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INTRODUCTION

LWDA 16 (comprised of Pasco and Hernando counties) sits as the northern entrance to the Tampa-St. Petersburg-Clearwater Metropolitan Statistical Area (MSA). The MSA includes Hernando, Pasco, Pinellas, and Hillsborough Counties. Geographically, LWDA 16 encompasses two contiguous counties totaling 1,457 square miles. The 2014 population of Local Workforce Development Area (LWDA) 16 was estimated at 661,186. This represents a 19.94 percent increase from 2004.

The major cities and communities in the Region can be separated into three sections. The western portion includes Spring Hill, Hudson, Port Richey, New Port Richey and Holiday along the US Hwy. 19 corridor. The central portion comprises Brooksville and Land O’Lakes along US Hwy. 41. The eastern portion consists of Dade City and Zephyrhills along US Hwy. 301.

The Region has shed its retirement center reputation as it experiences a growth in manufacturing beyond pre great recession levels and construction rebounds in the commercial arena as well as homes for middle class families. While the average age still exceeds the two workforce regions to the south (Pinellas and Hillsborough), the 2010 census showed a lowering of average age and it holds the distinction as the only workforce region on the west coast of Florida to show a trend toward a younger population. Expansion of educational, retail, and service business activity results from this shift of age demographics and also increases the region’s diversity, particularly its Hispanic population.

On July 22, 2014, President Obama signed the Workforce Innovation and Opportunity Act (WIOA). With the passing of the law, WIOA has become the most significant reform of federal job training programs in over 15 years. This law, passed with overwhelming bipartisan majorities, is taking the steps needed to assist workers and employers succeed.

Although anticipating further reductions in funding, LWDA 16 will continue to work with partners to unify and streamline services to better serve job seekers and employers, striving to assist more individuals with less funding. LWDA 16 will promote work-based learning strategies (i.e. Registered Apprenticeships, On the Job Training, Internships and Employed Worker Training) and sector strategies that address the needs of multiple employers. LWDA will address the needs of jobseekers including veterans, individuals with disabilities or barriers to employment, the long-term unemployed and out of school youth while promoting accountability and transparency.
LWDA 16 serves thousands of individuals on an annual basis. These services range from assisting a first time jobseeker in finding employment to working closely with the long-term unemployed. Jobseekers can choose to receive services virtually or in-person at any of our full-service one-stops or itinerant locations. Some of these individuals come to the system with significant barriers, such as physical or mental disabilities. Others face different challenges, such as poverty, past incarceration, or cultural and language differences. The majority enters the system largely ready for work; however may need help with resume writing, career direction, and job search assistance. At the same time, businesses seek capable workers who can enhance their capacity and competitiveness—workers who are willing and able to learn new skills in a rapidly-changing economy. Our business services team, partner agencies, staff and instructors all work together to help those individuals and employers succeed in their chosen path.

LWDA 16 has worked in collaboration with partners and programs to ensure a seamless system for employers and jobseekers, including those with a disability. We have strengthened our already existing partnerships with Vocational Rehabilitation, Adult Education and Blind Services – WIOA’s newest core programs. LWDA 16 staff met with new and existing partners as well as stakeholders to gather information and for planning purposes. Staff hosted committee meetings, met with partners’ one-on-one, shared information electronically and presented the information at local board meetings. Once the modification was drafted, it was placed on the careersourcepascohernando.com website for public review and comment. The 2018-2020 Local Plan Modification was presented to and approved by, the Local Workforce Development Board (LWDB) and the Local Elected Officials (LEO) in both counties.

This modification to the 2016-20 four year plan is based on current and projected needs of both employers and jobseekers and to ensure a seamless system for all. This plan will elaborate on improved service integration, strategic alignment, reducing duplication of services and maximizing financial and human resources. The plan provides an analysis to include need and available resources, information on new and existing industry sectors and occupations and the knowledge and skills needed to meet the needs of regional employers as well as other pertinent information.

In 1998, the then Pasco Hernando Jobs and Education Partnership Regional Board (now Pasco-Hernando Workforce Board doing business as CareerSource Pasco Hernando) embraced the Workforce Investment Act and the Welfare to Work Program and transformed itself from a community college campus-based Job Training Partner Act system to a true one-stop system. Today, we continue to embrace the Workforce Innovation and Opportunity Act and the opportunities it has opened up for LWDA 16 employers and jobseekers. We will work to implement and build upon the existing plan. Continuing forward, the LWDB
looks to deliver employer-driven services, including growing new partnerships, and placing a strong emphasis on providing excellent customer service in a universally designed one-stop.

Through the implementation of the Workforce Innovation and Opportunity Act (WIOA), CareerSource Pasco Hernando will have a business-led, market-responsive, results-oriented and integrated workforce development system. The enhanced system will foster customer service excellence, seek continuous improvement and demonstrate value by enhancing employment opportunities for all individuals, including those with disabilities. It is our intent to have a focused and deliberate collaboration among education, workforce and economic development networks to maximize the competitiveness of businesses and the productivity of workforce, thus increasing economic prosperity.

The Local Workforce Development Board’s strategic vision for WIOA implementation will be realized by accomplishing these three goals:

- Enhance alignment and market responsiveness of workforce, education and economic development systems through improved service integration that provides businesses with skilled, productive, and competitive talent and Floridians with employment, education, training and support services that reduce welfare dependence and increase opportunities for self-sufficiency, high-skill and high-wage careers and lifelong learning.

- Promote accountable, transparent and data-driven workforce investment through performance measures, monitoring and evaluation that informs strategies, drives operational excellence, leads to the identification and replication of best practices and empowers an effective and efficient workforce delivery system.

- Improve career exploration, educational attainment and skills training for in-demand industries and occupations for Florida youth that lead to enhanced employment, career development, and credentialing and post-secondary education opportunities.

The strategic goals of CareerSource Pasco Hernando align with the new plan, to include meeting the needs of local employers and customers, providing an educated and skilled workforce, creating a seamless, high-performing one-stop system, coordination with programs and partners and to promote maximum integration of service delivery through the one-stop system.
CareerSource Florida, Inc., established a form entitled “WIOA Local Plan Submission Form.” The form will be used to submit the two-year modification of the local plan, required attachments, and contact information for primary and secondary points of contact for each LWDB. All two-year modifications for local plans must be submitted no later than 5:00 p.m. (EST) on Thursday, March 29, 2018.

Prior to plan submission, please ensure:

- The local board reviewed and approved the plan;
- The board chair and the chief elected official signed the appropriate document, with an original submitted to CareerSource Florida by mail to WIOA Plans c/o Warren Davis, Policy Analyst, 2308 Killearn Center Blvd. Suite 101, Tallahassee, FL 32317. Please also send a scanned copy to FloridaWIOA@careersourceflorida.com. This email address can also be used to submit any questions pertaining to the two-year modification process;
- The structure and numbering follows the plan instructions format (beginning with Section I of these instructions);
- The plan is one continuous and searchable PDF document including all attachments;
- Responses to all questions are informative and concise;
- The name of the local area, the page number and plan submission date are listed in the footer of the document;
- A table of contents with page numbers is included and each page of the plan is numbered; and,
- Text is typed with a font size of 11 or greater.

Please email FloridaWIOA@careersourceflorida.com and confirm plan submission. This begins the plan’s official review by the Department of Economic Opportunity (DEO). Upon submission, all plans are reviewed for completeness and adherence to plan formatting requirements. If there are questions or concerns local boards are notified. The content of plans is reviewed by both DEO and CSF staff with a recommendation for approval or disapproval provided to the CSF Board of Directors at its meeting scheduled for May 16, 2018.

A recommendation for approval is made unless the staff review indicates: (1) there are deficiencies in local workforce investment activities that are not addressed, or (2) the plan is inconsistent with WIOA and its regulations, including required public comment provisions. It is recognized that this two-year modification
will include strategies and activities that are fully completed, as well as some that are still being developed and implemented.

KEY DATES

Local Plan Guidelines Issued ................................................................. January 3, 2018
WIOA Statewide Unified Plan Two-Year Modification Due ......................... March 29, 2018
Local Plans Due .................................................................................... March 29, 2018
Local Plans Approved ........................................................................... May 16, 2018
WIOA Program Year 2018 Begins .......................................................... July 1, 2018

FLORIDA’S VISION FOR IMPLEMENTING THE WORKFORCE INNOVATION AND OPPORTUNITY ACT

The implementation of WIOA ensures Florida has a business-led, market-responsive, results-oriented, and integrated workforce development system. The system fosters customer service excellence, ensures continuous improvement, and demonstrates value by enhancing employment opportunities for all individuals, including those with disabilities. This focused and deliberate collaboration among education, workforce, and economic development networks increases economic prosperity by maximizing the competitiveness of Florida businesses and the productivity of Florida’s workforce.

Florida’s strategic vision for WIOA implementation is realized by accomplishing these three goals:

- Enhance alignment and market responsiveness of workforce, education and economic development systems through improved service integration that provides businesses with skilled, productive, and competitive talent and Floridians with employment, education, training and support services that reduce welfare dependence and increase opportunities for self-sufficiency, high-skill and high-wage careers and lifelong learning.
- Promote accountable, transparent and data-driven workforce investment through performance measures, monitoring and evaluation that informs strategies, drives operational excellence, leads to the
identification and replication of best practices and empowers an effective and efficient workforce delivery system.

- Improve career exploration, educational attainment and skills training for in-demand industries and occupations for Florida youth that lead to enhanced employment, career development, credentialing and post-secondary education opportunities.

**ORGANIZATIONAL STRUCTURE**

(1) **Chief Elected Official(s) (CEO)**

A. Identify the chief elected official(s) by name, title, mailing address, phone number and email address.

**Pasco County**

Commissioner Mike Wells - Chair

8731 Citizens Drive

New Port Richey, FL 34654

mwells@pascocountyfl.net

727.847.2411

**Hernando County**

Commissioner Steve Champion - Chair

20 North Main, Room 263

Brooksville, FL 34601

schampion@hernandocounty.us

352.754.4000

B. If the local area includes more than one unit of general local government in accordance with WIOA sec. 107(c)(1)(B), attach the executed agreement that defines how parties carry out roles and responsibilities of the chief elected official.

See Inter-local agreement at end of plan.
C. Attach a copy of the agreement executed between the chief elected official(s) and the Local Workforce Development Board.

Attached

D. Describe the by-laws established by the CEO to address criteria contained in §679.310(g) of the proposed WIOA regulations:

i. The nomination process used by the CEO to elect the local board chair and local board members;
   Directors appointed by the respective County Commissions shall be confirmed by The Board and shall hold office for a term of four (4) years running from the date of appointment, and until a successor shall have been elected and qualified or until an earlier resignation, removal from office or death.

ii. The term limitations and how term appointments are staggered to ensure only a portion of memberships expire in each year;
   Directors are eligible to serve for three consecutive four year terms and shall be required to have a break-in-service of one year before again becoming eligible for appointment to the Board.

iii. The process to notify the CEO of a board member vacancy ensuring a prompt nominee;
   Upon learning of a vacancy, the assistant for each Chief Elected Official is notified. Appropriate personnel within each county post the vacancy on their websites to solicit interest.

iv. The proxy and alternative designee process used when a board member is unable to attend a meeting and assigns a designee per requirements at §679.110(d)(4) of the proposed WIOA regulations;
   Upon release of further guidance from the State, this will be reviewed and implemented.

v. The use of technology, such as phone and web-based meetings used to promote board member participation;
   In order to promote participation, arrangements for participation by teleconference are made for every Board and Committee meeting.
vi. The process to ensure board members actively participate in convening the workforce development system's stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities; and

We partner with stakeholders such as economic development, chambers of commerce, education and community-based organizations to hold meetings and focus groups with an emphasis on workforce needs. We also utilize our unrestricted funds to provide lunch and learns and focus groups for local stakeholders. We think that this networking along with building personal relationships is the best way to ensure active participation.

vii. Any other conditions governing appointments or membership on the local board.

At such time that board appointments or membership needs to be revised based on current, Federal, State, or local legislation or guidance, as applicable, appropriate consideration will be given to further action.

E. Provide a description of how the CEO is involved in the development, review and approval of the local plan and its two-year modification.

Both Pasco and Hernando counties designate a commissioner to serve as a representative to LWDA 16. Upon review and approval of the local plan by the LWDB, a copy is sent to the local elected officials two-three weeks prior to the Board of County Commissioners (BOCC) meeting in the respective counties. The CEO/President of LWDA 16 is available to meet with the designee prior to the Board Meeting to answer any questions or concerns that may have arisen. Once the review period has ended, the CEO/President and designated LWDA 16 staff will present the plan to the full board and the public and answer any additional questions at that time. After approval, the Chair of each county will sign five original copies (one executed agreement for each county, one for CSFL and/or DEO to be submitted with the local plan and one for the LWDB).

(2) Local Workforce Development Board (LWDB)

A. Identify the chairperson of the Local Workforce Development Board by name, title, mailing address, phone number and email address. Identify the business that the chair represents.
Mark Earl
Market Asset Protection Manager
Wal-Mart
13381 Twinberry Drive
Spring Hill, FL 34609
Phone: (352) 428-0894
mearl@wal-mart.com

B. If applicable, identify the vice-chair of the Local Workforce Development Board by name, title, mailing address, phone number and email address. Identify the business or organization the vice-chair represents.

Seth Weightman
Vice Chair, Youth Committee Chair
Municipal Services Manager, Republic Services
8608 Arcola Ave Hudson, FL 34667
sweightman@republicservices.com
813-265-0292

C. Provide a description of how the LWDB was involved in the development, review, and approval of the local plan and its two-year modification.

The LWDB provided guidance and leadership on the development of the plan. Once the draft was written, it was submitted to the LWDB for review and comments. The draft plan was reviewed by core program and mandatory one-stop partners, businesses and Board members. The plan was also posted for 30 days for public comment from January 17, 2018-February 16, 2018. There were no comments received. Upon approval from the Board, the plan was submitted to the Local Elected Officials in each county for their approval.
(3) Local Grant Subrecipient (local fiscal agent or administrative entity)

A. Identify the entity selected to receive and disburse grant funds (local fiscal agent) if other than the chief elected official. WIOA section 107(d)(12)(B)(1)(iii); 20 CFR 679.420

The Pasco-Hernando Workforce Board, Inc. is the local fiscal agent that receives and disburses grant funds.

B. Identify the entity selected to staff the LWDB (commonly referred to as the administrative entity) and assist it in carrying out its responsibilities as a board organized under WIOA. (May be the same as the fiscal agent). 20 CFR 679.430

The Pasco-Hernando Workforce Board, Inc. is also the administrative entity.

C. If a single entity is selected to operate in more than one of the following roles: local fiscal agent, local board staff, one-stop operator or direct provider of career services or training services, attach any agreements describing how the entity will carry out its multiple responsibilities, including how it develops appropriate firewalls to guard against conflicts of interest as described in CareerSource Florida strategic policy 2012.05.24.A.2 – State and Local Workforce Development Board Contracting Conflict of Interest Policy.

The financial policies and procedures of the LWDB require that the duties and responsibilities of the employees in the Finance Department must be separated, as staffing limits allow, ensuring that no one employee has sole control over cash receipts, disbursements, payrolls, bank reconciliations.

Another example of the LWDB’s efforts to ensure there are no conflicts of interest is in the Administrative plan, which contains the following Code of Conduct and Conflict of Interest policies:

**Code of Conduct:**

No employee or authorized agent, LWDB member or officer, shall participate in or cast a vote in the selection of or in the award of a contract if a conflict of interest, real or apparent, is involved. Such a conflict would arise when the individual (employee, agent, board member or officer), any member of the individual's
immediate family, the individual's partner, or an organization which employs or is about to employ any of
the above, has a financial or other interest in the firm or organization selected for award.

No employee or authorized agent, board member or officer, shall solicit or accept gratuities, favors or
anything of monetary value from contractors, potential contractors or parties to any sub-agreement.

Control for conflict of interest is exercised through the LWDB's funding process. Proposals are evaluated by
a team of LWDB members, using a point system based on evaluation criteria published in each Request for
Proposal. Final programmatic funding decisions are made by the LWDB. No one single individual or board
member controls the selection or administration process.

Conflict of Interest:

No individual in a decision-making capacity, or involved in the writing of specifications or administration of
the procurement process, shall engage in an activity, including the participation in the selection, award, or
administration of a sub grant or contract supported by its funds, if a conflict of interest, real or apparent,
would be involved.

Therefore, Financial and Organizational Disclosure Statements must be completed by all LWDB members
and staff engaged in the award and administration of its contracts and sub grants. Within 30 days of their
appointment or employment, and again annually, on January 1st, and at any other time that organizational
affiliations change, such individuals will be notified that they must complete and file the above-mentioned
disclosure form.

No LWDB member shall cast a vote, nor participate in any decision-making capacity, on the provision of
services by such member (or any organization which that member directly represents), or on any matter
which would provide any direct financial benefit to the appropriate individual or organization, except when
that interest has been placed in a disclosed blind trust.

A new RFP was issued in January 2017 for One Stop Operator. This was done in coordination as a MSA
(Metropolitan Statistical Area) with Pasco, Hernando, Hillsborough and Pinellas. This is fully explained
under Competitive Selection of One Stop Operator. Complete Technology Solutions was selected as the
One Stop Operator.
(4) One-Stop System

A. Provide a description of the local one-stop system (including the number, type and location of full-service and other service delivery points).

Local Workforce Development Area (LWDA) 16 has three full service one-stop centers that are located in Pasco and Hernando counties.

<table>
<thead>
<tr>
<th>Full Service Centers</th>
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<tbody>
<tr>
<td>7361 Forest Oaks Blvd., Spring Hill, Florida 34606</td>
</tr>
<tr>
<td>4440 Grand Blvd., New Port Richey, Florida 34652</td>
</tr>
<tr>
<td>15000 Citrus Country Drive, Dade City, Florida 33525</td>
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<table>
<thead>
<tr>
<th>Satellite Offices</th>
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<tbody>
<tr>
<td>Health &amp; Human Services (Hernando County Courthouse)</td>
</tr>
<tr>
<td>20 North Main St. #161 Brookville, Florida 34601</td>
</tr>
<tr>
<td>Volunteer Way</td>
</tr>
<tr>
<td>8061 Congress St. Port Richey, Florida 34668</td>
</tr>
<tr>
<td>Hernando County Sheriff’s Substation/South Brooksville Community Center</td>
</tr>
<tr>
<td>601 Martin Luther King Blvd. Brookville, Florida 34601</td>
</tr>
<tr>
<td>Pasco Hernando State College – All PHSC campuses offer LWDA 16 staff an itinerant office</td>
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</table>
comprehensive centers, our Mobile One Stop travels to remote locations on a weekly basis to provide services. Staff also provides services to customers at several satellite locations to include Pasco Hernando State College, Hernando County Health & Human Services, Hernando County Sheriff’s Office sub-station and the Volunteer Way. Our Veteran staff utilizes the Mobile One Stop to deliver CareerSource services to homeless and low income veterans at the annual Veteran Stand Down and to participate in veteran job and resource fairs with Congressmen Gus Bilirakis and Rich Nugent. In addition, veteran staff teamed with CareerSource Florida to put on the Paychecks for Patriots event on November 8th and 9th, 2017 – a job fair for our veteran customers.

Our MOS continues to assist the community with extra deployments to assist the United Way in delivering free tax preparation assistance to low income residents resulting in thousands of refunds dollars returning to the region.

Identify the days and times when service delivery offices are open to customers. Customers must have access to programs, services and activities during regular business days at a comprehensive one-stop center.

All three comprehensive one-stop Resource Rooms (RR) are open to the public Monday-Friday from 8am until 5pm. Our Employment Support Center (ESC) is available telephonically or through email and live chat, 8am-7pm, Monday-Friday and 8am-5pm on Saturdays.

B. Identify the entity or entities selected to operate the local one-stop center(s).

The current one-stop operator is Complete Technology Solutions (CTS). A new RFP was issued in January 2017 once guidance was received and the one-stop operator was competitively procured and in place July 1, 2017.

C. Identify the entity or entities selected to provide career services within the local one-stop system.

LWDA 16 is the direct provider of services for Wagner-Peyser (WP), Temporary Assistance for Needy Families (TANF), Reemployment Services and Eligibility Assessment (RESEA), WIOA AD/DW and Supplementary Nutrition Assistance Program (SNAP). LWDA will continue to request being the provider for these services. Eckerd Connects currently provides WIOA Youth services. A new RFP for WIOA (Adult, Dislocated Worker and Youth) was issued in February 2016 and through a competitive procurement process, Goodwill Industries-Suncoast was selected as the WIOA AD/DW service provider and Eckerd Connects was selected as the WIOA Youth service provider. Providers were in place on July 1, 2016. In July 2017,
Goodwill’s contract was extended for three months to provide a smooth transition from Goodwill to LWDA 16 taking WIOA AD/DW in-house).

D. Identify and describe what career services will be provided by the selected one-stop operator and what career services, if any, will be contracted out to service providers.

Complete Technology Solutions (CTS) will provide the coordination of the service delivery of required one-stop partners and service providers within the Career Centers of CareerSource. This coordination will, at a minimum, include the following responsibilities:

- Establish electronic linkages of all one-stop partners designated by CareerSource to improve communication, referral, service delivery, and tracking of performance of the partners;
- Facilitate the planning of and electronic transfer of information between the partners and CareerSource;
- Coordinate and hold periodic meetings with all one-stop partners designated by CareerSource;
- Assist CareerSource in the identification of appropriate clauses for all Memorandum of Understanding with all one-stop partners designated by CareerSource as it relates to electronic sharing of information, reporting of performance and tracking of customers;
- Facilitate and encourage participating one-stop partners to use the principles of universal design in their operations to ensure customer access; and
- Working with CareerSource and applicable state agencies, create a strategic plan to integrate the intake, case management, and reporting of the one-stop partners.

LWDA 16 has taken WP, WT, SNAP, RESEA and WIOA AD/DW in-house. Eckerd Connects was procured to provide WIOA Youth services.

E. Pursuant to the CareerSource Florida Administrative Policy for One-Stop Certification, please provide the required attestation that at least one comprehensive one-stop center in your local area meets the certification requirements.

During the last Monitoring Review conducted by DEO staff December 2017, LWDA 16 met all certification requirements for all three one-stop locations. Career Center self-attestations will be sent as an attachment. The following is from DEO monitoring report:
CAREER CENTER CREDENTIALING

A Career Center Credentialing review was conducted to determine compliance with program guidance. The methodology for conducting the review included self-certification by the LWDB that the following credentialing requirements had been met for the review period at each of the career center locations in the LWDA (posters, signage and resource room verification). All other administrative requirements and records (listing of front-line staff, continuing education hours attained, complaint system information, etc.) were reviewed remotely by the monitor.

The monitor also reviewed the administrative documents provided to determine whether all “front-line” staff members had completed their required Tier I Certification courses and the 15 hours of continuing education courses in related subjects. As part of the credentialing process, the monitor also reviewed the LWDB’s complaint system to ensure that a system is in place to process any Wagner-Peyser complaints received.

The review did not reveal any Findings, Other Noncompliance Issues or Observations.

Attachment D – self-attestations

ANALYSIS OF NEED AND AVAILABLE RESOURCES

(1) Please provide an analysis (or existing analysis pursuant to WIOA section 108(c)) of the regional economic conditions, which must include:

LWDA 16 sits as the northern entrance to the Tampa-St. Petersburg-Clearwater Metropolitan Statistical Area (MSA). The MSA includes Hernando, Pasco, Pinellas, and Hillsborough Counties. Pasco County is a diverse and rapidly growing mix of communities with unique character, charm and opportunity for growth. Once a bedroom community for the rest of Tampa Bay, Pasco County is emerging as a thriving center for business and commerce. An excellent quality of life and a supportive environment for business and industry has helped Pasco County grow over 10% since 2010. Pasco County is outpacing the rest of the Florida in terms of new employers and employment opportunities and recognized as a “hot bed” for small business and entrepreneurial growth. Nestled on the northern tier of the eight-county Tampa Bay metropolitan
market, Hernando County is the geographic center of Florida. Its transportation network of roads, air and rail offer easy connections for businesses that require time-saving distribution logistics throughout the Sunshine State. During the latter half of the 20th century, Hernando County became known mostly as a magnet for nature lovers and retirees, from which home-building, land development, and healthcare services industries emerged to accommodate the growth in population and medical needs. Today, this healthcare, construction and retail-driven economy is complemented by an emerging base of diverse industrial, manufacturing, distribution and high-tech corporate neighbors. Geographically, LWDA 16 encompasses two contiguous counties totaling 1,457 square miles. The July 2017 population of Local Workforce Development Area (LWDA) 16 was estimated at 695,193. This represents a 9.1 percent increase from 2010.

The region is a combination of businesses, from financial services to technology, manufacturing to leisure and hospitality, health and professional services. As the economy continues on an upward trend, the region is anticipating a bright outlook of increased job creation and business development in the area.

A. Information on existing and emerging in-demand industry sectors and occupations;

Labor Force and Unemployment
The unemployment rate has declined by 1.2 percentage point over the year to 4 percent in December 2017. Since the trough of the Great Recession (unemployment rate = 13 percent), the unemployment rate has decreased by 9 percentage points. The labor force has been increasing in recent years (December 2017 labor force = 293,442). In addition, the number of unemployed persons has been declining in recent years (December 2017 unemployed persons = 11,673) and the number of employed persons has been increasing (December 2017 employed persons = 281,410).

Persons with Barriers to Employment
The most recent information on unemployment rates for persons with barriers to employment is for 2013. The WDA16 2013 unemployment rate was 24.6 for disabled persons, 16.0 percent for American Indians and Alaska Natives, 0.0 percent for Native Hawaiians and Other Pacific Islanders, and 11.5 percent for persons 55 and older.

Education of the Workforce
In 2016 among Individuals above the age of 25 or older, the most common educational attainment level in WDA16 was high school diploma (including equivalency) at 34.2 percent. Some college or Associate degree comprised 32.9 percent and 20.8 percent of individuals held a Bachelor’s degree or higher. Only 12.1 percent of workforce participants had attained less than a high school diploma.

**Mining, Logging, and Construction**
This Region has a super sector for mining and logging and a separate super sector for construction. In July 2017, the employment for mining and logging, and for construction, was 147 and 12,140 respectively. The over the year changes in July 2017 (mining and logging: less than 1% of the Region’s Employment; construction: 8% of the Region’s Employment) were, respectively, 2 position less and 557 more when compared to July 2016. The number of jobs in mining and logging has remained fairly constant over the past four years, and, as of recent, employment in construction has been trending dramatically upward for over three years.

**Manufacturing**
In July 2017, the employment was 5,699 (3.8% of the Region’s Employment). The over the year change in July 2017 (less than 1 percent) was 40 more when compared to July 2016 (5649). The number of jobs in this sector has been trending slowly upward over the past five years.

**Trade, Transportation, and Utilities**
In July 2017, the employment was 36,841 (24.4% of the Region’s Employment). The over the year change in July 2017 (0.3 percent) was an increase of 131 when compared to July 2016. The number of jobs in this sector has remained fairly constant over the past year.

**Information**
In July 2017, the employment was 1,109 (0.7% of the Region’s Employment). The over the year change from July 2016 to July 2017 was over 300 positions. The number of jobs in this sector have decline over the past five years.

**Financial Activities**
In July 2017, the employment was 5,495 (3.6% of the Region’s Employment). The over the year change in July 2017 was 242 positions greater when compared to July 2016. The number of jobs in this sector has been trending upward over the past five years.

Professional and Business Services

<table>
<thead>
<tr>
<th>Code</th>
<th>Industry</th>
<th>Title</th>
<th>Employment 2017</th>
<th>Employment 2025</th>
<th>Change 2017-2025</th>
<th>Percent</th>
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<tr>
<td>621</td>
<td>621</td>
<td>Ambulatory Health Care Services</td>
<td>11,964</td>
<td>14,926</td>
<td>2,962</td>
<td>24.8</td>
</tr>
<tr>
<td>550</td>
<td>550</td>
<td>Management of Companies and Enterprises</td>
<td>1,021</td>
<td>1,229</td>
<td>208</td>
<td>20.4</td>
</tr>
<tr>
<td>238</td>
<td>238</td>
<td>Specialty Trade Contractors</td>
<td>9,135</td>
<td>10,937</td>
<td>1,802</td>
<td>19.7</td>
</tr>
<tr>
<td>327</td>
<td>327</td>
<td>Nonmetallic Mineral Product Manufacturing</td>
<td>869</td>
<td>1,041</td>
<td>172</td>
<td>19.8</td>
</tr>
<tr>
<td>540</td>
<td>540</td>
<td>Professional, Scientific, and Technical Services</td>
<td>6,619</td>
<td>7,882</td>
<td>1,263</td>
<td>19.1</td>
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<tr>
<td>623</td>
<td>623</td>
<td>Nursing and Residential Care Facilities</td>
<td>5,877</td>
<td>6,957</td>
<td>1,080</td>
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<tr>
<td>610</td>
<td>610</td>
<td>Educational Services</td>
<td>2,778</td>
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</tr>
<tr>
<td>531</td>
<td>531</td>
<td>Real Estate</td>
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</tr>
<tr>
<td>561</td>
<td>561</td>
<td>Administrative and Support Services</td>
<td>8,279</td>
<td>9,519</td>
<td>1,240</td>
<td>15.0</td>
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<tr>
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<td>711</td>
<td>Performing Arts, Spectator Sports, and Related Industries</td>
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<td>315</td>
<td>40</td>
<td>14.5</td>
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<tr>
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<td>524</td>
<td>Insurance Carriers and Related Activities</td>
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<tr>
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<td>722</td>
<td>Food Services and Drinking Places</td>
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<td>19,990</td>
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<tr>
<td>624</td>
<td>624</td>
<td>Social Assistance</td>
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<td>4,114</td>
<td>485</td>
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<td>488</td>
<td>Support Activities for Transportation</td>
<td>246</td>
<td>278</td>
<td>32</td>
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<tr>
<td>721</td>
<td>721</td>
<td>Accommodation</td>
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<td>1,641</td>
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<td>12.9</td>
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<tr>
<td>452</td>
<td>452</td>
<td>General Merchandise Stores</td>
<td>7,709</td>
<td>8,659</td>
<td>950</td>
<td>12.3</td>
</tr>
</tbody>
</table>

CareerSource Pasco Hernando 5/29/2018
In July 2017, the employment was 15,824 (10.5% of the Region’s Employment). The over the year change in July 2017 was a gain of 1,291 jobs when compared to July 2016. The number of jobs in this sector has been trending upward over the past five years.

**Education and Health Services**

In July 2017, the employment was 37,690 (25% of the Region’s Employment). The over the year change in July 2017 was 1,399 more when compared to July 2016. The number of jobs in this sector has been trending upward for over two decades and is the backbone of the Region’s economy

**Leisure and Hospitality**

In July 2017, the employment was 20,804 (13.8% of the Region’s Employment). The over the year change in July 2017 was 791 more jobs when compared to July 2016. The number of jobs in this sector has been trending upward over the past five years.

**Other Services**

In July 2017, the employment was 5,222 (3.5% of the Region’s Employment). The over the year change in July 2017 was 300 more positions when compared to July 2016. The number of jobs in this sector has remained fairly constant for almost a year.

**Government**

In July 2017, the employment was 8,400 (35.6% of the Region’s Employment). The over the year change in July 2017 was an increase of 149 jobs when compared to July 2016. The number of jobs in this sector has been fairly constant over the past five years.

**Emerging Industries**

<table>
<thead>
<tr>
<th>Industry</th>
<th>Jobs 2016</th>
<th>Jobs 2017</th>
<th>Change</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction of Buildings</td>
<td>1,495</td>
<td>1,671</td>
<td>176</td>
<td>11.8</td>
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<tr>
<td>Personal and Laundry Services</td>
<td>1,661</td>
<td>1,823</td>
<td>162</td>
<td>9.8</td>
</tr>
<tr>
<td>Sporting Goods, Hobby, Book, and Music Stores</td>
<td>741</td>
<td>812</td>
<td>71</td>
<td>9.6</td>
</tr>
<tr>
<td>Building Material and Garden Supply Stores</td>
<td>2,277</td>
<td>2,493</td>
<td>216</td>
<td>9.5</td>
</tr>
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</table>

This table includes industries with a minimum of 200 jobs in 2017.
Health care, professional and personal services, and the construction industries top the lists of emerging industries. Emerging industries tend to employ a higher percentage in professional occupations.

**Existing Demand Occupations**

The majority of the top 15 existing demand occupations are low-skill occupations characterized by relatively low wages and high rate of worker turnover. Most the top five existing demand occupations are related to customer service and hospitality. The only exception is registered nurses. Retail salespersons are the top existing demand occupation, with 2,978 projected total job openings between 2015 and 2023.

Only two of the top 15 existing demand occupations require significant technical training: registered nurses and elementary school teachers, except special education.

Two of the top 15 existing demand occupations are the healthcare occupations registered nurses and nursing assistants, which have a relatively high turnover rate and will continue to experience employment growth as a result of the increasing demand for healthcare services, driven by population growth and aging, expanding insurance coverage, and technological change.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>2017</th>
<th>2025</th>
<th>Growth</th>
<th>% Growth</th>
<th>Openings</th>
<th>Wage</th>
<th>Wage</th>
<th>Wage</th>
</tr>
</thead>
<tbody>
<tr>
<td>412031</td>
<td>Retail Salespersons</td>
<td>7,957</td>
<td>8,913</td>
<td>956</td>
<td>12.0</td>
<td>10,797</td>
<td>10.19</td>
<td>8.90</td>
<td>14.11</td>
</tr>
<tr>
<td>291141</td>
<td>Registered Nurses</td>
<td>3,951</td>
<td>4,561</td>
<td>610</td>
<td>15.4</td>
<td>2,357</td>
<td>31.76</td>
<td>25.86</td>
<td>35.88</td>
</tr>
<tr>
<td>353031</td>
<td>Waiters and Waitresses</td>
<td>4,515</td>
<td>4,984</td>
<td>469</td>
<td>10.4</td>
<td>7,573</td>
<td>9.94</td>
<td>9.15</td>
<td>15.09</td>
</tr>
<tr>
<td>434051</td>
<td>Customer Service Representatives</td>
<td>3,642</td>
<td>4,111</td>
<td>469</td>
<td>12.9</td>
<td>4,268</td>
<td>14.60</td>
<td>10.76</td>
<td>17.83</td>
</tr>
<tr>
<td>311014</td>
<td>Nursing Assistants</td>
<td>2,763</td>
<td>3,229</td>
<td>466</td>
<td>16.9</td>
<td>3,251</td>
<td>12.41</td>
<td>10.87</td>
<td>13.69</td>
</tr>
<tr>
<td>352014</td>
<td>Cooks, Restaurant</td>
<td>1,890</td>
<td>2,288</td>
<td>398</td>
<td>21.1</td>
<td>2,769</td>
<td>11.90</td>
<td>10.22</td>
<td>14.02</td>
</tr>
<tr>
<td>472061</td>
<td>Construction Laborers</td>
<td>1,922</td>
<td>2,256</td>
<td>334</td>
<td>17.4</td>
<td>2,027</td>
<td>13.78</td>
<td>10.67</td>
<td>15.78</td>
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</table>

CareerSource Pasco Hernando 5/29/2018
<table>
<thead>
<tr>
<th>SOC</th>
<th>Title</th>
<th>2017</th>
<th>2025</th>
<th>Growth</th>
<th>Growth</th>
<th>Openings*</th>
<th>Wage</th>
<th>Wage</th>
<th>Wage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>New Title</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Nurse Practitioners</td>
<td>285</td>
<td>384</td>
<td>99</td>
<td>34.7</td>
<td>226</td>
<td>45.14</td>
<td>36.69</td>
<td>50.23</td>
</tr>
<tr>
<td>2</td>
<td>Occupational Therapy Assistants</td>
<td>82</td>
<td>110</td>
<td>28</td>
<td>34.2</td>
<td>107</td>
<td>28.89</td>
<td>15.99</td>
<td>32.26</td>
</tr>
<tr>
<td>3</td>
<td>Physician Assistants</td>
<td>173</td>
<td>232</td>
<td>59</td>
<td>34.1</td>
<td>137</td>
<td>47.60</td>
<td>37.8</td>
<td>56.52</td>
</tr>
<tr>
<td>4</td>
<td>Home Health Aides</td>
<td>425</td>
<td>565</td>
<td>140</td>
<td>32.9</td>
<td>600</td>
<td>10.77</td>
<td>9.46</td>
<td>11.44</td>
</tr>
<tr>
<td>5</td>
<td>Physical Therapist Assistants</td>
<td>117</td>
<td>152</td>
<td>35</td>
<td>29.9</td>
<td>151</td>
<td>31.00</td>
<td>23.58</td>
<td>34.04</td>
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</table>

Workforce Development Area 16 - Hernando and Pasco Counties

<table>
<thead>
<tr>
<th>Rank</th>
<th>Code</th>
<th>Title</th>
<th>2017</th>
<th>2025</th>
<th>Growth</th>
<th>Growth</th>
<th>Openings*</th>
<th>Median</th>
<th>Hourly Entry</th>
<th>Hourly Exper</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SOC</td>
<td>Wages</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

21

CareerSource Pasco Hernando 5/29/2018
This table includes occupations with a minimum of 75 jobs in 2017.

* Separations method, includes openings due to growth, labor force exits and occupational transfers; not comparable to replacement method.

** Hourly wages for teaching occupations were calculated using a 40-hour work week for 9½ months per year.

Emerging Occupations

The majority of top emerging occupations occur in the healthcare (eleven of top 15), this coincides with the Regions dependence on Healthcare services for continued positive employment, wage growth and economic development. There are several emerging specialties for skilled healthcare: Hospitalists, who specialize in caring for patients throughout a hospital stay; nuclear medicine physicians, who use radiopharmaceuticals for diagnosis and therapy; and preventive medicine healthcare workers, who develop ways and deliver treatment to prevent disease and keep people from becoming ill or getting injured.

Two occupations involve the information technology as the small business base of the Region’s employer look to grow their markets by the addition of technology and an increased presence on the web and the vast opportunity presented by on-line commerce.
The growth in the construction industry sector does not appear on the statistical analysis; the industry has rebounded since the 2007-2010 cratering to make up 8 percent of all employment. The wide variety of occupations in the industry will ensure a continued need for training and recruitment of skilled blue-collar employees.

B. The employment needs of employers in those industry sectors and occupations. WIOA §108(b)(1)(A)

In the past two years, LWDA 16 focused its goals on two industry clusters: Healthcare, and Manufacturing. Both of these industries have a positive impact on the local economy and minimal impact on the Nature Coasts environmental resources. Added to these two sectors, recent economic expansion within the region generated a call to add Construction to the Region’s targeted industries. LWDA 16 is prepared to assist employers expanding their workforces with incentives such as OJT, customized training and EWT, provided the outlook is both high wage and sustainable. LWDA 16 has education and training partners on its Board, and staff regularly attends meetings with the local Economic Development Organizations and Chambers to address training programs and educational needs in the region. The CEO/President sits on different community based organizations in the region.

To identify the needs of businesses in the local area, LWDA 16 hosts Business Advantage Seminars and Round Table Discussions and the local Economic Development organizations conduct employer forums. The Business Advantage Seminars are quarterly seminars that keep employers up-to-date on essential HR developments, economic trends, benefits programs, and more. It provides employers with useful information on the workforce, personnel, and current legislative issues and changes affecting the business climate. The Business Advantage Seminars, as well as the Round Table discussions, provide an opportunity for employers to discuss their needs.

The LWDB uses community forums, surveys and direct contact with employers, employment seekers, and workers in order to ascertain the skills and gaps in skills in the current workforce. The community forums are hosted by a variety of organizations to include Pasco Hernando State College and the Economic Development organizations in both counties. LWDA 16 will use all data collected from the targeted industry sector employers to map and establish potential new career pathways. LWDA 16 will identify and focus on existing active training consortia and industry partnerships that could be expanded to meet the needs of local employers, workers and job seekers through an enhanced sector partnership.

LWDA 16’s Business Services Team (BST) hosts meetings local business leaders and Economic Development organizations. Another important factor is the attendance from local educational facilities and community
based organizations representing a cross-section of the region’s population. All meetings follow the Sunshine Law and are open to anyone that would like to attend. Discussions encompass the workforce needs of employers in the local communities as well as the training opportunities that are needed to fill those needs.

Through its BST, the Workforce Board continually seeks the input of businesses as to where they see skill gaps and how we can assist in filling them. One strategy implemented is the use of on-the-job training that permits employers to develop their own industry focused training and thus takes employment seekers with work skills and trains them in the industry specific skills needed for productivity. Additionally, through coordinated efforts with the Hernando Office of Business Development, Pasco Economic Development Council, Pasco Hernando State College, Hernando County Schools and Pasco County Schools, the BST and Operations Manager works to add technical and vocational educational programs for adults in manufacturing areas such as CNC machining and medical areas such as Pharmacy Technology. LWDA 16, in its close relationship with the local business community, will continue to monitor feedback from all employers, especially those in targeted industry sectors that have the largest need for services. LWDA 16 will address current and emerging skills gaps in these targeted industry sectors by periodically convening and listening to industry leaders and industry associations to enable our LWDB and key partners to respond to these targeted industry recommendations.

LWDA 16’s Business Services team works directly with employers to hold recruitments and job fairs on a weekly basis. The Team also interacts with hundreds of businesses as they encourage the use of Employ Florida (EF) and its easy job listing system. Through these direct contacts, LWDA 16 gains an understanding of the business climate and, in particular, the workforce needs of employers versus the current skills of employment seekers.

LWDA 16 is anxiously looking forward to bringing focus groups and Business Advantage seminars virtually to our employers. LWDA 16 is researching available funding in an effort to apply for and receive a
Healthcare

Healthcare employers identified the need for additional practical experience to compete with the wide variety of state medical professionals. The top two knowledge competencies include psychology and medicine dentistry. Basic customer service and empathy skills for dealing with patients are also a key skill needed in the healthcare industry today and in the future.

<table>
<thead>
<tr>
<th>Knowledge</th>
<th>Importance</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychology</td>
<td>80</td>
<td>84</td>
</tr>
<tr>
<td>Customer and Personal Service</td>
<td>83</td>
<td>73</td>
</tr>
<tr>
<td>Therapy and Counseling</td>
<td>72</td>
<td>63</td>
</tr>
<tr>
<td>Education and Training</td>
<td>72</td>
<td>59</td>
</tr>
<tr>
<td>Medicine and Dentistry</td>
<td>86</td>
<td>58</td>
</tr>
<tr>
<td>Mathematics</td>
<td>56</td>
<td>52</td>
</tr>
<tr>
<td>English Language</td>
<td>76</td>
<td>52</td>
</tr>
<tr>
<td>Biology</td>
<td>54</td>
<td>49</td>
</tr>
<tr>
<td>Sociology and Anthropology</td>
<td>53</td>
<td>48</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Skill</th>
<th>Importance</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Perceptiveness</td>
<td>78</td>
<td>63</td>
</tr>
<tr>
<td>Reading Comprehension</td>
<td>72</td>
<td>61</td>
</tr>
</tbody>
</table>
Coordination 72 59

Speaking 75 57

Critical Thinking 72 57

Service Orientation 75 57

Active Listening 78 57

Monitoring 69 55

Judgment and Decision Making 69 54

### Competencies - Abilities

<table>
<thead>
<tr>
<th>Ability</th>
<th>Importance</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Problem Sensitivity</td>
<td>78</td>
<td>71</td>
</tr>
<tr>
<td>Inductive Reasoning</td>
<td>75</td>
<td>70</td>
</tr>
<tr>
<td>Oral Comprehension</td>
<td>78</td>
<td>68</td>
</tr>
<tr>
<td>Oral Expression</td>
<td>78</td>
<td>66</td>
</tr>
<tr>
<td>Written Comprehension</td>
<td>75</td>
<td>61</td>
</tr>
<tr>
<td>Deductive Reasoning</td>
<td>75</td>
<td>59</td>
</tr>
<tr>
<td>Near Vision</td>
<td>69</td>
<td>59</td>
</tr>
<tr>
<td>Speech Recognition</td>
<td>72</td>
<td>57</td>
</tr>
<tr>
<td>Written Expression</td>
<td>69</td>
<td>55</td>
</tr>
</tbody>
</table>
Manufacturing

Training in a real manufacturing setting is crucial. Employers in this industry are looking for individuals with manufacturing education and mechanical knowledge. There is a need to market the industry in the education institutions to create increased interest amongst the younger generation. Workers within the manufacturing industry must keep up with the technological advances by gaining more on the job education at technical schools. In addition, needs in soldering, welding and additive manufacturing were identified as skills needed by local manufacturing employers.

