive Order (EO) No. 11246, Equal Employment Opportunity, as amended by EO

No. 11375, and as supplemented in Department of Labor regulation 29 CFR parts 33 and 37 as well as 41 CFR part 60 and 45 CFR part 80, if applicable, including the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; Title IX of the Education Amendments of 1972, as amended; Section 654 of the Omnibus Reconciliation Act of 1981, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws.

The Service Provider further agrees that it will in no way discriminate against, deny benefits to, deny employment to, or exclude from participation any person on the basis of race, color, religion, sex (including pregnancy), sexual orientation, gender identity, gender expression, sex stereotyping, national origin, age, disability, marital status (except as otherwise permitted under Title IX of the Education Amendments of 1972), political affiliation or belief, citizenship status as a lawfully admitted immigrant authorized to work in the United States, from any program or activity funded in whole or in part with funds made available through CareerSource Chipola. It is also agreed that participation in programs and activities shall be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees and parolees, and other individuals authorized by the Attorney General to work in the United States. It is further agreed that the grievance and complaint procedures submitted by the grant recipient and approved by the Office of Civil Rights will be adhered to.

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

CareerSource Chipola has established and maintains procedures to informally resolve grievances or complaints from, and provide counseling to participants in programs operated under this Agreement. A representative of the Service Provider will be required to inform program participants of such procedures and their right to file with the appropriate local, State, or National entity a complaint if the matter is not resolved through informal procedures. The Service Provider agrees to require that each participant read and understand their rights and responsibilities as enumerated in the Notice of Nondiscrimination and Complaint and Grievance Procedures Form.

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

39. The Service Provider shall not employ an unauthorized alien. The employment of unauthorized aliens is a violation of the Immigration and Nationality Act (8 USC 1324 a) and the Immigration Reform and Control Act of 1986 (8 USC 1101). Such violation shall be cause for unilateral cancellation of the Contract by the Board as specified in the Contract.
40. If the Contract contains federal funds and the Service Provider provides services to children up to age 18, the Service Provider shall comply with the Pro-Children Act of 1994 (20 USC 6081). The Service Provider shall immediately report knowledge or reasonable suspicion of abuse, neglect, or exploitation of a child, aged person, or disabled adult to the Florida Abuse Hotline on the statewide toll-free telephone number (1-800-96ABUSE). As required by Chapters 39 and 415, F.S., this provision is binding upon the Service Provider and its employees.
41. The Service Provider and any of its subcontractors shall comply with applicable Federal, State and local Child Labor Laws.
42. Contracts or agreements for the performance of experimental, developmental or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 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.
43. 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 the Department of Labor regulations

(29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each Service Provider 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.

- 44. Avoidance of Conflict of Economic Interest – An executive, officer, agent, representative or employee of the Service Provider will not solicit or accept money or any other consideration from a third person or entity for the performance of an act reimbursed in whole or in part by this Contract. No member of any Board of Directors under the WT Program/TANF or WIOA shall cast a vote on the provision of services by that member or any organization that the member directly represents or vote on any matter, which would provide direct financial benefit to that member.
- 45. The failure of CSC to strictly enforce any of the provisions of this Contract, or require strict performance by the Service Provider of any of the provisions herein, shall in no way be construed to be a waiver of such provisions or any other validity of this Contract or any part hereof, or waive the right of CSC to enforce each and every provision here.
- 46. The Service Provider understands that CSC has the right to terminate this Contract by written notification when an extenuating circumstance arises, for example when the work is no longer required. It is understood that the Service Provider will be compensated for work already completed or in the process according to accurate appropriately submitted documents.
- 47. This Contract is subject to termination by CSC with thirty (30) days advance notice in writing to the Service Provider. In the event funds to finance this Contract are not available, the obligations of each party hereunder may be terminated upon no less than twenty-four (24) hours notice in writing by CSC to the Service Provider

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

Name and Title

Date

Signature

ATTACHMENT A: Budget

Budget Overview	Cost	Work Experience
Contract Manager (Salary)	15,000	
Project Director (Salary)	50,000	42,500
County Coordinators (3 @ \$18,500)	55,500	55,500
Tutors (See Salary Breakdown)	15,000	
Total Salary	135,500	
FICA 7.65% of Total Salary	10,366	
Worker's Comp 3.63% of Total Salary	4,919	
Unemployment Compensation 2.56%	3,469	
Payroll Administration .5% of Total Salary	677	
Support Services and Incentives	37,069	37,069
Consumable Supplies and Materials	3,000	
Administrative Costs (2.5% of Grant Total)	5,000	
Total	200,000	135,069

Budget Note: The cost listed for each item in the budget shall be the maximum amount reimbursed by CareerSource Chipola to the Service Provider with the exception of the Support Services and Incentives. Additional funds may be reimbursed for Support Services and Incentives but will require a reduction in other budget lines equal to the additional amount to be reimbursed for Support Services and Incentives. The Service Provider will be required to provide CSC a written explanation of the areas to be reduced to allow for additional Support Services and Incentives payments.