Competencies - Knowledge

<table>
<thead>
<tr>
<th>Knowledge</th>
<th>Importance</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mechanical</td>
<td>76</td>
<td>77</td>
</tr>
<tr>
<td>Computers and Electronics</td>
<td>61</td>
<td>62</td>
</tr>
<tr>
<td>Engineering and Technology</td>
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<td>62</td>
</tr>
<tr>
<td>Mathematics</td>
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<tr>
<td>Design</td>
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<td>60</td>
</tr>
<tr>
<td>Production and Processing</td>
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<td>59</td>
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<tr>
<td>Physics</td>
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<td>48</td>
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<tr>
<td>Education and Training</td>
<td>43</td>
<td>47</td>
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<tr>
<td>English Language</td>
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### Competencies - Skills

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<th>Level</th>
</tr>
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<td>Operation Monitoring</td>
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<td>52</td>
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<tr>
<td>Troubleshooting</td>
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<td>50</td>
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<tr>
<td>Monitoring</td>
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<td>50</td>
</tr>
<tr>
<td>Equipment Maintenance</td>
<td>63</td>
<td>50</td>
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<tr>
<td>Quality Control Analysis</td>
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<td>50</td>
</tr>
<tr>
<td>Repairing</td>
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</tr>
<tr>
<td>Active Listening</td>
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<td>48</td>
</tr>
<tr>
<td>Reading Comprehension</td>
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<td>48</td>
</tr>
<tr>
<td>Critical Thinking</td>
<td>66</td>
<td>48</td>
</tr>
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</table>

### Competencies - Abilities

<table>
<thead>
<tr>
<th>Ability</th>
<th>Importance</th>
<th>Level</th>
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</thead>
<tbody>
<tr>
<td>Oral Comprehension</td>
<td>66</td>
<td>57</td>
</tr>
<tr>
<td>Oral Expression</td>
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<td>52</td>
</tr>
<tr>
<td>Visualization</td>
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<td>52</td>
</tr>
<tr>
<td>Problem Sensitivity</td>
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<td>50</td>
</tr>
<tr>
<td>Written Expression</td>
<td>60</td>
<td>48</td>
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<tr>
<td>Information Ordering</td>
<td>53</td>
<td>48</td>
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</table>
Reaction Time | 50 | 48
---|---|---
Deductive Reasoning | 60 | 48
Written Comprehension | 60 | 48

### Competencies - Knowledge

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<th>Importance</th>
<th>Level</th>
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<td>96</td>
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<td>Mathematics</td>
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<td>67</td>
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<td>English Language</td>
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<td>58</td>
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<tr>
<td>Administration and Management</td>
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<td>Problem Sensitivity</td>
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Financial & Professional Services

The primary knowledge competency in the field of financial and professional services is economics and accounting, followed closely by mathematics. Employees in the field of Financial/Professional services need to have good reading comprehension and be able to develop a personal relationship with customers. Being self-motivated and having the positive attitude to meet the needs of the customers is essential to the success of the employee in the workplace.

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Competencies - Skills
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Problem Sensitivity 63 55
Mathematical Reasoning 60 54

**Education**

The primary knowledge competency in the field of education is English language, followed closely by education and training. Employees in the field of education need to have good reading comprehension and active listening skills. Oral comprehension and expression are key abilities to succeed in the Education.

### Competencies - Knowledge

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Hospitality

The primary knowledge competency in the field of hospitality is customer and personal service, followed closely by English language. Employees in the field of hospitality need to have active listening skills and be well spoken. Oral comprehension and speech recognition to meet the needs of the customers is essential to the success of the employee in the workplace.

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**Government**
The primary knowledge competency in the field of government is customer and personal service, followed closely by clerical. Employees in the field of government need to be well spoken and have active listening skills. Oral expression and comprehension are vital to meet the needs of the customers in this field.

### Competencies - Knowledge

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**Construction**

The primary knowledge competency in the field of construction is building and construction, followed closely by mathematics. Employees in the construction field need to have active listening skills and be well spoken. Manual dexterity and problem sensitivity are abilities that must be strong for success in this field.

**Competencies - Knowledge**
### Knowledge

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### Competencies - Skills

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<td>Coordination</td>
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technology grant. If funding is found, LWDA 16 will purchase new software that will allow us to offer these business groups the chance to meet virtually from the comfort of their office. This virtual seminar is just one way that LWDA 16 is seeking to lighten the load on employers while focusing on their current and future needs. LWDA 16 meets with business leaders to discuss their needs both now and for the future. These employers respond to surveys that provides some insight into the supply and demand of regional employers.

In the past, our partnership with the local Chambers and Economic Development agencies resulted in a survey that was completed by many area employers. Manufacturers play an important role in LWDA 16. LWDA 16 partners with the local colleges and universities in an effort to coordinate training to targeted and

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<td>Arm-Hand Steadiness</td>
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demand occupations. Talent development is critical to Florida Economic Development efforts and training a quality workforce is just the beginning stages of attracting new employers and creating jobs in our region. LWDA 16 staff also attends the Manufacturers Consortium meetings. This consortium, in partnership with the Hernando County Office of Business Development, was instrumental in bringing the Essentials of Manufacturing credentials to staff of interested employers. We continue to work closely with our Economic Development partners to bring in new, or to grow existing, businesses. LWDA 16 continues to focus heavily on OJT, EWT, apprenticeships, work experience and Customized Training. Since LWDA 16 has many manufacturers, we have had the chance to offer OJT, Customized Training and EWT opportunities to many of them. LWDA 16 will, during the process of budgeting funds, establish our local targeted occupations list and approved training vendors for occupational skills training that lead to recognized credentials, giving priority to programs that are aligned with local targeted in-demand industry sectors and/or occupations in those sectors.

(2) Please provide an analysis of the knowledge and skills needed to meet the employment needs of the employers in the region, including employment needs in in-demand industry sectors and occupations. WIOA §108(b)(1)(B)

For Pasco and Hernando Counties the key for an individual to have positive employment prospects remains a post-secondary certification or degree in a targeted occupation. Additionally, imperative core job skills as identified by employer surveys include: literacy and numeracy at or above the 8th grade level, basic work related soft skills of timeliness, attitude, presentation, teamwork, and basic computer familiarity. For specific skills training the following demand and growing occupations are the jobs most likely to be filled in the next eight (8) years: Registered Nurses; Secretaries; Customer Service Representatives; Elementary School Teachers; Truck Drivers, Heavy and Tractor-Trailer; Bookkeeping; Accounting, and Auditing Clerks; Heating, A.C., and Refrigeration Mechanics and Installers; Licensed Practical Nurses; Carpenters; Electricians; Dental Assistants, and Dental Hygienist. Iterating, employers will be hiring individuals with these skills, but without the corresponding soft-skills, workers will be doomed to failure despite their certifications and training.

According to EMSI (2016) the top knowledge, skills and abilities for the in-demand industry sectors are as:

(3) Please provide an analysis of the workforce in the region, including current labor force employment (and unemployment) data, information on labor market trends, and the educational and skill levels of the workforce in the region, including individuals with barriers to employment. WIOA §108(b)(1)(C)
In LWDA 16, the unemployment rate declined by 0.9 percentage point over 2015 to 5.2 percent in December. Since the trough of the Great Recession (January 2009 unemployment rate = 13.2 percent), the unemployment rate decreased by 8.0 percentage points. The labor force increased 9.8% since its low point in November 2009 (December 2015 labor force = 279,398). In addition, the number of unemployed persons declined over the recovery (December 2015 unemployed persons = 14,648) and the number of employed persons increased (December 2015 employed persons = 264,120).

The career educational systems within the Pasco Hernando Workforce Region currently lack the capacity to answer all the varied demands of employers within the region. Even in areas of strongest demand, skilled medical, educational services, and transportation, the training volume at local institutions falls behind current need. The ability of individuals to utilize the MSA’s greater assortment of available training remains critical to answer the workforce demand.

Recognizing this deficit, LWDA 16 works as a partner with both Pasco and Hernando School districts and Pasco Hernando State College as they develop programs and evaluate current offerings. This cooperation resulted in the addition of new programs such as cyber security, CNC machining, Solid Works drafting as well as additional capacity in welding and nursing. The transformation of Pasco Hernando State College into providing four year degrees in nursing and education also addresses a critical need within the area. In addition, LWDA 16 sits on the advisory committee for Suntech Educational Center as it develops new and niche training to answer employer needs in manufacturing and information technology. Workforce Board staff continually seek grants (USDOL H1B, et al) that encourage identifying and addressing educational and skill needs. Currently we are in discussion with PHSC on a new round of H1B Grant applications and with the Hernando County Sheriff Department on a proactive program for inmates approaching release.

Employed Worker Training provided by the Business Services Team of LWDA 16 adds another dimension in answering employers’ need to train their current workforce in order to remain competitive. Whether as mundane as OSH 30 certification or as involved as Leer Jet pilot upgrade, employers identify the need and work with Business Services to find and fund these important trainings.

(4) Please provide an analysis of the workforce development activities (including education and training) in the region, including an analysis of the strengths and weaknesses of such services and the capacity to provide such services, to address the identified education and skill needs of the workforce and employment needs of employers in the region. WIOA §108(b)(1)(D) and §108(b)(7)
LWDA 16’s three one-stop centers provide resource room access to Wagner-Peyser, WIOA (Adult, Dislocated Worker and Youth), TANF, SNAP, DVOP/LVER staff, RESEA and Ticket to Work. Vocational Rehabilitation is also co-located in each of the one-stops. Customers are offered a wide selection of career services, including onsite recruitments, employability skills workshops, career exploration, networking opportunities through our Professional Placement Network and onsite recruitment events. In addition, LWDA 16 has ample services available to businesses, including career fairs, labor market information, job postings, and business advantage seminars and training assistance. LWDA 16 will continue to provide skills development training to meet our employer’s and jobseekers/worker’s needs, including individuals with disabilities or barriers to employment. Surveys are given to both jobseekers/universal customers and employers on a recurring basis to ensure we are meeting their needs. As the outlook in LWDA 16 continues to improve, so do the services we provide to our customers.

The LWDB does extensive analysis of available labor market information and of the employment seeking workforce. It understands that Healthcare and Retail Trade are the greatest employer sectors, followed by education, construction, and public administration. Such analysis allows the Board to see the growing sector of manufacturing as it becomes vital to the areas recovery from the Great Recession.

Census data and a review of Employ Florida information indicates that the population lags the State of Florida as a whole in obtained education levels and is marginally older than the other two counties making up the MSA (Hillsborough & Pinellas).

### Individuals Enrolled in Employ Florida 01/01/2016 through 12/31/2017

<table>
<thead>
<tr>
<th></th>
<th>Total</th>
<th>Percentage</th>
<th>W/Disability</th>
<th>Former Offender</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>6786</td>
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<tr>
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<td>7080</td>
<td>51.1%</td>
<td>6.3%</td>
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<tr>
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<tr>
<td>Ethnicity</td>
<td>Count</td>
<td>Percentage</td>
<td></td>
<td></td>
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<tr>
<td>---------------------------------</td>
<td>-------</td>
<td>------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>African American/Black</td>
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<td></td>
</tr>
<tr>
<td>American Indian/Alaskan Native</td>
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<tr>
<td>Asian</td>
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<tr>
<td>Hawaiian/Other Pacific Islander</td>
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<tr>
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<td>2045</td>
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**Self-Identified**

<table>
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<tr>
<td>Less than HS Completion</td>
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<td>8.1%</td>
<td>0.7%</td>
</tr>
<tr>
<td></td>
<td></td>
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<td>12.6%</td>
</tr>
</tbody>
</table>
The Local Area Unemployment Statistics (LAUS) program produces estimates of civilian labor force, total employment, unemployment, and unemployment rates by place of residence. This is a chart of unemployment rates reported monthly since January 2000.
Please provide a description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area. WIOA §108(b)(7)

WIOA is designed to increase participant access to training services wherein training services are provided to equip individuals to enter the workforce and retain employment. Participants' will receive career/training services as is appropriate and LWDA 16 will develop a single unified plan aligned to the regional labor market needs. The full range of training activities (occupational skills training, including training for nontraditional employment; on-the-job training (OJT), including registered apprenticeship; employed worker/ incumbent worker training; workplace training and cooperative education programs; private sector training programs; skills upgrading and retraining; entrepreneurial training; transitional jobs; job readiness training provided in combination with other training activities; adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, in combination with training; and customized training conducted with a commitment by an employer or group of employers to employ
an individual upon successful completion of the training) may be available based upon the assessment of 
the individual seeking services. The major activities utilized by LWDA 16 in the past have been Occupational 
Skills Training, On-The Job training and employed worker training. The use of both private and public 
educational facilities for Occupational Skills Training has proven to be adequate although it is felt a need 
exists for new training to satisfy the demand for occupations representative of the regional labor market. 
An assessment of each training activity will be ongoing through in-house monitoring and an evaluation 
of outcome results for each training vendor/program operator. These outcomes will be assessed singularly 
and in total as to their contribution toward meeting local performance accountability measures.

Quoting TEGL 3-15 - WIOA authorizes “career services” for adults and dislocated workers, rather than “core” 
and “intensive” services, as authorized by WIA. There are three types of “career services”: basic career 
services, individualized career services, and follow-up services. These services can be provided in any order; 
there is no sequence requirement for these services. Career services under this approach provide local areas 
and service providers with flexibility to target services to the needs of the customer.

The three categories of services are:

**Basic Career Services**

Basic career services must be made available to all individuals seeking services served in the one-stop 
delivery system, and include:

- Determinations of whether the individual is eligible to receive assistance from the adult, dislocated 
  worker, or youth programs;
- Outreach, intake (including identification through the state’s Worker Profiling and Reemployment 
  Services system of unemployment insurance (UI) claimants likely to exhaust benefits), and orientation 
  to information and other services available through the one-stop delivery system;
- Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well 
  as aptitudes, abilities (including skills gaps), and supportive service needs;
- Labor exchange services, including—
- Job search and placement assistance, and, when needed by an individual, career counseling, including—
- Provision of information on in-demand industry sectors and occupations (as defined in sec. 3(23) of 
  WIOA); and,
- Provision of information on nontraditional employment (as defined in sec. 3(37) of WIOA);
• Provision of referrals to and coordination of activities with other programs and services, including those within the one-stop delivery system and, when appropriate, other workforce development programs;

• Provision of workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including—

• Job vacancy listings in labor market areas;

• Information on job skills necessary to obtain the vacant jobs listed; and

• Information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for those jobs;

• Provision of performance information and program cost information on eligible providers of training services by program and type of providers;

• Provision of information about how the local area is performing on local performance accountability measures, as well as any additional performance information relating to the area’s one-stop delivery system;

• Provision of information relating to the availability of supportive services or assistance, and appropriate referrals to those services and assistance, including: child care; child support; medical or child health assistance available through the State’s Medicaid program and Children’s Health Insurance Program; benefits under the Supplemental Nutrition Assistance Program (SNAP); assistance through the earned income tax credit; housing counseling and assistance services sponsored through the U.S. Department of Housing and Urban Development (HUD)\(^1\); and assistance under a State program for Temporary Assistance for Needy Families (TANF), and other supportive services and transportation provided through that program;

• Assistance in establishing eligibility for programs of financial aid assistance for training programs not provided under WIOA; and

• Provision of information and assistance regarding filing claims under UI programs, including meaningful assistance to individuals seeking assistance in filing a claim—

• Meaningful assistance means providing assistance:

• On-site using staff who are properly trained in UI claims, filing, and/or the acceptance of information necessary to file a claim, or
• By phone or via other technology, as long as the assistance is provided by trained and available staff and within a reasonable time;

• The costs associated in providing meaningful assistance may be paid for by the State’s UI program, the WIOA Adult or Dislocated Worker programs, the Wagner-Peyser Employment Service, or some combination thereof these funding sources.

Individualized Career Services

If one-stop center staff determine that individualized career services are appropriate for an individual to obtain or retain employment, these services must be made available to the individual. These services must be available in all one-stop centers. One-stop center/staff may use recent previous assessments by partner programs to determine if individualized/career services would be appropriate. These services include:

• Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include—

• Diagnostic testing and use of other assessment tools; and

• In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals;

• Development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals, including the list of, and information about, eligible training providers;

• Group and/or individual counseling and mentoring;

• Career planning (e.g. case management);

• Short-term pre-vocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare individuals for unsubsidized employment or training, in some instances pre-apprenticeship programs may be considered as short-term pre-vocational services;

• Internships and work experiences that are linked to careers;

• Workforce preparation activities that help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in utilizing resources, using information, working with others, understanding systems, and obtaining skills
necessary for successful transition into and completion of postsecondary education, or training, or employment;

- Financial literacy services;
- Out-of-area job search assistance and relocation assistance; and
- English language acquisition and integrated education and training programs.

**Follow-up Services**

Follow-up services must be provided as appropriate for participants who are placed in unsubsidized employment, for up to 12 months after the first day of employment. Counseling about the workplace is an appropriate type of follow-up service. Follow-up services do not extend the date of exit in performance reporting.

(6) Please provide a description and assessment of the type and availability of youth workforce investment activities in the local area, including activities for youth who are individuals with disabilities. The description and assessment must include an identification of successful models of such youth workforce investment activities. WIOA §108(b)(9)

Each youth receives an objective assessment of their academic levels, skill levels, and service needs for the purpose of identifying appropriate services and career pathways. Career exploration allows the youth to select an occupational direction based on interests and is matched with positive labor market information to ensure their chosen career direction is in demand within the regional economy. Communication skills emphasizing the development of an elevator speech are also provided as is employment application/resume completion, interviewing skills and leadership opportunities provided through Service Learning Projects, all of which are forerunners to classroom training, occupational skills instruction, internships and on-the-job training opportunities. Work experiences are heavily emphasized within the youth program so the minimum expenditure rate of 20 percent of the youth formula funds mandate is achieved. Additionally, the 14 program elements as described in WIOA §129(c)(1) are also available to program participants based upon identified need. These 14 elements include those originally required under WIA, and subsequently condensed to 9, plus the 5 new elements included in WIOA.

These services will be provided to all eligible youth including youth who are individuals with disabilities. Reasonable accommodations and personalized service will be provided for such individuals to enable their full participation. Close coordination and collaboration will exist with both local school boards and vocational rehabilitation regarding service provision for this target group.
An identification of successful models of youth workforce investment activities focused on a body of work conducted by the National Collaborative on Workforce and Disability. According to NCWD/Youth’s Innovative Strategies, exemplary youth programs include the following

- Provide workforce preparatory experiences;
- Provide youth development and leadership opportunities;
- Tailor services to individuals;
- Demonstrate awareness and attention to serving youth with disabilities;
- Have quantitative or qualitative outcome data

Each element listed above is a component of the current region’s service provider, Eckerd Connects. As such, it is anticipated a successful program, with successful outcomes, will continue to be available to the region’s eligible youth. All youth performance standards were achieved by this service provider in Program Year 16-17 thus attesting to the effectiveness of the region’s youth program.

WORKFORCE DEVELOPMENT AREA VISION AND STRATEGIC GOALS

(1) Provide a description of the local board’s strategic vision and goals for preparing an educated and skilled workforce (including youth and individuals with barriers to employment), including goals relating to primary indicators of performance described in WIOA section 116(b)(2)(A) to support regional economic growth and economic self-sufficiency (WIOA §108(b)(1)(E)).

The local vision of the Pasco-Hernando Workforce Board is to serve as a catalyst in the community for promoting self-sufficiency through the development of a quality workforce. That vision goes hand in hand with our mission. Our mission statement reflects the sentiments of both the Board and staff. “Pasco-Hernando Workforce Board enhances the economic development efforts of our region by providing a well-trained, high quality workforce which supports the success of local business and improves the quality of life”. We believe in integrity, customer service, accountability and respect. Working closely with employers and customers to provide the skills and training needed to succeed in a career shows in customer satisfaction ratings and performance reports. Pasco-Hernando has consistently ranked in the top ten on the Governor’s Placement Report since November 2011 and has met or exceeded on all performance goals. Under existing legislation, the LWDAs have the policy and service design authority, taking into consideration
the needs of the employers and jobseekers. Local input from Board Members, businesses, chambers of commerce, economic development councils and other partner organizations will continue to shape the level and quality of services provided.

LWDA 16 will continue to encourage the engagement of local employers in targeted industry sectors as well as developing strategies, to include career pathways, skills upgrades, certification for post-secondary credentials and apprenticeships that are designed to meet the needs of employers, workers and jobseekers. LWDA 16 will promote the use of industry sector partnerships to address the needs of multiple employers in the industry, including On the Job Training (OJT), Employed Worker Training (EWT), Incumbent Worker Training (IWT), apprenticeships and work experience.

LWDA 16 promotes the Governor's position on lifelong learning to upgrade skills that are relevant to finding/retaining employment in an ever-changing economy. This focus applies to employees as well as to job seekers. With that position in mind, there has been a stronger focus on OJT opportunities in all programs, including Temporary Assistance to Needy Families (TANF), Trade Adjustment Assistance (TAA) and Supplementary Nutrition Assistance Program (SNAP). OJT provides training as well as subsidized employment for a short period of time. Customers are assessed and offered workshops and work experience to enhance their “work readiness” skills. Many jobseekers have been on the same job for years and need a little support to bring their skills up to the standards of the employer. Many jobseekers need more support and workshops prior to being deemed work ready. Once customers are considered work ready, the job matching begins. We focus on finding the perfect match between employer and job seeker, including youth and individuals with disabilities. When the OJT has been completed and the employer is satisfied with the progress, the job seeker is hired into a permanent position. The employer and jobseeker have both been very pleased with this arrangement. Job creation in a sluggish economy along with the ability to place the “long term unemployed” into permanent positions has created a win-win situation for all involved.

Career Academies have been a strong focus in the past four years as LWDA 16 assisted in the initial planning stages for both Pasco and Hernando counties. Staff participates on local steering committees with region’s School Board staff as well as higher education, business and economic development organizations in order to review and determine needs of the area. The contracted youth provider and LWDA 16’s Youth Coordinator works closely with school personnel in the region in an effort to assist qualified youth in funding for industry recognized certifications as well as other types of support services. There is also a strong focus on training, entrepreneurship and work experience in an effort to enable our youth, including those with a
disability or barriers to employment, to successfully enter and advance in our workforce. LWDA 16 was
invited to provide input on the five year strategic plan for both Pasco and Hernando counties. The school
systems are excited about the prospect of engaging our youth at younger ages as middle school youth has
become the next focus for Career Academies.

LWDA 16 staff research and apply for applicable Federal, State and Corporate grants in an effort to offset
costs that will allow job seekers the ability to be trained quickly and re-enter

LWDB members set goals that align with the Performance Measures. These goals include placement,
retention and earnings for WIOA, TANF and WP programs. For youth goals, LWDB members are looking for
youth to attain a degree or certificate, placement and literacy/numeracy gains. The LWDB also has a goal
to have staff more visible in the community and to actively participate in community meetings. The
CEO/President and staff actively participate in various community activities and meetings. The
CEO/President is an active member of the Tampa Bay Partnership (TBP) Education Committee. The Tampa
Bay Partnership galvanizes the business and political leadership of Tampa Bay to exert its collective influence
on the policies, programs and projects that enhance the economic competitiveness and prosperity of our
region. Through the Partnership’s public policy, political action and research initiatives, a diverse community
is united with one shared vision and one powerful voice on issues of regional significance. Founded in 1994,
the regional advocacy organization is today supported by more than 120 private investors, public partners
and community stakeholders from the counties of Citrus, Hernando, Hillsborough, Manatee, Pasco, Pinellas,
Polk and Sarasota.

LWDB Members unanimously agree that LWDA 16 should exceed State average Job Seeker Customer
Satisfaction rating. It is the desire of the Board to enhance job creation, work readiness skills, STEM related
activities for youth, cement local partnerships, assist in local economic development efforts and tailor
training to employers’ needs.

**Strategic Goals**

- Strategically align workforce development programs to ensure employment and training services
  provided by the core programs are coordinated and complementary so that jobseekers acquire the skills
  and credentials that meet the employer’s needs.
- Promote accountability and transparency
- Provide outstanding customer service
- Promote alignment of workforce development programs with regional economic development strategies to meet the needs of employers
- Enhanced and streamlined operations
- Improved access to comprehensive services
- Improved services to employers and promote work-based training
- Enhanced workforce services to ensure unemployed and job seekers have access to high-quality workforce services
- Improve services to individuals with disabilities
- Prepare disconnected youth and other job seekers for successful employment; serve a minimum of 75% of out of school youth; spend at least 20% of youth formula funds on work experience activities
- Streamline and strengthen the strategic roles of the LWDB

(2) Describe the local area’s strategy to work with entities that carry out the core programs to align resources available to the local area to achieve the strategic vision and goals established by the local board.

LWDA 16 staff meets with partners on a quarterly basis to leverage funds that are available to mutual customers. A referral process has been put into place between the agencies and LWDA 16. LWDA 16 has worked closely with Vocational Rehabilitation to provide pre-employment workshops to youth with disabilities or barriers to employment. In addition, we work closely with them to assist mutual customers that are currently receiving disability gain employment through the Ticket To Work program.

Regular discussions with core programs’ key staff determine how to best coordinate and complement services to ensure jobseekers acquire the skills and credentials needed to meet the employer’s needs. Meetings are also held with the business community through the Business Services Team (BST). The BST meets with countless employers on a regular basis and receives input and feedback that is essential in the development of the local plan.

LWDA 16 also partners with Mid Florida Community Services to leverage funds to mutual customers that need training to find sustainable employment. Funds are also leveraged for supportive services. Interagency referrals were developed and LWDA 16 staff, as well as Mid Florida staff, was cross trained in the general eligibility requirements for both organizations.

LWDA 16 will continue to implement and support cross-training for staff as well as for partner programs. We will develop and execute Memoranda of Understanding with core program entities and other key partners that will document agreed to strategies to enhance the provision of services to employers, workers
and job seekers, such as use and sharing of information, performance outcomes, and cooperative outreach efforts with employers

(3) Describe the actions the local board will take toward becoming or remaining a high-performing board, consistent with the factors developed by the state board pursuant to section 101(d)(6) of WIOA.

The CEO/President of CareerSource Pasco Hernando meets with the LWDB Chair, the Local Elected Officials (LEOs), board members and business partners on a recurrent basis to obtain feedback on goals and priorities. All state and local performance measures are presented and discussed at committee and Board meetings to ensure satisfactory progress and appropriate correction measures. The CEO/President also meets with the management staff to provide direction in the day to day operational and financial processes needed to meet those goals. LWDA 16 will solicit input from businesses to ensure their needs are being met and to find out what else may be needed to provide them with a highly trained workforce. LWDA 16 will increase the number of OJTs, EWTs, apprenticeship, work experience and internships for training and job creation purposes. Staff will continue to receive a minimum of 15 continuing education hours annually, be Tier I certified, receive cross training and have goals that tie into performance measures. All programs are monitored internally throughout the year. DEO also monitors finance and programs on a yearly basis as does an independent CPA firm. By having processes and policies in place, LWDA 16 is intent on remaining a high-performing board.

(4) Describe service strategies the LWDB has in place or will develop that will improve meeting the needs of customers with disabilities as well as other population groups protected under Section 188 of WIOA and 29 CFR Part §38.

LWDA 16 has an Individuals with Disabilities Services Committee that meets on a quarterly basis to discuss the needs of customers within our community. LWDA 16 will meet with core program staff, partner agencies and businesses to leverage resources to improve meeting the needs of customers with disabilities and other population groups protected under the Act. LWDA 16 has also met with staff from Vocational Rehabilitation to contract to provide pre-employment training workshops for youth with disabilities to enable them to successfully obtain competitive integrated employment. LWDA also participates in the Ticket to Work program to assist those customers that are receiving Social Security Disability, find sustainable employment. LWDA 16 will continue to provide accessibility to employment and training services for individuals with disabilities. The Board is exploring the use of on-the-job training for individuals with disabilities and how they might be able to self-market during their job search effort. This effort is in conjunction with the Individuals with Disabilities Services Committee and its partner agencies.
LWDA 16 will continue to bring together core program and partner staff as well as the business community to integrate services and support to improve services to individuals and youth with disabilities and barriers to employment. We will continue to improve upon the service delivery design by establishing new processes, policies, partnerships, assessments and programs to improve the employment outcome. A more active engagement with businesses will identify the skills support needed by individuals with disabilities. These needs will be communicated to core program staff, partner agencies, education providers, job seekers and state decision makers. LWDA 16 will continue to ensure physical and programmatic access to employment and training, training vendors and our facilities. We will also work to provide more job training opportunities, including OJT, EWT, apprenticeships and work experience. LWDA 16 will increase the number of individuals with disabilities who earn credentials, including high school diplomas, industry-recognized certificates, and two- and four-year postsecondary degrees, that enable them to compete for employment along a career pathway in targeted industries and other high-demand and emerging occupations.

(5) Describe the process used to develop your area’s vision and goals, including a description of participants in the process.

The CEO/President of Pasco-Hernando meets with the LWDB Chair, the Local Elected Officials (LEOs), board members, representatives of Economic Development, local colleges and universities, community agencies and business partners on a recurrent basis to obtain feedback on the vision and goals. LWDA 16 will continue to solicit input from businesses to ensure their needs are being met and to find out what else may be needed to provide them with a highly trained workforce and add new goals as needed. The plan process has also provided an opportunity for public comment and input into the development the plan. The plan was made available through a posting on our website, other electronic means and in open meetings to ensure transparency to the public.

(6) Describe how the LWDB’s goals relate to the achievement of federal performance accountability measures to support economic growth and self-sufficiency (WIOA §108(b)(1)(E)).

The CEO/President meets with the LWDB Chair, the Local Elected Officials (LEOs), board members and business partners on a recurrent basis to obtain feedback on performance accountability measures. State and local performance measures are presented and discussed at committee and Board meetings to ensure satisfactory progress and appropriate correction measures. Staff is given yearly performance goals that directly align with the state performance measures. The state measures include the following:

- Percentage of participants in unsubsidized employment during second quarter after exit
- Percentage of participants in unsubsidized employment during fourth quarter after exit
- Median earnings of participants during second quarter after exit
- Percentage of participants who obtain a postsecondary credential or secondary school diploma within 1 year after exit
- Achievement of measurable skill gains toward credential or employment
- Effectiveness in serving employers

The CEO/President provides direction to the management staff to ensure the day to day operational and financial processes needed to meet those goals are being followed. Input from the VP of Business Services is received to ensure goals are in place to meet the needs of our employers and to continue in our efforts to support economic growth and self-sufficiency. LWDA 16 will solicit input from businesses to ensure their needs are being met and to find out what else may be needed to provide them with a highly trained workforce. LWDA 16 will increase the number of OJTs, EWTs, apprenticeships and work experience for training and job creation purposes and to support economic growth and self-sufficiency. Although the majority of LWDA 16’s goals relate to the performance accountability measures, the following most closely fall in line with those measures:

- Strategically align workforce development programs to ensure employment and training services provided by the core programs are coordinated and complementary so that jobseekers acquire the skills and credentials that meet the employer’s needs.
- Enhanced workforce services to ensure unemployed and job seekers have access to high-quality workforce services
- Improve services to individuals with disabilities
- Prepare disconnected youth and other job seekers for successful employment; serve a minimum of 75% of out of school youth; spend at least 20% of youth formula funds on work experience activities

Promote alignment of workforce development programs with regional economic development strategies to meet the needs of employers

(7) Indicate the negotiated local levels of performance for the federal measures (WIOA §108(b)(17)).

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</tr>
<tr>
<td>Median Wage 2nd Quarter After Exit</td>
<td>$4,850.00</td>
</tr>
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(8) Describe indicators used by the LWDB to measure performance and effectiveness of the local fiscal agent (where appropriate), contracted service providers, and the one-stop delivery system in the local area (WIOA §108(b)(17)).

The negotiated performance measures are presented and discussed with sub-committees and the full Board. In past years, those discussions have led to the previous year’s proposed measures. The indicators used by the LWDB to measure performance and effectiveness are: Common Measures, Florida Workforce Integrated Performance Reporting System (FWIPRS), Monthly Management Reports (MMR) and Employ Florida (EF) reports. The LWDB's Information Technology staff developed a system of ad hoc queries using the EF Data Store so that staff may track local performance and direct changes in an effort to improve
performance. We also run State created queries based on the MMR on a daily/weekly basis. The efficacy of this system is demonstrated in the 2016-2017 improvement in MMR standings and the Governor’s Daily Placement Report. LWDA 16 staff also monitors programs internally, not only for contracted service providers, but to ensure our own staff is in compliance. The CEO/President meets with the LWDB Chair to discuss previous performance measures as well as with staff. The CEO/President and/or the Sr. VP of Operations also have discussions with the Service Provider regarding any issues that may surface. DEO monitors programs and finance on a yearly basis. LWDA 16 also has an independent CPA company that audits finance and programs annually.

(9) Describe the definition of “self-sufficiency” used by your local area (WIOA §108(b)(1)).

LWDA 16’S service providers shall base the accessibility of Workforce Innovation and Opportunity Act (WIOA) services which include intensive services and training services for employed workers on the below definition of “self-sufficient employment”. The intent of such WIOA funded services and/or training shall be to increase the workers earnings to the level of self-sufficiency.

- For WIOA eligible employed workers: Family earnings of 200% or more of the LLSIL (Lower Living Standard Income Level) based upon family size as determined annually by the Department of Labor.

- The employed worker, whether served out of Adult or Dislocated Worker funds, must meet all eligibility requirements for the particular program from which they will be served.

- The employed worker must also be determined to be in need of these services in order to obtain or retain employment that allows for economic self-sufficiency.

- The participant’s lack of economic self-sufficiency is an eligibility criterion for serving the employed worker.

- The requirement to first serve Veterans, recipients of public assistance and other low-income individuals should funds be limited still applies when serving the employed worker with WIOA funds.

In LWDA 16 (Pasco and Hernando counties), self-sufficient employment means earning a rate of pay representing:

- For WIOA eligible adults: Family earnings of 200% or more of the LLSIL (Lower Living Standard Income Level) based upon family size as determined annually by the Department of Labor.

- For WIOA eligible dislocated workers: A worker who has been given notice of lay-off or is laid-off and at time of eligibility determination has income of no more than 80% of the job of dislocation.
- For WT eligible **adults**: Family earnings of 200% or more of the LLSIL (Lower Living Standard Income Level) based upon family size as determined annually by the Department of Labor

**COORDINATION OF SERVICES**

(1) **Coordination of programs/partners**: Describe how individualized career services are coordinated across programs/partners in the one-stop centers, including Vocational Rehabilitation, TANF and Adult Education and Literacy activities. Specify how the local area coordinates with these programs to prevent duplication of activities and improve services to customers (TEGL 3-15).

Committees were formed that consist of LWDA 16 staff, core program staff and partner staff. These committees meet on a quarterly or as-needed basis to discuss the coordination of individualized career services to prevent duplication and improve services to customers. During these meetings, each partner gives an overview of the services they offer and provides program updates. Partner staff and LWDA 16 staff work together to create internal referrals, discuss employment and training activities and integration of services to leverage funds among programs while addressing the needs of special populations, drop-out prevention and other needs among organizations. Attendees discuss and determine how to best coordinate and complement service delivery so that job seekers acquire the skills and credentials that meet employers’ needs. LWDA 16 staff and committee members will develop strategies to support staff training and awareness across programs supported under WIOA as well as other key partner programs.

Core programs managed through direct services:
- Labor Exchange services provided under Wagner-Peyser staff
- Trade Adjustment Assistance programs
- Veteran’s Employment program
- TANF
- RESEA
- Information and local navigation assistance to DEO’s state Unemployment Compensation program

Core programs managed through a contracted provider or partner under MOU:
- WIOA Youth – Eckerd Connects
- Division of Vocational Rehabilitation
- Department of Juvenile justice
- Senior Community Service Employment Program
• Adult Education and Literacy programs under Title II
• Career and Postsecondary Education programs
• TANF program employment and training services to the non-custodian parent through the Non-Custodial Parent Employment and Training program
• SNAP program
• Ticket to Work program

(2) **Coordination with Economic Development Activities:** Describe how the local board coordinates workforce investment activities carried out in the local areas with economic development activities carried out in the region (or planning region) in which the local area is located, and promotes entrepreneurial training and microenterprise services (WIOA §108(b)(5)).

LWDA 16 will coordinate planning and service delivery strategies with local economic development organizations and align with current economic development initiatives and strategies to meet the needs of local and regional industries and potential new employers. LWDA 16 will conduct periodic gap analyses in partnership with local economic development agencies through the use of surveys and focus group discussions with the business community to identify the skills and credentials employers in key industry sectors currently need in the short term and will need in the long term. Pasco Economic Development Council facilitates a series of CEO Roundtables for Target Industries in the region who provide valuable input into workforce development and service strategies. Core programs’ key staff will be invited to participate in the discussion with the local employers, review the final draft of the analysis of the survey results, disseminate the final report and work with LWDA 16 to determine what changes, if any, are needed based on this input from local employers in targeted industry sectors. LWDA 16 will participate in regional workforce committees and task forces convened for the purposes of working to meet the employee needs and training initiatives of employers. LWDA 16 will continue to work with the Economic Development organizations in both counties to expand partnerships and improve communication between the target industry clusters and the workforce development system. LWDA 16’s CEO/PRESIDENT is a current Board Member of the Pasco Economic Development Council as well as the Pasco Enterprise Network. Since April of 2010, collaboration meetings were held to develop a plan to coordinate assistance to small businesses and entrepreneurs in Pasco County through the creation of a small business assistance network with “virtual network” components. LWDA 16’s CEO/PRESIDENT has been involved in the development and continued meetings. Members of this committee also include the Pasco Economic Development Council, seven Pasco county Chambers of Commerce, Pasco County libraries, PHSC, City of New Port Richey, St. Leo University,
Small Business Development, SCORE and the Hispanic Business Initiative Fund. The Pasco Economic Development council, Inc. has a full menu of services for entrepreneurs and people looking to start businesses. These programs include business and entrepreneurship education, business incubation and technical assistance in the form of workshops, classes and mentoring. LWDA 16 also attended the Annual Pasco Economic Forecast Meeting and networking event. The Business Services Team and the management team of LWDA 16 are invited to network and have tables at these events.

LWDA 16 continues to participate as a member of the Lacoochee Industrial Park Committee. There are 90 acres designated as a potential industrial site in the Pasco County/Lacoochee area. The project is being led by Withlacoochee River Electric Company (WREC), the Pasco Board of County Commissioners and the Pasco County School Board. Lacoochee has long been known as one of the poorest sectors of Pasco County. Over half of the residents live under the poverty line. In a newspaper article written several years ago, a WREC representative stated, "It’s like stepping into a Third World country". Committee members are hoping to see a drastic change in the community beginning with job creation. At one time cypress trees were shipped from all over the state to be cut in Lacoochee. With that business no longer in existence, the area has declined and is now a high crime area with no water or sewer and houses that are falling apart, many with dirt floors. The Lacoochee Area Redevelopment Corp, working closely with Withlacoochee River Electric Corp, raised money along with funding from HUD and Pasco County. They celebrated the opening doors of a 16,000-square-foot center with a health clinic, a Boys & Girls club with structured afterschool program, a gymnasium, a sheriff’s substation, a library, a computer lab and space for job training, and even a stage for performances. It will also serve as the area’s only hurricane shelter. Pasco County Community Development has funded the construction of multiple Habitat for Humanity houses in the neighborhood using HUD's Neighborhood Stabilization and HOME funds. It is with great anticipation that LWDA 16 hopes to continue to serve on the committee and assist in any way possible. LWDA staff is now working on a H1B grant proposal that will be submitted to the Department of Labor. This grant will place a great emphasis on the Lacoochee Community Center and providing welding classes for eligible, interested individuals. Staff continues to provide services at the Community Center as needed. The mobile one stop also does site visits when requested. Pasco County is also embarking on a redevelopment effort in West Pasco known as the Harbors Redevelopment. This effort will include Pasco County, Pasco Economic Development council, the cities of Port Richey and New Port Richey, Pasco county Sheriff Office, Community Redevelopment, Pasco County School Board, West Pasco Chamber of Commerce, Pasco Hernando State College, business community members and neighborhood associations. This redevelopment will include an area of 84 square miles and population in excess of 250,000.
(3) **Coordination of education and workforce investment activities:** Describe how the local board coordinates education and workforce investment activities carried out in the local area with relevant secondary and postsecondary education programs and activities to coordinate strategies, enhance services, and avoid duplication of services (WIOA §108(b)(10)).

LWDA 16 has an extensive history of effective alignment between workforce programs and public secondary and post-secondary institutions and agencies. LWDA 16 will continue to work collaboratively with the local secondary and post-secondary education programs in the community to fully implement the strategic intent of WIOA.

LWDA 16, in close collaboration with Pasco Hernando State College (PHSC) works together to host an annual career fair. LWDA and PHSC staff has volunteered to provide resume assistance and other employability workshops during the career fair as well as to provide placement assistance. Staff has also partnered with PHSC in the application process for numerous grants.

LWDA 16’s Youth Coordinator focuses on services with our in-school youth in both counties. Working closely with both the Hernando and Pasco County School Boards and Pasco Hernando State College, the Youth coordinator has arranged for various employers to speak to the youth about their businesses and the types of training they may need. Some of the guest speakers include the Ironworkers Union, Supervisor of Elections and a CPA firm to name a few. The Youth Coordinator works closely with the Department of Juvenile Justice, Paxen Learning and Eckerd Youth. Youth throughout both counties have been given the opportunity to tour various businesses and manufacturing sites including the Dade City Courthouse, Artix Entertainment and PHSC. Apprenticeships and internships on high on the list of priorities for the Youth Coordinator and currently has active internships and apprenticeships going with Monster Transmission and the Ironworkers Union. In coordination with PHSC, LWDA’s Youth Coordinator has started a new project. It is called the Career Prep Program. By partnering with the schools and colleges, duplication of services is at a minimum.

Our WIOA Youth provider continues to work with Out of School Youth (OSY) and has active internships with many area employers. It is a true success when one of the interns finds sustainable employment at the worksite.

(4) **Coordination of transportation and other supportive services:** Describe how the local board coordinates workforce investment activities carried out under this title in the local area with the provision of
transportation, including public transportation, and other appropriate supportive services in the local area (WIOA §108(b)(11)).

Supportive services are provided through several programs in the local area. The Temporary Assistance for Needy Families (TANF) provides transportation, childcare, personal and family counseling (must be approved by the Program Manager or designee) and medical services that are necessary but not covered by Medicaid. In addition, it will also cover education and training as well as student fees. Gas card and bus passes are also given. LWDA 16 has operational policies and procedures to direct issuance and coordination of transportation and other supportive services. A participant budget is created and maintained as per allowable levels of services for non-transportation services tracking annual issuance. Part of the developed procedure is monthly or quarterly review of program issuances, participant budgets and program resources to manage overall delivery of services and maintain coordination.

Referrals are given to our partner agency, Mid Florida Community Services. Working closely with Mid Florida allows LWDA 16 to leverage funds. Services provided by Mid Florida include educational assistance, vocational training, rent/mortgage assistance, energy assistance and food assistance. In addition, Mid Florida will assist with childcare, medical and financial literacy.

LWDA 16’s Mobile One Stop travels to remote locations throughout both counties to bring services to those remote areas where no public transportation is available.

LWDA 16 is also a participating member of the Pasco County Transportation Board. This ensures that workforce development representation is present to address the needs and issues facing our customers. It also provides us with the opportunity to provide input on budget issues facing public transportation needs in our community, as well as service delivery.

(5) **Coordination of Wagner-Peyser Services:** Describe plans and strategies for, and assurances concerning maximizing coordination of services provided by the state employment service under the Wagner-Peyser Act (29 U.S.C 49 et seq.) and services provided in the local area through the one-stop delivery system to improve service delivery and avoid duplication of services (WIOA §108(b)(12)).

Wagner-Peyser (WP) has been co-located in LWDA 16, long before it was mandated under WIOA regulations. LWDA 16/DEO staff provides WP services on a daily basis and have been trained to deliver those services to avoid duplication of services and to provide improved, coordinated service delivery. LWDA 16, in partnership with the state agency, the Department of Economic Opportunity (DEO), provides employment services through the one-stop system under the Wagner-Peyser Act. Funding for state employees is provided through DEO as well as oversight of human resources and policy guidance in the
delivery of WP employment services. LWDA 16’s management have the authority to hire and fire staff upon receiving approval from DEO, train state employees and supervise all day-to-day functions along with the delivery of WP services within the one-stop centers in coordination with all other programs and services.

LWDA 16 has operational policies and procedures for the delivery of programs and program services to include WP employment services under the Wagner-Peyser act. Staff training and development is seamless across board, partner and state staff. All staff manages and tracks delivery of services through a single integrated state management system, Employ Florida (EF), which captures staff-assisted and self-services through labor exchange. One central MIS system strongly supports coordination and reduces duplication of services. LWDA 16’s central document management system, ATLAS system, helps support participant record retention promotes coordination of services and reduces duplication of services.

All three of LWDA 16’s one-stops provide universal access to an integrated array of labor exchange services so that workers, job seekers and businesses can find the services they need. LWDA 16 provides a variety of employment related labor exchange services including, but not limited to, job search assistance, job referral, and placement assistance for job seekers, re-employment services to unemployment insurance claimants including work test requirements, and recruitment services to employers with job openings. Depending on the needs of the labor market, other services such as job seeker assessment of skill levels, abilities and aptitudes, career guidance when appropriate, job search workshops and referral to training may be available.

The services offered to employers, in addition to referral of job seekers to available job openings, include assistance in development of job order requirements, matching job seeker experience with job requirements, skills and other attributes, assisting employers with special recruitment needs, arranging for Job Fairs, assisting employers analyze hard-to-fill job orders, assisting with job restructuring and helping employers deal with layoffs. Job seekers who are Veterans receive priority referral to jobs and training as well as special employment services and assistance. The system also provides specialized attention and services to individuals with disabilities, migrant and seasonal farm-workers, ex-offenders, youth, minorities and older workers.

All staff is required to obtain a Tier I certificate within six months of being hired. Staff is given access to online training modules that covers topics including the history of workforce, an overview of workforce programs, customer service and various job placement techniques. Once the modules are completed, staff must then take and successfully pass a comprehensive exam to demonstrate their proficiency in assisting job seekers and employers. Staff is also required to complete 15 hours of continuing education on an annual basis.
(6) **Coordination of Adult Education and Literacy:** Describe how the local board coordinates workforce investment activities carried out under this title in the local area with the provision of adult education and literacy activities under Title II in the local area, including a description of how the local board carries out, consistent with subparagraphs (A) and (B)(i) of section 107(d)(11) and section 232, the review of local applications submitted under Title II WIOA §108(b)(10).

LWDA 16 has staff from the Hernando County School Board’s Adult Education Program in the one-stop center on a regular basis. An internal referral system is used to refer interested customers to services that are provided. Services provided include adult literacy courses, GED and ESOL courses, a GED testing center, postsecondary adult vocational courses, and an Adult High School Program. Staff from both agencies work together to identify youth who would qualify for Career Source programs, identify potential students who need adult education services, create internships opportunities and solicit and evaluate input and support from a diverse range of relevant stakeholders prior to implementing new programs and continuing existing programs. The staff at Hernando Adult Education also works with Career source to create high wage, high skill programs that align with Region 16 data offered in the county’s new fully accredited technical school, Suncoast Technical Education Center. In Pasco County, LWDA 16 works closely with the Principal of Fred K. Marchman Technical College Adult to determine local high-wage high-demand careers for developing career pathways. Fred K. Marchman Technical College provides student-centered learning guided by the needs of business to provide knowledge and skills necessary for today’s workforce. In addition, Marchman offers technical programs, high school programs, GED and ESOL as well as underage GED preparation. LWDA 16 is currently co-located at Marchman working closely with staff to coordinate services to customers. LWDA 16 provides job placement assistance and employability skills training to interested students. LWDA 16 staff and management of Marchman are working together to enhance an internal cross-referral system and sharing of outcomes. A link to Employ Florida has been added to Marchman’s website.

Title II of the Workforce Innovation and Opportunity Act legislation requires the local workforce board to coordinate with adult education providers, including reviewing applications from eligible adult education providers to determine whether they are aligned with the local plan and make recommendations to the state agency administering adult education on promoting alignment. WIOA legislation also requires a partnership among the Federal Government, States, and local workforce development boards to provide adult education and literacy activities. The primary goals outlined in WIOA for Adult Education includes:
• Assisting adults to become literate and obtain the knowledge and skills necessary for employment and economic self-sufficiency
• Assisting adults who are parents or family members to obtain the education and skills that—
• Are necessary to becoming full partners in the educational development of their children; and
• Lead to sustainable improvements in the economic opportunities for their family;
• Assisting adults in attaining a secondary school diploma and in the transition to postsecondary education and training, through career pathways; and

English language acquisition program.--The term "English language acquisition program" means a program of instruction to:
• designed to help eligible individuals who are English language learners achieve competence in reading, writing, speaking, and comprehension of the English language
• and leads to:
• attainment of a secondary school diploma or its recognized equivalent
• and transition to postsecondary education and training or employment;...

Outlined below are additional services that Adult Education provides to the workforce development system and One-Stop Career Center:
• Printed information about the educational services available
• Assistance to participants in obtaining available financial aid information and make appropriate referral
• Referrals for GED preparation and testing
• Information on nontraditional career opportunities
• Information on youth and adult apprenticeship programs
• Information on special events focusing on career exploration
• Information to Career Center staff on educational and training opportunities

(7) **Reduction of Welfare Dependency:** Describe how the local board coordinates workforce investment activities to help reduce welfare dependency, particularly how services are delivered to TANF and Supplemental Nutrition Assistance Program (SNAP) recipients, to help such recipients become self-sufficient. Additionally, describe the strategies the local area uses to meet CareerSource Florida’s goal of reducing welfare.
LWDB 16 promotes the reduction of Welfare Dependency by coordinating workforce investment activities to help reduce welfare dependency by taking the approach of skills upgrades that are relevant to finding and retaining employment for our participants in both TANF and SNAP. From the point of referral both TANF and SNAP participants are assessed both formally and informally with online assessment to determine the correct path and skills needed to become gainfully employed. Regardless of the time period that the participant has been employed or held a position in one certain occupation, all participants are given a basic assessment which cover skills, work history, education levels and a series of questions which allows the Career Specialist to help each participant build a solid plan to guide them towards employment opportunities and occupations that are suitable. Each TANF and SNAP Career Specialist is prepared to work with each participant individually and in small group settings to deliver resources and program assistance in our local area. Participants are also encouraged to utilize our virtual online learning ECOURSES by logging into our website at careersourcepascoherando.com were the courses are accessible 24/7. Participants are also encouraged to register to attend our live skills workshops such as an array of Microsoft classes offered in our area.

Staff guides participants with a proactive approach to assist in self-sufficiency by focusing on the individuals short term goals while simultaneously developing a plan of action and roadmap to assist in guiding the participant towards employment. LWDB 16 staff continues offering educational opportunities that are in high demand and also short term training that will hopefully streamline the process from welfare to work and in return reduce the recidivism rate and reduction of welfare dependency. Locally approved training vendors are in place to assist our welfare recipients with additional training and some also assist with job placement once the course curriculum has been finished. Many of the individuals that are dependent on welfare are provided additional services in our local area to further assist in reaching their goals in an expedited manner. Our TANF population receives an array of services while participating in the program that will eliminate or minimize barriers and roadblocks to employment. Some of the services are childcare, clothing, tools for work, help with incidentals, utility assistance, car repair and employment incentives once gainful employment is secured. Individual participant referrals are also provided to further assist with wrap around services between LWDB 16 and local community service agencies that can assist with services such as rent and other payments to ensure barriers are being eliminated while the participants work towards self-sufficiency.

In addition to the activities and services that are being provided to our participants to help with the reduction of welfare dependency, LWDB 16 assists their TANF/ SNAP population with OJT opportunities and dual enrollment into WIOA were appropriate and provides additional services that may be sometimes
beneficial to the participant and help become gainfully employed. Pre-vocational services, including work experiences, communication skills, interviewing skills, dress for success skills and preparing participants for interviewing and work experiences that link to careers helps tie it all together. By offering an array of services and coordinating with other available programs / agencies, we help ensure that the reduction in the welfare programs reaches an all-time low and keeps the recidivism rate low will definitely ensure that our area is successful in its approach to moving people into employment.

(8) Cooperative Agreements: Describe the replicated cooperative agreements (as defined in WIOA section 107(d)(iii)) between the local board or other local entities described in section 101(a)(11)(B) of the Rehabilitation Act of 1973 (29 U.S.C 721(a)(11)(B)) and the local office of a designated state agency or designated state unit administering programs carried out under Title I of such Act (29 U.S.C. 721(a)(11)) with respect to efforts that enhance the provision of services to individuals with disabilities and to other individuals, such as cross-training staff, technical assistance, use and sharing of information, cooperative efforts with employers and other efforts of cooperation, collaboration and coordination.

Each Memorandum of Understanding (MOU) contains provisions describing services to be provided through the one stop delivery system following WIOA guidelines. Each MOU contains a description of how services are coordinated and delivered, how the costs of delivering services will be funded (including cash or in-kind contributions or funding received through other alternative options). Also included, the MOU will cover funding of infrastructure costs, methods of referrals between partners and methods to ensure the needs of workers and youth with barriers to employment, including individuals with disabilities. Each MOU also contains a section stating the duration of the agreement.

DESCRIPTION OF THE LOCAL ONE-STOP SYSTEM

(1) General System Description: Describe the one-stop delivery system in your local area, including the roles and resource contributions of one-stop partners (WIOA §108(b)(6)).

A. Describe how required WIOA partners contribute to your planning and implementation efforts. If any required partner is not involved, explain the reason.

All core programs are included the one-stop delivery system. The entire one-stop system, operated by LWDA 16 provides access to core programs and other required partners. Each one-stop provides in-house access to Wagner-Peyser (WP), Workforce Innovation and Opportunity Act (WIOA), Division of Vocational Rehabilitation, Trade Adjustment Assistance (TAA), Supplemental Nutrition Assistance Program (SNAP) and
Temporary Assistance for Needy Families (TANF). In addition to the core programs, access is provided to partner programs. These are the foundations for all other services generated from LWDA 16. These activities ensure low-income and low-skilled workers have as great or greater access to services whether funded by WIOA formula funds, TAA, WP, SNAP or TANF. The first point of contact for all universal customers will be our Resource Room where staff are trained to assist customers with high-quality career services, education and training as well as supportive services to assist them with finding and retaining good jobs and by doing so, helping businesses find and retain skilled workers.

Partner programs that are located in the centers (either full or part time) are Title I/Career and Technical Education (CTE), Community Services Block Grant (CSBG), Local Veterans Employment Representatives (LVER), Disabled Veterans Outreach Program (DVOP), Senior Community Service Employment Program (SCSEP), Temporary Assistance for Needy Families (TANF) and Trade Adjustment Assistance (TAA), Ticket to Work Program (TTW) and Unemployment Compensation programs. Job Corps, YouthBuild, Native American Programs and Migrant Seasonal Farmworker Programs do not operate in Pasco and Hernando counties. Referrals are currently given to Job Corps, HUD and National Farmworkers Job Program while continuing to reach out to other required partners. LWDA 16 also has a link on the www.careersourcepascohernando.com website to Job Corps and Native American Programs. LWDA 16 has an MOU in place with the National Farmworkers Program that operates in Hillsborough County. Staff is currently working with correctional agencies and DJJ to coordinate activities relating to the reentry of individuals returning from incarceration into the community (Second Chance Act). LWDA 16 also partners with the Pasco County Housing Authority and currently has an MOU and referral system in place.

The following partners are co-located in the one-stops and pay a proportionate amount of infrastructure costs.

- **WIOA Dislocated Worker** - WIOA dislocated worker program services target individuals who lost jobs due to plant closures, company downsizing, or some other significant change in market conditions. In most cases, eligible workers are unlikely to return to their occupations, and they must be eligible (or have exhausted) unemployment compensation.

- **WIOA Adult** - WIOA Adult program services include career services, training services and job placement assistance. Priority is given to recipients of public assistance, other low-income individuals, veterans, and individuals who are basic skills-deficient.
• WIOA Youth - WIOA Youth program services include the attainment of a high school diploma or its recognized equivalent, entry into postsecondary education, and individualized delivery of 14 types of career readiness opportunities.

• Division of Vocational Rehabilitation – Vocational Rehabilitation programs provide training services to help eligible individuals with disabilities become employed. The priority is competitive, fulltime employment. Depending on the individual’s disability and functional limitations, however, other outcomes such as part-time employment, self-employment, or supported employment are also appropriate. Services focus both on helping high school students plan as they prepare for transition to work, as well as delivery of a range of individualized adult services.

• Wagner-Peyser – WP, often referred to as basic labor exchange services provide access to employment services to all job seekers including job search preparation and placement assistance services. Employers may receive general or specialized recruitment services through self-service or staff assisted job orders.

Other co-located partner programs include:

• Temporary Assistance to Needy Families – co-located – proportionate share of costs
• Local Veterans’ Employment Representative – co-located – proportionate share of costs
• Disabled Veterans’ Outreach Program – co-located – proportionate share of costs
• Senior Community Service Employment Program – co-located – nonpaying partner with in-kind support
• Trade Adjustment Assistance Programs – co-located – proportionate share of costs
• Unemployment Compensation Programs – co-located – proportionate share of costs
• Hernando County School Board Title I Literacy Program – once or twice a month – nonpaying partner

B. Identify any non-required partners included in the local one-stop delivery system.

• Gulf Coast Jewish Family & Community Services – co-located – proportionate share of costs
• Lutheran Services – co-located – proportionate share of costs
• Mid-Florida Community Services – once a month – nonpaying partner – provides supportive services and training to mutual customers
• Tobacco Free Florida – monthly – contract with TFF to receive payment for referrals
• Supplemental Nutrition Assistance Program – co-located – proportionate share of costs
C. The LWDB, with the agreement of the chief elected official, shall develop and enter into a memorandum of understanding between the local board and the one-stop partners. Please provide a copy of any executed MOUs. WIOA §108(b)(6)(D).

MOUs attached

(2) **Customer Access:** Describe actions taken by the LWDB to promote maximum integration of service delivery through the one-stop delivery system for both business customers and individual customers.

A. Describe how entities within the one-stop delivery system, including one-stop operators and one-stop partners comply with the Americans with Disabilities Act regarding physical and programmatic accessibility of facilities, programs and services, technology and materials for individuals with disabilities, including providing staff training and support for addressing needs of individuals with disabilities. Describe how the LWDB incorporates feedback received during consultations with local Independent Living Centers on compliance with Section 188 of WIOA (WIOA §108(b)(6)(C)).

Over the years we have worked with various community and faith-based organizations to train staff on how to best provide services to targeted populations. Partner agencies that assist customers with disabilities are only a phone call away in most instances. Several of these agencies are Division of Blind Services and Division of Deaf Services. Vocational Rehabilitation is co-located in all of the region’s one-stops and interacts daily with customers with disabilities. Our one-stops are monitored internally by LWDA 16 and Vocational Rehabilitation staff for ADA compliance. In addition, the one-stops were monitored for compliance by the state and federal government. In order to ensure the highest level of service we have invested in various assistive technologies for our resource rooms. We have purchased computers that have Jaws and other software that will assist customers, whose sight is impaired, TTY phones for hearing impaired customers, computers loaded with information to connect customers to a translator, a ball mouse for customers with disabilities and adjustable height track tables that will raise or lower to accommodate wheel chairs. We also provide printed materials that describe specialized services to targeted populations. Other co-located partners include Lutheran Services, Pinellas Urban League and Gulf Coast Jewish Family and Community Services. Each actively participates in one-stop partner meetings. Our whole operation is geared to providing the very best service to each of our customers, including individuals with disabilities and barriers to employment. Each one-stop has a BST member permanently located to assist our business customers with their employment needs. The LWDB has an Individuals with Disabilities Services Committee headed by a Board Member who operates the largest independent living centers in the region. The committee plans events with other organizations serving individuals with disabilities to increase
awareness and employment. They coordinate with the local State College to have educational events highlighting the abilities of individuals and their success stories.

B. Describe how entities within the one-stop delivery system use principles of universal design in their operation.

By working with core and mandatory program partners, community and faith-based organizations, LWDA 16 has been able to incorporate a universal design to best provide services to any individual that walks through the doors. The first step was to make the design appealing to all users while accommodating a wide range of individual preferences and abilities. For example, the accommodation of right or left handed access and use, assessments that can be completed online or through an in-person interviewing process and resource materials available in places and heights that are highly acceptable, to name a few. Trainings and workshops present information verbally and in writing and also by incorporating graphics to illustrate the information being provided. Adjustable tables and chairs have been provided in the Resource Room and classrooms. All one-stops are ADA compliant and have wheelchair ramps located outside the main entrances in each building. Each one-stop also has an automatic door opener.

Upon entering the one-stop, all customers are welcomed and advised that staff is available to assist if needed. Staff is cross-trained in the general eligibility of all programs that are co-located within the one-stop in an effort to make the visit as pleasant as possible and to avoid duplication of services. Signs are clearly visible directing customers to the requested services. Customers have the option of visiting a one-stop in person, communicating via telephone, email or live chat and virtually through our online orientations and workshops. All three one-stop locations have access to public transportation. LWDA also has a calendar of events that can easily be accessed online. These workshops and events are available to universal customers.

C. Describe how the LWDB facilitates access to services provided through the local delivery system, including remote areas, using technology and other means (WIOA §108(b)(6)(B)).

LWDA 16 staff operates the Mobile One Stop, a self-contained resource room on wheels with twelve computer stations; satellite Internet and telecommunications; printing, copying, and total mobility. The Mobile One Stop travels to remote locations within the region to bring services to customers that may not otherwise be able to access our services.

Employers can use the Mobile Unit to anchor employee on-site recruitment efforts, job fairs, testing and training. Job Seeking customers can search for work, create and print resumes, access local and statewide
job listings, and receive referrals to and information about the programs offered by LWDA 16. The MOS is also available for Disaster Assistance, if needed. In recent years a state of disaster was issued for Pasco and Hernando counties. LWDA 16 staff traveled to remote locations to assist the Federal Emergency Management Agency (FEMA) and disaster affected individuals and employers.

Last year, LWDA 16 was also awarded an additional Veteran position. This new position is co-located at two of the local colleges, Pasco Hernando State College and Rasmussen College. This veteran position has been out stationed to serve Veteran customers with the assistance they need to further their educational and job seeking opportunities.

Virtual workshops to assist all universal customers can be easily accessed at our website: www.careersourcepascohernando.com. There are a variety of workshops offered on a daily basis. Thanks to the Workforce Innovation Grant, new software was purchased that expanded the capacity of each virtual workshop. LWDA 16 also applied for and was awarded the H1B grant in the amount of 1.8 million dollars.

This grant focused on the Healthcare Industry and provided skills upgrades to customers that were currently working in the Healthcare Industry. LWDA 16 is currently researching interactive software and associated costs so that Board Members and the business community can become more actively involved in partner meetings, Business Advantage Seminars and planning, to name a few.

In addition to the aforementioned virtual services that are available to LWDA 16 employers and jobseekers, the Employ Florida (EF) is available 24 hours a day, seven days a week. The EF website at www.employflorida.com provides access at to employment opportunities, resume-building resources and many other services. The Florida Abilities Work portal is available at abilitieswork.employflorida.com. The micro-portal is housed on the EF website. The portal was specifically designed to provide resources to persons with disabilities and to assist employers who are interested in hiring.

(3) Integration of Services: Describe how one-stop career centers implemented and transitioned to an integrated, technology-enabled intake and case management information system for programs carried out under WIOA and programs carried out by one-stop career center partners (WIOA §108(b)(21)).

Workforce has a number of programs and activities offered to individuals that touch the workforce system. Creating one-stop centers that are implementing and transitioning to an integrated, technology-enabled intake and case management process will allow for programs to be carried out effectively and expand on partnerships in our communities. The workforce system is a very complex system of required interactions between case managers and individuals seeking services in the one-stop centers. One-stop centers also collaborate with community agencies and partners to serve as a seamless system to provide job seekers with the highest level of services and resources.
One way that LWDA 16 has worked toward transitioning and implementing a more technology–enabled intake process is by utilizing a web-based portal system that allows individuals to access one main website and then transition to various websites within the one-stop integrated system. Some of the components utilized on the website allow individuals the opportunity to conduct job searches, orientations, electronic intake, electronic signatures, and e-courses. This means that the individuals we serve can actually apply for benefits online, meet work requirements online and lessen the burden and hardships that can create a stressful experience and is possibly time consuming. By permitting individuals to conduct online internet based applications and fully utilizing technology, it allows for an expanded pathway that is cost effective and allows LWDA 16 to collaborate with partner agencies in a more efficient timeframe. When systems being utilized have capabilities of interfacing with each other, such as the State of Florida DCF eligibility system and the One Stop Service Tracking system for cash and food stamp benefits, it not only allows individuals to apply and participate 24/7 but is also effective for case managers. When two or more systems can interface on a nightly basis, productivity never stops and actions can be taken on through an automated process that is effective and reduces the amount of clerical work to be completed by case managers.

One of our continuous improvement pieces in our one-stop centers is creating e-courses that are web-based and accessible 24/7 from our website. This allows individuals access to technology based systems and deliver courses and materials that will provide and improve skills and abilities to seek employment. For example, we have created presentations that are voiced over that cover How to Write a Winning Resume, Dress for Success, Nail That Interview, and even Improving Social Skills. These e-courses have voice capabilities and provide the job seeker with a certificate of completion. These e-courses are offered to all programs and universal job seekers to help coordinate the seamless approach amongst programs and investing in those served in our centers.

(4) Competitive Selection of OSO: Describe steps taken to ensure a competitive process for selection of the one-stop operator(s) (WIOA §121(d)(2)(A)).

This RFP was done as a MSA (Metropolitan Statistical Area) with Pasco, Hernando, Hillsborough and Pinellas. Once all staff reviewing RFP was in agreement, a draft RFP was created, detailing all requirements for the services specified in the outline. Prior permission was given by the Board Members of LWDB 16 to issue the RFP.

The MSA issued the RFP in February 2017. In addition to the RFP being posted on the website, responses were solicited by advertising in local area newspapers.

Once all responses were received (there was only one response), staff reviewed the proposal to ensure all areas listed in RFP were covered. The proposal and request to contract with CTS was taken before LWDA 16
Board members and staff was given permission to move forward with the new contract. The Demonstrated Effectiveness of providers was reviewed in accordance with LWDB policy and the RFP requirements.

Records Maintenance: Records sufficient to detail the significant history of a procurement to include, at a minimum, rationale for the method of procurement, contractor selection or rejection, and, the basis for the contract price will be maintained.

Protest Procedures: Protest procedures to handle and resolve disputes relating to procurement will be the appeals mechanism of LWDB’s Debt Collection Procedure.

Negotiation with Governmental Agencies and Institutions - A State or governmental agency or institution may respond to a Request for Proposal Solicitation (RFP) to be considered to provide the services sought. LWDA 16 may also enter into negotiations directly with that agency or institution without any formal procurement process, provided this process is approved by the LWDB.

For both informal procurement and formal procurement actions, the basis of awarding contracts shall be: Awards will be made to the responsible firm, whose proposal is most advantageous to our program, with lowest price and other factors being considered. When there is a tie or identical bid from two or more conforming bidders, the award will be made to the local firm. In cases where there are two local firms, the decision will be made by drawing.

If an organization is not chosen as the designated one-stop operator, the following procedure would be followed if an entity wanted to appeal the decision that had been made by the LWDB. The LWDB/Executive Committee meeting, at which staff recommendations are presented, (date, time and location of meeting is included in the RFP Package) Appeals/Protests may be submitted for Formal Procurements only. That meeting date/time will be considered the date/time of official bid opening. From that date/time, any bidder has 72 hours (3 business days) in which to file a written appeal/protest with the ED. At the scheduled meeting of the LWDB in which final selection of Service Provider(s) is/are to be made (date, time and location of meeting is included in the RFP Package), the board will hear any Appeal(s)/Protest(s). The decision made by the LWDB is final.

(5) System Improvement: Describe additional criteria or higher levels of service than required to respond to labor market, economic, and demographic conditions and trends in the local area (WIOA §108(b)(6)(A)).

All three one-stop centers in Pasco and Hernando counties are physically and programmatically accessible to all customers, including individuals with disabilities. LWDA 16 uses pictorial, written, verbal, and tactile modes to present information for customers with disabilities or limited English proficiency. Each center provides clear lines of sight to information for seated or standing users as well as providing necessary accommodations. Our one-stop centers are ADA compliant and provide adequate space for the use of
assistive devices or personal assistants. Each one-stop center uses assistive technology and flexible business hours to meet the range of customer needs. LWDA 16 has a focus on business engagement and customer service.

Outstanding customer service is a major priority in LWDA 16. Staff is courteous, polite, responsive and helpful to every individual that accesses the Resource Room. Resource Room staff is in the process of being cross-trained in the basic eligibility requirements for programs co-located in each one-stop. Cross-training allows staff from differing programs to understand every program and to share their expertise about the needs of specific populations so that all staff can better serve all customers. LWDA 16 staff provides customers, including those with disabilities, as much timely, labor market, job-driven information and choice as possible related to education and training, careers, and service delivery options. LWDA 16 staff is routinely trained and are keenly aware as to how their particular function supports and contributes to the overall vision of the local board.

LWDA 16 provides virtual service delivery for those individuals that cannot physically access a one-stop. Individuals can access services at home, or through community partners such as libraries, community and faith-based organizations or other partner agencies.

LWDA 16 one-stop centers reflect a robust partnership among partners through integration and co-location that seamlessly incorporates services of the core partners and other one-stop partners. One of the next focuses of LWDA 16 will be to look at having staff that perform similar tasks serve on teams. Our goal is to serve all customers through a seamless delivery system. LWDA 16 will follow the guidance issued by the State for our centers to become certified and maintain that certification to ensure continuous improvement, access to services (including virtual access), and integrated service delivery for job seekers and employers. LWDA 16 will continue to use Florida’s common identifier (CareerSource) and branding standards so job seekers that need employment or training services and employers that need qualified workers can easily find our local centers. LWDA 16 will encourage state and local organizations responsible for core programs and other key partner programs to dedicate funding for infrastructure and other shared costs if co-location space is available and joint programming is a possibility.

**DESCRIPTION OF PROGRAM SERVICES**

**System description:** Describe the local workforce development system. Identify programs included in the system and how the local board works with each entity to carry out core programs and other
workforce development programs supporting alignment in provision of services. Identify programs of study authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.), that support the strategy identified in the Florida Unified Plan under WIOA section 102(b)(1)(E) (WIOA §108(b)(2)).

The Florida Department of Education used its Career Clusters and Career Pathways as a basis for developing statewide “Programs of Study”—the aligned secondary and postsecondary CTE programs required under Perkins. These Programs of Study within each Career Cluster for high school students are then implemented at the local level. The requirement is that each local Program of Study will include a Career Pathway leading to a postsecondary credential and aligning with local industry and economic development needs (Florida State Board of Education, 2008).

The Florida Department of Education organizes CTE programs across each of its three delivery systems into 17 Career Clusters based on state workforce requirements and based on The National Career Clusters Framework. Florida’s CTE Career Clusters are the following:

- Agriculture, Food & Natural Resources Career Cluster
- Architecture & Construction Career Cluster
- Arts, A/V Technology & Communication Career Cluster
- Business Management & Administration Career Cluster
- Education & Training Career Cluster
- Energy Career Cluster
- Engineering & Technology Education Career Cluster
- Finance Career Cluster
- Government & Public Administration Career Cluster
- Health Science Career Cluster
- Hospitality & Tourism Career Cluster
- Human Services Career Cluster
- Information Technology Career Cluster
- Law, Public Safety & Security Career Cluster
• Manufacturing Career Cluster
• Marketing, Sales & Service Career Cluster
• Transportation, Distribution & Logistics Career Cluster

CTE programs are offered through the following institutions:

• Comprehensive high schools
• Charter schools
• Career academies
• Early college high schools
• Area technical centers
• Community colleges

Hernando County Schools offer:

• Hernando High School
  o Transportation, Distribution, and Logistics
  o Automotive Maintenance & Light Repair
  o Marketing, Sales and Services
  o Sports, Recreation & Entertainment Marketing
  o Information Technology, STEM
  o Applied Cybersecurity
  o Hospitality and Tourism
  o Culinary Arts
  o Health Science
  o Allied Health Assisting
  o Arts, A/V Technology and Communication
  o Commercial Art Technology
  o Agriculture, Food, and Natural Resources, STEM
  o Veterinary Assisting
  o Agritech

• Nature Coast High School
  o Transportation, Distribution, and Logistics
- Automotive Maintenance & Light Repair
- Law, Public Safety, Security
- Criminal Justice Operations
- Information Technology, STEM
- Applied Cybersecurity
- Technology Support Services
- Hospitality and Tourism
- Culinary Arts
- Health Science
- Emergency Medical Responder
- Engineering and Technology Education, STEM
- Aerospace Technology
- Arts, A/V Technology and Communication
- Commercial Art Technology
- Digital Video Technology
- Transportation, Distribution, and Logistics
- Automotive Maintenance & Light Repair

- Central High School
  - Manufacturing, STEM
  - Industrial Biotechnology
  - Welding Technology Fundamental
  - Hospitality and Tourism
  - Culinary Arts
  - Health Science
  - Allied Health Assisting
  - Engineering and Technology Education, STEM
  - Aerospace Technology
  - Arts, A/V Technology and Communication
  - Commercial Art Technology

- Weeki Wachee High School
  - Information Technology, STEM
  - Game/Simulation/Animation/Visual Design
  - Education and Training
- Principles of Teaching
- Arts, A/V Technology and Communication
- Commercial Art Technology
- Digital Media/Multimedia Design
- Digital Video Technology

- Springstead High School
  - Marketing, Sales and Services
  - Entrepreneurship
  - Sports, Recreation & Entertainment Marketing
  - Information Technology, STEM
  - Web Development
  - Health Science
  - Allied Health Assisting
  - Arts, A/V Technology and Communication
  - Digital Video Technology

Pasco County Schools offer:

- Anclote High School
  - Academy of Health

- Cypress Creek Middle High School
  - Academy of Business Management
  - Academy of Criminal Justice
  - Academy of Engineering

- Fivay High School
  - Academy of Health and Emergency Services
  - Academy of Criminal Justice

- Gulf High School
  - Academy of Health
  - Academy of Gaming, Simulation and Design

- Hudson High School
  - Academy of Aeronautics-Aviation
  - Academy of Veterinary Assisting
- Land O’ Lakes High School
  - Academy of Culinary Arts
  - Academy of Agritechnology
- J.W. Mitchell High School
  - Academy of Business Management
  - Academy for the Medical Arts
- Pasco High School
  - Academy of Health
  - Academy of Building Construction Technology
- Ridgewood High School
  - Academy of Robotics
  - Academy of Health and Human Services
- River Ridge High School
  - Academy of New Media and Communication
  - Academy of Engineering
  - Academy of Teaching
  - Academy of Business Management and Analysis
  - FAME (Fine Arts and Musical Entertainment) Academy
- River Ridge Middle School
  - Academy of Engineering
- Sunlake High School
  - Academy of Aeronautics and Aviation
  - Academy of Finance
  - Academy of Robotics
  - Academy of Health
- Wesley Chapel High School
  - Academy of Digital Video Production
  - Academy of Automotive Technology
- Wiregrass Ranch High School
  - Academy of Medical Professions
- Zephyrhills High School
  - Academy of Aeronautics/Aviation
  - Academy of Criminal Justice
Each Program of Study is expected to be guided by the workforce and economic development needs of business / industry, the community and employment opportunities for students.

LWDA 16 has formed strong partnerships with core program and other workforce development programs, including partnerships with Vocational Rehabilitation and Career and Adult Education. LWDA 16 has core and program partners co-located both physically and through website linkages in all three one-stop centers. Physically co-locating in the LWDA 16 one-stop is not new to Vocational Rehabilitation (VR). VR has been co-located in each of the LWDA’s one-stops for many years prior to becoming a mandatory program partner. VR offers services for adults (and youth, if needed to achieve job goals) that include vocational and other assessments to help a job seeker best define their job goal. VR staff works in partnership with LWDA 16 to develop workshop materials for cross-training staff members. VR also pays a proportionate amount of the infrastructure costs in each of the three one-stop centers. LWDA 16 is the service provider for WIOA Adult and DW. Eckerd Connects was competitively procured to be the WIOA Youth services provider. Wagner-Peyser services are provided at each career center. Knowledgeable staff provide services to include referrals, resume critique and assistance, employability skills workshops (in person or online), application assistance and a variety of other services. Partners from Career and Adult Education work in a close partnership with LWDA 16. Although not physically located at the one-stop, staff comes to the one-stops on a regular basis to provide services to our mutual customers and attend partner meetings. They also have linkages to our services on their website. Pasco County Adult Education and LWDA 16 currently have a satellite office at Fred K. Marchman Technical College. Services currently provided are WT, WIOA Adult, DW and Youth programs. In addition, staff will be located part time to provide job search assistance, referrals to employment, training and partner resources. The WIOA Career Specialist is cross-trained to provide assistance to WT customers in addition to WIOA customers. The space at Marchman has been donated free of charge to CSPH. LWDA 16 partnered with Marchman Technical College to pilot a Plumbing Program after meeting with employers that needed qualified plumber’s assistants. LWDA 16’s leadership has also established a partnership with Suncoast Technical Educational Center. The venture of the Hernando County School Board is to develop a career and technical education school to answer the demand for skilled workers in Hernando County and beyond. Staff sits on its advisory committee as well on the welding program oversight committee.
As grant opportunities arise, we will continue to work closely with Pasco Hernando State College to explore the training side of the equation. Our Mobile One Stop is stationed at a PHSC campus once a month to assist not only individuals currently enrolled in WIOA but the universal customer as well. CSPH staff meet with PHSC staff to provide input on referrals and services that are available and to discuss targeted and high demand occupations. In addition, LWDA 16 has a Youth Coordinator that is in continuous contact with the upper management of both Pasco and Hernando counties schools. The coordinator works closely with instructors, placement counselors and guidance counselors to coordinate site visits to area employers to bring in guest speakers and place graduating youth in internship and apprenticeship programs. The Youth Coordinator works with instructors to coordinate work-based learning and employability skills activities. The Youth Coordinator is a member of various educational committees, including those that focus on youth with disabilities and barriers to employment. Pinellas Urban League is co-located in all three one-stops and supplies staff to assist in the one-stops. Temporary Assistance to Needy Families and Supplemental Nutrition Assistance Program are both services provided under the direction of LWDA 16. Not only are services provided in all three one-stops, itinerant locations and new partnerships are being formed, to bring these services to customers that simply cannot get to our one-stop locations. Trade Adjustment Assistance services are provided by DEO staff under the direction of LWDA 16.

- **WIOA Adult and Dislocated Worker Programs**: The WIOA Adult and Dislocated Worker Programs provide a variety of services based on an individual’s need for assistance in obtaining employment and/or training. CareerSource Pasco Hernando is the direct provider for Workforce Innovation Opportunity Act (WIOA) employment services in Pasco Hernando counties for CareerSource Pasco Hernando. WIOA ensures that employment and training services provided by the core programs are coordinated and complementary so that job seekers acquire skills and credentials that meet employers’ needs.

Basic Career Services are available to all individuals age 18 or older. These services include job search and placement assistance (including career counseling); labor market information (which identifies job vacancies; skills needed for in-demand jobs; and local, regional and national employment trends); initial assessment of skills and needs; information about available services; and some follow-up services to help customers keep their jobs once they are placed.

There are additional eligibility requirements for Individualized and Training Services. Individualized services may include more comprehensive assessments, development of individual employment plans, group and individual counseling, case management, and short-term pre-vocational services. In cases where qualified customers receive individualized services and are still not able to find jobs, they may receive training services that are directly linked to job opportunities in their local area. These services may
include occupational skills training, on-the-job training, entrepreneurial training, skill upgrading, job readiness training, and adult education and literacy activities in conjunction with other training. In addition, individuals may qualify for supportive services to assist participants receiving the other WIOA services and the provision of temporary income support to enable participants to remain in training.

LWDB 16 has a Career Specialist out stationed at Marchman Technical College. This Career Specialist was cross-trained in both WIOA and WT programs and services individuals at the college. LWDB 16 also worked in partnership with Marchman to pilot a plumbing program. 11 individuals were placed in the pilot program for classroom and hands on training. After the completion of training, all 11 were eligible for OJT at several local employers.

WIOA also works with local agencies in assisting with training, job search, resume writing, and other needs as determined by the customers personal assessment. WIOA works in partnership with Vocational Rehabilitation, Mid Florida Services, Catholic Charities, Metropolitan Ministries, Urban League, Jewish Families and Community Services (JFCS-non custodial parent program). WIOA also works with the RWB Business Services to create and implement OJT with local employers.

- **WIOA Dislocated Worker** - WIOA dislocated worker program services target individuals who lost jobs due to plant closures, company downsizing, or some other significant change in market conditions. In most cases, eligible workers are unlikely to return to their occupations, and they must be eligible (or have exhausted) unemployment compensation.

- **WIOA Adult** - WIOA Adult program services include career services, training services and job placement assistance. Priority is given to recipients of public assistance, other low-income individuals, veterans, and individuals who are basic skills-deficient.

**WIOA Youth** - WIOA Youth program services include the attainment of a high school diploma or its recognized equivalent, entry into postsecondary education, and individualized delivery of 14 types of career readiness opportunities.

WIOA Youth services was competitively procured and the contract was awarded to Eckerd Connects/Workforce Development. Our Youth provider currently has a Career Specialist (CS) located at Marchman Tech on a part time basis. The CS works closely with students that are enrolled in GED programs and offers services to eligible individuals that come to the Marchman location. Both our provider staff and Youth Coordinator work with AmSkills who is also co-located at Marchman. The AmSkills Initiative is part of a national campaign called the “German Skills Initiative” that has been officially endorsed by the German Embassy and the US Department of Commerce. The German Skills
Initiative is being led by the German Embassy in support of the many German manufacturers located in the United States who have requested assistance in workforce skills development for their subsidiaries in the US. AmSkills offers both a pre-apprenticeship and an apprenticeship program. This allows individuals to explore advanced manufacturing jobs. Manufacturing is one of the LWDB 16’s targeted industry sectors.

In addition to the services provided by our Youth provider, LWDB 16 also has a Youth Coordinator (YC) that works closely with both Pasco and Hernando County schools and the local career and technical education programs. The YC assists with career planning for both Pasco and Hernando counties. She is also involved in the development of the Concept College that is a dropout prevention program. The YC sits on various educational committees including the following:

- Hernando Internship Committee
- Hernando Student Recognition Committee
- Dept. of Juvenile Justice CAB
- Marchman Student Advisory Council (Pasco)
- Hernando CTE
- Nature Coast Career Prep

In the past year, the YC assisted in the coordination of a summer internship program with a local employer. She also assisted in coordinating the annual Manufacturing Day for youth. This year she has been requested to lead the effort in partnership with Pasco and Hernando county schools and Pasco Hernando State College. The YC also meets with union representatives and has had several youth successfully complete the union’s apprenticeship program.

Division of Vocational Rehabilitation – Vocational Rehabilitation programs provide training services to help eligible individuals with disabilities become employed. The priority is competitive, fulltime employment. Depending on the individual’s disability and functional limitations, however, other outcomes such as part-time employment, self-employment, or supported employment are also appropriate. Services focus both on helping high school students plan as they prepare for transition to work, as well as delivery of a range of individualized adult services.

LWDB works closely with VR using a system of cross-referrals and exchange of information on dual customers with the expectation of reducing duplicative services. VR staff regularly participate in the quarterly One Stop Partner meetings and provide information and offer guidance to other participating partners. VR Transition Youth Services help students with disabilities train for a job, continue their
education, or find a job after high school. Under this program, every youth will have the opportunity to participate in sponsored career counseling, work readiness training, and fully integrated work experiences in the community. These services are delivered while youth are still in high school and establish the foundation for a seamless transition to individualized training, education, and employment.

- Wagner-Peyser – WP, often referred to as basic labor exchange services provide access to employment services to all job seekers including job search preparation and placement assistance services. Employers may receive general or specialized recruitment services through self-service or staff assisted job orders.

A representative from the Hernando County School District regularly visits the One-Stop located in Hernando County. The Parent Academy is a District Title I initiative offered FREE to parents to promote continued collaboration between families, schools and the community. The Parent Academy offers a series of workshops and events aimed to help families stay engaged with their child’s academic and social success. The Parent Academy recognizes that parents need to make many important decisions throughout their child’s educational career about programs, schools and opportunities. Because parents are the most effective advocate, they need to know how these decisions can affect their child’s future. Families who attend Parent Academy activities will gain invaluable knowledge - from preparing their kindergartener for the first day of school to choosing the right classes to equipping them to graduate from high school.

Staff from CSPH also provide input and information on all Hernando County School Board Strategic Plans as well working closely with School Board staff for targeted occupations that may need to be added or deleted from the TOL. CSPH and Hernando County School Board also coordinate meetings with local employers to survey their employment needs.

For the past year and a half, CSPH staff have worked closely with the Hernando County Sheriff’s office to provide training to current inmates that are scheduled to be released within six months. Training and certification as a Certified Production Technician is one of the courses offered and ties in with the manufacturing sector. Individuals may receive MSSC training, Microsoft Office and QuickBooks training. Once training is complete and the individual has been released, CSPH staff as well as a Hernando County deputy assist with job search and placement assistance. The program has been very successful with a low recidivism rate.

Other co-located partner programs include:

- Temporary Assistance to Needy Families – co-located – proportionate share of costs
CareerSource Pasco Hernando is the direct provider of the Welfare Transition Program (WTP) on Pasco Hernando counties. WTP is Florida’s program to implement the federal welfare reform initiative also known as “TANF” (Temporary Assistance for Needy Families). The WT program emphasizes work, self-sufficiency, and personal responsibility as it assists low-income individuals and families receiving cash – assistance payments from the state to move off cash assistance and into the world of work and self-sufficiency.

To accomplish this goal, CareerSource Pasco Hernando has developed a strong support structure to deliver services such as childcare, incentives, and referrals for substance and mental health treatment, diversion services, short term training opportunities and employment services.

WTP is a mandatory program which requires participants to participate in a required number of hours in specific, allowable activities every week. All applicants and participants must comply in order to receive both cash assistance benefits and services through the WT program. There may be penalties imposed for non-compliance such as loss of cash assistance and or food stamp benefits. In addition to workshops offered by CSPH staff, three additional educational providers offer free classroom training at one or all of the local one-stops. The classes are as follows:

- **Access Computer Training** offers hands on and instructional in-house courses on Outlook, Google, Excel, Word, power point
- **Biztech – Employability in 90 minutes**: Targeted resume for local jobs based on skills and work history, job searching and interviewing skills seminar.
- **Destiny Institute – Resume Seminar (NPR Only)** – Compare your resume to a professional resume and discuss resume writing to help with job searching techniques.
- **In-house Employ Florida Essentials and Resume Writing in Dade City on Fridays**

- **Local Veterans’ Employment Representative** – co-located – proportionate share of costs - The Local Veterans Employment Representatives program conducts outreach to employers and engages in efforts to increase the employment opportunities available to veterans and encourage the hiring of Veterans. The Local Veterans Employment Representatives work with other agencies and providers to facilitate priority services to Veterans. The Local Veterans Employment Representatives staff works hard to advocate for Veterans in order to increase employment opportunities with businesses, industries and community based organizations.

- **Disabled Veterans’ Outreach Program (DVOP)** – co-located – proportionate share of costs - DVOP specialists develop job and training opportunities for Veterans, with special emphasis on Veterans with service-connected disabilities. DVOP specialists provide direct services to Veterans enabling them to be competitive in the labor market. They provide outreach and offer assistance to disabled and other
Veterans by promoting community and employer support for employment and training opportunities, including apprenticeship and on-the-job training.

- Senior Community Service Employment Program – co-located – nonpaying partner with in-kind support - The SCSEP is a program administered by the U.S. Department of Labor that serves low-income persons who are 55 and older and have poor employment prospects. Eligible individuals are placed in part-time community service positions with a goal of transitioning to unsubsidized employment.

- Trade Adjustment Assistance Programs – co-located – proportionate share of costs - The Trade Adjustment Assistance (TAA) Program is a federal program that provides a path for employment growth and opportunity through aid to US workers who have lost their jobs as a result of foreign trade. The TAA program seeks to provide these trade-affected workers with opportunities to obtain the skills, resources, and support they need to become reemployed. The program benefits and services that are available to individual workers are administered by the states through agreements between the Secretary of Labor and each state Governor. Program eligibility, technical assistance, and oversight are provided by the US Department of Labor’s Employment and Training Administration’s Office of Trade Adjustment Assistance.

- Unemployment Compensation Programs – co-located – proportionate share of costs - The Federal-State Unemployment Insurance Program provides unemployment benefits to eligible workers who are unemployed through no fault of their own (as determined under Florida law, and meet other eligibility requirements of Florida law. Unemployment insurance (UI) payments (benefits) are intended to provide temporary financial assistance to unemployed workers who meet the requirements of Florida law. Florida administers a separate unemployment insurance program within guidelines established by Federal law.

- Hernando County School Board Title I Literacy Program – co-located once or twice a month – nonpaying partner - Title I, Part A (Title I) of the Elementary and Secondary Education Act, as amended (ESEA) provides financial assistance to local educational agencies (LEAs) and schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards.

A. Identify any non-required partners included in the local one-stop delivery system.

- Gulf Coast Jewish Family & Community Services – co-located – proportionate share of costs - Non-Custodial Parent Employment Program assists unemployed or underemployed non-custodial parents in establishing a pattern of regular child support payments by obtaining and maintaining unsubsidized, competitive employment.
• Lutheran Services – co-located – proportionate share of costs - LSF Employment Services include Employment Preparation Sessions: evaluating work skills of those we serve and helping them prepare for job interviews as well as Intensive Placement Services: leading clients through job search activities so that they obtain related work skills until they are employed. LSF also provides Job Retention and Support Services: providing counseling and guidance to those we serve so that they keep their jobs and succeed in the workplace.

• Mid-Florida Community Services – once a month – nonpaying partner – Mid Florida Community Services, Inc. is a 501(c)(3) Community Action agency dedicated to eliminating the causes of poverty through a comprehensive service delivery approach -provides supportive services and training to mutual customers

• Tobacco Free Florida – monthly – contract with TFF to receive payment for referrals - The campaign started in 2008 was created to discourage the use of tobacco among all Floridians but with a specific emphasis on youth ages 11–17, adults ages 18–24, chronic disease sufferers, pregnant women, low-income households, parents and small businesses. Using English, Spanish and Haitian Creole media executions, the campaign is able to target all audiences through various communication channels.

• Supplemental Nutrition Assistance Program – co-located – proportionate share of costs - SNAP offers nutrition assistance to millions of eligible, low-income individuals and families and provides economic benefits to communities. SNAP is the largest program in the domestic hunger safety net. The Food and Nutrition Service works with State agencies, nutrition educators, and neighborhood and faith-based organizations to ensure that those eligible for nutrition assistance can make informed decisions about applying for the program and can access benefits.

• Ticket to Work - Ticket to Work is a Social Security Administration (SSA) program available to Floridians. For those who qualify for social security benefits, tickets will be issued and may be taken to Employment Network (EN) participants, such as VR, who offer access to employment and rehabilitation services necessary to help a person secure and retain employment. This program is voluntary.

1) Sub-grants and contracts: Describe the competitive process used to award sub-grants and contracts in the local area for WIOA-funded activities (WIOA §108(b)(16)).

LWDA 16 staff will prepare draft outline(s) of the needs it feels should be available in the local area according to WIOA guidelines. These needs will be presented to the LWDB. The LWDB will review, amend and approve the needs outline. A complete Cost/Price Estimate must be completed prior to release of the RFP. A cost or price analysis will be performed in connection with every procurement action including contract modifications. To ensure a reasonable and fair price is negotiated for a service, consideration will be given
to the complexity of the service to be performed, the risk borne by the contractor and the contractor's investment.

Once the outline is approved, the staff will prepare a solicitation package which contains detailed RFP requirements for the need(s) specified in the outline. That full RFP solicitation will be presented to the LWDB/Executive Committee for review and approval. When approval is given, staff can advertise to solicit responses.

If time permits, stay may advertise for potential providers to establish a list of interested respondents to which an RFP would be sent. This procedure can be implemented in the same manner as a specific RFP solicitation. It would establish a list of potentially "eligible" providers. If such a list as mentioned above is not established, LWDA 16 will, or, in addition to the above list, LWDA 16 may, for at least one weekend, solicit responses to specific RFPs by advertising those RFPs in local area newspapers for one day. Such advertisements will be followed by a period of at least one month (30 calendar days) during which respondents may develop their proposals. This thirty-day period may be waived/decreased by the LWDB in instances where such a time would cause a lack of services to meet an immediate need. One example of such a situation, but not meant to be limiting or all inclusive, would be one involving a plant closing or layoff. Staff, along with an Ad Hoc Committee made up of LWDB members or partners, will be assigned by the CEO/President to review and rate the proposals in accordance with criteria established in the RFP. Those individual ratings will be averaged and combined into a Committee report which will be made available to the appropriate LWDB Committee for their review and selection of service providers to be recommended to the LWDB/Executive Committee for its final approval. A cost price analysis will be part of the review. The Demonstrated Effectiveness of providers will be reviewed in accordance with LWDB policy and the RFP requirements.

Records Maintenance: Records sufficient to detail the significant history of a procurement to include, at a minimum, rationale for the method of procurement, contractor selection or rejection, and, the basis for the contract price will be maintained.

Protest Procedures: Protest procedures to handle and resolve disputes relating to procurement will be the appeals mechanism of LWDB’s Debt Collection Procedure.

Negotiation with Governmental Agencies and Institutions - A State or governmental agency or institution may respond to a Request for Proposal Solicitation (RFP) to be considered to provide the services sought. LWDA 16 may also enter into negotiations directly with that agency or institution without any formal procurement process, provided this process is approved by the Board.
For both informal procurement and formal procurement actions, the basis of awarding contracts shall be: Awards will be made to the responsible firm, whose proposal is most advantageous to our program, with lowest price and other factors being considered. When there is a tie or identical bid from two or more conforming bidders, the award will be made to the local firm. In cases where there are two local firms, the decision will be made by drawing.

If an organization is not chosen to receive a sub grant or contract, the following procedure would be followed if an entity wanted to appeal the decision that had been made by the LWDB. The LWDB/Executive Committee meeting, at which Staff Recommendations are presented, (date, time and location of meeting is included in the RFP Package) Appeals/Protests may be submitted for Formal Procurements only. That meeting date/time will be considered the date/time of official bid opening. From that date/time, any bidder has 72 hours (3 business days) in which to file a written appeal/protest with the CEO/President. At the scheduled meeting of the LWDB in which final selection of Service Provider(s) is/are to be made (date, time and location of meeting is included in the RFP Package), the board will hear any Appeal(s)/Protest(s). The decision made by the LWDB is final.

(2) Expanding access to employment: Describe how the local board, working with entities carrying out core programs, expanded access to employment, training, education and supportive services for eligible individuals, particularly eligible individuals with barriers to employment. This includes how the local board facilitates developing career pathways and co-enrollment, as appropriate, in core programs, and improves access to activities leading to recognized postsecondary credentials (including portable and stackable industry-recognized certificates or certifications) (WIOA §108(b)(3)).

LWDA 16 undertook the mission of providing greater access to its employment and training services by expanding its online presence in 2012. Under a Workforce Innovation Fund Grant from the United State Department of Labor, LWDA 16 automated and digitized information and workshops to enable anyone with internet access the ability to use our services. These efforts included bi-lingual video presentations covering access to WIOA, Wagner-Peyser, SNAP, RESEA (formerly REA) and Temporary Assistance to Needy Families programs. USDOL recognized these efforts as best practices in 2015 and the LWDB continues its commitment to expand and automate entry into LWDA 16 services. Using technology to remove barriers and enhance access to services makes a huge difference to numerous customers. These automated services can allow for seamless, universal, and remote access to education, training and other workforce development services. By virtually serving customers, staff is freed up to perform other services.
In addition to the expansion of access through the internet, LWDA 16 partners with agencies and organizations that serve individuals with disabilities, including having leaders of these organizations serve as an LWDB member. The Individuals with Disabilities Services Committee was designated to explore expanding opportunities for these specific communities to include OJT, EWT, internship and apprenticeship opportunities. LWDA 16 staff participates in the on-going effort to find grants and other funds to serve specific populations. In early 2016, LWDA 16 will be exploring special projects for offenders and youth age 17-29 facing barriers to further reach employment seekers within the region.

The BST works with numerous employers to provide a better understanding of the services available, whether filling a vacant position or ensuring their employees have the industry specific skills needed to retain their positions.

LWDA 16 has staff assigned to work with different educational entities, most often career & technical schools and local state colleges, as they work to develop curriculum in response to employer needs. The goal of this effort is to identify new training programs that coincide with in-demand and targeted occupation. In combination, management staff meets with the economic development entities in the two counties including Chambers of Commerce, to recruit new employers and industries to the region.

LWDA 16 will align adult and youth career pathway programs using an updated career plan that will allow the individual job seeker to identify and define career goals and postsecondary plans and to make informed decisions regarding course selection and other educational requirements that will lead to industry-recognized credentials for in-demand jobs. Whenever possible, customers are co-enrolled in core programs.

(3) Key Industry Sectors: Identify how the LWDB aligns resources that support and meet training and employment needs of key industry sectors in the local area. Describe strategic or other policies that align training initiatives and Individual Training Accounts (ITAs) to sector strategies and demand occupations (WIOA §134(c)(1)(A)(v)).

All ITAs are aligned with demand occupations as defined on the targeted occupation list (TOL) – either occupations identified locally or those set forth by the Department of Economic Opportunity. Current policy requires all ITAs to be aligned with occupations on the local TOL. Additionally, the TOL is annually reviewed and subject to edit as economic conditions change. Current key industry sectors of Healthcare, Information Technology, and Manufacturing are well represented on the regions list. LWDA 16 will, during the process of budgeting funds, establish our local targeted occupations list and approve training vendors for occupational skills training that lead to recognized credentials, giving priority to programs that are aligned with local targeted in-demand industry sectors and/or occupations in those sectors. LWDA 16 will identify
and focus on existing active training consortia and industry partnerships that could be expanded to meet the needs of local employers, workers and job seekers through an enhanced sector partnership.

### Industries Gaining the Most New Jobs

**Workforce Development Area 16 - Hernando and Pasco Counties**

<table>
<thead>
<tr>
<th>Rank</th>
<th>Code</th>
<th>Title</th>
<th>Employment</th>
<th>2015</th>
<th>2023</th>
<th>Total</th>
<th>Percent</th>
<th>Wage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>621</td>
<td>Ambulatory Health Care Services</td>
<td>11,764</td>
<td>14,708</td>
<td>2,944</td>
<td>25</td>
<td>15</td>
<td>$57,427</td>
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<tr>
<td>2</td>
<td>722</td>
<td>Food Services and Drinking Places</td>
<td>15,715</td>
<td>18,074</td>
<td>2,359</td>
<td>15</td>
<td></td>
<td>$15,297</td>
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<tr>
<td>3</td>
<td>930</td>
<td>Local Government</td>
<td>20,414</td>
<td>22,741</td>
<td>2,327</td>
<td>11.4</td>
<td></td>
<td>$40,380</td>
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<tr>
<td>4</td>
<td>238</td>
<td>Specialty Trade Contractors</td>
<td>7,374</td>
<td>9,542</td>
<td>2,168</td>
<td>29.4</td>
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<td>$32,976</td>
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<tr>
<td>5</td>
<td>623</td>
<td>Nursing and Residential Care Facilities</td>
<td>5,790</td>
<td>7,002</td>
<td>1,212</td>
<td>20.9</td>
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<tr>
<td>6</td>
<td>561</td>
<td>Administrative and Support Services</td>
<td>6,814</td>
<td>8,001</td>
<td>1,187</td>
<td>17.4</td>
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<tr>
<td>7</td>
<td>622</td>
<td>Hospitals</td>
<td>7,103</td>
<td>8,164</td>
<td>1,061</td>
<td>14.9</td>
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<td>8</td>
<td>540</td>
<td>Professional, Scientific, and Technical Services</td>
<td>5,279</td>
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<td>1,029</td>
<td>19.5</td>
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<tr>
<td>9</td>
<td>452</td>
<td>General Merchandise Stores</td>
<td>7,281</td>
<td>8,072</td>
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<td>10.9</td>
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<td>10</td>
<td>624</td>
<td>Social Assistance</td>
<td>2,732</td>
<td>3,284</td>
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<td>610</td>
<td>Educational Services</td>
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<tr>
<td>12</td>
<td>236</td>
<td>Construction of Buildings</td>
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<td>1,978</td>
<td>456</td>
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<tr>
<td>13</td>
<td>237</td>
<td>Heavy and Civil Engineering Construction</td>
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<td>14</td>
<td>445</td>
<td>Food and Beverage Stores</td>
<td>6,282</td>
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<td>441</td>
<td>Motor Vehicle and Parts Dealers</td>
<td>3,521</td>
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<td>16</td>
<td>444</td>
<td>Building Material and Garden Supply Stores</td>
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<td>2,308</td>
<td>320</td>
<td>16.1</td>
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<td>17</td>
<td>327</td>
<td>Nonmetallic Mineral Product Manufacturing</td>
<td>767</td>
<td>1,025</td>
<td>258</td>
<td>33.6</td>
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<td>18</td>
<td>531</td>
<td>Real Estate</td>
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<td>1,820</td>
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<td>14</td>
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<td>19</td>
<td>813</td>
<td>Membership Associations and Organizations</td>
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<td>3,320</td>
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<td>6.9</td>
<td></td>
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<td>446</td>
<td>Health and Personal Care Stores</td>
<td>2,210</td>
<td>2,418</td>
<td>208</td>
<td>9.4</td>
<td></td>
<td>$38,573</td>
</tr>
</tbody>
</table>

(4) **Industry Partnerships:** Describe how the LWDB identifies and collaborates with existing key industry partners in the local area. Describe how the LWDB coordinates and invests in partnership infrastructure where key industry partnerships are not yet developed (WIOA §134(c)(1)(A)(iv)). The local area must describe how the following elements are incorporated into its local strategy and operational sector strategy policy:
The LWDB works diligently with key industry partnerships by participating on educational committees, developing industry specific jobs fairs, and sitting on community development boards identifying sectors of industry most advantageous for the region and its residents. LWDA 16 staff and leadership sit on transportation and housing committees throughout the region and have a special partnership with the two economic development entities (Pasco Economic Development Council & Hernando County Office of Business Development). On an ad hoc basis the LWDA 16 has teamed with these two groups to pursue specific employers and have been very successful in efforts to land manufacturing employers to the region.

Manufacturing
In September 2015, the employment was 62,100. The over the year change in September 2015 (+500 jobs, +0.8 percent) was 800 less when compared to September 2014 (+1,300 jobs, +2.2 percent). The number of jobs in this sector has been trending upward over the past five years.

Hernando County Manufacturers group involves both county and private economic development groups that partners with local LWDB to assist in building the workforce manufacturers need in Hernando county. The LWDB partners with local education partners to develop career academies that support Manufacturing and Healthcare. The LWDB partnership with local education partners is not limited to just sector industries it also encompasses partnership with up and coming industries in the region that assist in growth of the local economy.

LWDA 16 identified Healthcare and Manufacturing as its key sector industries through the use of LMI data obtained from Florida Department of Economic Opportunity, Bureau of Labor Statistics, and local Industry surveys conducted by local chambers and Economic Development partners. LWDA 16 collaborates with Economic Development and Education partners to develop needed Manufacturing and Healthcare training to assist with the growing demand for Manufacturing and Healthcare. LWDA 16 provides assistance with training through EWT and OJT grant dollars for Manufacturers and Healthcare businesses in the region. LWDA 16 provides outreach and One Stop services to all industries, however the main focus is manufacturing and Healthcare. The CareerSource Pasco Hernando website offers all services to any industry in the region that is willing to partner in its effort to grow the local businesses.

B. Describe how selected industries or sectors are selected based on, and driven by, high-quality data (cite data source used);

The Manufacturing and Healthcare sectors in the LWDB have grown and continue to show growth according to the Florida Department of Economic Opportunity, Bureau of Labor Market Statistics. The LWDB collaborated with economic development and chamber partners to create detailed surveys to gauge Manufacturers and Healthcare hiring trends and business expansion proposed for the next five years. The LWDB is a smaller region and business growth is stable and promising. The LWDB partners with economic development to recruit and grow Manufacturing and Healthcare businesses in the region.

C. Describe how sector strategies are founded on a shared/regional vision;
The LWDB has a shared vision that reflects the local economies of Pasco and Hernando counties. The LWDB sector strategies shared vision with its local economic development, chambers and county economic development is to assist the businesses growth through growing the talent it needs to fill the vacancies for workers needed in it growing economy. Local career academies created in the school board systems are a valuable resource to assist the LWDB in growing apprenticeships.

D. Describe how the local area ensures that the sector strategies are driven by industry;

The LWDB receives constant feedback from its Manufacturing and Healthcare groups on new and upcoming economic trends that assist the LWDB in promoting the efforts of Manufacturing and Healthcare to the business community. One central goal of the strategy is to grow the economy and be a global competitor.

E. Describe how the local area ensures that sector strategies lead to strategic alignment of service delivery systems;

The LWDB Business Service team provides a priority of service to the Manufacturing and Healthcare sectors. Both Healthcare and Manufacturing are the growing industries that need replenishing of its growing workforce due to new technology, growth and the retiring baby boomers. OJT, EWT training funds along with candidate services are made available to assist these sector industries to compete locally and globally and assist with business growth.

F. Describe how the local area transforms services delivered to job-seekers/workers and employers through sector strategies:

The LWDB work to outreach one stop services to Manufacturing and Healthcare industries that attract job seekers. OJT and EWT are available to train and retrain those workers so sector industries can maintain and increase its workforce. The LWDB holds specific Manufacturing and Healthcare candidate job fairs and in-house recruitments to highlight the available workforce in the region.

And:

G. Describe how the local area measures, improves and sustains sector strategies.

The LWDB will adjust to economic demands to maintain sector growth and improvement. EWT, OJT and special state dollars are made available to help sustain and improve business growth in the region. The LWDB success is measures by business and job growth.

(5) In-demand training: Describe how the local board ensures training provided is linked to in-demand industry sectors or occupations in the local area, or in another area to which a participant is willing to relocate (WIOA §134(c)(G)(iii)).

The LWDB annually develops a targeted occupation list (TOL) using labor market information provided by the State of Florida’s Department of Economic Opportunity. To meet the threshold of the list, occupations must historically show openings of ten (10) or more per year and have a Mean Wage of $13.52/hour and Entry Wage of $11.00/hour. In addition, industries and training providers may request addition of other
occupations if they can show both the necessary demand and the required wage levels. Such additions are then approved or disapproved by LWDB (full or committee) action. This system produces a very open list of consideration for customers and ensures occupations are in demand and paying sufficient wage. The Targeted Occupation List includes occupations in demand in the State of Florida that may not be ‘in demand’ locally. These occupation are denoted on the TOL with an ‘S’ designation. This allows LWDB customers to choose occupations and their related training from other areas, as long as a demand is established statewide.

(6) Employer Engagement: Describe strategies and services used in the local area to:

A. Facilitate engagement of employers, including small employers and employers in in-demand industry sectors and occupations, in workforce development programs;

LWDA 16 will promote more active engagement with the business sector to identify the skills and support that workers need and to better communicate these needs to the core programs’ staff, other key partners, education and training providers, job seekers, and state decision-makers. LWDA 16 will continue to encourage and facilitate the engagement of local employers, including small businesses and employers in targeted industry sectors. The region is divided into designated geographical areas based on employer location and designated industry sector in order to serve all employers within the region. The BST’s have contact with employers on a daily basis. Veteran services staff work together with this team to provide the most comprehensive and highest quality of service for the employer. The region has also established a single point of contact assigned to each employer which allows for a uniform service delivery system for employers. Employer packets containing brochures and information on listing job orders, training programs, and WIOA training are provided to employers. Options of self-service through The Employ Florida (EF) system or working directly with a BST member is discussed to best meet each employers staffing needs. All visits are followed up by phone calls or emails.

The Job Hub staff and BST are the primary contacts for employers in the region. The BST will deliver employers services through onsite visits, email or phone contact depending on each situation and need. The Job Hub staff will have only email and phone contact; however there are rare occurrences when employers visit LWDA 16 and discuss their business needs face to face with the Job Hub staff. Job orders are obtained by the BST and Job Hub staff. After obtaining the job order, it is posted by the Job Hub staff. If any employer in the region needs to post a job order, the BST or Job Hub will assist. Job orders are obtained from all industry sectors to including manufacturing, healthcare, retail, IT, and agriculture in an effort to obtain job orders for veterans, MSFW, and other job seekers, including those with disabilities and barriers to
employment. LWDA 16’s BST provides outreach to all employers within the Pasco and Hernando county region. The business outreach provided to the business industries in Pasco and Hernando counties includes agricultural. Agricultural employment in Pasco and Hernando is minimal. LWDA 16 does not have a significant number of MSFWs in the region and none of the one-stops are designated as significant one-stops. LWDA 16 complies with 20 CFR 652.207, in providing those labor exchange services to all employers and job seekers, including Reemployment Assistance (RA) claimants, veterans, migrant and seasonal farmworkers, and individuals with disabilities.

B. Support a local workforce development system that meets the needs of businesses in the local area;

LWDA 16 will place a priority on and budget funds for demonstrated effective work-based strategies that meet employers’ workforce needs, including on-the-job training, employed/incumbent worker training, registered apprenticeship, and paid work experience. Through allowable use of local funds, LWDA 16 will incentivize local employers with increased reimbursement rates to meet their workforce needs and offer opportunities for job seekers and workers to learn new skills. LWDA 16 will explore developing and delivering innovative workforce development strategies for area employers, as allowed by WIOA, which may include career pathways, skills upgrading, skill standard development and certification for recognized postsecondary credentials, apprenticeship, and other effective initiatives for meeting the workforce needs of local area employers, workers and job seekers. LWDA 16 will continue to promote the use of industry and sector partnerships to address the workforce needs of multiple employers within an industry.

Other services offered to all employers include:

• Access to Employ Florida
• Assessments & Testing
• Business Seminars
• Career Fairs
• Easy & Convenient Job Postings
• Employee Training Grants
• Labor Market Information
• Recruitments
• On-The-Job Training Grants
• Internship/Candidate Matching
• Work Experience Program
• Networking
• On-site Interviews
• Pre-screening Candidates for Available Positions

C. Better coordinate workforce development programs and economic development:

LWDA 16 has a strong relationship with our local economic development organizations in both counties. Through those relationships business owners that are in need of services are referred to LWDA’s Business Services Team (BST). Employers are frequently provided updated information on new and current programs, economic development updates, and community events that are employer focused. The BST will also give employers a referral to Economic Development if their assistance is needed. The BST has worked in coordination with our Economic Development partners to host recruitments for new employers that were considering moving to the area. Surveys are shared between the organizations that indicate services that are needed in the business community. LWDA 16 provides both Economic Development organizations with current labor market information and available training funds, when requested. The Hernando County Office of Business Development and the Pasco Economic Development Council work closely with the BST to develop strategies and provide information on new and prospective businesses and assist with various events.

D. Strengthen linkages between the one-stop delivery system and unemployment insurance programs (WIOA §134(c)).

Each Resource Room in the three, full-service one-stop centers is equipped with computers that are available to our universal customers. Individuals that are interested in filing a claim can connect to the state’s RA claims and benefits system to complete an online application and work registration. Staff is available to assist customers with general computer and unemployment application questions.

For the long-term unemployed and those who have exhausted their Unemployment Insurance (UI) to the newest UI claimant, re-employment services include the full scope of services available. These services are offered to all customers in LWDA 16. Services include the use of computers, faxes, job-search and referral to qualifying positions, as well as referral to all available, appropriate services needed to assist customers in returning to work, which include participation in local skills workshops provided at all three one-stops.

In January 2016, Florida shifted to the Reemployment Services and Eligibility Assessment (RSEA). Those individuals participating in RESEA receive additional services which include orientations to the one-stop services, an initial assessment to determine strengths, weaknesses and barriers to employment along with an introduction to the process to sign into EF and individual provision of username as well as instruction on
password creation. Customers are provided labor market information that is unique to their past/future occupations and work experience. An Employability Development Plan is developed by the staff and customer. EF case note entries are made during the one-on-one session with each customer, indicating their occupation and areas of specific skill levels. Customers are also given a referral to at least one work search activity. If further training is needed, the customer will also be given a referral to training. Due to changes in the UI work search requirements, customers are advised of the process to schedule attendance on the careersourcepascoherando.com website, for all available workshops, including the process to schedule approved on-line virtual skills workshops, where successful completion is documented in EF by the trainer. Customers are also provided with information on how to utilize all services available through the offices, including the following: instructions on updating employment history and resumes in EF; referral for job search assistance; testing services such as CareerScope, CASAS, Prove It and Ready-to-Work; group ‘Job Ready’ workshops (with instructions on how to schedule on the LWDA 16 website); resource room to include job search, referrals, faxing and copying; referral information on education and training/FAFSA applications and future WIOA training assistance; and information on current programs offered, as well as possible customized training opportunities. In addition, partner services, i.e., Vocational Rehabilitation, SNAP and TANF related services and other local providers’ services are presented. Customers are provided contact information for both RESEA staff and the training provider and advised to follow-up on all desired services, as needed.

LWDA 16 employs a number of DEO as well as Resource Room staff that is cross-trained and available to provide assistance to those customers receiving unemployment insurance. Any customer that visits a one-stop looking for employment can receive reemployment assistance services. If employers are in need of assistance due to downsizing, the local area stands ready to assist in cases where a formal WARN notice is received or any type/size of potential layoff. The Reemployment and Emergency Assistance Coordination (REACT) Team provides onsite and offsite rapid response to coordinate services for employers and/or workers affected by temporary or permanent layoff. LWDA staff will immediately contact other employers to assess their hiring needs and supply resumes of impacted workers. In the event that the dislocation is as a result of outsourcing, the local REACT Coordinator will attempt to educate the business’ senior management on the positive factors for filing a petition for Trade Adjustment Assistance with the U.S. Department of Labor. The local TAA Coordinator will assist the business with filing of the petition if necessary. If the petition is subsequently approved, the TAA Coordinator will conduct Trade Adjustment Assistance specific information sessions with all potentially eligible workers. Other services to be provided:
• Applying for re-employment assistance
• Claiming benefit weeks
• WIOA training opportunities
• Available workshops – either in-person or online
• Transferrable Skills
• Career Exploration
• Employ Florida
• Other services provided at the local one-stop center

LWDA 16 has a Professional Placement Network (PPN) Coordinator that is available to assist professional candidates who have at least a 4-year degree and/or management experience with employment needs. This is a great opportunity for employers to have exposure to professionals with current and potential career opportunities that can benefit their organization.

LWDA 16 employs a number of DEO as well as Resource Room staff that is cross-trained and available to provide assistance to those customers receiving unemployment insurance. Any customer that visits a one-stop looking for employment can receive reemployment assistance services.

(7) **Priority for Services:** Describe local policies and procedures are established to prioritize recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for individualized career and training services in the adult program.

Workforce Innovation and Opportunity Act (WIOA) establishes a priority requirement with respect to funds allocated to a local area for adult employment and training activities. Under this section, LWDA 16 staff responsible for these funds must give priority to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient in the provision of individualized career services.

**WIOA Priority**

WIOA Section 134 (c) (3) (E) establishes a priority requirement with respect to funds allocated to a local workforce area for the Adult program. LWDA 16 staff follows this priority requirement. Under this section, staff responsible for managing these funds will give priority to the following “priority groups”:

1. Recipients of public assistance;
2. Other low-income individuals (as defined in the WIOA Eligibility Directive, WIO-DR-0211); and
3. Individuals who are basic skills deficient for the provision of individualized career services (previously referred to as intensive services under the Workforce Investment Act (WIA)) and training services.

When programs are statutorily required to provide priority for a particular group of individuals, priority will be provided by CareerSource Pasco Hernando in the following order:

1. To veterans and eligible spouses who are also included in the groups given statutory priority for WIOA adult formula funds. This means that veterans and eligible spouses who are also recipients of public assistance, other low-income individuals [as defined by WIOA Sec. 3(36)], or individuals who are basic skills deficient would receive first priority for services provided with WIOA adult formula funds.

2. To non-covered persons (that is, individuals who are not veterans or eligible spouses) who are included in the groups given priority for WIOA adult formula funds.

3. To veterans and eligible spouses who are not included in WIOA’s priority groups.

4. To non-covered persons outside the groups given priority under WIOA. Local policy limits the number of adults enrolled in WIOA who are not low income, public assistance recipients, or basic skills deficient.

LWDA 16’s Priority of Service (POS) covers WIOA Adult and Dislocated Worker, WIOA Youth, Trade Adjustment Assistance (TAA), and Wagner-Peyser.

(8) Training Services: Describe how training services are provided, including how contracts for training services are used, and how such contracts are coordinated with the use of ITAs (WIOA §134(c)(1)(A)(v)).

Training services are provided through the use of educational programs offered to the public by both public and private training institutions. These training providers have responded to requests for credentials from LWDA 16 in accordance with the policy set forth by Florida’s Department of Economic Opportunity. The cadre of providers is not limited geographically to the workforce region but covers locales beyond the region and even beyond the MSA. The limitation on the variety of training services and programs is the necessity to adhere to the region’s target occupation list (TOL).

Customers will access these approved training providers through LWDA 16’s website and in its resource room. It is an element of customer choice for them to research and select the training provider they wish to use.

WIOA case managers determines the customer’s need for WIOA funded training services following completion of an interview, evaluation, or assessment, and career planning based on the following criteria:

- Candidate is unable or unlikely to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment, through career services.
 Candidate is in need of training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment.

 Candidate has selected a training program or training services that are directly linked to the demand occupations that will lead to employment opportunities in the local area or the planning region.

 Candidate has the skills and qualifications to successfully participate in the selected training program.

 Candidate doesn’t currently possess skills in a demand occupation.

 Candidate has limited skills in the chosen training program that will significantly reduce employment opportunities.

 LWDA 16 retains flexibility to modify the approved list and to allow “by-exception” training provider access if the desired training is not offered locally or other circumstance.

 (9) **Customer choice process:** Describe processes the local board uses to ensure customer choice in the selection of training programs, regardless of how the training services are to be provided (WIOA §108(b)(19)).

 The customer has total choice of the training program he or she wishes to pursue as long as the training occupation is listed on the region’s targeted occupation list (TOL) and available through an approved training provider. Customers interested in pursuing training services are encouraged to review these tools to explore and research the training programs listed prior to selecting a training program in a demand occupation.

 LWDA 16 case managers ensure that each customer is aware of the full array of training services available under WIOA. Other limitations could include a program’s limited access, a customer’s inability to meet entry requirements (testing & prerequisites), or distance of the provider from the region making training impractical. Customer may also petition LWDA 16 to allow exceptions to the approved provider list.

 WIOA counselors and case managers are strictly reminded that they may not advocate for any particular provider or program, but are allowed to advise the customer while developing a workable training and employment plan to ensure necessary support is available and that successful completion is obtainable.

 (10) **Individual training accounts:** Describe the process and criteria for issuing Individual Training Accounts (ITAs) (WIOA §108(b)(19)).

 A. Describe any ITA limitations established by the board;

 State statute requires 50% of the formula funds for adults and dislocated workers to be allocated to ITAs unless the LWDB obtains a waiver from CareerSource Florida. Qualifying costs under the 50 percent rule include all customer service costs associated with the ITA program such as tuition, fees and books, and other training services. Florida allows LWDBs to establish ITA limits and durations.
The process in issuing an ITA is dependent upon the time of enrollment and how much training is needed to complete, tuition/books needed through completion and or current amount owed if already enrolled into training. The ITA is currently awarded at $3500 per program year. This amount is not a guarantee or entitlement. Receiving this full amount again is contingent upon what is needed. The ITA is also taken into consideration if the customer is PELL eligible or not. Federal Aid is always applied first and then WIOA ITA picks up any remaining cost for required needs of the training.

WIOA is typically a two year program. The intent is to allow a person to gain up to an Associate’s degree in an occupation, if needed. If a customer will be enrolled for a full two year program and it falls within two WIOA program years, they can receive up to $3500 per program year. This would be the limit of funding and anything outside of this cost for training will be at the students’ expense. This could include but is not limited to PELL, loans and personal payments. If it is imminent that a customer will not complete training due to not having enough funds, a request will be sent to LWDA 16’s Operations Manager or designee for permission to exceed the stipulated ITA amount the customer was provided at the time of enrollment.

OJT funding limitations are based upon the contracted hours between LWDA 16 and the employer. If extended hours are needed for training, the BST will follow up with the Vice President of Business Services as well as the employer to determine any additional needs in funding. Additional funding for OJT is approved by LWDA 16’s CEO/President.

B. Describe any exceptions to the use of ITAs.

All exceptions to the use of an ITA that are out of the normal guidance of training dollars are sent to LWDA 16 designee for approval. This is generally sent to LWDA 16’s Operations Manager. A summary is provided as to what the expenditure is for and the need it represents on the customer’s behalf. A possible exception would be additional books needed for training that are not required but listed as optional on a request. Another exception may be to pay for a specific course that is not part of the required curriculum especially if this course has a high impact on the customer passing exams. Exceptions are based upon customer’s need to be successful in completing training and or gaining employment to have not only a positive outcome for the WIOA program but to ensure we are assisting the customer to become self-sufficient.

In any circumstance that is out of normal range of expenditure to assisting a customer, the information is provided to LWDA 16’s Operations Manager for approval. All requests are on a case to case basis and the circumstances that surround the customer in being successful.

(11) Microenterprise and Entrepreneurial Training: Describe mechanisms currently in place or in consideration that provide microenterprise and entrepreneurial training. Describe mechanisms in place that support
programs and co-enrollment, where appropriate, in core programs as described in WIOA section 134(a)(3)(A)(i) (WIOA §108(b)(5)).

LWDA 16 is developing this facet to our training services by partnering with the Greater Hernando County Chamber of Commerce and its Small Business Development counseling and mentoring program offered through the Chamber. In addition to this partnership our website, www.careersourcepascohernando.com has a link to entrepreneurial training.

We are also a member of the Pasco Enterprise Network. Since April of 2010, collaboration meetings were held to develop a plan to coordinate assistance to small businesses and entrepreneurs in Pasco County through the creation of a small business assistance network with “virtual network” components. LWDA 16’s CEO/President has been involved in the development and continued meetings. Members of this committee also include the Pasco Economic Development Council, seven Pasco county Chambers of Commerce, Pasco County libraries, Pasco Hernando State College, City of New Port Richey, St. Leo University, Small Business Development, SCORE and the Hispanic Business Initiative Fund.

(12) **Enhancing Apprenticeships:** Describe how the LWDB enhances the use of apprenticeships to support the local economy. Describe how the LWDB works with industry representatives and local businesses to develop registered apprenticeships, in collaboration with apprenticeship training representatives from the Florida DEO and other partners, including educational partners. Describe how job seekers are made aware of apprenticeship opportunities (TEGL 3-15).

LWDA 16 will maintain the flexibility available in WIOA to offer pre-apprenticeship training to prepare youth for registered apprenticeship or other career opportunities. Career Academies have been a strong focus in the past four years as LWDA 16 assisted in the initial planning stages for both Pasco and Hernando counties. Staff participates on local steering committees with region’s School Board staff as well as higher education, business and economic development organizations in order to review and determine needs of the area. The contracted youth provider works closely with school personnel in the region in an effort to assist qualified youth in funding for industry recognized certifications as well as other types of support services. There is also a strong focus on training, entrepreneurship and work experience in an effort to enable our youth and other job seeking customers to successfully enter and advance in our workforce. LWDA 16 was invited to provide input on the five year strategic plan for both Pasco and Hernando School Boards. The school systems are excited about the prospect of engaging youth at younger ages – middle school youth are now a focus for Career Academies.
LWDA 16 has been working with AmSkills, who has a pre-apprenticeship program. AmSkills is co-located at Marchman Technical College. Training tracks currently provided by AmSkills are: Mechatronics Technician, Industrial Mechanic and CNC Machinist. LWDA 16 will continue to include registered apprenticeship programs on our eligible training provider list for the Adult and Dislocated Worker programs as long as they remain registered and achieve the minimum standard of performance outcomes. LWDA 16 will continue to include a representative of a registered apprenticeship program as a member of the LWDB, thus ensuring that a key employer voice contributes to strategic planning activities for the workforce system. LWDA 16 will recognize registered apprenticeship completion certificates as a post-secondary credential as allowed by WIOA, providing job seekers with employment flexibility.

(13) Other Program Initiatives: Describe services provided that include implementing initiatives such as incumbent worker training programs, on-the-job training programs, customized training programs, industry and sector strategies career pathway initiatives, utilization of effective business intermediaries, and other initiatives supporting the board’s vision and strategic goals described in Section III WIOA §134(c).

LWDA 16 will emphasize the use of career pathways in targeted industry sectors to provide education and employment and training assistance allowing job seekers access to high quality training that will lead to industry-recognized credentials for in-demand jobs, which will accelerate job seekers’ educational and career advancement.

OJT, EWT, Customized Training, Apprenticeship and Work Experience programs will also be utilized in LWDA 16. The LWDBs are currently awaiting further guidance on Registered Apprenticeship Programs.

OJT is training provided by an employer to a paid participant while he/she is engaged in productive work in a job. OJT provides the knowledge or skills crucial to the full and acceptable performance of the job. An OJT is limited in duration as appropriate to the occupation, taking into account prior experience of participants, content of training, etc. OJT reimburses the employer a certain percentage of the wages (exclusive of benefits) paid to participants for the costs of providing training and the additional supervision related to the training. Participants are compensated at same rate, including periodic increases as other employees that are similarly situated. The employer will provide appropriate supervision and training and comply with safety standards and workers’ compensation requirements. All OJT experiences are provided through contracts between local employers and the LWDB.

Customized training is training that is designed to meet the specialized skill needs or requirements of an employer or group of employers. Customized training is conducted with a commitment by the employer to
retain the individual after successful completion of the training and requires the employer to pay a significant share of the cost of the training. Customized training offers the opportunity for employers to train individuals to the specified needs of the employer and provides the opportunity for the individual to learn and gain desired employer skills specific to an employer or industry.

Employed Worker Training is a short-term, customized training project that has the intent of upgrading employees’ skills, retaining jobs, advancing current employee wages, and creating new entry-level jobs. An employed worker may be enrolled in work-based training when the employee is not earning a self-sufficient wage (per local board definition) and the training relates to the introduction of new technologies, new production or service procedures, upgrading to new jobs that require new skills, workplace literacy, or other appropriate purpose identified by the local board.

Additionally, as grant opportunities arise, we work closely with Pasco Hernando State College to explore the training side of the equation. LWDA 16 received funding for the Disaster NEG Grant. The program offers eligible applicants work in the area of disaster clean up, recovery and humanitarian efforts. This grant program is specific to Pasco and Hernando counties because both counties were declared disaster areas. The grant is being administered by Eckerd Connects, Workforce Development and Career Source Pasco Hernando. Our newest Federal grant is the LEAP 2 Grant (Project Restart). Project Restart is a partnership between CareerSource Pasco Hernando and the Hernando County Sherriff’s Department funded by a grant from the U.S. Department of Labor. The Project Restart program is slated to serve over 100 participants during the 2 year grant period. As an Inmate re-entry program, the goal of Project Restart is to give participants the opportunity to learn skills to become employed and self-sufficient. Participants who complete the program can receive certificates in Microsoft Word, Excel, Office, QuickBooks, Keyboarding Skills, Employability Skills, and Business Ethics. Participants also have the opportunity to become Certified Production Technicians which includes course work in Safety, Quality Practices and Measurement, Manufacturing Processes and Production as well as Maintenance Awareness.

Benefits to our Employer-Partners who employ Project Restart graduates include incentives through the Work Opportunity Tax Credit program and participation in the Federal Bonding Program at no cost to the employer.

(14) Service Provider Continuous Improvement: Describe the local board's efforts to ensure the continuous improvement of eligible providers of services, including contracted services providers and providers on the eligible training provider list, so they meet the needs of local employers, workers and job-seekers (WIOA §108(b)(6)(A)).
An integral part of LWDA 16’s process for continuous improvement also includes quarterly reviews of programs and administrative procedures by internal monitors. The findings and recommendations from the internal monitoring, as well as state sponsored monitoring, complement other efforts to improve services on an on-going basis.

LWDA 16 uses a multi-tier process to gather information from employers, job seekers, and the local workforce to assist in determining the needs of our communities. A selection of employers using EF to list positions are surveyed by phone monthly to ascertain their satisfaction with LWDA 16 services and provide comment on steps for improvement in our services. Additionally, quarterly surveying of employers explore hiring patterns and other workforce needs such as training and recruitment issues. LWDA 16’s BST visits hundreds of employers annually, gaining their input on current needs. Job seekers are engaged by LWDA 16 with quarterly surveys using EF generated target lists and employing Survey Monkey to measure customer satisfaction and input on LWDA 16 services. Additionally three times a year, job seekers using LWDB 16’s resource rooms are surveyed on a variety of topics such as current skills, prior industries, relocation, and training needs. This surveying is done with paper and pencil and compiled by LWDA 16 staff. LWDA 16 customers are able to directly input their review of services at each computer terminal in its Resource Rooms. Primarily workers receive information from LWDA 16 through its web site and labor market information products updated several time per month. Continuous improvement is also facilitated through a series of meetings between the one-stop provider and LWDA 16 staff. These meetings often include front-line staff. Most often these meetings are management team meetings, scheduled monthly or as needed, where LWDA 16 staff and provider staff report and discuss performance, goals, and the means that they may be achieved and performance improved. The LWDA 16 committee structure includes LWDB, provider and interested party input in the decision-making process, and recommendations generated from the committee structure are often implemented into the service delivery model. The CEO/President has an open communication policy that encourages LWDA 16 and provider staff to elevate concerns quickly. Performance that falls below negotiated performance standards will be deducted from provider at a rate stipulated in the current contract. There are currently no performance incentives offered in LWDA 16. Regular meetings between core program and partner staff will be required for continued coordination and collaboration.
(15) **Youth Program Design:** Describe the design framework for local youth programs and how the 14 program elements required in §681.460 of the WIOA regulations are made available within that framework (WIOA §129(c)(1)).

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

<table>
<thead>
<tr>
<th>WIOA Required Program Elements</th>
<th>Provider / Referral Agency</th>
<th>Instructional Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Tutoring, academic remediation; study skills training, and instruction leading to secondary school completion, including dropout prevention strategies</td>
<td>EWD / Public school partners (Pasco and Hernando County School Boards to include Marchman Technical College, HEART Literacy and James Irvin Education Center)</td>
<td>Computer based training / instructor facilitated GED Prep, GED Prep materials, GED Practice Exams.</td>
</tr>
<tr>
<td>2. Alternative secondary school offerings</td>
<td>EWD/ Public school partners (Pasco and Hernando County School Boards Alternative Programs)</td>
<td>Florida Sunshine State Standards</td>
</tr>
<tr>
<td>3. Summer employment opportunities directly linked to academic and occupational learning</td>
<td>EWD/ Community Business partners, Community Based Organization (CBO’s), and Faith Based Organizations (FBO’s)</td>
<td>Year Round Services EWD documented summer work experience best practices program activities, coordinated activities with community partners</td>
</tr>
</tbody>
</table>

CareerSource Pasco Hernando

5/29/2018
<table>
<thead>
<tr>
<th>4. Paid and unpaid work experiences, including internships and job shadowing</th>
<th>EWD/Community Business partners, CBO’s, FBO’s</th>
<th>EWD Documented Work Experience activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Occupational skills training</td>
<td>EWD/Approved Training Provider Partners</td>
<td>Various. Based on identified occupations/career fields on the Targeted Occupations List with Approved Training Providers</td>
</tr>
<tr>
<td>6. Leadership development opportunities, including such activities as positive social behavior and soft skills, decision making, team work, etc.</td>
<td>EWD in connection with various community partner agencies and employers.</td>
<td>Life Skills, Personal Skills, Civic Responsibility and Networking during the implementation of community based Service Learning Projects.</td>
</tr>
<tr>
<td>7. Supportive Services</td>
<td>EWD in connection with various partner agencies and/or employers</td>
<td>Independently driven by participant needs. Supportive services for educational training and employment activities such as gas cards, bus passes, emergency ‘triage’, and interview/career uniforms.</td>
</tr>
<tr>
<td>8. Adult mentoring for at least 12 months</td>
<td>EWD in connection with partner agencies and employers</td>
<td>Career Coach may provide mentoring during enrollment and in follow-up status. Independently driven by participant needs; Case managed and documented. Volunteers from outside agencies may be considered as mentors.</td>
</tr>
<tr>
<td>Service Type</td>
<td>Service Provider</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>--------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>9. Comprehensive guidance and counseling</td>
<td>EWD and/or community agencies</td>
<td>Ongoing intensive case management. Community/locally based programming.</td>
</tr>
<tr>
<td>10. Follow-up services no less than 12 months after exit</td>
<td>EWD</td>
<td>Independently driven by participant needs. Contact with employer, post-secondary entities, job retention coaching, academic support, incentives, support, career and education counseling. (Continuous service until participant has completed follow-up period of 12 months).</td>
</tr>
<tr>
<td>11. Financial Literacy</td>
<td>EWD/Community Business partners</td>
<td>EWD will provide financial literacy as a part of our work readiness activities in a class setting or individually.</td>
</tr>
<tr>
<td>12. Entrepreneurial Skills Training</td>
<td>EWD/Community Business partners</td>
<td>Career coach to assist youth that may be interested in establishing their own business with research and guidance. Community partners and business shadowing can be used in the area.</td>
</tr>
<tr>
<td>13. Activities that help youth transition to postsecondary education and training</td>
<td>EWD in connection with local colleges and technical schools</td>
<td>Career coach can assist with guidance and referrals to colleges or technical schools. They can help with career exploration and what is needed for training/education in the field. We can assist with FAFSA application as needed.</td>
</tr>
<tr>
<td>14. Services that provide labor market and employment information in the local area</td>
<td>EWD</td>
<td>EWD will provide this information as a part of our work readiness activities in a class setting or individually.</td>
</tr>
</tbody>
</table>
A. Define the term “a youth who is unable to compute or solve problems, or read, write, or speak English at a level necessary to function on the job, in the individual’s family, or in society.” Describe how the local board defines whether a youth is unable to demonstrate these skills sufficiently to function on the job, in their family, or in society and what assessment instruments are used to make this determination (20 C.F.R. §681.290).

Our Youth Service Provider, Eckerd Connects Workforce Development, uses CASAS assessment to determine skills. If not fluent, refer to ESOL classes at Marchman Technical or HEART Literacy.

B. Define “requires additional assistance.” Describe how the local board defines the term “requires additional assistance” used in determining eligibility for WIOA-funded youth programs (20 CFR §681.300).

Purpose: It is the purpose of this document to provide guidance to staff a local definition for those requiring additional assistance to complete an educational program or secure and hold employment is defined as follows:

An eligible youth, 14-24 years of age, who has one or more of the following characteristics, but not limited to:

<table>
<thead>
<tr>
<th>Barrier</th>
<th>Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resides in a County in which the percentage of persons in poverty is above the state average.</td>
<td>Copy of appropriate table from the most recent Florida Statistical Abstract.</td>
</tr>
<tr>
<td>Resides in a County in which the percentage of teen births is above the state average.</td>
<td>Copy of appropriate table from the most recent Florida Statistical Abstract.</td>
</tr>
<tr>
<td>Child of a person who was teen parent.</td>
<td>Self-Attestation from parent/guardian OR other collateral contact.</td>
</tr>
<tr>
<td>Product of a single parent family.</td>
<td>Self-Attestation from parent OR other collateral contact.</td>
</tr>
<tr>
<td>Condition</td>
<td>Documentation Required</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>A survivor of abuse (domestic/child/sexual/physical)</td>
<td>Self-Attestation from parent/guardian OR other collateral contact.</td>
</tr>
<tr>
<td>Parent is presently or was incarcerated in the past 5 years.</td>
<td>Self-Attestation OR other collateral contact.</td>
</tr>
<tr>
<td>Job loss due to skill level or substance abuse.</td>
<td>Self-Attestation and MIS screen-print showing lost job if available.</td>
</tr>
<tr>
<td>Lacks work readiness skills (job search, resume preparation, interview skills, etc.)</td>
<td>Self-Attestation OR other collateral contact.</td>
</tr>
<tr>
<td>Lacks significant work experience (never employed or less than six months with one employer).</td>
<td>Self-Attestation OR other collateral contact.</td>
</tr>
<tr>
<td>Has been held back one or more grade levels.</td>
<td>Self-Attestation OR other collateral contact.</td>
</tr>
<tr>
<td>Attended an alternative education program/school in the past or has/had a 504 plan.</td>
<td>School records</td>
</tr>
<tr>
<td>Completed advanced training, however has not obtained an occupational license or certification</td>
<td>Self-Attestation OR other collateral contact.</td>
</tr>
<tr>
<td>Has a transportation barrier (bus stop is more than two miles away from home address) or has no driver’s license.</td>
<td>Self-Attestation OR other collateral contact.</td>
</tr>
<tr>
<td>Received food or financial assistance from a community/faith-based agency in the past 6 months</td>
<td>Agency collateral contact</td>
</tr>
<tr>
<td>Current/past 6 months TANF/FS recipient.</td>
<td>Grant award Letter/FLORIDA screen-print or collateral agency contact.</td>
</tr>
<tr>
<td>Public Housing Assistance</td>
<td>Landlord statement OR agency collateral contact.</td>
</tr>
<tr>
<td>WIC recipient</td>
<td>Agency collateral contact OR copy of current WIC card</td>
</tr>
<tr>
<td>Medicaid</td>
<td>Copy of Medicaid card OR agency</td>
</tr>
</tbody>
</table>
Applicants will complete the provided form. The identification of the barrier(s) on the provided form will serve as an attestation of the presence of the local barrier for eligibility determination. Low-income determination is required if a federal barrier is not documented.

(16) Please include the following attachments with your local plans:

A. Executed Memoranda of Understanding for all one-stop partners.
B. Executed Infrastructure Funding Agreements with all applicable WIOA required partners.

PUBLIC COMMENT PROCESS

Describe the process used, in accordance with the criteria below, to provide opportunities for public comment and input into the two-year modification of the local plan.

(1) Make copies of the proposed local plan available to the public through electronic and other means, such as public hearings and local news media (WIOA §108(d)(1)).

(2) Provide a 30-day period for comment on the plan before its submission to CareerSource Florida, Inc., beginning on the date on which the proposed plan is made available, prior to its submission to the Governor (WIOA §108(d)(2)).

The plan was posted on our website from January 17, 2018 – February 16, 2018. We also ran ads in the local newspapers stating that it was posted on our website as well as sending a draft to partner agencies for their comments and reviews.

(3) Provide a description of the process used by the board to obtain input and comment by representatives of businesses and labor organizations for the development of the plan (WIOA §108(d)(2)).

In addition to running an ad in the local newspapers and posting on our website, all Board members were provided a chance to review and comment on the plan.
(4) Describe efforts to coordinate with other workforce partners to obtain input into the development of the plan.

The plan was sent to local partners and economic development organizations to provide input and/or comments on the plan.

(5) Include, as an attachment with the plan to the Governor, any comments expressing disagreement or offering recommendations for continuous improvement, the LWDB's response to those comments, and a copy of the published notice (WIOA §108(d)(3)).
This plan represents the efforts of LWDA 16 to implement the Workforce Innovation and Opportunity Act in the following counties:

- Pasco County
- Hernando County

We will operate in accordance with this plan and applicable federal and state laws, rules, and regulations.

By their signatures below, the parties agree that this amended Plan constitutes the amended, restated and adopted LWDA 16 Local Plan, which supersedes and replaces all prior LWDA 16 Local Plans approved by the parties.

Workforce Development Board Chair

Signature

Mark Earl
Name (printed or typed)

Board chair
Title

3/15/18
Date

Chief Elected Official
Pasco County
Board of County Commissioners

Mike Wells, Chairman

Paula S. O'Neil, PhD, Clerk and Comptroller

APPROVED IN SESSION

MAR 14 2018
PASCO COUNTY
BOC
Date

CareerSource Pasco Hernando
2/7/2018
This plan represents the efforts of LWDA 16 to implement the Workforce Innovation and Opportunity Act in the following counties:

- Hernando
- Pasco

We will operate in accordance with this plan and applicable federal and state laws, rules and regulations.

Workforce Development Board Chair

Signature

Mark Earl, Chairman
Name (printed or typed)

3/5/2018
Date

Chief Elected Official

Signature

Steve Champion, Chairman
Name (printed or typed)

3/6/2018
Date

ATTEST:
Margaret Linke, Deputy Clerk
County Attorney's Office

APPROVED AS TO FORM AND LEGAL SUFFICIENCY
AMENDED AND RESTATED INTERLOCAL AGREEMENT
BETWEEN PASCO COUNTY AND HERNANDO COUNTY
FOR THE CONTINUATION OF A REGIONAL WORKFORCE BOARD

This AMENDED AND RESTATED INTERLOCAL AGREEMENT is made and entered into by and between PASCO COUNTY, a political subdivision of the State of Florida, by and through its Board of County Commissioners, whose principal address is 37918 Meridian Avenue, Dade City, Florida, 33523, hereinafter called "PASCO" and HERNANDO COUNTY, a political subdivision of the State of Florida, by and through its Board of County Commissioners, whose principal address is 20 N. Main St., Rm. 263, Brooksville, Florida, 34601, hereinafter called "HERNANDO."

WITNESSETH:

WHEREAS, the legislative and executive branches of the State of Florida have identified the need for a consolidated workforce development system and has adopted a uniform policy to guide education, training, and employment programs within the State; and

WHEREAS, Chapter 445, Florida Statutes, designates CareerSource Florida, Inc. as the principal workforce policy organization with the responsibility of planning and accountability for the State's workforce development strategy; and

WHEREAS, the Governor of the State of Florida has identified the Interlocal Agreement as the method for establishment of the community board, also known as the Regional Workforce Board, in a multi-county area; and

WHEREAS, the Workforce Investment Act (29 USC § 2732, Public Law 105-220, Sec 117), as amended by the Workforce Innovation and Opportunity Act (Public Law 113-128), (collectively, "the Acts") authorizes the expenditure of federal funds for the job training programs within designated service delivery areas; and
WHEREAS, PASCO and HERNANDO Counties constitute designated Local Workforce Development Area (LWDA) 16 under the Acts and a region for workforce development activities under the Workforce Florida Act; and

WHEREAS, pursuant to the Florida Interlocal Cooperation Act of 1969, Section 163.01, Florida Statutes, PASCO and HERNANDO Counties mutually desire to enter into an interlocal Agreement for the purpose of the continuation of the Regional Workforce Board; and

WHEREAS, the State of Florida has identified Regional Workforce Boards as the local entities to implement the policy which guides the education, training and employment programs; and

WHEREAS, the local elected officials of PASCO and HERNANDO Counties acknowledge the need for maximization of education, training and employment resources and the need for a local workforce development board charged with the responsibility for implementing federal and state policies at the local level and hereby express their desire to continue this agreement for a workforce development board.

NOW, THEREFORE, in consideration of the foregoing recitals which are true and correct and an integral part of this Agreement and of the mutual covenants and conditions set forth herein, the parties intending to be legally bound hereby agree as follows:

1. **WHEREAS CLAUSES.**

   The WHEREAS clauses set forth above are incorporated herein by reference and made a part of this Amended and Restated Interlocal Agreement.

2. **OBLIGATIONS OF THE PARTIES.**

   A. The parties agree to the formation of the Regional Workforce Board pursuant to Section 163.01(7), Florida Statutes, to be known as the Pasco-Hernando Workforce Board hereinafter referred to as the "WORKFORCE BOARD."

   B. The WORKFORCE BOARD shall be composed of representatives of the two counties. PASCO and HERNANDO Counties shall appoint the representatives to the
WORKFORCE BOARD in accordance with criteria established by the Acts, and Chapter 445, Florida Statutes, and applicable rules and regulations.

C. The WORKFORCE BOARD will notify the Chief Elected Officials, for the purpose of this Agreement, the Chairman of the County Commission, of a vacancy on the WORKFORCE BOARD including any criteria established by the Acts, and Chapter 445, Florida Statutes, as applicable, for filling the vacancy. Upon notification, PASCO and HERNANDO will solicit nominations, in accordance with the requirements of the Acts, utilizing county procedures to seek qualified candidates.

D. Appointments to the WORKFORCE BOARD will be made in accordance with the Acts and Chapter 445, Florida Statutes, as applicable. PASCO and HERNANDO Counties will work together to achieve balanced representation to the extent possible, taking into consideration factors such as the category of membership as described in the Acts, Chapter 445, Florida Statutes, and other applicable rules and regulations. Generally, PASCO and HERNANDO Counties will split the appointments of the WORKFORCE BOARD seats. Consideration will also be given to the location of the operating base of the entity being represented and the location of the residence of the member.

F. PASCO and HERNANDO Counties hereby designate the WORKFORCE BOARD as the local grant sub-recipient and local fiscal agent for funds distributed pursuant to the Acts and other workforce development programs operating within Local Workforce Development Area (LWDA) 16. In that capacity, the WORKFORCE BOARD shall act as its own administrative entity.

G. PASCO and HERNANDO Counties hereby designate the WORKFORCE BOARD as the One-Stop Career Center Operator within Local Workforce Development Area (LWDA) 16.

H. On the occasion Additional One-Stop Partners are required, the approval of the Chief Elected Officials of PASCO and HERNANDO Counties will be secured.
I. Pursuant to the Acts, and in accordance with the requirements established by the Governor of the State of Florida, the WORKFORCE BOARD shall develop the Local Plan and other plans, as required, and shall present said plans to PASCO and HERNANDO Counties for review and approval.

J. PASCO and HERNANDO Counties shall each be responsible for its proportionate part of any liability arising from its status as a grant recipient. PASCO and HERNANDO Counties either jointly or separately may at any time request that an audit be performed by the WORKFORCE BOARD to determine how grant funds are being expended.

3. **DUTIES OF THE WORKFORCE BOARD.**

The duties of the WORKFORCE BOARD shall include:

A. Developing and evaluating the region's strategic workforce development plan and its subsequent implementation.

B. Reporting to the Board of Directors of CareerSource Florida, Inc. as required, regarding its functions, duties and responsibilities.

C. Soliciting, accepting, receiving, investing and expending funds from any public or private source.

D. Contracting with public and private entities as necessary to further the directives of the workforce development strategy.

E. Developing and approving an annual budget for recommendation to the PASCO and HERNANDO County Commissions for approval.

F. Overseeing and monitoring activities under its jurisdiction in accordance with Acts, the Florida Workforce Innovation Act of 2000, Chapter 445, Florida Statutes, and any subsequent enabling legislation, regulations, and rules.

4. **POWERS OF THE WORKFORCE BOARD.**

The WORKFORCE BOARD shall have the power to:
A. Act as the grant sub-recipient, administrator and program planner for all programs funded under the Acts with all the responsibilities and liabilities associated therewith.

B. Act as the administrative entity and fiscal agent for workforce development activities within PASCO and HERNANDO Counties.

C. Serve as the community board under CareerSource Florida, Inc. and the Workforce Investment Board under the Acts.

D. Serve as the local entity for education, training and employment programs for PASCO and HERNANDO Counties.

5. **CODE OF CONDUCT AND ETHICS.**

   A. All meetings of the WORKFORCE BOARD, its committees and between members shall comply with Sec. 24, Article I of the Florida Constitution, the Florida Government in the Sunshine Act and the Public Records Act, and Chapter 112, Florida Statutes.

   B. The WORKFORCE BOARD of Directors and its Officers shall be governed by Chapter 112, Florida Statutes, in their conduct.

   C. All actions taken by the WORKFORCE BOARD shall be made without regard to age, sex, race, religion, national origin, political affiliation, marital status, disability or handicap, or any other reason prohibited under applicable law.

6. **ALLOCATION OF FUNDS.**

   Funds shall be allocated on behalf of each county on the same formula basis as funds are allocated by the State. Funds may be reallocated within the two-county area for a specific time and purpose, only by mutual agreement of the counties affected by the reallocation.

7. **AUTHORITY FOR AMENDED AND RESTATED INTERLOCAL AGREEMENT.**

   Each party warrants and represents to the other party that the execution and delivery of this Amended and Restated Interlocal Agreement has been duly authorized by all appropriate actions of its respective governing body, that this Amended and Restated Interlocal Agreement has been executed and delivered by an authorized officer of the respective governmental entity,
and that this Amended and Restated Interlocal Agreement constitutes the legal, valid, and binding obligation of the executing governmental entity enforceable against it by the other party in accordance with its terms (except as enforceability may be limited by statutes or applicable bankruptcy or similar laws affecting creditor's rights, and by application of equitable principals if equitable remedies are sought). This Amended and Restated Interlocal Agreement shall be effective immediately when fully executed by the duly authorized representatives of both PASCO and HERNANDO Counties and filed with the Clerk of the Circuit Court in the county where the WORKFORCE BOARD maintains its principal place of business and replaces and supersedes the former Interlocal Agreement approved in September 2012. This Amended and Restated Interlocal Agreement may be executed in multiple counterparts each of which may be deemed an original.

8. **SURVIVABILITY.**

The warranties, representations, covenants, and agreements set forth herein and in the exhibits hereto shall be continuous and shall survive the existence of this Agreement.

9. **DURATION OF AGREEMENT.**

This Agreement shall have the duration equal to the period that the service delivery area designation remains in effect for the geographical area covered by this Agreement.

10. **NOTICE REQUIREMENTS.**

Whenever either party is required to give notice unto the other, written notice shall be sent via hand-delivery, overnight delivery or first class mail to:

For Pasco County:
Michele Baker
County Administrator
8731 Citizens Drive, Suite 340
New Port Richey, FL 34654

For Hernando County:
Leonard Sossamon
County Administrator
20 N. Main St., Rm. 263
Brooksville, FL 34601
All notices shall be effective upon receipt. Any party may change their representative to get notice or their address by giving notice in this manner without the need of formal amendment of this Amended and Restated Interlocal Agreement.

11. **TERMINATION.**

Either party to this Agreement may cancel the same, upon the provision of ninety (90) days written notice advising the other party of its intent to cancel the Agreement.

12. **DISPUTE RESOLUTION.**

As local government entities, disputes between the parties are governed by Chapter 164, Florida Statutes. This shall not prevent the parties from entering into informal discussions prior to invoking this process.

**IN WITNESS WHEREOF,** the parties hereto have executed the foregoing Amended and Restated Interlocal Agreement:

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**PAULA S. O'NEIL, Ph.D.,**
**CLERK & COMPTROLLER**

**KATHRYN STARKEY, CHAIRMAN**

DATE: APR 26 2016
DON BARBEE, CLERK & COMPTROLLER

DATE: 4/13/15

JAMES ADKINS, CHAIRMAN

APPROVED AS TO FORM AND LEGAL SUFFICIENCY
BY
County Attorney's Office
ARTICLE I. PURPOSE

Section 1. Purposes. The purposes of this Corporation shall be as stated in the Articles of Incorporation and as follows:

(A) The Pasco-Hernando Workforce Board, Inc. shall be hereafter referred to as “The Board.” The Board was formed in response to the Workforce Investment Act of 1998 (Public Law 105-220), Florida’s welfare reform initiative titled the “Work and Gain Economic Self-Sufficiency Act (WAGES), and an Interlocal Agreement between Pasco and Hernando Counties ("Interlocal Agreement").

(B) To operate exclusively in any other manner for such charitable and educational purposes as will qualify it as an exempt organization under Section 501(c)(3) of the Internal Revenue Code, as amended, or under any corresponding provisions of any subsequent federal tax laws covering distributions to organizations qualified as tax exempt.

(C) The duties and responsibilities of The Board include:

1. Developing and evaluating the region’s strategic workforce development plan and its subsequent implementation.
2. Reporting to the Board of Directors of CareerSource Florida, Inc., as required, regarding its functions, duties, and responsibilities.
3. Soliciting, accepting, receiving, investing, and expending funds from any public or private source.
4. Contracting with public and private entities as necessary to further the directives of the workforce development strategy.
5. Approving an annual budget.
6. Overseeing and monitoring activities under its jurisdiction in accordance with the Workforce Investment Act of 1998, the Workforce Innovation and Opportunity Act of 2014 and the Florida Workforce Innovation Act of 2000, as they may be amended from time to time; any implementing rules and regulations promulgated thereunder; and any subsequent enabling legislation.

Section 2. Prohibited Activities. Notwithstanding any other provision of these Bylaws or the Articles of Incorporation, The Board shall not conduct or carry on any activities not permitted to be conducted or carried on by any organization that shall be exempt under Section 501(c)(3) of the Internal Revenue Code and its Regulations, now existing or hereafter amended.
ARTICLE II. MEMBERS

The Corporation shall have no members and shall be governed by the Board of Directors.

ARTICLE III. BOARD OF DIRECTORS

Section 1. Function. All corporate powers shall be exercised by or under the authority of the Board of Directors. The business and affairs of the Corporation shall be managed under the direction of the Board of Directors.

Section 2. Number. The Board of Directors of this Corporation shall have not less than three (3) directors, and no more than the number necessary to meet the composition and representation requirements set forth in Section 3 of this Article, or as otherwise required by applicable federal, state, and local law and the Interlocal Agreement.

Section 3. Composition. The Board shall be comprised of directors who are appointed in accordance with the requirements set forth in the Workforce Investment Act of 1998 [29 USC §2832(b)], as amended by the Workforce Innovation and Opportunity Act of 2014, and the Florida Workforce Innovation Act of 2000 (Fla. Stat. §445.007), as these laws exist from time to time, and the Interlocal Agreement, as may be entered into or amended from time to time. It shall be required that:

(A) A majority of the Board of Directors of the Board be representatives of business (Business Category) in the Region who: (i) are owners of businesses, chief executives or operating officers of business or other business executives or employers with optimum policy making authority; (ii) represent businesses, including small businesses, or organizations representing business described herein, that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the Region; and (iii) are appointed from among individuals nominated by local business organizations and business trade associations; and,

(B) Not less than twenty (20) percent of the members of the Board of Directors be representatives of the workforce (Workforce Category) within the Region, who shall include: (i) representatives of labor organizations, if employees in the Region are represented by a labor organization, who have been nominated by local labor federations, or, in the absence of a labor organization, other representatives of employees; (ii) a representative, who shall be a member of labor organization or a training director, from a joint labor-management apprenticeship program in the area, if such a program exists; and may include (iii) representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities, and (iv) representatives of organizations that have demonstrated experience and expertise in addressing the employment, training or education needs of eligible youth, including representatives of organizations that serve out-of-school youth; and,
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(C) The remaining membership of the Board of Directors shall include:

1. Representatives of entities administering education and training activities (Education Category) in the Region, who shall include: (i) a representative of eligible providers administering adult education and literacy activities under Title II; (ii) a representative of institutions of higher education providing workforce investment activities, including community colleges; and may include: (iii) representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment. If a public education or training provider is represented, a representative of a private not for profit provider and a representative of a private, for-profit provider must also be appointed; and,

2. Representatives of economic and community development entities (Economic Development Category) serving the Region who shall include: (i) a representative of economic and development entities, (ii) an appropriate representative from the State employment service officer under the Wagner-Peyser Act (29 U.S.C. 49, et seq.) serving the Region, (iii) an appropriate representative of the programs carried out under Title I of the Rehabilitation Act of 1973 (29 U.S.C. 720, et seq.), other than section 112 or part C of that title (29 U.S.C. 732, 741) serving the local community, and may include (iv) representatives of agencies and entities administering programs serving the Region relating to transportation, housing, and public assistance, and (v) representatives of philanthropic organizations serving the Region; and,

3. Persons who are current or former recipients of welfare transition assistances or workforce services, or in the alternative, such persons be included as ex officio members of the Board of Directors, or of committees organized by the Board of Directors (Client Category); and,

4. Such other individuals or representatives of entities as may be determined to be appropriate.

Notwithstanding these requirements, the composition of the Board of Directors may be modified in accordance with, and as is required to comply with, applicable federal and state law governing not-for-profit corporations or regional workforce boards, and any changes to the Interlocal Agreement.

Section 4. Election and Term. Directors appointed by the respective County Commissions shall be confirmed by the Board and shall hold office for a term of four (4) years running from the date of appointment, and until a successor shall have been elected and qualified or until an earlier resignation, removal from office or death. Directors are eligible to serve for three (3) consecutive four-year terms and shall be required to have a break-in-service of one (1) year before again becoming eligible for appointment to the Board. The terms of Directors serving at the time these Bylaws are adopted shall not count against their three term limit.

Section 5. Resignation and Removal of Directors. A director who resigns, or is removed by
an appointing County Commission or other authority, or otherwise fails to serve shall be replaced by an appointment of the responsible County Commission. The Executive Committee of The Board may make recommendations to the respective County Commissions on potential board of director replacements.

ARTICLE IV. OFFICERS

Section 1. Officers. The officers of the Board shall consist of a Board Chair, a Vice-Chair and a Treasurer, each of whom shall be elected by the Board of Directors. Elections shall be held at the annual meeting of the Board of Directors, and officers shall serve until their successors are chosen and qualified. The Chair and Vice-Chair shall be elected from among the Board of Directors under the Business category. The Board Chair may serve a term of no more than two (2) years and shall serve no more than two (2) terms. It is the intention of the Board, but not a requirement of these bylaws, that the offices of Chair and Vice-Chair be alternated between Pasco and Hernando County where practical. Such other officers and assistant officers and agents as may be deemed necessary may be elected by the Board of Directors from time to time. Any two or more offices may be held by the same person. The failure to elect a Board Chair, a Vice Chair or Treasurer shall not affect the existence of the Board.

Section 2. Duties. The Officers of this Corporation shall have the following duties:

(A) The Chair shall preside at all meetings of the Board of Directors and meetings of the Executive Committee. The Vice-Chair shall ascend to the position of Chair and complete the term of a Chair unable to complete his or her term of office. In no event shall the Chair serve more than two (2) terms of two (2) years each.

(B) The Vice-Chair shall, in the absence of the Chair, or in the event of the Chair's death or inability or refusal to act, perform the duties of the Chair and, when so acting, shall act with all of the powers of and be subject to all of the restrictions on, the Chair. The Vice-Chair shall perform such other duties as may be assigned, from time to time, by the Chair or the Board of Directors. A Vice-Chair who succeeds to the office of Board Chair during the term of a Chair shall be eligible to serve a subsequent full term as Board Chair.

(C) The Treasurer shall have custody of all corporate funds and financial records, shall keep full and accurate accounts of receipts and disbursements and render accounts thereof at the annual meetings and whenever else required by the Board of Directors or the Chair, and shall perform such other duties as may be prescribed by the Board of Directors or the Chair. The Treasurer shall be responsible for preparing minutes of the Board of Directors' meetings and for authenticating the records of the Corporation.

ARTICLE V. BOARD AND OFFICER COMPENSATION

Neither Directors nor Officers of the Board shall receive any salary or compensation for their services, other than reimbursement for actual out-of-pocket expenses incurred in the performance of their duties.
ARTICLE VI. MEETINGS

Section 1. Quorum and Voting. A majority of the number of Directors fixed by these Bylaws shall constitute a quorum for the transaction of business. The act of the majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors unless a different number is specified in these Bylaws. Provided, however, that approval of a contract with an organization or individual represented on the Board of Directors shall require approval by a two-thirds vote of the Board, a quorum having been established, and the Board member who could benefit financially from the transaction must abstain from voting on the contract.

Section 2. Time, Notice and Call of Meetings. Regular meetings of the Board of Directors shall be held on dates designated by the Board of Directors. Written notice of the time and place of special meetings of the Board of Directors shall be given to each director by personal delivery, regular mail, e-mail or facsimile transmission at least two days before the meeting.

(A) Notice of a meeting of the Board of Directors need not be given to any Director who signs a waiver of notice either before or after the meeting. Attendance of a Director at a meeting shall constitute a waiver of notice of such meeting and waiver of any and all obligations to the place of the meeting, the time of the meeting, or the manner in which it has been called or convened, except when a Director states, at the beginning of the meeting, any objection to the transaction of business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board of Directors need be specified in the notice or waiver of notice of such meeting.

(B) Meetings of the Board of Directors other than those regularly scheduled may be called by the Chair of the Board or by any five (5) Directors.

(C) Members of the Board of Directors may participate in a meeting of such Board by means of any method of telecommunications, including conference, telephone or similar communications equipment, by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute the presence in person at a meeting, including for purposes of establishing a quorum. Provided, however, if the Board meets entirely by a method of telecommunication, the public must be given proper notice of the meeting and reasonable access to observe and, when appropriate, participate.

Section 3. Annual Meetings. The annual meeting of the Board of Directors shall be the last regularly scheduled Board meeting for each Program Year.

ARTICLE VII. CHIEF EXECUTIVE OFFICER

Section 1. Chief Executive Officer. The Chief Executive Officer shall be employed by the Board of Directors to manage and supervise the day-to-day operation and administration of The Board. The Chief Executive Officer shall be responsible to the Board of Directors and shall act on its behalf in the conduct of The Board’s business. The Chief Executive Officer shall have
Section 2. Duties of the CEO. The Chief Executive Officer shall be responsible for the employment of all other members of the staff in accordance with the policies and procedures set forth by the Board of Directors, and as specified in adopted policies and procedures and shall designate their duties and have general supervision of their work.

Section 3. Removal of Staff Officers. Any officer or agent may be removed by the Board of Directors whenever in its judgment the best interest of the Corporation will be served thereby.

(A) Any vacancy, however occurring, in any office may be filled by the Board of Directors.

(B) Removal of any officer shall be without prejudice to the contract rights, if any, of the person so removed; however, election or appointment of an officer or agent shall not, of itself, create contract rights.

ARTICLE VIII. COMMITTEES

Section 1. Committee Structure and Functions. The Board of Directors shall adopt a committee structure consistent with applicable federal and state law, and their implementing rules, regulations and policies. The Board may designate, direct and delegate to committees any duty, function, or activity which it deems necessary to provide information and to assist in carrying out the Board’s duties; provided, however, the Board may not delegate the duty of electing or removing board members or officers, or adopting, amending or repealing bylaws.

Section 2. Standing Committees. The Board of Directors shall have the following standing committees, which committee members shall serve for one (1) year:

- Executive Committee
- Audit and Finance Committee
- Such other committees as the Board of Directors, by resolution, deems necessary

Section 3. Ad Hoc Committees. The Chair of the Board of Directors may appoint ad hoc committees for specific purposes. Ad hoc committees will serve until their purpose has been accomplished.

Section 4. Committee Membership. Standing Committees shall be chaired by a member of the Board of Directors. Committees, whether standing or ad hoc, may include other members of the Board of Directors, but shall include other individuals appointed by the Board who are not members of the Board of Directors and who the Board of Directors have determined to have appropriate experience and expertise. Unless otherwise provided by law, these Bylaws or by resolution of the Board, the Chair of the Board of Directors shall appoint all committee Chairs and committee members, except that the Chief Executive Officer, or designee, shall be an ex-officio member of all committees of the Board.

Section 5. Meeting Procedure. Unless otherwise provided in these Bylaws, meetings, quorum, notice and other procedural matters of the committees shall be the same as that of the Board.
Section 6. Executive Committee.

(A) The Executive Committee shall consist of the Chair, Vice-Chair, Treasurer, and not more than four (4) additional members nominated by the Chair and confirmed by vote of a majority of a quorum of Directors at any regular or special meeting.

(B) During the intervals between the meetings of the Board of Directors, the Executive Committee shall possess and may exercise all the powers and functions of the Board of Directors in the management and direction of the affairs of The Board in all cases in which specific directions shall not have been given by the Board of Directors.

(C) All actions by the Executive Committee shall be reported to the Board of Directors at its meeting next succeeding such action. Regular minutes of the proceedings of the Executive Committee shall be kept. A majority of the members of the Executive Committee in office at the time shall be necessary to constitute a quorum and in every case an affirmative vote of a majority of the members of the Committee present at a meeting shall be necessary for the taking of any action.

(D) The Executive Committee shall fix and establish its own rules of procedure and shall meet as provided by such rules, and it shall also meet at the call of its Chair or of any member of the Committee.

Section 7. Audit and Finance.

(A) It shall be composed of not less than five (5) directors appointed annually by the Chair and shall be representative of all counties in the Region.

(B) The Audit and Finance Committee shall serve as a direct communication link between the independent audit firm and The Board. The committee shall engage in audit planning, monitor the progress of the annual audit, maintenance and investment of Company retirements plans and shall be responsible for financial reporting oversight.

(C) Meetings shall be held as often as is necessary to discharge the duties of the committee.

ARTICLE IX. PARLIAMENTARY AUTHORITY

The rules contained in Roberts Rules of Order as Revised, except for the rules of Disciplinary Proceedings, shall govern the Board of Directors, officers and chair of various committees, in all cases to which they are applicable, provided, however, that they do not conflict with the Bylaws of the Corporation, or with any laws in effect of the State of Florida.
ARTICLE X. BOOKS AND RECORDS

Section 1. Accounts and Minutes. The Board shall keep correct and complete books and records of account and shall keep minutes of the proceedings of its Board of Directors and committees of Directors.

Section 2. Form of Records. Any books, records and minutes may be in written form or in any other form capable of being converted into written form within a reasonable time.

Section 3. Fiscal Year. The fiscal year of The Board shall begin on July 1 and end on June 30 of the following calendar year.

ARTICLE XI. CORPORATE SEAL

The Board of Directors shall provide a corporate seal which shall be circular in form and shall have inscribed thereon the name of the corporation and the year of incorporation.

ARTICLE XII. EXECUTION OF INSTRUMENTS

Section 1. Checks. All checks, drafts and orders for payment of money shall be signed in the name of the Corporation and shall be countersigned by those officers or agents as the Board of Directors shall from time to time designate for that purpose.

Section 2. Contracts, Conveyances. When the execution of any contract, conveyance or other instrument has been authorized without specification of the executing officers, the president or any vice president may execute the same in the name and behalf of the Corporation and may affix the corporate seal to the document. The Board of Directors shall have power to designate the officers and agents who shall have authority to execute any instrument on behalf of the Corporation.

Section 3. Contracts; Voting Requirement In the Event of Potential Conflict of Interests. If The Board proposes to enter into a contract with an organization or individual represented on the Board of Directors, the contract must be approved by a two-thirds vote of The Board, a quorum having been established, and the member who could benefit financially from the transaction must abstain from voting on the contract in accordance with F.S. §445.007(1).

ARTICLE XIII. CODE OF CONDUCT AND ETHICS

Section 1. Sunshine Law and Public Records. All meetings of The Board, its committees and between members shall comply with Section 24, Article I of the State Constitution, the Florida Government in the Sunshine Act (Fla. Stat. §286 et seq.) and the Public Records Act (Fla. Stat. §119 et seq.).

Section 2. Conduct Standards. Directors and Officers shall be governed by Chapter 112, Florida Statutes, in their conduct.

Section 3. Conflicts of Interest. Upon discovery of an actual or potential conflict of interest, a member of the Board of Directors or Officer shall promptly file a written statement of
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disqualification and shall withdraw from any further participation in the transaction involved. No member of the Board of Directors shall cast a vote on any matter on which he or she has a conflict of interest as defined by federal or state law.

Section 4. Non Discrimination Policy. All actions taken by The Board shall be made without regard to age, sex, race, religion, national origin, political affiliation, marital status, disability or handicap, or other reason prohibited under applicable law.

Section 5. Restriction on Benefits of Net Earnings. No part of the Corporation net earnings shall inure to the benefit of any director, staff, private individual, Corporation or other entity.

Section 6. Procurement. The Board is not a state agency, and is therefore exempt from the Chapters 120 and 287 of the Florida Statutes; however, The Board shall apply the procurement and expenditure procedures as required by applicable federal, state or local law and the rules, regulations and policies promulgated thereunder.

ARTICLE XIV. INDEMNIFICATION

The Board of Directors may by resolution indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, by reason of the fact that the person is or was a director, officer, employee or agent of the corporation, against expenses (including attorneys' fees), judgments, fines and amounts paid in settlement, reasonably incurred in connection with such action, suit, or proceeding, including any appeal thereof, if he or she acted in good faith with the care of an ordinarily prudent person in a similar position and in a manner he or she reasonably believed to be in the best interests of the corporation and, with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. This obligation shall not extend to any claim, issue, or matter as to which such person derived an improper personal benefit, directly or indirectly; or as to which such person's actions constituted recklessness or an act or omission which was committed in bad faith or with malicious purpose or in a manner exhibiting wanton and willful disregard of human rights, safety, or property.

ARTICLE XV. AMENDMENT

These Bylaws may be replaced or amended by a vote of two-thirds (2/3) of a quorum of the Board of Directors.


Adopted by the Board of Directors at its meeting on February 4, 2016.

Mark Earl, Board Chair
Commissioners and no third party is an intended beneficiary.

X. 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

Partner:  
Pasco County Board of County Commissioners

Signature

Printed Name/Title

Date

Partner:  
Hernando County Board of County Commissioners

Signature

Printed Name/Title

Date

Partner:  
CareerSource Pasco Hernando:

Signature

Printed Name/Title

Date
SIGNATURES

Hernando Board of County Commissioners

Signature

WAYNE DUKE S
Printed Name

12-12-17
Date

COUNTERPARTS

This agreement may be executed in any number of counterparts, each of which when executed and delivered shall constitute a duplicate original, but all counterparts together shall constitute a single agreement. This agreement will take effect on the date of the last signature.

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

BY

County Attorney's Office
This Memorandum of Understanding is entered into this 1st day of May, 2017, between Pasco- Hernando Workforce Board, Inc. (PHWB), and Hernando County School Board (HCSB). The duly authorized agent of the recipient agrees to satisfy the requirements of 34 CFR 361.505 and 34 CFR 361.720.

INTRODUCTION: Various agencies provide specific and diverse employment and training services from varying locations in Pasco and Hernando Counties, Florida. To better serve customers and help individuals and families benefit from such services, local area agencies and organizations deem it appropriate to agree and cooperate with each other for the establishment and operation of the Pasco Hernando One Stop Delivery System.

It is believed the Pasco Hernando One Stop Delivery System will provide for the integrated delivery of employment and training services to our customers in Pasco and Hernando Counties, and will assist community members with labor market information, extensive job linkages, technology broadening services and resources, easier access to training, and quality assurances for the universal customer.

It is our hope the community will view the One Stop Delivery Centers as a single organization. While One Stop Center staff is from different agencies and organizations, we will all work together to serve the universal customer. It is important staff consistently demonstrate friendly and courteous attitudes and work together as a team. The customer is our number one priority. Meeting or exceeding customer needs and our performance objectives is our livelihood, purpose and reason for being a part of the One Stop Delivery System.

PARTIES TO THIS MEMORANDUM OF UNDERSTANDING: This Memorandum of Understanding (MOU) is made pursuant to Rehabilitation Act of 1973, 29 U.S.C. §721(a)(ll) and the Workforce Innovation and Opportunity Act of 2014, and is hereby entered into by and between the Pasco-Hernando Workforce Board, Inc. (PHWB) and the Hernando County School Board (HCSB) of 919 North Broad Street, Brooksville, FL. 34601

PURPOSE OF THIS MOU: The purpose of this MOU is to set forth the general conditions under and by which agencies and organizations will participate and contribute to the establishment and operation of the Pasco Hernando One Stop Delivery System. In addition, this agreement will establish joint processes and procedures that will integrate the current service delivery system, resulting in a seamless and a comprehensive array of education, human service, job training, and other workforce development services. 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.

CONFIDENTIALITY POLICY: All client/customer files and personal information will be processed and maintained as CONFIDENTIAL information, in accordance with applicable federal, state and local laws, regulations, policies and procedures. Client/customer information sharing between Pasco Hernando One Stop Delivery System agencies and organizations is permitted; however, information sharing will be conducted on a strict need-to-know basis. Information sharing is allowed only after the organization/staff having the information cites the client/customer’s written authorization to release personal information if that is required, verifies that the person(s)/organization(s) to receive the information are authorized...
recipients, and confirms that the recipient(s) understands the need to maintain the information as confidential. A copy of the client/customer authorization form, if that is required and a detailed record of all information exchanges shall be maintained in the client/customer file.

PHWB GRIEVANCE PROCEDURES: Attachment B provides an updated PHWB Grievance Procedures applicable to all WTP, WP and WIOA participants, subcontractors, employers and interested persons or their representatives. Parties to this agreement must ensure all staff assigned to the Pasco Hernando One Stop Centers read and sign a copy of Attachment B. An authorized, parent agency/organization staff member must also sign the form as witness. Forms with staff member’s original signatures are delivered to the PHWB Equal Opportunity Officer for file.

AMENDMENTS/CANCELLATION: Amendments to this MOU will be approved by the CEO and the partner organization(s). Federal and state laws and regulations require that an MOU exist between the Regional Workforce Development Board and an agency/organization providing services at One Stop Centers. Federal and state laws and regulations further mandate that certain agencies/organizations participate in One Stop Centers. Therefore, it is incumbent upon all parties to negotiate solutions to differences/problems that threaten the MOU and/or the Pasco Hernando One Stop Delivery System. In a case where all internal efforts fail to correct the situation, the unresolved issue(s) will be forwarded to higher authorities at local, state and/or federal levels. A jointly signed cover letter will be attached to that correspondence.

ARTICLE 1
Effective Terms

The agencies agree that this Memorandum of Agreement shall continue in effect for three years unless modified or revoked, in writing by mutual agreement of the aforementioned parties. The MOU becomes effective on May 1, 2017 or the date signed by both parties, and will remain in effect through midnight, June 30, 2020.

ARTICLE II
Termination

The agencies agree this Memorandum of Agreement may be terminated by either party by written notice to the other party of such intent to terminate. The parties agree that thirty (30) days written notice will be given prior to termination.

ARTICLE III
Scope of Services

A. Career Source Pasco Hernando agrees to provide the following
   1. Refer students to GED, postsecondary, ABE and/or ESOL program
   2. Provide informational documentation, such as fliers and program information
   3. Provide employment placement assistance if the student meets the financial criteria, attendance and provides the required documentation
   4. Resume writing, interviewing and career preparation services in schools in coordination with the teachers as part of the curriculum
   5. Coordinate tours and educational guest speakers from post-secondary schools in order to assist students in knowing their options after graduation
   6. Coordinate activities that provide students with direct exposure to the local workforce i.e., guest speakers in schools, industry tours and career fair events
   7. Assist students with job placement services based on areas of study and needs of businesses
PURPOSE:

To comply with the Workforce Innovation and Opportunity Act Code of Federal Regulations (CFR), 20 CFR Section 683.600, which requires that the Pasco-Hernando Workforce Board, Inc. (PHWB) establish and maintain hearing and appeal procedures for handling program related grievances/complaints, except for grievances related to Job Corps. (Job Corps complaint/grievance requirements can be found at 20 CFR Section 686.1050.) WIOA regulations, 20 CFR 683.600 defines the requirements for both the local and State grievance/appeal procedures.

Additionally, certain actions taken by the Governor, State Board or United States Department of Labor (USDOL) against the Board may be appealed.

SCOPE:

Under WIOA, a grievance/complaint can be filed by One-Stop Center partners, One-Stop Center operators, service and training providers, participants, contractors, and others receiving WIOA funds or participating in WIOA activities who have been adversely affected by the local WIOA programs or decisions. The majority of complaints/grievances will be handled at the local level using the procedures herein.

This policy applies whenever the PHWB’s sub-recipients, subcontractors, WIOA or Welfare Transition Program participants, other interested person, or their representative files a non-criminal, nondiscrimination, or displacement grievance; or requests a review against or with the recipient (PHWB) alleging a violation of the WIOA, Trade Adjustment Assistance ACT (TAA), Welfare Transition Program, Temporary Assistance for Needy Families (TANF) Law, Division policies, grants, or other agreements.

The policy also includes procedures for the resolution of grievances arising from the recipient’s (PHWB’s) actions with respect to investigations or monitoring reports. If violations are substantiated against the local Board, the Regional and State Workforce Development Board Grievance/Complaint Hearing and Appeal Procedures may also apply PDI WDCP 00-004.

POLICY:

The PHWB, sub-recipients, employers, contractors, grantees, and other affected parties that receive funds under the WIOA, Supplemental Nutrition Assistance Program (SNAP), or Welfare Transition Programs, or as part of a program or contractual agreement, must maintain grievance hearing and appeal procedures.

This policy shall be made available to all interested parties, and participants shall be notified of their rights prior to services being rendered by the Board’s One-Stop Center Career Staff via the form entitled Certification of Understanding, Pasco- Hernando Workforce Board, Inc. Participant Grievance/Complaint Hearing and Appeal Procedures found at the end of this grievance procedure. A copy of this form will be discussed with the participant, staff and participant will sign the form, and the form with original signature will be retained in the participant’s file.
in our community

8. Active member of advisory boards for various academies throughout both districts
9. Provide access to the DEO data base to one member of the Adult Education office to better track employment performance metrics

B. The Hernando County School Board agrees to provide the following:
1. Hernando Adult Education Program refers students to CareerSource Pasco Hernando for needed services
2. Accept and process customers/students referred by other Pasco Hernando One Stop System agencies/organizations to determine their eligibility for Adult Basic Education/GED, Title 1 Literacy and Career and Technical education services.
3. List job openings through Career Source Pasco Hernando. Refer customers demonstrating interests in and possibly eligible for agency/organization program services, as appropriate. Ensure all outreach efforts that include a reference to CareerSource Pasco Hernando or the PHWB receive prior approval from appropriate marketing staff.
4. Ensure HCSB staff attend, participate in and contribute to Pasco Hernando One Stop system cross training activities designed to increase partner awareness of services available.
5. Participate in the development and implementation of other One Stop Center procedures, policies, reports customer surveys and operational agreements. Ensure employment placement information generated by HCSB is entered into state and local data collections systems. Actively participate in the development and maintenance of organizational reports that reflect the nature of HCSB’s operations. Provide this information to the one Stop Operator at least quarterly.
6. The Hernando Adult Education Program agrees to maintain a presence within the local CareerSource Pasco Hernando office in order to better assist students
7. Distribute the information provided by CareerSource Pasco Hernando to our students
8. Inform CareerSource Pasco Hernando of student’s attendance and progress
9. Provide wages and fringe benefits for all HCSB staff assigned to positions within the Pasco Hernando One Stop
10. Fund all HCSB supplies and resource materials related to the delivery of HCSB services
11. Pay the HCSB portion of costs for office spaces and common area usage as agreed to by the HCSB, the PHWB and the One Stop operator.

IN WITNESS WHEREOF, the parties here have executed this agreement.

Jerome Salatino President/CEO
Pasco Hernando Workforce Board, Inc.

5/22/2017
Date

Elizabeth Narverud
School Board Chair
Hernando County School Board

5/30/17
Date
Until further notice, records will be retained in accordance with the requirements of the WIOA Act and 2 CFR 200.333 - RETENTION REQUIREMENTS FOR RECORDS

NON-CRIMINAL, NON-DISCRIMINATION GRIEVANCE/COMPLAINT HEARING/APPEAL PROCESS:

The PHWB, hereafter referred to as the Board, sets the following procedures for processing non-criminal and displacement grievances. The Board first advocates problems be resolved between the conflicting parties, i.e. participants work with their case managers for resolution.

When resolutions cannot be reached to the claimant’s satisfaction, within 120 calendar days following the alleged violation or adverse action, a request for a hearing may be made by writing a letter about the grievance/complaint to Hearings Officer, Pasco-Hernando Workforce Board, Inc. P.O. Box 6589, Spring Hill, FL 34611. The letter must have ‘Request For Hearing’ at the top of the page, cannot exceed 5 pages (not including exhibits and attachments), must include the claimant’s mailing address and be sent by certified mail, return receipt. The Board’s Hearing Officer will conduct a thorough review of all the facts and attempt to settle the grievance with the claimant. If a settlement cannot be reached, then the Hearing Officer will send a hearing notice to the claimant, by *certified, return receipt mail at least 10 calendar days prior to the hearing.

The hearing notice should advise the claimant of the following:

- The date, time, and place of the hearing;
- The pertinent sections of the WIOA and any federal regulations involved;
- Affected parties may present witnesses or documentary evidence at the hearing;
- Affected parties may be represented at the hearing by an attorney or other representative; and
- The parties will receive the decision within 30 calendar days after the hearing is completed (all of which will be completed within a required 60 day timeframe).

*Failure to accept the certified mailing may constitute a waiver of the right of notice and the Hearing Officer shall then serve the copy by regular mail, (in this case, the time for taking further action shall begin to run 5 calendar days from the postmark date of the letter).

If the claimant receives an adverse decision, s/he may file an appeal within 120 calendar days of the alleged violation or adverse action to: Department of Economic Opportunity, ATTN: Director, 107 East Madison Street, Caldwell Building, Tallahassee, Florida 32399-4120. The appeal should be in the same format as previously described for local filing and if applicable, include any written decision made by the local Hearing Officer. The State Administrative Entity will attempt to resolve the grievance informally, however, if it is determined that the claimant needs a State level hearing, then s/he and the local Hearing Officer will be sent a notice of the hearing by certified mail, return receipt, at least 10 calendar days prior to the hearing. The notice will include the date, time, and place of the hearing; the pertinent sections of the Workforce Innovation and Opportunity Act and any federal regulations involved; notification that parties may present witnesses or documentary evidence at the hearing and both may be represented at the hearing by an attorney or other representative; and that both parties will receive a copy of the hearing officer’s decision within 30 calendar days after the hearing is completed. (State level hearings are scheduled and completed within the required 60 calendar days of the official filing of the grievance/complaint.

*If the claimant has a disability needing special accommodations, s/he needs to call the State Administrative Entity WIOA program administrator at (850) 487-2380 at least 5 working days prior to the hearing and tell them what special accommodations are needed in order for the claimant to participate in the hearing/appeal.

Under WIOA regulations, 20 CFR Section 683.600, if the State has not reached a decision on the claimant’s
appeal within the required 60 calendar days, then s/he may file an appeal, certified mail, return receipt, no later than 120 calendar days from the date that the grievance was filed at the state level to: Secretary of the U.S. Department of Labor, Attention: Assistant Secretary Employment and Training Administration, S2307, Washington, D.C. 20210. A copy of the appeal must be simultaneously provided to the State Administrative Entity. The claimant may not appeal sanctions applied by the local Workforce Board for using a controlled substance or termination of program eligibility.

Note: Nothing included in this policy precludes the claimant from pursuing a remedy authorized under another Federal, State or local law.

REPORTING CRIMINAL FRAUD AND ABUSE:

WIOA Section 638.620 describes the process for reporting complaints and/or reports of criminal fraud and abuse. Complaints/reports must be reported immediately to the USDOL Office of Inspector General, Office of Investigations, Room S-5506, 200 Constitution Avenue, Washington, D.C. 20210 (202) 693-6999 or the complaint or report can be mailed to the USDOL South East Regional Inspector General for Investigations, Office of Investigations, Sam Nunn Atlanta Federal Center, 61 Forsyth Street, SW, Suite 6T1, Atlanta, Georgia 30303 with a copy simultaneously provided to the Employment and Training Administration. Reports or complaints alleging criminal fraud and abuse may also be reported through USDOL's Hotline at 1-800-347-3756.

REPORTING DISCRIMINATION COMPLAINTS:

WIOA Section 683.285 (a) requires that recipients of WIOA funds comply with federal nondiscrimination and equal opportunity laws. WIOA discrimination complaints may be filed directly with the USDOL Director of Civil Rights Center, Room N4123, 200 Constitution Avenue, NW, Washington, DC 20210 or to the Department of Economic Opportunity, Office for Civil Rights, Suite 150, Caldwell Building, East Madison Street, Tallahassee, FL 32399-4129; and with the EEOC Tampa Area Office 501 East Polk Street, 10th floor Tampa, FL 33602, Phone: (813) 228-2310 or TTY (813) 228-2003. Forms and instructions for filing a discrimination complaint may be obtained by contacting the Department of Economic Opportunity, at (850) 488-722, ext. 1330, 1340, 1338 or visit the following website: http://www2.myflorida.com//DEO/pdglcivilrights/forms.pdf

You may file a discrimination complaint directly with the CareerSource Pasco Hernando EEO Officer, Mr. David Hamilton, at 7361 Forest Oaks Blvd. Spring Hill, FL 34601 Phone: (352) 593-2231.

WTP complaints can be file with U.S. Department of Health and Human Services Office of Civil Rights, Inspector General Sam Nunn, Atlanta Federal Center, 61 Forsyth Street, SW, Suite 3870, Atlanta, GA 30303 and a copy mailed to DEO, Office for Civil Rights, Suite 150, Caldwell Building, 107 East Madison Street, Tallahassee, FL 32399-4129; and with the EEOC Tampa Area Office 501 East Polk Street 10th Floor, Tampa, FL 33602 (813) 228-2310 or TTY (813) 228-2003. You may file electronically at the following website address: civil.rights@DEO.state.fl.us.

A Wagner-Peyser complaint may be filed directly with a local-office EO Officer or with the U.S. Department of Labor, Civil Rights Center Discrimination Complaints 200 Constitution Ave., NM, Room N-4123 Washington, D.C. 20210.

If the person filing the complaint is sight or speech impaired, they should call the Florida Relay System at 711 for voice assistance in contacting the Department of Economic Opportunity.
Certification of Understanding, Pasco-Hernando Workforce Board, Inc. Participant Grievance/Complaint Hearing and Appeal Procedures

As a WIOA/TAA/SNAP/WP/Welfare Transition Program participant, contractor, One-Stop Center partner, One-Stop Center operator, service and/or training provider, employee, employer and/or other entity receiving WIOA/TAA/SNAP/WP/Welfare Transition Program funds or participating, enrolled or contracted with the Pasco-Hernando Workforce Board, Inc., I certify that I have read the above statement and understand my rights and responsibilities as enumerated.

[Signature] 5/31/17
Participant/Service Provider Employee/ Employer/or other Signature Date

As a representative of the Pasco-Hernando Workforce Board, Inc., and/or WIOA/TAA/SNAP/WP /Welfare Transition Program staff, I verify that the above-signed individual has read the Grievance Hearing/Appeal Procedures and has indicated an understanding of it.

[Signature] 5/22/2017
Authorized PHWB Signature Date

REVISED 02/29/2016
Certification of Understanding, Pasco-Hernando Workforce Board, Inc. Participant Grievance/Complaint Hearing and Appeal Procedures

As a WIOA/TAA/SNAP/WP/Welfare Transition Program participant, contractor, One-Stop Center partner, One-Stop Center operator, service and/or training provider, employee, employer and/or other entity receiving WIOA/TAA/SNAP/WP/Welfare Transition Program funds or participating, enrolled or contracted with the Pasco-Hernando Workforce Board, Inc., I certify that I have read the above statement and understand my rights and responsibilities as enumerated.

Participant/Service Provider Employee/ Employer/or other Signature Date

Authorized PHWB Signature Date

REVISED 02/29/2016
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;
- 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;io9/kloo++

Department of Housing and Urban Development

- Employment and training programs;

Department of Health and Human Services

Mandatory Partner/CareerSource
Pasco Hernando MOU
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).

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.

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 disbursal to local area workforce boards, as it deems appropriate.

VIII. TERM

This MOU is effective July 1, 2017 through June 30, 2020 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

Pasco Board of County Commission: Hernando Board of County Commission

Signature

Printed Name

Date

Partner:

CareerSource Pasco Hernando:

Signature

Printed Name/Title

Date

Jerome Salatino, CEO/President

Printed Name/Title

Date
Local Funding Mechanism Sample
Spring Hill 14,132 SF

Spring Hill LFM Space Allocation Square Footage for 85 percent

<table>
<thead>
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<th>Partners</th>
<th>Square Footage $17.10 SF</th>
<th>Partner Allocations of the $241,661.49</th>
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<td>Vocational Rehabilitation</td>
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<td>Wagner Peyser</td>
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<td>TANF/SNAP – shared space</td>
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<td>WT Resource Spec/Job Placement Specialist</td>
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<td>Hernando County Sheriff – In-kind donation 1600 SF</td>
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<td>In-kind donation of space for CSPH Staff</td>
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<td>StayWell – In-kind donation</td>
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<td>Resource Room</td>
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Mandatory Partner/CareerSource
Pasco Hernando MOU
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<tr>
<td>Totals</td>
<td>14,132 SF</td>
<td><strong>230634.4 (11027.09 difference taking in-kind donations into consideration)</strong></td>
</tr>
</tbody>
</table>

**Local Funding Mechanism Sample**

**New Port Richey 14,513 SF**

<table>
<thead>
<tr>
<th>Partners</th>
<th>Square Footage $19.09 SF (including utilities, etc.)</th>
<th>Partner Allocations $277055.17</th>
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<tbody>
<tr>
<td>Vocational Rehabilitation</td>
<td>2805 SF</td>
<td>53,547.45</td>
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<tr>
<td>Wagner Peyser</td>
<td>72 SF</td>
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<tr>
<td>TANF</td>
<td>162 SF</td>
<td>3092.58</td>
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<tr>
<td>Job Search Lab</td>
<td>648 SF</td>
<td>12,370.32</td>
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<tr>
<td>SNAP</td>
<td>162 SF</td>
<td>3092.58</td>
</tr>
<tr>
<td>WIOA Adult/DW</td>
<td>200 SF</td>
<td>3,818.00</td>
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<tr>
<td>WIOA Youth</td>
<td>243 SF</td>
<td>4,638.87</td>
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<tr>
<td>Adult Education and Literacy Programs</td>
<td>Marchman</td>
<td>In-kind donation of space</td>
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<tr>
<td>TAA</td>
<td>12 SF</td>
<td>229.08</td>
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<tr>
<td>Community Services Block Grant - Mid Florida</td>
<td>81 SF</td>
<td>1546.29</td>
</tr>
<tr>
<td>Pinellas Urban League</td>
<td>281 SF</td>
<td>In-kind donation of volunteers</td>
</tr>
<tr>
<td>AARP</td>
<td>0</td>
<td>In-kind donation of volunteers</td>
</tr>
<tr>
<td>Indian and Native American Programs</td>
<td>Virtual</td>
<td>0%</td>
</tr>
<tr>
<td>DVOP</td>
<td>81 SF</td>
<td>1546.29</td>
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<tr>
<td>LVER</td>
<td>119 SF</td>
<td>2271.71</td>
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<tr>
<td>RESEA</td>
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<td>3092.58</td>
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<tr>
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<td>Gulf Coast</td>
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<td>30238.56</td>
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<td>IT Server Room</td>
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<tr>
<td>Conference Room A</td>
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<tr>
<td>Conference Room B</td>
<td>360 SF</td>
<td>6872.40</td>
</tr>
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<td>Admin Conference Room</td>
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<td>7941.44</td>
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<td>North Lobby</td>
<td>3076 SF</td>
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<td>South Lobby</td>
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<tr>
<td>Breakroom</td>
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</tr>
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<td>Mens Room Public</td>
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<tr>
<td>Womens Room Public</td>
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<tr>
<td>Hallway to Breakroom Public side</td>
<td>96 SF</td>
<td>1832.64</td>
</tr>
<tr>
<td>Hallway to Breakroom Staff side</td>
<td>224 SF</td>
<td>4276.16</td>
</tr>
<tr>
<td>Hallway between Conf. Room B and</td>
<td>130 SF</td>
<td>2481.70</td>
</tr>
<tr>
<td>Partners</td>
<td>Square Footage</td>
<td>Partner Allocations of the</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>----------------</td>
<td>----------------------------</td>
</tr>
<tr>
<td></td>
<td>$14.50 SF</td>
<td>$80,895.48</td>
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<td>Wagner Peyser</td>
<td>535 SF</td>
<td>7,757.50</td>
</tr>
<tr>
<td>TANF (WTP)</td>
<td>117 SF</td>
<td>1,698.50</td>
</tr>
<tr>
<td>Job Search Lab – WT</td>
<td>231 SF</td>
<td>3,349.50</td>
</tr>
<tr>
<td>SNAP</td>
<td>122 SF</td>
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</tr>
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<td>WICA Adult/DW</td>
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</tr>
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<td>WICA Youth</td>
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<td>Adult Education and Literacy Programs</td>
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<td></td>
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<tr>
<td>Community Services Block Grant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pinellas Urban League</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indian and Native American Programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DVOP</td>
<td>97.5 SF</td>
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<td>LVER</td>
<td>39 SF</td>
<td>565.50</td>
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<tr>
<td>RESEA</td>
<td>39 SF</td>
<td>565.50</td>
</tr>
<tr>
<td>National Farmworker Jobs Programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Empty Cubes</td>
<td>117 SF</td>
<td>1,696.50</td>
</tr>
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<td>Resource Room</td>
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<td>Resource Closet</td>
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<td>Conference Room</td>
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</tr>
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<td>Business Services</td>
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<td>Vacant Office</td>
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<td>1,203.50</td>
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<tr>
<td>Operations Brenda</td>
<td>96 SF</td>
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</tr>
<tr>
<td>Common Area</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>5579 SF</strong></td>
<td><strong>80,895.50</strong></td>
</tr>
</tbody>
</table>
I. PARTIES
This Memorandum Of Understanding ("MOU") is entered into by The School Board of Hillsborough County, Florida — Florida Farmworker Career Development Program (FCDP) funded under the Workforce Innovation and Opportunity Act (WIOA), Title I, Section 167, hereafter referred to as the (Mandatory Partner) and CareerSource Pasco Hernando (CSPH).

II. PURPOSE
The Workforce Innovation and Opportunity Act (WIOA) of 2014 is an affirmation of the work that has been done in Florida to build the workforce development system. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Every year the key programs that form the pillars of WIOA help tens of millions of job seekers and workers to connect to good jobs and acquire the skills and credentials needed to obtain them. The enactment of WIOA provides opportunity for the reforms to ensure the American Job center system is job-driven — responding to the needs of employers and preparing workers for jobs that are available now and in the future.

The purpose of this MOU is to describe the cooperative workforce training, employment, and economic development efforts of CareerSource Pasco Hernando and the Partner and the actions to be taken by each to assure the coordination of their efforts is an effective collaboration.

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 the current service delivery system resulting in a seamless and comprehensive array of education, human service, job training, and other workforce development services to residents of 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.

III. COLLABORATION AND SERVICES
The FCDP Hillsborough County Project shall retain fiscal responsibility and accountability to the administration of the funds allocated to it under WIOA Title I, Section 167 and any other applicable federal and state laws for the workforce program services directly delivered by the Program.

A. CareerSource Pasco Hernando’s responsibilities to provide:
- Job referral and placement through Employ-Florida marketplace (EFM).
- Assist farmworkers enrolled in the FCDP to include all provisions allowable under WIOA.
- Collaborate closely with the FCDP to promote and support the obtainment of education and training in order to find a high wage career.
- Assist FCDP with outreach efforts by distributing material to enrolled candidates and posting flyers in offices.
- Utilize the developed FCDP referral form via fax or email.
- Ensure timely data sharing with FCDP regarding performance outcome data.
- Participate in monthly updates and semi-annual meetings with FCDP to review, discuss, and evaluate partnership coordination.
- Invite FCDP program staff into CSPH workshops to promote collaboration, programs, and services.

B. Specific Locations:
- Dade City: 15000 Citrus Country Dr. #303, Dade City, FL. 33523; (813) 377-1300
- New Port Richey: 4440 Grand Blvd., New Port Richey, FL. 34652; (727) 484-3400
- Spring Hill: 7361 Forest Oaks Blvd., Spring Hill, FL. 34606; (352) 200-3020
- Mobile One Stop: 24043 State Park, Wesley Chapel, FL. 33543; (352) 279-4400

C. FCDP's responsibilities are to provide:
- Promote Employ Florida Marketplace (EFM) and ensure that all FCDP participants are fully registered.
- Assist CSPH with outreach efforts by distributing CSPH collateral material to FCDP enrolled participants and posting CSPH flyers in the FCDP office.
- Participate in monthly updates and semi-annual meetings with CSPH to review, discuss, and evaluate partnership coordination.
- Ensure timely data sharing regarding performance outcome data for co-enrolled participants.
- Case management at a CSPH as needed.
- Workplace safety and pesticide safety instruction.
- Needs based allowance.

IV. EVALUATION PROCESS
FCDP will work with CSPH to develop a meaningful evaluation process in the first 3 months of this agreement which will include the establishment of a data collection process in the areas of referrals, shared enrollments, trainings provided, and employments obtained. Data collected in the first 6 (six) months of this agreement will be used to develop a performance baseline for future measures of the success of this collaboration. This joint data collection and review process will continue on a semi-annual basis.

V. TERM
This MOU is effective July 1, 2017 through June 30, 2018 with automatic renewal beginning on July 1, 2018, unless cancelled by either party. This MOU may be terminated for convenience at any time by either party upon thirty (30) days written notice.

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

VIII. THIRD PARTY BENEFICIARY
This MOU is for the benefit of CareerSource Pasco Hernando and FCDP, and no third party is an intended beneficiary under this MOU.

IX. GOVERNANCE
The Board, or its designated staff, and the local Chief Elected Officials (CEOs), I.E. THE Board of County Commissioners, Pasco/Hernando County, or federal entities have the right to monitor Workforce Center activities to ensure performance goals are being met; that appropriate procedures, controls, and records are maintained; and that any Memorandum(s) of Understanding (MOU) and Agreement(s) terms and conditions are being fulfilled. Any review should be utilized to identify problems and make suggestions for improving the Workforce Center and/or workforce system.

X. SIGNATURES

Jerome Salatino, President/CEO – Career Source Pasco Hernando

03/28/2017

Date

Jeff Ecks, Superintendent – Hillsborough County Public Schools

4-6-17

Date
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;
  - 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

Department of Housing and Urban Development
- Employment and training programs;

Department of Health and Human Services
- 

Mandatory Partner/CareerSource
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 disbursal to local area workforce boards, as it deems appropriate.

VIII. TERM

This MOU is effective July 1, 2017 through June 30, 2020 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

Pasco Board of County Commission: Hernando Board of County Commission

Signature

Printed Name

Date

Partner: Eckerd Youth Alternative, Inc. CareerSource Pasco Hernando:

Signature

Randall Luecke, Chief Financial Officer Jerome Salatino, CEO/President

Printed Name/Title

November 2, 2017

Date
Local Funding Mechanism Sample
Spring Hill 14,132 SF

Spring Hill LFM Space Allocation Square Footage for 85 percent

<table>
<thead>
<tr>
<th>Partners</th>
<th>Square Footage</th>
<th>Partner Allocations of the</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$17.10 SF</td>
<td>$241,661.49</td>
</tr>
<tr>
<td>Vocational Rehabilitation</td>
<td>2621 SF</td>
<td>44,820.84</td>
</tr>
<tr>
<td>Wagner Peyser</td>
<td>187 SF</td>
<td>3,197.70</td>
</tr>
<tr>
<td>TANF/SNAP – shared space</td>
<td>384 SF</td>
<td>6566.40</td>
</tr>
<tr>
<td>WT Resource Spec/Job Placement Specialist</td>
<td>153 SF</td>
<td>2616.30</td>
</tr>
<tr>
<td>Job Search Lab</td>
<td>625 SF</td>
<td>10687.50</td>
</tr>
<tr>
<td>Hernando County Sheriff – In-kind donation 1600 SF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>StayWell – In-kind donation</td>
<td>336 SF</td>
<td></td>
</tr>
<tr>
<td>PPN</td>
<td>120 SF</td>
<td>2052.00</td>
</tr>
<tr>
<td>WIOA Adult/DW</td>
<td>304.5 SF</td>
<td>5206.95</td>
</tr>
<tr>
<td>WIOA Youth</td>
<td>236 SF</td>
<td>4035.60</td>
</tr>
<tr>
<td>ESC</td>
<td>414 SF</td>
<td>7079.40</td>
</tr>
<tr>
<td>Adult Education and Literacy Programs</td>
<td>Marchman</td>
<td></td>
</tr>
<tr>
<td>Community Services Block Grant</td>
<td>Mid Florida</td>
<td></td>
</tr>
<tr>
<td>Pinellas Urban League</td>
<td>95 SF</td>
<td></td>
</tr>
<tr>
<td>AARP</td>
<td>1 staff</td>
<td></td>
</tr>
<tr>
<td>Indian and Native American Programs</td>
<td>Virtual</td>
<td></td>
</tr>
<tr>
<td>DVOP</td>
<td>111 SF</td>
<td>1898.10</td>
</tr>
<tr>
<td>LVER</td>
<td>56 SF</td>
<td>957.60</td>
</tr>
<tr>
<td>VET Common Area</td>
<td>153 SF</td>
<td>2616.30</td>
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<td>RESEA</td>
<td>120 SF</td>
<td>2467.20</td>
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<td>Division of Blind Services</td>
<td>214 (20% of Conf. Room A)</td>
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<tr>
<td>National Farmworker Jobs Programs</td>
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<tr>
<td>Finance</td>
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<tr>
<td>IT Office</td>
<td>183 SF</td>
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<tr>
<td>IT (server rooms)</td>
<td>238 SF</td>
<td></td>
</tr>
<tr>
<td>Conference Room A</td>
<td>855 SF (1069 SF 100% - 20% used by Division of Blind Services)</td>
<td>14620.50</td>
</tr>
<tr>
<td>Conference Room B</td>
<td>752 SF</td>
<td>12859.20</td>
</tr>
<tr>
<td>Common Areas (Halls, restrooms, break room, etc.)</td>
<td>2709.50</td>
<td>46332.45</td>
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<tr>
<td>Resource Room</td>
<td>2484 SF</td>
<td>42476.40</td>
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Mandatory Partner/CareerSource
Page 6 of 9
<table>
<thead>
<tr>
<th>Partners</th>
<th>Square Footage $19.09 SF (including utilities, etc.)</th>
<th>Partner Allocations $277053.17</th>
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<tr>
<td>Vocational Rehabilitation</td>
<td>2805 SF</td>
<td>53,547.45</td>
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<tr>
<td>Wagner Peyser</td>
<td>72 SF</td>
<td>1374.48</td>
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<tr>
<td>TANF</td>
<td>162 SF</td>
<td>3092.58</td>
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<tr>
<td>Job Search Lab</td>
<td>648 SF</td>
<td>12,370.32</td>
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<td>SNAP</td>
<td>162 SF</td>
<td>3092.58</td>
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<tr>
<td>WIOA Adult/DW</td>
<td>200 SF</td>
<td>3,818.00</td>
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<tr>
<td>WIOA Youth</td>
<td>243 SF</td>
<td>4,638.87</td>
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<td>Adult Education and Literacy Programs</td>
<td>Marchman</td>
<td>In-kind donation of space</td>
</tr>
<tr>
<td>TAA</td>
<td>12 SF</td>
<td>229.08</td>
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<td>Community Services Block Grant - Mid</td>
<td>81 SF</td>
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<td>Florida</td>
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<td>Pinellas Urban League</td>
<td>281 SF</td>
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<tr>
<td>AARP</td>
<td>0</td>
<td>In-kind donation of volunteers</td>
</tr>
<tr>
<td>Indian and Native American Programs</td>
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<tr>
<td>DVOP</td>
<td>81 SF</td>
<td>1546.29</td>
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<tr>
<td>LVER</td>
<td>119 SF</td>
<td>2271.71</td>
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<tr>
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<td>162 SF</td>
<td>3092.58</td>
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<tr>
<td>Gulf Coast</td>
<td>1000 SF</td>
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<td>Lutheran Services</td>
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<tr>
<td>Resource Room</td>
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<td>IT Server Room</td>
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<td>3436.20</td>
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<td>Conference Room A</td>
<td>680 SF</td>
<td>12981.20</td>
</tr>
<tr>
<td>Conference Room B</td>
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<td>6872.40</td>
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<td>Admin Conference Room</td>
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<td>South Lobby</td>
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<tr>
<td>Womens Room Public</td>
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<td>Hallway to Breakroom Public side</td>
<td>96 SF</td>
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<td>Hallway to Breakroom Staff side</td>
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<td>Hallway between Conf. Room B and</td>
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<td>2481.70</td>
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Local Funding Mechanism Sample
New Port Richey 14,513 SF

**230634.4 (11027.09 difference taking in-kind donations into consideration)**
Heather's office
Hallway to conference Room B 42 SF 801.78
Hallway to conference room A 234 SF 4467.06
Office 98 SF 1870.82
Heather's office 147 SF 897.23
Totals 14513 SF 277,053.17

Local Funding Mechanism Sample
Dade City 5,579 SF

Dade City LFM Space Allocation Square Footage for 85 percent

<table>
<thead>
<tr>
<th>Partners</th>
<th>Square Footage $14.50 SF</th>
<th>Partner Allocations of the $80,895.48</th>
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<td>535 SF</td>
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<tr>
<td>TANF (WTP)</td>
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<td>Job Search Lab – WT</td>
<td>231 SF</td>
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<tr>
<td>SNAP</td>
<td>122 SF</td>
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<tr>
<td>WIOA Adult/DW</td>
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<td>WIOA Youth</td>
<td>536.25 SF</td>
<td>7,775.62</td>
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<td>Adult Education and Literacy Programs</td>
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<tr>
<td>Community Services Block Grant</td>
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<tr>
<td>Pinellas Urban League</td>
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<tr>
<td>Indian and Native American Programs</td>
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<tr>
<td>DVOP</td>
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<tr>
<td>National Farmworker Jobs Programs</td>
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<td></td>
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<tr>
<td>Empty Cubes</td>
<td>117 SF</td>
<td>1,696.50</td>
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<td>Resource Room</td>
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<td>Resource Closet</td>
<td>97.5 SF</td>
<td>1,413.75</td>
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<td>Business Services</td>
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<td>Vacant Office</td>
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<td>Operations Brenda</td>
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<td>Common Area</td>
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<td>3,175.50</td>
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<tr>
<td>Total</td>
<td>5579 SF</td>
<td>80,895.50</td>
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</table>
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;

Department of Housing and Urban Development

❖ Employment and training programs;

Department of Health and Human Services

Mandatory Partner/CareerSource
Pasco Hernando MOU
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).

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.

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 disbursal to local area workforce boards, as it deems appropriate.

VIII. TERM

This MOU is effective July 1, 2017 through June 30, 2020 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.

XII. DISPUTE RESOLUTION

If an issue arises involving this MOU, both parties will make every effort to reach a resolution in a timely and efficient manner. Either partner may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing.

If not resolved, the issue and the efforts to resolve will be documented and forwarded to the President/CEO of CareerSource and the Director of the Division of Blind Services, Partner. A joint decision shall be issued within 60 calendar days of receipt.

If dissatisfied with the decision, the dispute may be filed with the State of Florida Department of Economic Opportunity (DEO) and the Commissioner of the Department of Education (DOE) to review concerns and determine resolution. DEO and DOE may remand the issue back to the President/CEO of CareerSource and to the Director of the Division of Blind Services, Partner or impose other remedies to resolve the issue.

SIGNATURES

Partner: Gulf Coast Jewish Family and Community Services, Inc.

CareerSource Pasco Hernando:

Signature

Dr. Sandra E. Braham, President/CEO
Printed Name/Title
Date 12/7/17

Jerome Salatino, CEO/President
Printed Name/Title
Date 12/11/2017
Spring Hill LFM Space Allocation Square Footage for 85 percent

<table>
<thead>
<tr>
<th>Partners</th>
<th>Square Footage</th>
<th>Partner Allocations of the</th>
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<tbody>
<tr>
<td></td>
<td>$17.10 SF</td>
<td>$241,661.49</td>
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<tr>
<td>Vocational Rehabilitation</td>
<td>2621 SF</td>
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<td>Wagner Peyser</td>
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<td>TANF/SNAP – shared space</td>
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<td>Job Search Lab</td>
<td>625 SF</td>
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<td>Hernando County Sheriff – In-kind donation 1600 SF</td>
<td>336 SF</td>
<td>In-kind donation of space for CSPH Staff</td>
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<tr>
<td>StayWell – In-kind donation</td>
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<td>In-kind donation of space for CSPH Staff</td>
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<td>PPN</td>
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<td>ESC</td>
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<td>In-kind donation of staff</td>
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<td>Indian and Native American Programs</td>
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<tr>
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<td>IT Office</td>
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<td>IT (server rooms)</td>
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<tr>
<td>Conference Room A</td>
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<td>Conference Room B</td>
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<td>Waiting Room</td>
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<td>---------</td>
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<tr>
<td>Totals</td>
<td>14,132 SF</td>
<td><strong>230634.4 (11027.09 difference taking in-kind donations into consideration)</strong></td>
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Local Funding Mechanism Sample  
New Port Richey 14,513 SF

<table>
<thead>
<tr>
<th>Partners</th>
<th>Square Footage $19.09 SF (including utilities, etc.)</th>
<th>Partner Allocations $277053.17</th>
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<tr>
<td>Adult Education and Literacy Programs</td>
<td>Marchman (In-kind donation of space)</td>
<td></td>
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<td>AARP</td>
<td>0</td>
<td>In-kind donation of volunteers</td>
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<tr>
<td>Indian and Native American Programs</td>
<td>Virtual (0%)</td>
<td></td>
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<tr>
<td>DVOP</td>
<td>81 SF</td>
<td>1546.29</td>
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<td>LVER</td>
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<td>3092.58</td>
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<td>Virtual (0)</td>
<td></td>
</tr>
<tr>
<td>Gulf Coast</td>
<td>1000 SF</td>
<td>19090.00</td>
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<tr>
<td>Lutheran Services</td>
<td>162 SF</td>
<td>3092.58</td>
</tr>
<tr>
<td>Resource Room</td>
<td>1584 SF</td>
<td>30238.56</td>
</tr>
<tr>
<td>IT Server Room</td>
<td>180 SF</td>
<td>3436.20</td>
</tr>
<tr>
<td>Conference Room A</td>
<td>680 SF</td>
<td>12981.20</td>
</tr>
<tr>
<td>Conference Room B</td>
<td>360 SF</td>
<td>6872.40</td>
</tr>
<tr>
<td>Admin Conference Room</td>
<td>416 SF</td>
<td>7941.44</td>
</tr>
<tr>
<td>North Lobby</td>
<td>3076 SF</td>
<td>58,720.84</td>
</tr>
<tr>
<td>South Lobby</td>
<td>384 SF</td>
<td>7330.56</td>
</tr>
<tr>
<td>Breakroom</td>
<td>324 SF</td>
<td>6185.16</td>
</tr>
<tr>
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<td>204 SF</td>
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<td>144 SF</td>
<td>2748.96</td>
</tr>
<tr>
<td>Hallway to Breakroom Public side</td>
<td>96 SF</td>
<td>1832.64</td>
</tr>
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<td>Hallway to Breakroom Staff side</td>
<td>224 SF</td>
<td>4276.16</td>
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<tr>
<td>Hallway between Conf. Room B and</td>
<td>130 SF</td>
<td>2481.70</td>
</tr>
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<td>Partners</td>
<td>Square Footage</td>
<td>Partner Allocations of the</td>
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<tr>
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<td></td>
<td>$14.50 SF</td>
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<td>TANF (WTP)</td>
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<td>1,696.50</td>
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<td>3,349.50</td>
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<td>79 SF</td>
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<td>Pinellas Urban League</td>
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<td>Common Area</td>
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<td>Total</td>
<td>5579 SF</td>
<td>80,895.50</td>
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</table>
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;
- 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;

Department of Housing and Urban Development

- Employment and training programs;

Department of Health and Human Services

Mandatory Partner/CareerSource
Pasco Hernando MOU
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).

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.

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 disbursal to local area workforce boards, as it deems appropriate.

VIII. TERM

This MOU is effective July 1, 2017 through June 30, 2020 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

<table>
<thead>
<tr>
<th>Pasco Board of County Commission:</th>
<th>Hernando Board of County Commission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td>Signature</td>
</tr>
<tr>
<td>Printed Name</td>
<td>Printed Name</td>
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<td>Date</td>
<td>Date</td>
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<table>
<thead>
<tr>
<th>Partner:</th>
<th>CareerSource Pasco Hernando:</th>
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</thead>
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<tr>
<td>Signature</td>
<td>Signature</td>
</tr>
</tbody>
</table>

Mandatory Partner/CareerSource
Pasco Hernando MOU

MICHAEL J. GEORGINI
Printed Name/Title

Jerome Salatino, CEO/President
Printed Name/Title

11/7/17
Date

11/7/17
Date
### Local Funding Mechanism Sample

**Spring Hill 14,132 SF**

**Spring Hill LFM Space Allocation Square Footage for 85 percent**

<table>
<thead>
<tr>
<th>Partners</th>
<th>Square Footage $17.10 SF</th>
<th>Partner Allocations of the $241,661.49</th>
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<tr>
<td>Vocational Rehabilitation</td>
<td>2621 SF</td>
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<tr>
<td>Wagner Peyser</td>
<td>187 SF</td>
<td>3,197.70</td>
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<tr>
<td>TANF/SNAP – shared space</td>
<td>384 SF</td>
<td>6566.40</td>
</tr>
<tr>
<td>WT Resource Spec/Job Placement Specialist</td>
<td>153 SF</td>
<td>2616.30</td>
</tr>
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<td>Job Search Lab</td>
<td>625 SF</td>
<td>10687.50</td>
</tr>
<tr>
<td>Hernando County Sheriff – In-kind donation 1600 SF</td>
<td></td>
<td>In-kind donation of space for CSPH Staff</td>
</tr>
<tr>
<td>StayWell – In-kind donation</td>
<td>336 SF</td>
<td>In-kind donation of space for CSPH Staff</td>
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<tr>
<td>PPN</td>
<td>120 SF</td>
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</tr>
<tr>
<td>WIOA Adult/DW</td>
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<td>5206.95</td>
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<tr>
<td>WIOA Youth</td>
<td>236 SF</td>
<td>4035.60</td>
</tr>
<tr>
<td>ESC</td>
<td>414 SF</td>
<td>7079.40</td>
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<td>Marchman</td>
<td>In-kind donation of space for CSPH staff</td>
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<tr>
<td>Community Services Block Grant</td>
<td>Mid Florida</td>
<td></td>
</tr>
<tr>
<td>Pinellas Urban League</td>
<td>95 SF</td>
<td>In-kind – donation of staff for space</td>
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<tr>
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<td>957.60</td>
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<td>2467.20</td>
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<td>214 (20% of Conf. Room A)</td>
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<td>IT Office</td>
<td>183 SF</td>
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<td>IT (server rooms)</td>
<td>238 SF</td>
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<tr>
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<td>855 SF (1069 SF 100%-20% used by Division of Blind Services)</td>
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<td>46332.45</td>
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<td>Resource Room</td>
<td>2484 SF</td>
<td>42476.40</td>
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</table>

Mandatory Partner/CareerSource Pasco Hernando MOU

Page 6 of 9
| Waiting Room          | 295 SF | 5044.50 | 
| Totals               | 14,132 SF | **230634.4 (11027.09 difference taking in-kind donations into consideration)** | 

Local Funding Mechanism Sample  
New Port Richey 14,513 SF

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<th>Partners</th>
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<th>Partner Allocations $277053.17</th>
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<td>72 SF</td>
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<td>TANF</td>
<td>162 SF</td>
<td>3092.58</td>
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<td>Job Search Lab</td>
<td>648 SF</td>
<td>12,370.32</td>
</tr>
<tr>
<td>SNAP</td>
<td>162 SF</td>
<td>3092.58</td>
</tr>
<tr>
<td>WIOA Adult/DW</td>
<td>200 SF</td>
<td>3,818.00</td>
</tr>
<tr>
<td>WIOA Youth</td>
<td>243 SF</td>
<td>4,638.87</td>
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<td>Marchman</td>
<td>In-kind donation of space</td>
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<td>TAA</td>
<td>12 SF</td>
<td>229.08</td>
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<td>Community Services Block Grant - Mid Florida</td>
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<tr>
<td>Pinellas Urban League</td>
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<td>In-kind donation of volunteers</td>
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<tr>
<td>AARP</td>
<td>0</td>
<td>In-kind donation of volunteers</td>
</tr>
<tr>
<td>Indian and Native American Programs</td>
<td>Virtual</td>
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<tr>
<td>DVOP</td>
<td>81 SF</td>
<td>1546.29</td>
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<td>LVER</td>
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<td>2481.70</td>
</tr>
</tbody>
</table>

Mandatory Partner/CareerSource  
Pasco Hernando MOU

Page 7 of 9
## Local Funding Mechanism Sample  
**Dade City 5,579 SF**  
Dade City LFM Space Allocation Square Footage for 85 percent

<table>
<thead>
<tr>
<th>Partners</th>
<th>Square Footage $14.50 SF</th>
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<tr>
<td>WIOA Youth</td>
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<td>Community Services Block Grant</td>
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<td>Pinellas Urban League</td>
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<tr>
<td>Indian and Native American Programs</td>
<td></td>
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<tr>
<td>DVOP</td>
<td>97.5 SF</td>
<td>1,413.75</td>
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<tr>
<td>LVER</td>
<td>39 SF</td>
<td>565.50</td>
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<tr>
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<td>39 SF</td>
<td>565.50</td>
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<td>Empty Cubes</td>
<td>117 SF</td>
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<td>Common Area</td>
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<td>3,175.50</td>
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<td><strong>Total</strong></td>
<td><strong>5579 SF</strong></td>
<td><strong>80,895.50</strong></td>
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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;
- 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;

Department of Housing and Urban Development

- Employment and training programs;

Department of Health and Human Services

- Employment and training programs;
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).

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(c) of the Food and Nutrition Act of 2008 (7 U.S.C. 2015(d)(4) and 2015(c)), 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.

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.
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 disbursal to local area workforce boards, as it deems appropriate.

VIII. TERM

This MOU is effective July 1, 2017 through June 30, 2020 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

Pasco Board of County Commission:  

Hernando Board of County Commission

Signature

Signature

Printed Name

Printed Name

Date

Date

Approved as to Form

Nancy McClain Alfonso

General Counsel, HCSB

CareerSource Pasco Hernando:

Signature

Signature

Printed Name/Title

Printed Name/Title

Date

Date
<table>
<thead>
<tr>
<th>Partners</th>
<th>Square Footage</th>
<th>Partner Allocations of the</th>
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<tr>
<td></td>
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<td>StayWell – In-kind donation</td>
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<td>In-kind – donation of staff space</td>
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<td>Common Areas (Halls, restrooms, break room, etc.)</td>
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<td>Waiting Room</td>
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<tr>
<td>Totals</td>
<td>14,132 SF</td>
<td><strong>230634.4</strong> (11027.09 difference taking in-kind donations into consideration)</td>
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Local Funding Mechanism Sample
New Port Richey 14,513 SF

<table>
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<tr>
<th>Partners</th>
<th>Square Footage $19.09 SF (including utilities, etc.)</th>
<th>Partner Allocations $277053.17</th>
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<td>SNAP</td>
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<td>WIOA Youth</td>
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<td>AARP</td>
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<td>Indian and Native American Programs</td>
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<td>Partners</td>
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<tr>
<td>Total</td>
<td>5579 SF</td>
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</tr>
</tbody>
</table>

Local Funding Mechanism Sample
Dade City 5,579 SF

Dade City LFM Space Allocation Square Footage for 85 percent
MEMORANDUM OF UNDERSTANDING ONE-STOP
CAREER CENTER SYSTEM

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- 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;

Department of Housing and Urban Development

- Employment and training programs;

Department of Health and Human Services

Mandatory Partner/CareerSource
Pasco Hernando MOU
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).

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.

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 disbursal to local area workforce boards, as it deems appropriate.

VIII. TERM

This MOU is effective July 1, 2017 through June 30, 2020 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

Pasco Board of County Commission:          Hernando Board of County Commission

Signature

Printed Name

Date

Pasco County Housing Authority

Signature

Printed Name/Title

Date

CareerSource Pasco Hernando:

Signature

Printed Name/Title

Date
### Local Funding Mechanism Sample

**Spring Hill 14,132 SF**

Spring Hill LFM Space Allocation Square Footage for 85 percent

<table>
<thead>
<tr>
<th>Partners</th>
<th>Square Footage $17.10 SF</th>
<th>Partner Allocations of the $241,661.49</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vocational Rehabilitation</td>
<td>2621 SF</td>
<td>44,820.84</td>
</tr>
<tr>
<td>Wagner Peyser</td>
<td>187 SF</td>
<td>3,197.70</td>
</tr>
<tr>
<td>TANF/SNAP – shared space</td>
<td>384 SF</td>
<td>6566.40</td>
</tr>
<tr>
<td>WT Resource Spec/Job Placement Specialist</td>
<td>153 SF</td>
<td>2616.30</td>
</tr>
<tr>
<td>Job Search Lab</td>
<td>625 SF</td>
<td>10687.50</td>
</tr>
<tr>
<td>Hernando County Sheriff – In-kind donation 1600 SF</td>
<td>In-kind donation of space for CSPH Staff</td>
<td></td>
</tr>
<tr>
<td>StayWell – In-kind donation</td>
<td>336 SF</td>
<td>In-kind donation of space for CSPH Staff</td>
</tr>
<tr>
<td>PPN</td>
<td>120 SF</td>
<td>2052.00</td>
</tr>
<tr>
<td>WIOA Adult/DW</td>
<td>304.5 SF</td>
<td>5206.95</td>
</tr>
<tr>
<td>WIOA Youth</td>
<td>236 SF</td>
<td>4035.60</td>
</tr>
<tr>
<td>ESC</td>
<td>414 SF</td>
<td>7079.40</td>
</tr>
<tr>
<td>Adult Education and Literacy Programs</td>
<td>Marchman</td>
<td>In-kind donation of space for CSPH staff</td>
</tr>
<tr>
<td>Community Services Block Grant</td>
<td>Mid Florida</td>
<td>In-kind – donation of staff for space</td>
</tr>
<tr>
<td>Pinellas Urban League</td>
<td>95 SF</td>
<td>In-kind donation of staff</td>
</tr>
<tr>
<td>AARP</td>
<td>1 staff</td>
<td>In-kind donation of staff</td>
</tr>
<tr>
<td>Indian and Native American Programs</td>
<td>Virtual</td>
<td>In-kind donation of staff</td>
</tr>
<tr>
<td>DVOP</td>
<td>111 SF</td>
<td>1898.10</td>
</tr>
<tr>
<td>LVER</td>
<td>56 SF</td>
<td>957.60</td>
</tr>
<tr>
<td>VET Common Area</td>
<td>153 SF</td>
<td>2616.30</td>
</tr>
<tr>
<td>RESEA</td>
<td>120 SF</td>
<td>2467.20</td>
</tr>
<tr>
<td>Division of Blind Services</td>
<td>214 (20% of Conf. Room A)</td>
<td>3659.40</td>
</tr>
<tr>
<td>National Farmworker Jobs Programs</td>
<td>Virtual</td>
<td>8310.60</td>
</tr>
<tr>
<td>Finance</td>
<td>486 SF</td>
<td>3129.30</td>
</tr>
<tr>
<td>IT Office</td>
<td>183 SF</td>
<td>3129.30</td>
</tr>
<tr>
<td>IT (server rooms)</td>
<td>238 SF</td>
<td>2467.20</td>
</tr>
<tr>
<td>Conference Room A</td>
<td>855 SF (1069 SF 100%-20% used by Division of Blind Services)</td>
<td>14620.50</td>
</tr>
<tr>
<td>Conference Room B</td>
<td>752 SF</td>
<td>12859.20</td>
</tr>
<tr>
<td>Common Areas (Halls, restrooms, break room, etc.)</td>
<td>2709.50</td>
<td>46332.45</td>
</tr>
<tr>
<td>Resource Room</td>
<td>2484 SF</td>
<td>42476.40</td>
</tr>
<tr>
<td>Waiting Room</td>
<td>295 SF</td>
<td><strong>230634.4</strong> (11027.09 difference taking in-kind donations into consideration)</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Totals</td>
<td>14,132 SF</td>
<td><strong>230634.4</strong> (11027.09 difference taking in-kind donations into consideration)</td>
</tr>
</tbody>
</table>

Local Funding Mechanism Sample  
New Port Richey 14,513 SF

<table>
<thead>
<tr>
<th>Partners</th>
<th>Square Footage $19.09 SF (including utilities, etc.)</th>
<th>Partner Allocations $277053.17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vocational Rehabilitation</td>
<td>2805 SF</td>
<td>53,547.45</td>
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<tr>
<td>Wagner Peyser</td>
<td>72 SF</td>
<td>1374.48</td>
</tr>
<tr>
<td>TANF</td>
<td>162 SF</td>
<td>3092.58</td>
</tr>
<tr>
<td>Job Search Lab</td>
<td>648 SF</td>
<td>12,370.32</td>
</tr>
<tr>
<td>SNAP</td>
<td>162 SF</td>
<td>3092.58</td>
</tr>
<tr>
<td>WIOA Adult/DW</td>
<td>200 SF</td>
<td>3,818.00</td>
</tr>
<tr>
<td>WIOA Youth</td>
<td>243 SF</td>
<td>4,638.87</td>
</tr>
<tr>
<td>Adult Education and Literacy Programs</td>
<td>Marchman</td>
<td>In-kind donation of space</td>
</tr>
<tr>
<td>TAA</td>
<td>12 SF</td>
<td>229.08</td>
</tr>
<tr>
<td>Community Services Block Grant - Mid Florida</td>
<td>81 SF</td>
<td>1546.29</td>
</tr>
<tr>
<td>Pinellas Urban League</td>
<td>281 SF</td>
<td>In-kind donation of volunteers</td>
</tr>
<tr>
<td>AARP</td>
<td>0</td>
<td>In-kind donation of volunteers</td>
</tr>
<tr>
<td>Indian and Native American Programs</td>
<td>Virtual</td>
<td>0%</td>
</tr>
<tr>
<td>DVOP</td>
<td>81 SF</td>
<td>1546.29</td>
</tr>
<tr>
<td>LVER</td>
<td>119 SF</td>
<td>2271.71</td>
</tr>
<tr>
<td>RESEA</td>
<td>162 SF</td>
<td>3092.58</td>
</tr>
<tr>
<td>National Farmworker Jobs Programs</td>
<td>Virtual</td>
<td>0</td>
</tr>
<tr>
<td>Gulf Coast</td>
<td>1000 SF</td>
<td>19090.00</td>
</tr>
<tr>
<td>Lutheran Services</td>
<td>162 SF</td>
<td>3092.58</td>
</tr>
<tr>
<td>Resource Room</td>
<td>1584 SF</td>
<td>30238.56</td>
</tr>
<tr>
<td>IT Server Room</td>
<td>180 SF</td>
<td>3436.20</td>
</tr>
<tr>
<td>Conference Room A</td>
<td>680 SF</td>
<td>12981.20</td>
</tr>
<tr>
<td>Conference Room B</td>
<td>360 SF</td>
<td>6872.40</td>
</tr>
<tr>
<td>Admin Conference Room</td>
<td>416 SF</td>
<td>7941.44</td>
</tr>
<tr>
<td>North Lobby</td>
<td>3076 SF</td>
<td>58,720.84</td>
</tr>
<tr>
<td>South Lobby</td>
<td>384 SF</td>
<td>7330.56</td>
</tr>
<tr>
<td>Breakroom</td>
<td>324 SF</td>
<td>6185.16</td>
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<tr>
<td>Mens Room Public</td>
<td>204 SF</td>
<td>3894.36</td>
</tr>
<tr>
<td>Womens Room Public</td>
<td>144 SF</td>
<td>2748.96</td>
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<tr>
<td>Hallway to Breakroom Public side</td>
<td>96 SF</td>
<td>1832.64</td>
</tr>
<tr>
<td>Hallway to Breakroom Staff side</td>
<td>224 SF</td>
<td>4276.16</td>
</tr>
<tr>
<td>Hallway between Conf. Room B and</td>
<td>130 SF</td>
<td>2481.70</td>
</tr>
<tr>
<td>Partners</td>
<td>Square Footage $14.50 SF</td>
<td>Partner Allocations of the $80,895.48</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>--------------------------</td>
<td>---------------------------------------</td>
</tr>
<tr>
<td>Vocational Rehabilitation</td>
<td>1364 SF</td>
<td>19,778.00</td>
</tr>
<tr>
<td>Wagner Peyser</td>
<td>535 SF</td>
<td>7,757.50</td>
</tr>
<tr>
<td>TANF (WTP)</td>
<td>117 SF</td>
<td>1,696.50</td>
</tr>
<tr>
<td>Job Search Lab – WT</td>
<td>231 SF</td>
<td>3,349.50</td>
</tr>
<tr>
<td>SNAP</td>
<td>122 SF</td>
<td>1,769.00</td>
</tr>
<tr>
<td>WIOA Adult/DW</td>
<td>79 SF</td>
<td>1,145.50</td>
</tr>
<tr>
<td>WIOA Youth</td>
<td>536.25 SF</td>
<td>7,775.62</td>
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<tr>
<td>Adult Education and Literacy Programs</td>
<td></td>
<td></td>
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<tr>
<td>Community Services Block Grant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pinellas Urban League</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indian and Native American Programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DVOP</td>
<td>97.5 SF</td>
<td>1,413.75</td>
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<tr>
<td>LVER</td>
<td>39 SF</td>
<td>565.50</td>
</tr>
<tr>
<td>RESEA</td>
<td>39 SF</td>
<td>565.50</td>
</tr>
<tr>
<td>National Farmworker Jobs Programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Empty Cubes</td>
<td>117 SF</td>
<td>1,696.50</td>
</tr>
<tr>
<td>Resource Room</td>
<td>1021.75 SF</td>
<td>14,815.38</td>
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<tr>
<td>Resource Closet</td>
<td>97.5 SF</td>
<td>1,413.75</td>
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<tr>
<td>Conference Room</td>
<td>448 SF</td>
<td>6496.00</td>
</tr>
<tr>
<td>Business Services</td>
<td>337 SF</td>
<td>4,886.50</td>
</tr>
<tr>
<td>Vacant Office</td>
<td>83 SF</td>
<td>1,203.50</td>
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<tr>
<td>Operations Brenda</td>
<td>96 SF</td>
<td>1,392.00</td>
</tr>
<tr>
<td>Common Area</td>
<td>219 SF</td>
<td>3,175.50</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>5579 SF</strong></td>
<td><strong>80,895.50</strong></td>
</tr>
</tbody>
</table>
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;
- 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;

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- 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

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[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.

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[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.

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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.

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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 disbursal to local area workforce boards, as it deems appropriate.

VIII. TERM

This MOU is effective July 1, 2017 through June 30, 2020 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 hereof, 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

Pasco Board of County Commission: Hernando Board of County Commission

Signature

Printed Name

Date

Partner: Pinellas County Urban League CareerSource Pasco Hernando:

Signature

Printed Name/Title

Date

Jerome Salatino, CEO/President

Printed Name/Title

Date

Mandatory Partner/CareerSource Pasco Hernando MOU Page 5 of 9
### Local Funding Mechanism Sample
#### Spring Hill 14,132 SF

**Spring Hill LFM Space Allocation Square Footage for 85 percent**

<table>
<thead>
<tr>
<th>Partners</th>
<th>Square Footage</th>
<th>Partner Allocations of the</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vocational Rehabilitation</td>
<td>2621 SF</td>
<td>$17.10 SF</td>
</tr>
<tr>
<td>Wagner Peyser</td>
<td>187 SF</td>
<td></td>
</tr>
<tr>
<td>TANF/SNAP – shared space</td>
<td>384 SF</td>
<td></td>
</tr>
<tr>
<td>WT Resource Spec/Job Placement Specialist</td>
<td>153 SF</td>
<td></td>
</tr>
<tr>
<td>Job Search Lab</td>
<td>625 SF</td>
<td></td>
</tr>
<tr>
<td>Hernando County Sheriff – In-kind donation 1600 SF</td>
<td>336 SF</td>
<td>In-kind donation of space for CSPH Staff</td>
</tr>
<tr>
<td>StayWell – In-kind donation</td>
<td>120 SF</td>
<td>In-kind donation of space for CSPH Staff</td>
</tr>
<tr>
<td>PPN</td>
<td>120 SF</td>
<td></td>
</tr>
<tr>
<td>WIOA Adult/DW</td>
<td>304.5 SF</td>
<td></td>
</tr>
<tr>
<td>WIOA Youth</td>
<td>236 SF</td>
<td></td>
</tr>
<tr>
<td>ESC</td>
<td>414 SF</td>
<td></td>
</tr>
<tr>
<td>Adult Education and Literacy Programs</td>
<td>Marchman</td>
<td>In-kind donation of space for CSPH staff</td>
</tr>
<tr>
<td>Community Services Block Grant</td>
<td>Mid Florida</td>
<td></td>
</tr>
<tr>
<td>Pinellas Urban League</td>
<td>95 SF</td>
<td>In-kind – donation of staff for space</td>
</tr>
<tr>
<td>AARP</td>
<td>1 staff</td>
<td>In-kind donation of staff</td>
</tr>
<tr>
<td>Indian and Native American Programs</td>
<td>Virtual</td>
<td></td>
</tr>
<tr>
<td>DVOP</td>
<td>111 SF</td>
<td></td>
</tr>
<tr>
<td>LVER</td>
<td>56 SF</td>
<td></td>
</tr>
<tr>
<td>VET Common Area</td>
<td>153 SF</td>
<td></td>
</tr>
<tr>
<td>RESEA</td>
<td>120 SF</td>
<td></td>
</tr>
<tr>
<td>Division of Blind Services</td>
<td>214 (20% of Conf. Room A)</td>
<td></td>
</tr>
<tr>
<td>National Farmworker Jobs Programs</td>
<td>Virtual</td>
<td></td>
</tr>
<tr>
<td>Finance</td>
<td>486 SF</td>
<td></td>
</tr>
<tr>
<td>IT Office</td>
<td>183 SF</td>
<td></td>
</tr>
<tr>
<td>IT (server rooms)</td>
<td>238 SF</td>
<td></td>
</tr>
<tr>
<td>Conference Room A</td>
<td>855 SF (1069 SF 100% - 20% used by Division of Blind Services)</td>
<td></td>
</tr>
<tr>
<td>Conference Room B</td>
<td>752 SF</td>
<td></td>
</tr>
<tr>
<td>Common Areas (Halls, restrooms, break room, etc.)</td>
<td>2709.50</td>
<td></td>
</tr>
<tr>
<td>Resource Room</td>
<td>2484 SF</td>
<td></td>
</tr>
<tr>
<td>Partners</td>
<td>Square Footage $19.09 SF (including utilities, etc.)</td>
<td>Partner Allocations $277053.17</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>------------------------------------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>Vocational Rehabilitation</td>
<td>2805 SF</td>
<td>53,547.45</td>
</tr>
<tr>
<td>Wagner Peyser</td>
<td>72 SF</td>
<td>1374.48</td>
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<tr>
<td>TANF</td>
<td>162 SF</td>
<td>3092.58</td>
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<td>Job Search Lab</td>
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<td>SNAP</td>
<td>162 SF</td>
<td>3092.58</td>
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<td>WIOA Adult/DW</td>
<td>200 SF</td>
<td>3,818.00</td>
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<tr>
<td>WIOA Youth</td>
<td>243 SF</td>
<td>4,638.87</td>
</tr>
<tr>
<td>Adult Education and Literacy Programs</td>
<td>Marchman In-kind donation of space</td>
<td></td>
</tr>
<tr>
<td>TAA</td>
<td>12 SF</td>
<td>229.08</td>
</tr>
<tr>
<td>Community Services Block Grant - Mid Florida</td>
<td>81 SF</td>
<td>1546.29</td>
</tr>
<tr>
<td>Pinellas Urban League</td>
<td>281 SF</td>
<td>In-kind donation of volunteers</td>
</tr>
<tr>
<td>AARP</td>
<td>0</td>
<td>In-kind donation of volunteers</td>
</tr>
<tr>
<td>Indian and Native American Programs</td>
<td>Virtual</td>
<td>0%</td>
</tr>
<tr>
<td>DVOP</td>
<td>81 SF</td>
<td>1546.29</td>
</tr>
<tr>
<td>LVER</td>
<td>119 SF</td>
<td>2271.71</td>
</tr>
<tr>
<td>RESEA</td>
<td>162 SF</td>
<td>3092.58</td>
</tr>
<tr>
<td>National Farmworker Jobs Programs</td>
<td>Virtual</td>
<td>0</td>
</tr>
<tr>
<td>Gulf Coast</td>
<td>1000 SF</td>
<td>19090.00</td>
</tr>
<tr>
<td>Lutheran Services</td>
<td>162 SF</td>
<td>3092.58</td>
</tr>
<tr>
<td>Resource Room</td>
<td>1584 SF</td>
<td>30238.56</td>
</tr>
<tr>
<td>IT Server Room</td>
<td>180 SF</td>
<td>3436.20</td>
</tr>
<tr>
<td>Conference Room A</td>
<td>680 SF</td>
<td>12981.20</td>
</tr>
<tr>
<td>Conference Room B</td>
<td>360 SF</td>
<td>6872.40</td>
</tr>
<tr>
<td>Admin Conference Room</td>
<td>416 SF</td>
<td>7941.44</td>
</tr>
<tr>
<td>North Lobby</td>
<td>3076 SF</td>
<td>58,720.84</td>
</tr>
<tr>
<td>South Lobby</td>
<td>384 SF</td>
<td>7330.56</td>
</tr>
<tr>
<td>Breakroom</td>
<td>324 SF</td>
<td>6185.16</td>
</tr>
<tr>
<td>Mens Room Public</td>
<td>204 SF</td>
<td>3894.36</td>
</tr>
<tr>
<td>Womens Room Public</td>
<td>144 SF</td>
<td>2748.96</td>
</tr>
<tr>
<td>Hallway to Breakroom Public side</td>
<td>96 SF</td>
<td>1832.64</td>
</tr>
<tr>
<td>Hallway to Breakroom Staff side</td>
<td>224 SF</td>
<td>4276.16</td>
</tr>
<tr>
<td>Hallway between Conf. Room B and</td>
<td>130 SF</td>
<td>2481.70</td>
</tr>
</tbody>
</table>
Heather’s office          | 801.78       
Hallway to conference Room B | 42 SF       
Hallway to conference room A  | 234 SF      
Office                     | 1870.82      
Heather’s office           | 897.23       
Totals                     | **277,053.17**

Local Funding Mechanism Sample  
Dade City 5,579 SF

Dade City LFM Space Allocation Square Footage for 85 percent

<table>
<thead>
<tr>
<th>Partners</th>
<th>Square Footage</th>
<th>Partner Allocations of the</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vocational Rehabilitation</td>
<td>1364 SF</td>
<td>19,778.00</td>
</tr>
<tr>
<td>Wagner Peyser</td>
<td>535 SF</td>
<td>7,757.50</td>
</tr>
<tr>
<td>TANF (WTP)</td>
<td>117 SF</td>
<td>1,696.50</td>
</tr>
<tr>
<td>Job Search Lab – WT</td>
<td>231 SF</td>
<td>3,394.50</td>
</tr>
<tr>
<td>SNAP</td>
<td>122 SF</td>
<td>1,769.00</td>
</tr>
<tr>
<td>WIOA Adult/DW</td>
<td>79 SF</td>
<td>1,145.50</td>
</tr>
<tr>
<td>WIOA Youth</td>
<td>536.25 SF</td>
<td>7,775.62</td>
</tr>
<tr>
<td>Adult Education and Literacy Programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Services Block Grant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pinellas Urban League</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indian and Native American Programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DVOP</td>
<td>97.5 SF</td>
<td>1,413.75</td>
</tr>
<tr>
<td>LVER</td>
<td>39 SF</td>
<td>565.50</td>
</tr>
<tr>
<td>RESEA</td>
<td>39 SF</td>
<td>565.50</td>
</tr>
<tr>
<td>National Farmworker Jobs Programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Empty Cubes</td>
<td>117 SF</td>
<td>1,696.50</td>
</tr>
<tr>
<td>Resource Room</td>
<td>1021.75 SF</td>
<td>14,815.38</td>
</tr>
<tr>
<td>Resource Closet</td>
<td>97.5 SF</td>
<td>1,413.75</td>
</tr>
<tr>
<td>Conference Room</td>
<td>448 SF</td>
<td>6496.00</td>
</tr>
<tr>
<td>Business Services</td>
<td>337 SF</td>
<td>4,886.50</td>
</tr>
<tr>
<td>Vacant Office</td>
<td>83 SF</td>
<td>1,203.50</td>
</tr>
<tr>
<td>Operations Brenda</td>
<td>96 SF</td>
<td>1,392.00</td>
</tr>
<tr>
<td>Common Area</td>
<td>219 SF</td>
<td>3,175.50</td>
</tr>
<tr>
<td>Total</td>
<td><strong>5579 SF</strong></td>
<td><strong>80,895.50</strong></td>
</tr>
</tbody>
</table>
Purpose
The Department of Veterans Affairs (VA), Vocational Rehabilitation and Employment (VR&E) Service, the Department of Labor, Veterans' Employment and Training Service (VETS), and the federally funded State Agency (SA) partners agree that the successful readjustment of disabled Veterans into the civilian workforce is a mutual responsibility and concern. In order to advance, improve, and expand the employment opportunities for Veterans with disabilities, all parties of this memorandum of understanding (MOU) commit themselves to active cooperation and coordination in meeting the goals set forth in this agreement.

References

Scope
VR&E, VETS, and SA agree to provide a seamless employment transition that will eliminate duplication, fragmentation or delay in delivery of employment services leading to the ultimate goal of successful career selection, placement, and rehabilitation for Veterans enrolled in the Chapter 31 program.

Cooperating Agencies
The undersigned parties to this agreement represent the VR&E Division of the St. Petersburg, FL and Montgomery, AL VA Regional Offices, Florida VETS office, and Florida Department of Economic Opportunity.

Referral Process
An effective and efficient referral process has been cited by all partners as one of the keys to the success of this interagency effort. It is essential that the agency making the referral and the agency receiving the referral develop and implement specific standards for coordinated service delivery to Veterans.

Referral Criteria for Labor Market Information and Employment Services
VR&E staff will refer 100 percent of all Veterans who have been found entitled to services
for labor market information (LMI) to the SA, as described in Section III of the TAG, with the following exceptions:

1. Veterans for whom achievement of a vocational goal has been determined infeasible; and
2. Veterans already working in a suitable career or job when entering the program but who require a job accommodation, are seeking additional training to retain their current employment, or require new suitable employment in the same career.

VR&E staff will refer 100 percent of all Veterans in the Chapter 31 program in Job Ready (JR) Status to the SA, as described in Section III of the TAG, with the following exceptions:

1. Veterans who are already suitably employed in an occupation that does not exacerbate their existing service-connected disability at the time the job ready decision is made.
2. Veterans who are job ready and decide to pursue additional education outside the Chapter 31 program, rather than pursuing employment.

Relationships and Responsibilities
The Director for Veterans' Employment and Training (DVET) is the link between the VR&E Division and the SA that provides employment services. He/she coordinates efforts by all involved parties to ensure this agreement is implemented with effective coordination and liaison.

The DVET will:
- Communicate and coordinate activities with VR&E, ISCs, SA, and American Job Center (AJC) staff
- Provide technical assistance to improve the program and activities to resolve procedural issues
- Identify activities to resolve complaints from Chapter 31 Veterans
- Work with the SVPC in the coordination of professional training for AJC staff from the National Veterans' Training Institute (NVTI) and other sources, as appropriate
- Reconcile and distribute the VETS 201 Report
- Report and share Chapter 31 Veterans' success stories
- Conduct and facilitate quarterly meetings with SVPC, ISCs and VR&E to ensure that program objectives are being met
- Monitor SA efforts toward filling the Intensive Services Coordinator (ISC) position, ensuring that all staff openings that impact this agreement are filled in an expedient manner
- Share information with VR&E as described in Section II of the TAG
- Provide local labor market information through coordination with SA staff to VR&E that can be used to develop training objectives that have the best probability of resulting in positive employment outcomes

The Vocational Rehabilitation and Employment Officer (VR&EO) is VA's link between the DVET and the VR&E office. He/she ensures effective coordination and liaison between the DVET, SA, and VR&E staff to implement this agreement.
The VR&EO or his/her representative will (as described in Section II of the TAG):

- Communicate and coordinate activities with the DVET and SA/Workforce Investment Board/AJC
- Provide technical assistance to improve the program and activities to resolve procedural issues
- Attend the quarterly meetings facilitated by the DVET
- Work with the DVET to obtain labor market information and specific employment opportunities from AJC staff that can be matched with participating Veterans
- Report and share Chapter 31 Veterans' success stories
- Provide work space and supplies to AJC staff assigned to the VR&E office (which may include office or work space, telephone, fax and data lines, normal office supplies, Internet access, and appropriate access to the VA electronic system)
- Facilitate professional training for AJC staff from VA sources
- Ensure the referral of Chapter 31 Veterans for labor market information and employment services, as established in the referral criteria
- Provide notification to the AJC staff no later than 60 days prior to a Veteran completing Chapter 31 training, or immediately, in the case of the eligible Veteran being assigned to employment-related service for direct placement
- Designate and assign VR&E staff to coordinate activities with AJC staff and implement procedures established in the Technical Assistance Guide (TAG)
- Reconcile and validate the information included on the VETS 201 Report

The VR&E Vocational Rehabilitation Counselor (VRC), Counseling Psychologist (CP), or Employment Coordinator (EC) is the primary point of contact for referrals within VR&E.

The VR&E VRC/CP/EC will:

- Facilitate timely provision of all information relative to employment issues for Chapter 31 Veteran to the AJC staff on a continual basis until the Veteran becomes employed, including information regarding job placement when reported by the Veteran
- Refer Chapter 31 Veterans to the appropriate AJC staff for labor market information and employment services, as established in the referral criteria
- Participate in VR&E Employment Readiness Workshops and the VR&E Job Lab
- Report VR&E procedural problems to the VR&EO
- Identify activities that help the Veteran determine an appropriate employment or training plan, to include apprenticeship, On-the-Job training (OJT), and non-paid work experience
- Assist and refer Veterans who desire employment while completing their rehabilitation plan
- Secure suitable employment for referred Veterans consistent with their rehabilitation plan
- Provide notification to the AJC staff no later than 60 days prior to a Veteran completing Chapter 31 training, or immediately, in the case of the Veteran being assigned to employment service for direct placement services
- Include in the rehabilitation plan an employment objective requiring Veterans who need employment services to be referred to the SA; payment of Employment Adjustment Allowance (EAA) is contingent upon compliance as outlined in the Individual Written Rehabilitation Plan (IWRP)
• Leverage other agencies and resources to enhance employment opportunities for
Chapter 31 Veterans

The SA, through its Veterans Program Coordinator (VPC) or similarly designated position
helps to ensure effective coordination and liaison between the DVET, VR&E staff, and
AJC staff to include the Disabled Veterans' Outreach Program (DVOP) specialist and other
AJC staff who implement this agreement.

The SA will:
• Provide programmatic supervision of the SA ISC
• Coordinate with the DVET on staffing levels at VR&E locations and work to
ensure that all open positions that impact this agreement are filled on a priority basis
• Communicate and coordinate activities described in this agreement and Sections I, II and III
of the TAG with the DVET and VR&E staff
• Provide necessary training and/or technical assistance to the ISC, DVOP specialist,
and AJC staff supporting this agreement
• Attend the quarterly meetings facilitated by the DVET
• Provide technical assistance to improve the program and activities to resolve
procedural issues
• Facilitate job search and placement activities for Chapter 31 Veterans statewide

The ISC, who may be out-stationed at the VA Regional Office, is the primary point of
contact for Chapter 31 referrals to the SA.

The ISC will:
• Participate in VR&E Employment Readiness Workshops and the VR&E Job Lab
• Refer Chapter 31 Veterans entering the job-search phase of rehabilitation to
appropriate AJC staff
• Monitor and assess services provided to Chapter 31 Veterans by AJC staff
• Coordinate and support outreach activities with employers, apprenticeship programs,
and other training sites in an effort to increase employment opportunities for
Veterans participating in the Chapter 31 program
• Collect and tabulate monthly case-management reports from AJC staff who
provide employment services to Chapter 31 Veterans on a monthly basis
• Act as a liaison between SA and VR&E staff
• Report VR&E procedural problems to the appropriate VR&E, SA, and VETS
staff, including the VPC
• Coordinate, reconcile, and distribute the Chapter 31 VETS 201 Report on a quarterly
basis

The SA, through its DVOP specialists and AJC staff, provides intensive services to
Veterans participating in the Chapter 31 program. Additionally, the SA through its Local
Veterans' Employment Representative (LVER) staff and other AJC staff provides outreach
and assistance to employers on behalf of veterans with service-connected disabilities.

The DVOP specialists and other AJC staff will:
- Assist VR&E and the Veteran in determining an employment or training plan, to include apprenticeship and on-the-job training
- Provide VR&E case managers with current LMI as it pertains to specific cases
- Coordinate Chapter 31 Veteran participation in outreach activities with employers, apprenticeship programs, and other training sites that are coordinated by other AJC staff to increase employment opportunities for Veterans participating in the Chapter 31 program
- Provide job development
- Maintain bi-weekly contact with Chapter 31 Veterans who have completed their training and are referred from VR&E for employment services
- Provide the ISC a monthly progress report no later than the end of the first week of the month, to include number of contacts, job referrals, job developments, and other issues encountered in providing employment services to Chapter 31 participants
- Leverage other agencies and resources to enhance employment opportunities for Chapter 31 Veterans
- Assist Veterans seeking employment while completing their rehabilitation plan
- Create and maintain case files for referred job-ready Chapter 31 Veterans
- Assist the Chapter 31 Veteran to secure suitable employment as identified by VR&E for referred Veterans
- Provide quarterly updates to the VETS 201 Report to the ISC
- Notify VR&E and the ISC when a Chapter 31 Veteran may be seeking employment that the VR&E cannot consider as suitable employment

Orientation, Staff Training, and Development
The VR&E, DVET, and SA agree to train newly assigned staff on the procedures established in the TAG to ensure effective implementation of this agreement.

Exchange of Information
VR&E, DVET, and SA will share information relevant to finding or developing employment opportunities for Chapter 31 Veterans. Enhancing these relationships will make it more likely that Veterans with disabilities are directed into short-term occupational training programs that can get them into high-demand jobs faster. All information from interviews, counseling, testing, and assessment will be used by each agency under documented consent from the Veteran participant in accordance with applicable privacy and confidentiality statutes including 5 U.S.C. § 552a (the Privacy Act), 38 U.S.C. §§ 5701 (Confidential Nature of Claims), and 7332 (Confidentiality of Certain Medical Records). The Veteran's written consent must accompany the exchange of information in the form of a VA Form 10-5345, Request for and Authorization to Release Medical Records or Health information. If information subject to 38 U.S.C. § 7332 is released, the notice required by 38 C.F.R. § 1.476 must accompany the exchange of information. This information has been disclosed to you from records protected by Federal confidentiality rules (38 CFR Part 1). The Federal rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 38 C.F.R. Part 1. A general authorization for the release of medical or other information is NOT sufficient for this purpose. The Federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient or patient with sickle cell anemia or HIV infection. The SA must recognize and safeguard personally identifiable information (PII) except where disclosure is allowed by prior written approval of the Grant Officer or by court order. The SA

Cooperation on Emphasis under Federal Contracts
VR&E supports the SA’s role to assist federal contractors who are required to list jobs with AJCs under the provisions of 38 U.S.C. § 4212, the Veterans’ Benefits Improvement Act of 1994 (PL 103-446) and the Jobs for Veterans Act (PL 107-288). The SA and VETS will employ all resources available to identify and contact federal contractors for the purpose of offering assistance to contractors to employ service-connected disabled Veterans.

Relationships on Veterans’ Reemployment Rights
Under the provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994 (38 USC 4301-4335), the U.S. Department of Labor, through VETS offices located in each state, will assist Veterans making claims under USERRA. The law specifically provides protection for Veterans with disabilities, including the requirement that employers make reasonable efforts to accommodate for a disability in the reemployment of Veterans with disabilities incurred or aggravated by their military service. VR&E and the SA will refer Veterans making a claim under USERRA to VETS. If necessary, VETS will investigate claims under USERRA, as provided by law.

Coordination of Counseling, Training, and Job Placement
In recognition that coordination is a key element to success, VR&E, VETS, and AJC staffs agree to work as a team to ensure the fullest integration throughout all phases of the rehabilitation process.

Effect of Agreement
This MOU does not constitute nor require an obligation of federal funds, nor does it give rise to a legally-cognizable partnership or joint venture. It does not authorize the expenditure or reimbursement of any funds, nor does it obligate the parties to expend appropriations or enter into any contract or other obligation. All obligations of the parties under this MOU shall be subject to the availability of funds and resources for such purposes. Each party to this agreement agrees to bear its own costs in carrying out its responsibilities. Any reimbursement of funds between the parties to the MOU shall be done by separate agreement in accordance with applicable federal law and regulation.

Effective Date and Duration
This MOU shall become effective upon the date of the final signature of the undersigned parties. Unless extended by amendment or approved for extension without amendment, and subject to the availability of appropriated funds, this MOU will remain in force and effect for a period of three (3) years after the effective date, at which point it shall terminate without any further action required by any party.

Should disagreements arise on the interpretation of provisions of this agreement or amendments and/or revisions thereto, the parties will follow the Redress Procedures outlined in Section VI of the TAG.

This agreement is an internal Government agreement and is not intended to confer any right.
upon any private person.

Nothing in this agreement shall be interpreted as limiting, superseding or otherwise affecting any agency's normal operations or decisions in carrying out its statutory or regulatory duties. This agreement does not limit or restrict the parties from participating in similar activities or arrangements with other entities.

Memorandum of Understanding

Between

The U.S. Department of Veterans Affairs
Vocational Rehabilitation and Employment Service

The U.S. Department of Labor
Veterans’ Employment and Training Service

and

The State of Florida
Department of Economic Opportunity

Cory A. Hawthorne
Director, Montgomery Regional Office
U.S. Department of Veterans Affairs
345 Perry Hill Road
Montgomery, AL 36109
(334) 213-3400
cory.hawthorne@va.gov

Julianna M Boor
Director, St. Petersburg Regional Office
U.S. Department of Veterans Affairs
9500 Bay Pines Blvd
Bay Pines, FL 33708
(727) 319-5900
julianna.boor@va.gov

Kim C. Lloyd
VR&E Officer
U.S. Department of Veterans Affairs
9500 Bay Pines Blvd
Bay Pines, FL 33708
(727) 319-7935
kim.lloyd@va.gov
Bernadette Walsh  
Director for Veterans' Employment and Training Service  
U.S. Department of Labor  
The Holland Building  
600 South Calhoun Street, Suite 154  
Tallahassee, FL 32399  
(850) 717-0765  
Walsh.bernadette@do1.gov

Theresa “Cissy” Proctor  
Executive Director  
Department of Economic Opportunity  
107 East Madison Street  
Tallahassee, FL 32399  
(850) 245-7298  
Theresa.proctor@deo.myflorida.com  
Cissy.proctor@deo.myflorida.com
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;
- 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;

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).

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.

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 disbursal to local area workforce boards, as it deems appropriate.

VIII. TERM

This MOU is effective July 1, 2017 through June 30, 2020 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.

XII. DISPUTE RESOLUTION

If an issue arises involving this MOU, both parties will make every effort to reach a resolution in a timely and efficient manner. Either partner may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing.

If not resolved, the issue and the efforts to resolve will be documented and forwarded to the President/CEO of CareerSource and the Director of the Division of Blind Services, Partner. A joint decision shall be issued within 60 calendar days of receipt.

If dissatisfied with the decision, the dispute may be filed with the State of Florida Department of Economic Opportunity (DEO) and the Commissioner of the Department of Education (DOE) to review concerns and determine resolution. DEO and DOE may remand the issue back to the President/CEO of CareerSource and to the Director of the Division of Blind Services, Partner or impose other remedies to resolve the issue.

SIGNATURES

Partner: AARP Foundation SCSEP

CareerSource Pasco Hernando:

<table>
<thead>
<tr>
<th>Signature</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ted Gibson, Project Director</td>
<td>Jerome Salatino, CEO/President</td>
</tr>
</tbody>
</table>

Printed Name/Title

Date 1/5/2017  Date 1/8/2017
Local Funding Mechanism Sample  
Spring Hill 14,132 SF

Spring Hill LFM Space Allocation Square Footage for 85 percent

<table>
<thead>
<tr>
<th>Partners</th>
<th>Square Footage</th>
<th>Partner Allocations of the</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$17.10 SF</td>
</tr>
<tr>
<td>Vocational Rehabilitation</td>
<td>2621 SF</td>
<td>44,820.84</td>
</tr>
<tr>
<td>Wagner Peyser</td>
<td>187 SF</td>
<td>3,197.70</td>
</tr>
<tr>
<td>TANF/SNAP – shared space</td>
<td>384 SF</td>
<td>6566.40</td>
</tr>
<tr>
<td>WT Resource Spec/Job Placement Specialist</td>
<td>153 SF</td>
<td>2616.30</td>
</tr>
<tr>
<td>Job Search Lab</td>
<td>625 SF</td>
<td>10687.50</td>
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<tr>
<td>Hernando County Sheriff – In-kind donation 1600 SF</td>
<td></td>
<td>In-kind donation of space for CSPH Staff</td>
</tr>
<tr>
<td>StayWell – In-kind donation</td>
<td>336 SF</td>
<td>In-kind donation of space for CSPH Staff</td>
</tr>
<tr>
<td>PPN</td>
<td>120 SF</td>
<td>2052.00</td>
</tr>
<tr>
<td>WIOA Adult/DW</td>
<td>304.5 SF</td>
<td>5206.95</td>
</tr>
<tr>
<td>WIOA Youth</td>
<td>236 SF</td>
<td>4035.60</td>
</tr>
<tr>
<td>ESC</td>
<td>414 SF</td>
<td>7079.40</td>
</tr>
<tr>
<td>Adult Education and Literacy Programs</td>
<td>Marchman</td>
<td>In-kind donation of space for CSPH Staff</td>
</tr>
<tr>
<td>Community Services Block Grant</td>
<td>Mid Florida</td>
<td></td>
</tr>
<tr>
<td>Pinellas Urban League</td>
<td>95 SF</td>
<td>In-kind – donation of staff for space</td>
</tr>
<tr>
<td>AARP</td>
<td>1 staff</td>
<td>In-kind donation of staff</td>
</tr>
<tr>
<td>Indian and Native American Programs</td>
<td>Virtual</td>
<td></td>
</tr>
<tr>
<td>DVOP</td>
<td>111 SF</td>
<td>1898.10</td>
</tr>
<tr>
<td>LVER</td>
<td>56 SF</td>
<td>957.60</td>
</tr>
<tr>
<td>VET Common Area</td>
<td>153 SF</td>
<td>2616.30</td>
</tr>
<tr>
<td>RESEA</td>
<td>120 SF</td>
<td>2467.20</td>
</tr>
<tr>
<td>Division of Blind Services</td>
<td>214 (20% of Conf. Room A)</td>
<td>3659.40</td>
</tr>
<tr>
<td>National Farmworker Jobs Programs</td>
<td>Virtual</td>
<td></td>
</tr>
<tr>
<td>Finance</td>
<td>486 SF</td>
<td>8310.60</td>
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<tr>
<td>IT Office</td>
<td>183 SF</td>
<td>3129.30</td>
</tr>
<tr>
<td>IT (server rooms)</td>
<td>238 SF</td>
<td></td>
</tr>
<tr>
<td>Conference Room A</td>
<td>855 SF (1069 SF 100%-20% used by Division of Blind Services)</td>
<td>14620.50</td>
</tr>
<tr>
<td>Conference Room B</td>
<td>752 SF</td>
<td>12859.20</td>
</tr>
<tr>
<td>Common Areas (Halls, restrooms, break room, etc.)</td>
<td>2709.50</td>
<td>46332.45</td>
</tr>
<tr>
<td>Resource Room</td>
<td>2484 SF</td>
<td>42476.40</td>
</tr>
<tr>
<td>Waiting Room</td>
<td>295 SF</td>
<td>5044.50</td>
</tr>
<tr>
<td>-------------------</td>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td>Totals</td>
<td>14,132 SF</td>
<td><strong>230634.4 (11027.09 difference taking in-kind donations into consideration)</strong></td>
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</table>

Local Funding Mechanism Sample
New Port Richey 14,513 SF

<table>
<thead>
<tr>
<th>Partners</th>
<th>Square Footage $19.09 SF (including utilities, etc.)</th>
<th>Partner Allocations $277053.17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vocational Rehabilitation</td>
<td>2805 SF</td>
<td>53,547.45</td>
</tr>
<tr>
<td>Wagner Peyser</td>
<td>72 SF</td>
<td>1374.48</td>
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<tr>
<td>TANF</td>
<td>162 SF</td>
<td>3092.58</td>
</tr>
<tr>
<td>Job Search Lab</td>
<td>648 SF</td>
<td>12,370.32</td>
</tr>
<tr>
<td>SNAP</td>
<td>162 SF</td>
<td>3092.58</td>
</tr>
<tr>
<td>WIOA Adult/DW</td>
<td>200 SF</td>
<td>3,818.00</td>
</tr>
<tr>
<td>WIOA Youth</td>
<td>243 SF</td>
<td>4,638.87</td>
</tr>
<tr>
<td>Adult Education and Literacy Programs</td>
<td>Marchman</td>
<td>In-kind donation of space</td>
</tr>
<tr>
<td>TAA</td>
<td>12 SF</td>
<td>229.08</td>
</tr>
<tr>
<td>Community Services Block Grant - Mid Florida</td>
<td>81 SF</td>
<td>1546.29</td>
</tr>
<tr>
<td>Pinellas Urban League</td>
<td>281 SF</td>
<td>In-kind donation of volunteers</td>
</tr>
<tr>
<td>AARP</td>
<td>0</td>
<td>In-kind donation of volunteers</td>
</tr>
<tr>
<td>Indian and Native American Programs</td>
<td>Virtual</td>
<td>0%</td>
</tr>
<tr>
<td>DVOP</td>
<td>81 SF</td>
<td>1546.29</td>
</tr>
<tr>
<td>LVER</td>
<td>119 SF</td>
<td>2271.71</td>
</tr>
<tr>
<td>RESEA</td>
<td>162 SF</td>
<td>3092.58</td>
</tr>
<tr>
<td>National Farmworker Jobs Programs</td>
<td>Virtual</td>
<td>0</td>
</tr>
<tr>
<td>Gulf Coast</td>
<td>1000 SF</td>
<td>19090.00</td>
</tr>
<tr>
<td>Lutheran Services</td>
<td>162 SF</td>
<td>3092.58</td>
</tr>
<tr>
<td>Resource Room</td>
<td>1584 SF</td>
<td>30238.56</td>
</tr>
<tr>
<td>IT Server Room</td>
<td>180 SF</td>
<td>3436.20</td>
</tr>
<tr>
<td>Conference Room A</td>
<td>680 SF</td>
<td>12981.20</td>
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<tr>
<td>Conference Room B</td>
<td>360 SF</td>
<td>6872.40</td>
</tr>
<tr>
<td>Admin Conference Room</td>
<td>416 SF</td>
<td>7941.44</td>
</tr>
<tr>
<td>North Lobby</td>
<td>3076 SF</td>
<td>58,720.84</td>
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<tr>
<td>South Lobby</td>
<td>384 SF</td>
<td>7330.56</td>
</tr>
<tr>
<td>Breakroom</td>
<td>324 SF</td>
<td>6185.16</td>
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<tr>
<td>Mens Room Public</td>
<td>204 SF</td>
<td>3894.36</td>
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<tr>
<td>Womens Room Public</td>
<td>144 SF</td>
<td>2748.96</td>
</tr>
<tr>
<td>Hallway to Breakroom Public side</td>
<td>96 SF</td>
<td>1832.64</td>
</tr>
<tr>
<td>Hallway to Breakroom Staff side</td>
<td>224 SF</td>
<td>4276.16</td>
</tr>
<tr>
<td>Hallway between Conf. Room B and</td>
<td>130 SF</td>
<td>2481.70</td>
</tr>
</tbody>
</table>
### Local Funding Mechanism Sample

**Dade City 5,579 SF**

#### Dade City LFM Space Allocation Square Footage for 85 percent

<table>
<thead>
<tr>
<th>Partners</th>
<th>Square Footage $14.50 SF</th>
<th>Partner Allocations of the $80,895.48</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vocational Rehabilitation</td>
<td>1364 SF</td>
<td>19,778.00</td>
</tr>
<tr>
<td>Wagner Peyser</td>
<td>535 SF</td>
<td>7,757.50</td>
</tr>
<tr>
<td>TANF (WTP)</td>
<td>117 SF</td>
<td>1,696.50</td>
</tr>
<tr>
<td>Job Search Lab – WT</td>
<td>231 SF</td>
<td>3,349.50</td>
</tr>
<tr>
<td>SNAP</td>
<td>122 SF</td>
<td>1,769.00</td>
</tr>
<tr>
<td>WIOA Adult/DW</td>
<td>79 SF</td>
<td>1,145.50</td>
</tr>
<tr>
<td>WIOA Youth</td>
<td>536.25 SF</td>
<td>7,775.62</td>
</tr>
<tr>
<td>Adult Education and Literacy Programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Services Block Grant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pinellas Urban League</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indian and Native American Programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DVOP</td>
<td>97.5 SF</td>
<td>1,413.75</td>
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<tr>
<td>LVER</td>
<td>39 SF</td>
<td>565.50</td>
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<tr>
<td>RESEA</td>
<td>39 SF</td>
<td>565.50</td>
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<tr>
<td>National Farmworker Jobs Programs</td>
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</tr>
<tr>
<td>Empty Cubes</td>
<td>117 SF</td>
<td>1,696.50</td>
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<tr>
<td>Resource Room</td>
<td>1021.75 SF</td>
<td>14,815.38</td>
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<td>Resource Closet</td>
<td>97.5 SF</td>
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<td>Conference Room</td>
<td>448 SF</td>
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<tr>
<td>Business Services</td>
<td>337 SF</td>
<td>4,886.50</td>
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<tr>
<td>Vacant Office</td>
<td>83 SF</td>
<td>1,203.50</td>
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<tr>
<td>Operations Brenda</td>
<td>96 SF</td>
<td>1,392.00</td>
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<tr>
<td>Common Area</td>
<td>219 SF</td>
<td>3,175.50</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>5579 SF</strong></td>
<td><strong>80,895.50</strong></td>
</tr>
</tbody>
</table>
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 Party) 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;
- 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;

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 disbursal to local area workforce boards, as it deems appropriate.

VIII. TERM

This MOU is effective July 1, 2017 through June 30, 2020 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.

XII. DISPUTE RESOLUTION

If an issue arises involving this MOU, both parties will make every effort to reach a resolution in a timely and efficient manner. Either partner may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing.

If not resolved, the issue and the efforts to resolve will be documented and forwarded to the President/CEO of CareerSource and the Director of the Division of Blind Services, Partner. A joint decision shall be issued within 60 calendar days of receipt.

If dissatisfied with the decision, the dispute may be filed with the State of Florida Department of Economic Opportunity (DEO) and the Commissioner of the Department of Education (DOE) to review concerns and determine resolution. DEO and DOE may remand the issue back to the President/CEO of CareerSource and to the Director of the Division of Blind Services, Partner or impose other remedies to resolve the issue.

SIGNATURES

Partner: AARP Foundation SCSEP

CareerSource Pasco Hernando:

Signature

TED GILSON, PROJECT DIRECTOR

Jerome Salatino, CEO/President

Printed Name/Title

Date

1/5/2017

1/8/2017
## Local Funding Mechanism Sample

### Spring Hill LFM Space Allocation Square Footage for 85 percent

<table>
<thead>
<tr>
<th>Partners</th>
<th>Square Footage</th>
<th>Partner Allocations of the</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vocational Rehabilitation</strong></td>
<td>2621 SF</td>
<td>$17.10 SF 44,820.84</td>
</tr>
<tr>
<td><strong>Wagner Peyser</strong></td>
<td>187 SF</td>
<td>3,197.70</td>
</tr>
<tr>
<td><strong>TANF/SNAP – shared space</strong></td>
<td>384 SF</td>
<td>6566.40</td>
</tr>
<tr>
<td><strong>WT Resource Spec/Job Placement Specialist</strong></td>
<td>153 SF</td>
<td>2616.30</td>
</tr>
<tr>
<td><strong>Job Search Lab</strong></td>
<td>625 SF</td>
<td>10687.50</td>
</tr>
<tr>
<td><strong>Hernando County Sheriff – In-kind donation 1600 SF ($27,360.00)</strong></td>
<td>1600 SF</td>
<td>In-kind donation of space for CSPH Staff</td>
</tr>
<tr>
<td><strong>StayWell – In-kind donation ($5745.60)</strong></td>
<td>336 SF</td>
<td>In-kind donation of space for CSPH Staff</td>
</tr>
<tr>
<td><strong>PPN</strong></td>
<td>120 SF</td>
<td>2052.00</td>
</tr>
<tr>
<td><strong>WIOA Adult/DW</strong></td>
<td>304.5 SF</td>
<td>5206.95</td>
</tr>
<tr>
<td><strong>WIOA Youth</strong></td>
<td>236 SF</td>
<td>4035.60</td>
</tr>
<tr>
<td><strong>ESC</strong></td>
<td>414 SF</td>
<td>7079.40</td>
</tr>
<tr>
<td><strong>Health &amp; Human Services – In kind donation of space ($2462.40)</strong></td>
<td>144 SF</td>
<td>In-kind donation of space for CSPH Staff</td>
</tr>
<tr>
<td><strong>Adult Education and Literacy Programs</strong></td>
<td>Marchman</td>
<td>In-kind donation of space for CSPH staff</td>
</tr>
<tr>
<td><strong>Community Services Block Grant</strong></td>
<td>Mid Florida</td>
<td></td>
</tr>
<tr>
<td><strong>Pinellas Urban League</strong></td>
<td>95 SF</td>
<td>In-kind – donation of staff for space</td>
</tr>
<tr>
<td><strong>AARP – See breakdown of in-kind at end of this list</strong></td>
<td>1 staff</td>
<td>In-kind donation of staff</td>
</tr>
<tr>
<td><strong>Indian and Native American Programs</strong></td>
<td>Virtual</td>
<td></td>
</tr>
<tr>
<td><strong>DVOP</strong></td>
<td>111 SF</td>
<td>1898.10</td>
</tr>
<tr>
<td><strong>LVER</strong></td>
<td>56 SF</td>
<td>957.60</td>
</tr>
<tr>
<td><strong>VET Common Area</strong></td>
<td>153 SF</td>
<td>2616.30</td>
</tr>
<tr>
<td><strong>RESEA</strong></td>
<td>120 SF</td>
<td>2467.20</td>
</tr>
<tr>
<td><strong>Division of Blind Services</strong></td>
<td>214 (20% of Conf. Room A)</td>
<td>3659.40</td>
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<tr>
<td><strong>Hernando County Jail (Re-entry – LEAP)</strong></td>
<td>300 SF</td>
<td>$5727.00</td>
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<tr>
<td><strong>National Farmworker Jobs Programs</strong></td>
<td>Virtual</td>
<td></td>
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<tr>
<td><strong>Finance</strong></td>
<td>486 SF</td>
<td>8310.60</td>
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<tr>
<td><strong>IT Office</strong></td>
<td>183 SF</td>
<td>3129.30</td>
</tr>
<tr>
<td><strong>IT (server rooms)</strong></td>
<td>238 SF</td>
<td></td>
</tr>
<tr>
<td><strong>Conference Room A</strong></td>
<td>855 SF (1069 SF 100%–)</td>
<td>14620.50</td>
</tr>
</tbody>
</table>

Mandatory Partner/CareerSource Pasco Hernando MOU
<table>
<thead>
<tr>
<th>Room Type</th>
<th>Square Footage</th>
<th>Partner Allocations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Room B</td>
<td>752 SF</td>
<td>12859.20</td>
</tr>
<tr>
<td>Common Areas (Halls, restrooms, break room, etc.)</td>
<td>2709.50</td>
<td>46332.45</td>
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<tr>
<td>Resource Room</td>
<td>2484 SF</td>
<td>42476.40</td>
</tr>
<tr>
<td>Waiting Room</td>
<td>295 SF</td>
<td>5044.50</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>14,132 SF</strong></td>
<td><strong>230634.4</strong> (11027.09 difference taking in-kind donations into consideration)</td>
</tr>
</tbody>
</table>

**Local Funding Mechanism Sample**

**New Port Richey 14,513 SF**

<table>
<thead>
<tr>
<th>Partners</th>
<th>Square Footage</th>
<th>Partner Allocations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vocational Rehabilitation</td>
<td>2805 SF</td>
<td>53,547.45</td>
</tr>
<tr>
<td>Wagner Peyser</td>
<td>72 SF</td>
<td>1374.48</td>
</tr>
<tr>
<td>TANF</td>
<td>162 SF</td>
<td>3092.58</td>
</tr>
<tr>
<td>Job Search Lab</td>
<td>648 SF</td>
<td>12,370.32</td>
</tr>
<tr>
<td>SNAP</td>
<td>162 SF</td>
<td>3092.58</td>
</tr>
<tr>
<td>WIOA Adult/DW</td>
<td>200 SF</td>
<td>3,818.00</td>
</tr>
<tr>
<td>WIOA Youth</td>
<td>243 SF</td>
<td>4,638.87</td>
</tr>
<tr>
<td>Adult Education and Literacy Programs</td>
<td>281 SF</td>
<td>In-kind donation of space</td>
</tr>
<tr>
<td>TAA</td>
<td>12 SF</td>
<td>229.08</td>
</tr>
<tr>
<td>Community Services Block Grant - Mid Florida</td>
<td>81 SF</td>
<td>1546.29</td>
</tr>
<tr>
<td>Pinellas Urban League</td>
<td>281 SF</td>
<td>In-kind donation of volunteers</td>
</tr>
<tr>
<td>AARP</td>
<td>0</td>
<td>In-kind donation of volunteers</td>
</tr>
<tr>
<td>Indian and Native American Programs</td>
<td>Virtual</td>
<td>0%</td>
</tr>
<tr>
<td>DVOP</td>
<td>81 SF</td>
<td>1546.29</td>
</tr>
<tr>
<td>LVER</td>
<td>119 SF</td>
<td>2271.71</td>
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<tr>
<td>RESEA</td>
<td>162 SF</td>
<td>3092.58</td>
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<tr>
<td>National Farmworker Jobs Programs</td>
<td>Virtual</td>
<td>0</td>
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<tr>
<td>Gulf Coast</td>
<td>362 SF</td>
<td>6910.58</td>
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<td>Lutheran Services</td>
<td>162 SF</td>
<td>3092.58</td>
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<tr>
<td>Resource Room</td>
<td>1584 SF</td>
<td>30238.56</td>
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<tr>
<td>Pasco Hernando State College In-kind donation 2 offices/cubicles ($3,387.42)</td>
<td>177.5 SF</td>
<td>In-kind donation of space</td>
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<tr>
<td>IT Server Room</td>
<td>180 SF</td>
<td>3436.20</td>
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<tr>
<td>Conference Room A</td>
<td>680 SF</td>
<td>12981.20</td>
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<tr>
<td>Conference Room B</td>
<td>360 SF</td>
<td>6872.40</td>
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<tr>
<td>Admin Conference Room</td>
<td>416 SF</td>
<td>7941.44</td>
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<tr>
<td>Area</td>
<td>Square Footage</td>
<td>Partner Allocations of the</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>----------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$14.50 SF</td>
</tr>
<tr>
<td>North Lobby</td>
<td>3076 SF</td>
<td>58,720.84</td>
</tr>
<tr>
<td>South Lobby</td>
<td>384 SF</td>
<td>7330.56</td>
</tr>
<tr>
<td>Breakroom</td>
<td>324 SF</td>
<td>6185.16</td>
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<tr>
<td>Mens Room Public</td>
<td>204 SF</td>
<td>3894.36</td>
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<tr>
<td>Womens Room Public</td>
<td>144 SF</td>
<td>2748.96</td>
</tr>
<tr>
<td>Hallway to Breakroom Public side</td>
<td>96 SF</td>
<td>1832.64</td>
</tr>
<tr>
<td>Hallway to Breakroom Staff side</td>
<td>224 SF</td>
<td>4276.16</td>
</tr>
<tr>
<td>Hallway between Conf. Room B and Heather’s office</td>
<td>130 SF</td>
<td>2481.70</td>
</tr>
<tr>
<td>Hallway to conference Room B</td>
<td>42 SF</td>
<td>801.78</td>
</tr>
<tr>
<td>Hallway to conference room A</td>
<td>234 SF</td>
<td>4467.06</td>
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<tr>
<td>Office</td>
<td>98 SF</td>
<td>1870.82</td>
</tr>
<tr>
<td>Heather’s office</td>
<td>147 SF</td>
<td>897.23</td>
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<tr>
<td>Empty Office/Cubicle</td>
<td>638</td>
<td>12,179.42</td>
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<tr>
<td><strong>Totals</strong></td>
<td><strong>14513 SF</strong></td>
<td><strong>277,053.17</strong></td>
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</table>

Local Funding Mechanism Sample
Dade City 5,579 SF

Dade City LFM Space Allocation Square Footage for 85 percent

<table>
<thead>
<tr>
<th>Partners</th>
<th>Square Footage</th>
<th>Partner Allocations of the</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$14.50 SF</td>
</tr>
<tr>
<td>Vocational Rehabilitation</td>
<td>1364 SF</td>
<td>19,778.00</td>
</tr>
<tr>
<td>Wagner Peyser</td>
<td>535 SF</td>
<td>7,757.50</td>
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<tr>
<td>TANF (WTP)</td>
<td>117 SF</td>
<td>1,696.50</td>
</tr>
<tr>
<td>Job Search Lab – WT</td>
<td>231 SF</td>
<td>3,349.50</td>
</tr>
<tr>
<td>SNAP</td>
<td>122 SF</td>
<td>1,769.00</td>
</tr>
<tr>
<td>WIOA Adult/DW</td>
<td>79 SF</td>
<td>1,145.50</td>
</tr>
<tr>
<td>WIOA Youth</td>
<td>536.25 SF</td>
<td>7,775.62</td>
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<tr>
<td>Adult Education and Literacy Programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Services Block Grant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pinellas Urban League</td>
<td></td>
<td></td>
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<tr>
<td>Indian and Native American Programs</td>
<td></td>
<td></td>
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<tr>
<td>DVOP</td>
<td>97.5 SF</td>
<td>1,413.75</td>
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<td>LVER</td>
<td>39 SF</td>
<td>565.50</td>
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<td>RESEA</td>
<td>39 SF</td>
<td>565.50</td>
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<td>National Farmworker Jobs Programs</td>
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<tr>
<td>Empty Cubes</td>
<td>117 SF</td>
<td>1,696.50</td>
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<tr>
<td>Resource Room</td>
<td>1021.75 SF</td>
<td>14,815.38</td>
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<td>Resource Closet</td>
<td>97.5 SF</td>
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<td>Conference Room</td>
<td>448 SF</td>
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<td>Business Services</td>
<td>337 SF</td>
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<td>Vacant Office</td>
<td>83 SF</td>
<td>1,203.50</td>
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<td>Operations Brenda</td>
<td>96 SF</td>
<td>1,392.00</td>
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<tr>
<td>Common Area</td>
<td>219 SF</td>
<td>3,175.50</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>5579 SF</strong></td>
<td><strong>80,895.50</strong></td>
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### AARP Foundation SCSEP Participant to Host Agency Benefit Breakdown: CareerSource Pasco Hernando

<table>
<thead>
<tr>
<th>Program Contribution Per Participant (One Participant = 0.5 FTE)</th>
<th>2018 Rate</th>
<th>Hours</th>
<th>Weeks Per Year</th>
<th>Sub</th>
<th>7.65% Benefits (FICA 6.2%, Medicare $1.45%)</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Participant 1</td>
<td>$8.25</td>
<td>20</td>
<td>52</td>
<td>$8,580.00</td>
<td>$656.37</td>
<td>$9,236.37</td>
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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;
- 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;

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 disbursal to local area workforce boards, as it deems appropriate.

VIII. TERM

This MOU is effective July 1, 2017 through June 30, 2020 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

Pasco Board of County Commission:

Signature

Mark Johnson

Printed Name

Mark Johnson

Date

1/9/18

Partner:

CareerSource Pasco Hernando:

Signature

Jerome Salatino, CEO/President

Printed Name/Title

Date

Dec. 4, 2017

General Counsel, HCSB

Approved as to Form
Local Funding Mechanism Sample  
Spring Hill 14,132 SF

Spring Hill LFM Space Allocation Square Footage for 85 percent

<table>
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<tr>
<th>Partners</th>
<th>Square Footage</th>
<th>Partner Allocations of the</th>
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<tr>
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<tr>
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<td>Partner Allocations $277053.17</td>
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<tr>
<td>Partners</td>
<td>Square Footage</td>
<td>Partner Allocations of the</td>
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<tr>
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<td>Pinellas Urban League</td>
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<td>565.50</td>
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<td>National Farmworker Jobs Programs</td>
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<td>Empty Cubes</td>
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<tr>
<td>Total</td>
<td>5579 SF</td>
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</table>
January 18, 2018

Ms. Brenda Gause  
Sr. Vice President of Operations  
Pasco-Hernando Workforce Board, Inc.  
3185 Premier Drive  
Brooksville, FL 34604

Dear Ms. Gause:

Enclosed please find two copies of the Memorandum of Understanding between Pasco-Hernando Workforce Board, Inc., and Pasco-Hernando State College (PHSC) to renew our One Stop Delivery System relationship effective January 16, 2018 to June 30, 2020.

This agreement has been signed by our Board Chair, Rao Musunuru M.D., and approved by our District Board of Trustees.

Please sign and return one copy of the agreement to PHSC for our files. We appreciate the opportunity to collaborate on this initiative and we very much look forward to a strong partnership.

Sincerely,

Stanley M. Giannet, Ph.D.  
Vice President of Academic Affairs & Faculty Development / College Provost.
1. INTRODUCTION: Various agencies provide specific and diverse employment and training services from varying locations in Pasco and Hernando Counties, Florida. To better serve customers and help individuals and families benefit from such services, local area agencies and organizations deem it appropriate to agree and cooperate with each other for the establishment and operation of the Pasco Hernando One Stop Delivery System.

It is believed the Pasco Hernando One Stop Delivery System will provide for the integrated delivery of employment and training services to our customers in Pasco and Hernando Counties, and will assist community members with labor market information, extensive job linkages, technology broadening services and resources, easier access to training, and quality assurances for the universal customer.

The intention of the Pasco Hernando One Stop Delivery System is to provide access to career and training services, as well as programs and activities carried out by program partners. The objective is to enhance the provision of services to individuals with disabilities and other individuals through cross-training of staff, information sharing, technical assistance and other efforts of cooperation, collaboration and coordination with partner agencies.

It is our hope the community will view the One Stop Delivery Centers as a single organization. While One Stop Center staff is from different agencies and organizations, we will all work together to serve the universal customer. It is important staff consistently demonstrate friendly and courteous attitudes and work together as a team. The customer is our number one priority. Meeting or exceeding customer needs and our performance objectives is our livelihood, purpose and reason for being a part of the One Stop Delivery System.

2. PARTIES TO THIS MEMORANDUM OF UNDERSTANDING: This Memorandum of Understanding (MOU) is hereby entered into by and between the Pasco-Hernando Workforce Board, Inc. (PHWB) and the District Board of Trustees of Pasco-Hernando State College (PHSC) of New Port Richey, Florida.

3. PURPOSE OF THIS MOU: The purpose of this MOU is to set forth the general conditions under and by which agencies and organizations will participate
and contribute to the establishment and operation of the Pasco Hernando One Stop Delivery System. In addition, this agreement will establish joint processes and procedures that will integrate the current service delivery system, resulting in a seamless and a comprehensive array of education, human service, job training, and other workforce development services to Local Workforce Development Area 16.

4. NON-DISCRIMINATION: Neither party shall discriminate against any student based upon race, color, age, marital status, gender, gender identity, sexual orientation, ethnicity, pregnancy, creed, sex, religion, disability or national origin or any other factor or condition protected by law. In addition, neither party shall solicit, collect, maintain, or utilize genetic information, as defined in Federal regulation for any purpose.

Any claim of discrimination/grievance will be handled by the College and through the College's already established policy outlined in the College’s Internal Management Memorandum IMM#6-17, Student Grievance Procedures.

5. GOVERNANCE STRUCTURE FOR THE ONE STOP SYSTEM:

a. THE ONE STOP GOVERNANCE COMMITTEE (OSGC) By or before July 1, 2017 or as soon as is practical, Pasco Hernando One Stop agencies/organizations to include PHSC shall designate in writing a representative to serve as a member of The One Stop Governance Committee (OSGC). The One Stop Operator Program Director shall chair The OSGC and shall, through the PHWB's Sr. VP of Operations and other means as appropriate, keep the PHWB CEO fully advised of all relevant issues.

b. THE ONE STOP PARTNER COMMITTEE - By July 1, 2017, or as soon as is practical, each One Stop partner agency/organization shall designate in writing a representative to serve as a member of The Local Center Committee (OSPC) for each One Stop in which the agency/organization physically locates permanent or itinerant staff. The local committees will support the staff, customers and operations of their respective One Stop Centers.

OSPC Committee chairs will forward any issues/problems not resolved by the OSPC to the Chair of the OSGC. The OSGC Chair will review these items and may take action or make recommendations for resolution to the OSPC and/or to the individuals involved. If the issues/problems are not resolved, The OSGC chair will notify the PHWB's Sr. VP of Operations prior to placing these items on The OSGC meeting agenda. One-Stop Center staff concerned about issues/problems should contact their
agency/organizational representative to the OSGC or the OSPC. Issues unresolved by The OSGC will be referred to the PHWB’s Sr. VP of Operations, who may attempt a resolution. Issues/problems not resolved at this level may be subsequently referred to the CEO.

c. THE ONE STOP GOVERNANCE COMMITTEE/ONE STOP PARTNER COMMITTEE RESPONSIBILITIES:

In tier fashion: The OSPC reports to The OSGC, the OSGC reports through the PHWB Sr. VP of Operations and the CEO to the PHWB. The OSGC and OSPC duties and responsibilities include, but are not limited to:

1. Identifying issues, problems, or concerns related to One Stop System staff, agency/organizational interaction, center/program operations and performance, customer flow, and customer services.

2. Resolving those issues, problems, or concerns at the lowest possible tier level.

3. Accepting and reviewing One Stop Center performance reports from participating agencies, organizations and the One Stop Operator, and coordinating with those same entities to sustain/improve operations, services, performance and staff/customer satisfaction.

4. Ensuring that all relevant federal, state, and local policies and procedures are properly incorporated into Pasco Hernando One Stop Delivery System operations.

6. PHSC RESPONSIBILITIES: As an agency/organization in the Pasco Hernando One Stop System, and party to this MOU, PHSC shall:

a. OPERATIONAL –

1. Maintain and provide updated PHSC information to customers interested in Pasco Hernando One Stop Core Services.

2. Provide PHSC program eligibility determination services to all customers interested in and possibly eligible for PHSC program services.

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4. Provide PHSC services to program certified customers.
5. Participate in the development of a common application or pre-application format and/or procedure and a referral process to direct applicants to other One Stop System agencies/organizations.

6. List job openings through CareerSource Pasco Hernando. Refer customers demonstrating interests in and possibly eligible for agency/organization program services, as appropriate. Ensure all outreach efforts that include a reference to CareerSource Pasco Hernando or the PHWB receive prior approval from appropriate marketing staff.

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8. Ensure PHSC staff attend, participate in, and contribute to Pasco Hernando One Stop System cross training activities, as required.

9. Participate in the development and implementation of other One Stop Center procedures, policies, reports customer surveys and operational agreements. Ensure employment placement information generated by PHSC is entered into state and local data collection systems. Actively participate in the development and maintenance of organizational reports that reflect the nature of PHSC's operations. Provide this information to the One Stop Operator at least quarterly.

10. Support and cooperate with the Pasco Hernando One Stop Operator and other One Stop System agencies/organizations to ensure all federal, state, and local laws, regulations, policies and procedures are applied to One-Stop System operations.

Attachment A contains a description of services to be provided by PHSC in the Pasco Hernando One Stop Service Delivery System. Attachment C contains common area rules and responsibilities for partners whose staff are physically located either full time or on an itinerant basis in service delivery centers operated by the PHWB.

b. FISCAL

1. Provide wages and fringe benefits for all PHSC staff assigned to positions within the Pasco Hernando One Stop.

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   a. Administer and oversee Workforce Innovation and Opportunity Act (WIOA), Welfare Transition Program (WTP), Wagner Peyser (WP) and other One Stop Center program funds and activities within Pasco and Hernando Counties, Florida, as directed by federal, state and local authorities.

   b. Provide, coordinate, and, when necessary, interpret federal, state and local laws, regulations, policies and procedures applicable to WIOA, WTP, WP and other One Stop programs.

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   d. Coordinate and arrange for WIOA staff to visit the PHSC campuses on a monthly basis during PHSC’s enrollment periods. Staff will assist by answering WIOA questions, assist with registration in Employ Florida Marketplace, answer general questions regarding services provided and job placement assistance, if needed.

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i. Serve as the focal point for all Pasco Hernando One Stop Delivery System performance measures and performance outcomes.

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11. **MOU EFFECTIVE PERIOD:** The MOU becomes effective on the date signed by both parties, and will remain in effect through midnight, June 30, 2020.

12. **AUTHORIZATION FOR SIGNATURE:**

IN WITNESS WHEREOF, the parties hereto cause this MOU to be executed by their undersigned officials as duly authorized.

<table>
<thead>
<tr>
<th>Pasco-Hernando Workforce Board, Inc.</th>
<th>District Board of Trustees Pasco Hernando State College</th>
</tr>
</thead>
<tbody>
<tr>
<td>By:</td>
<td>By: Rao Musunuru, M.D., Chairman</td>
</tr>
<tr>
<td>Date:</td>
<td>Date: 1-16-18</td>
</tr>
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"Approved by Counsel Via Email dated 11-30-17. Date 1-21-17 By PAN"
Attachment A

Description of Services

Pasco Hernando State College

Pasco Hernando State College will provide information on their employment and training services to include:

- Career Assessment
- Placement Testing
- Internship Opportunities
- Job Placement Information
- General Educational Advisement
- Delivery of Educational Advisement
- Delivery of Educational and Training Services
- Placement and Salary information on PHSC program participants as provided by the Florida Education & Training Placement Program (FETPIP).

In-Kind Donations

Itinerant office space for WIOA and Business Services staff - $3,387.42 year per two offices/cubicles
### In-Kind Donations

**Pasco-Hernando Workforce Board Mobile One Stop - $5,888.56 per year**

<table>
<thead>
<tr>
<th>Location</th>
<th>Round Trip</th>
<th>Fuel @ 1.70/gal</th>
<th>5 Hours Generator Fuel</th>
<th>% of Oil Change (5%)</th>
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**WIOA Staff**

1 staff member x 12 monthly visits – average $160 per visit = $1,920 per year
Attachment B

Pasco-Hernando Workforce Board, Inc.
Grievance Procedure

PURPOSE: To comply with the Workforce Innovation and Opportunity Act Code of Federal Regulations (CFR), 20 CFR Section 667.600, which requires that the Pasco-Hernando Workforce Board, Inc. (PHWB) establish and maintain hearing and appeal procedures for handling program related grievances/complaints, except for grievances related to Job Corps. (Job Corps complaint/grievance requirements can be found at 20 CFR Section 670.990.) WIOA regulations, 20 CFR 667.600 defines the requirements for both the local and State grievance/appeal procedures.

Additionally, certain actions taken by the Governor, State Board or United States Department of Labor (USDOL) against the Board may be appealed.

SCOPE: Under WIOA, a grievance/complaint can be filed by One-Stop partners, One-Stop operators, service and training providers, participants, contractors, and others receiving WIOA funds or participating in WIOA activities who have been adversely affected by the local WIOA programs or decisions. The majority of complaints/grievances will be handled at the local level using the procedures herein. This policy applies whenever the PHWB’s sub-recipients, subcontractors, WIOA or Welfare Transition Program participants, other interested person, or their representative files a non-criminal, nondiscrimination, or displacement grievance; or requests a review against or with the recipient (PHWB) alleging a violation of the WIOA, Welfare Transition Program, TANF Law, Division policies, grants, or other agreements.

The policy also includes procedures for the resolution of grievances arising from the recipient’s (PHWB’s) actions with respect to investigations or monitoring reports. If violations are substantiated against the local Board, the Regional and State Workforce Development Board Grievance/Complaint Hearing and Appeal Procedures may also apply PDI WDPC 00-004.

POLICY: The PHWB, sub-recipients, employers, contractors, grantees, and other affected parties that receive funds under the WIOA or Welfare Transition Programs, or as part of a program or contractual agreement, must maintain grievance hearing and appeal procedures.

This policy shall be made available to all interested parties, and participants shall be notified of their rights prior to services being rendered by the Board’s One-Stop Career Staff via the form entitled Certification of Understanding, Pasco-Hernando Workforce Board, Inc. Participant Grievance/Complaint Hearing and Appeal Procedures found
at the end of this grievance procedure. A copy of this form will be discussed with the participant, staff and participant will sign the form, and the form with original signature will be retained in the participant’s file.

Until further notice, records will be retained in accordance with the requirements of the WIOA Act and 20 C.F.R., Section 627.460.

NON-CRIMINAL, NON-DISCRIMINATION GRIEVANCE/COMPLAINT HEARING/APPEAL PROCESS:

The PHWB, hereafter referred to as the Board, sets the following procedures for processing non-criminal and displacement grievances. The Board first advocates problems be resolved between the conflicting parties, i.e. participants work with their case managers for resolution.

When resolutions cannot be reached to the claimant’s satisfaction, within 120 calendar days following the alleged violation or adverse action, a request for a hearing may be made by writing a letter about the grievance/complaint to Hearings Officer, Pasco-Hernando Workforce Board, Inc. P.O. Box 6589, Spring Hill, FL 34611. The letter must have ‘Request For Hearing’ at the top of the page, cannot exceed 5 pages (not including exhibits and attachments), must include the claimant’s mailing address and be sent by certified mail, return receipt. The Board’s Hearing Officer will conduct a thorough review of all the facts and attempt to settle the grievance with the claimant. If a settlement cannot be reached, then the Hearing Officer will send a hearing notice to the claimant, by *certified, return receipt mail at least 10 calendar days prior to the hearing.

The hearing notice should advise the claimant of the following:

- The date, time, and place of the hearing;
- The pertinent sections of the WIOA and any federal regulations involved;
- Affected parties may present witnesses or documentary evidence at the hearing;
- Affected parties may be represented at the hearing by an attorney or other representative;

and

The parties will receive the decision within 30 calendar days after the hearing is completed (all of which will be completed within a required 60 day timeframe).

*Failure to accept the certified mailing may constitute a waiver of the right of notice and the Hearing Officer shall then serve the copy by regular mail, (in this case, the time for taking further action shall begin to run 5 calendar days from the postmark date of the letter).

If the claimant receives an adverse decision, s/he may file an appeal within 120 calendar days of the alleged violation or adverse action to: Department of Economic Opportunity (DEO), ATTN: Mr. Thomas Mc Gurk, Director, 1320 Executive Center Drive, Suite 300 Atkins Building, Tallahassee, Florida 32399-2250. The appeal should be in the same format as previously described for local filing and if applicable, include any written decision made by the local Hearing Officer. The State Administrative Entity will attempt
to resolve the grievance informally, however, if it is determined that the claimant needs a State level hearing, then s/he and the local Hearing Officer will be sent a notice of the hearing by certified mail, return receipt, at least 10 calendar days prior to the hearing. The notice will include the date, time, and place of the hearing; the pertinent sections of the Workforce Innovation and Opportunity Act and any federal regulations involved; notification that parties may present witnesses or documentary evidence at the hearing and both may be represented at the hearing by an attorney or other representative; and that both parties will receive a copy of the hearing officer’s decision within 30 calendar days after the hearing is completed. (State level hearings are scheduled and completed within the required 60 calendar days of the official filing of the grievance/complaint.

*If the claimant has a disability needing special accommodations, s/he needs to call the State Administrative Entity WIOA program administrator at (850) 487-2380 at least 5 working days prior to the hearing and tell them what special accommodations are needed in order for the claimant to participate in the hearing/appeal.

Under WIOA regulations, 20 CFR Section 667.600, if the State has not reached a decision on the claimant’s appeal within the required 60 calendar days, then s/he may file an appeal, certified mail, return receipt, no later than 120 calendar days from the date that the grievance was filed at the state level to: Secretary of the U.S. Department of Labor, Attention: Assistant Secretary Employment and Training Administration, S2307, Washington, D.C. 20210. A copy of the appeal must be simultaneously provided to the State Administrative Entity. *The claimant may not appeal sanctions applied by the local Workforce Board for using a controlled substance or termination of program eligibility.*

Note: Nothing included in this policy precludes the claimant from pursuing a remedy authorized under another Federal, State or local law.

**REPORTING CRIMINAL FRAUD AND ABUSE:**

WIOA Law describes the process for reporting complaints and/or reports of criminal fraud and abuse. Complaints/reports must be reported immediately to the USDOL Office of Inspector General, Office of Investigations, Room S5514, 200 Constitution Avenue, Washington, D.C. 20210 or the complaint or report can be mailed to the USDOL South East Regional Inspector General for Investigations, Office of Investigations, Sam Nunn Atlanta Federal Center, 61 Forsyth Street, SW, Suite 6T1, Atlanta, Georgia 30303 with a copy simultaneously provided to the Employment and Training Administration. Reports or complaints alleging criminal fraud and abuse may also be reported through USDOL’s Hotline at 1-800-347-3756.

**REPORTING DISCRIMINATION COMPLAINTS:**

WIOA law requires that recipients of WIOA funds comply with federal nondiscrimination and equal opportunity laws. WIOA discrimination complaints may be filed directly with the USDOL Director of Civil Rights Center, Room N4123, 200 Constitution Avenue, NW,
WASHINGTON, DC 20210 or to the Department of Economic Opportunity, ATTN: Mr. Thomas McGurk, Director, 1320 Executive Center Drive, Suite 300 Atkins Building, Tallahassee, Florida 32399-2250.

Forms and instructions for filing a discrimination complaint may be obtained by contacting the Department of Economic Opportunity, Human Resource Management, 1320 Executive Center Drive, Room 115 Atkins Building, Tallahassee, Florida 32399-2250. (850-488-7228, ext. 1160). If the person filing the complaint is sight or speech impaired, they should call the Florida Relay System at 1-800-955-8770 for voice assistance in contacting the Department of Economic Opportunity.

LOCAL CONTACT: Dave Hamilton, dhamilton@careersourcepascoherando.com

EXPIRATION DATE: Indefinite
Certification of Understanding, Pasco-Hernando Workforce Board, Inc. Participant Grievance/Complaint Hearing and Appeal Procedures

As a WIOA/WP/Welfare Transition Program participant, contractor, One-Stop partner, One-Stop operator, service and/or training provider, employee, employer and/or other entity receiving WIOA/WP/Welfare Transition Program funds or participating, enrolled or contracted with the Pasco-Hernando Workforce Board, Inc., I certify that I have read the above statement and understand my rights and responsibilities as enumerated.

[Signature]
1-16-18

Participant/Service Provider Employee/ Employer/or other Signature Date
Rao Musunuru, M.D., Chairman District Board of Trustees of Pasco-Hernando State College

As a representative of the Pasco-Hernando Workforce Board, Inc., and/or WIOA/WP/Welfare Transition Program staff, I verify that the above-signed individual has read the Grievance Hearing/Appeal Procedures and has indicated an understanding of it.

PHWB Service Provider Signature Date

REVISED 02/16

"Approved by Counsel
Via Email dated 11/30/17"
Date 12/11/17 By [Signature]
1. INTRODUCTION: Various agencies provide specific and diverse employment and training services from varying locations in Pasco and Hernando Counties, Florida. To better serve customers and help individuals and families benefit from such services, local area agencies and organizations deem it appropriate to agree and cooperate with each other for the establishment and operation of the Pasco Hernando One Stop Delivery System.

It is believed the Pasco Hernando One Stop Delivery System will provide for the integrated delivery of employment and training services to our customers in Pasco and Hernando Counties, and will assist community members with labor market information, extensive job linkages, technology broadening services and resources, easier access to training, and quality assurances for the universal customer.

The intention of the Pasco Hernando One Stop Delivery System is to provide access to career and training services, as well as programs and activities carried out by program partners. The objective is to enhance the provision of services to individuals with disabilities and other individuals through cross-training of staff, information sharing, technical assistance and other efforts of cooperation, collaboration and coordination with partner agencies.

It is our hope the community will view the One Stop Delivery Centers as a single organization. While One Stop Center staff is from different agencies and organizations, we will all work together to serve the universal customer. It is important staff consistently demonstrate friendly and courteous attitudes and work together as a team. The customer is our number one priority. Meeting or exceeding customer needs and our performance objectives is our livelihood, purpose and reason for being a part of the One Stop Delivery System.

2. PARTIES TO THIS MEMORANDUM OF UNDERSTANDING: This Memorandum of Understanding (MOU) is hereby entered into by and between the Pasco-Hernando Workforce Board, Inc. (PHWB) and the District Board of Trustees of Pasco-Hernando State College (PHSC) of New Port Richey, Florida.

3. PURPOSE OF THIS MOU: The purpose of this MOU is to set forth the general conditions under and by which agencies and organizations will participate
and contribute to the establishment and operation of the Pasco Hernando One Stop Delivery System. In addition, this agreement will establish joint processes and procedures that will integrate the current service delivery system, resulting in a seamless and a comprehensive array of education, human service, job training, and other workforce development services to Local Workforce Development Area 16.

4. NON-DISCRIMINATION: Neither party shall discriminate against any student based upon race, color, age, marital status, gender, gender identity, sexual orientation, ethnicity, pregnancy, creed, sex, religion, disability or national origin or any other factor or condition protected by law. In addition, neither party shall solicit, collect, maintain, or utilize genetic information, as defined in Federal regulation for any purpose.

Any claim of discrimination/grievance will be handled by the College and through the College's already established policy outlined in the College's Internal Management Memorandum IMM#6-17, Student Grievance Procedures.

5. GOVERNANCE STRUCTURE FOR THE ONE STOP SYSTEM:

a. THE ONE STOP GOVERNANCE COMMITTEE (OSGC) By or before July 1, 2017 or as soon as is practical, Pasco Hernando One Stop agencies/organizations to include PHSC shall designate in writing a representative to serve as a member of The One Stop Governance Committee (OSGC). The One Stop Operator Program Director shall chair The OSGC and shall, through the PHWB's Sr. VP of Operations and other means as appropriate, keep the PHWB CEO fully advised of all relevant issues.

b. THE ONE STOP PARTNER COMMITTEE - By July 1, 2017, or as soon as is practical, each One Stop partner agency/organization shall designate in writing a representative to serve as a member of The Local Center Committee (OSPC) for each One Stop in which the agency/organization physically locates permanent or itinerant staff. The local committees will support the staff, customers and operations of their respective One Stop Centers.

OSPC Committee chairs will forward any issues/problems not resolved by the OSPC to the Chair of the OSGC. The OSGC Chair will review these items and may take action or make recommendations for resolution to the OSPC and/or to the individuals involved. If the issues/problems are not resolved, The OSGC chair will notify the PHWB's Sr. VP of Operations prior to placing these items on The OSGC meeting agenda. One-Stop Center staff concerned about issues/problems should contact their
agency/organizational representative to the OSGC or the OSPC. Issues unresolved by The OSGC will be referred to the PHWB's Sr. VP of Operations, who may attempt a resolution. Issues/problems not resolved at this level may be subsequently referred to the CEO.

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4. Provide PHSC services to program certified customers.
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Attachment A contains a description of services to be provided by PHSC in the Pasco Hernando One Stop Service Delivery System. Attachment C contains common area rules and responsibilities for partners whose staff are physically located either full time or on an itinerant basis in service delivery centers operated by the PHWB.

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10. AMENDMENTS/CANCELLATION: Amendments to this MOU will be approved by the CEO and the partner organization(s).

Federal and state laws and regulations require that an MOU exist between the Regional Workforce Development Board and an agency/organization providing services at One Stop Centers. Federal and state laws and regulations further mandate that certain agencies/organizations participate in One Stop Centers. Therefore, it is incumbent upon all parties to negotiate solutions to differences/problems that threaten the MOU and/or the Pasco Hernando One Stop Delivery System. In a case where all internal efforts fail to correct the situation, the unresolved issue(s) will be forwarded to higher authorities at local, state and/or federal levels. A jointly signed cover letter will be attached to that correspondence.
11. **MOU EFFECTIVE PERIOD:** The MOU becomes effective on the date signed by both parties, and will remain in effect through midnight, June 30, 2020.

12. **AUTHORIZATION FOR SIGNATURE:**

IN WITNESS WHEREOF, the parties hereto cause this MOU to be executed by their undersigned officials as duly authorized.

<table>
<thead>
<tr>
<th>Pasco-Hernando Workforce Board, Inc.</th>
<th>District Board of Trustees Pasco Hernando State College</th>
</tr>
</thead>
<tbody>
<tr>
<td>By:</td>
<td>By: Rao Musunuru, M.D., Chairman</td>
</tr>
<tr>
<td>Date:</td>
<td>Date: 1/16/18</td>
</tr>
</tbody>
</table>

"Approved by Counsel
Via Email dated 11/30/17"

Date 12/1/17 by PHN"
Attachment A

Description of Services

Pasco Hernando State College

Pasco Hernando State College will provide information on their employment and training services to include:

- Career Assessment
- Placement Testing
- Internship Opportunities
- Job Placement Information
- General Educational Advisement
- Delivery of Educational Advisement
- Delivery of Educational and Training Services
- Placement and Salary information on PHSC program participants as provided by the Florida Education & Training Placement Program (FETPIP).

In-Kind Donations

Itinerant office space for WIOA and Business Services staff - $3,387.42 year per two offices/cubicles
### In-Kind Donations

**Pasco-Hernando Workforce Board Mobile One Stop - $5,888.56 per year**

<table>
<thead>
<tr>
<th>City</th>
<th>Round Trip</th>
<th>Fuel @ 1.70/gal</th>
<th>5 Hours Generator Fuel</th>
<th>% of Oil Change (5%)</th>
<th>Misc cost per trip</th>
<th>Staff Time</th>
<th>Per Trip Cost</th>
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</thead>
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<td>Dade City</td>
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<td>$478.81</td>
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</table>

**WIOA Staff**

1 staff member x 12 monthly visits – average $160 per visit = $1,920 per year
Pasco-Hernando Workforce Board, Inc.  
Grievance Procedure

PURPOSE: To comply with the Workforce Innovation and Opportunity Act Code of Federal Regulations (CFR), 20 CFR Section 667.600, which requires that the Pasco-Hernando Workforce Board, Inc. (PHWB) establish and maintain hearing and appeal procedures for handling program related grievances/complaints, except for grievances related to Job Corps. (Job Corps complaint/grievance requirements can be found at 20 CFR Section 670.990.) WIOA regulations, 20 CFR 667.600 defines the requirements for both the local and State grievance/appeal procedures.

Additionally, certain actions taken by the Governor, State Board or United States Department of Labor (USDOL) against the Board may be appealed.

SCOPE: Under WIOA, a grievance/complaint can be filed by One-Stop partners, One-Stop operators, service and training providers, participants, contractors, and others receiving WIOA funds or participating in WIOA activities who have been adversely affected by the local WIOA programs or decisions. The majority of complaints/grievances will be handled at the local level using the procedures herein.

This policy applies whenever the PHWB’s sub-recipients, subcontractors, WIOA or Welfare Transition Program participants, other interested person, or their representative files a non-criminal, nondiscrimination, or displacement grievance; or requests a review against or with the recipient (PHWB) alleging a violation of the WIOA, Welfare Transition Program, TANF Law, Division policies, grants, or other agreements.

The policy also includes procedures for the resolution of grievances arising from the recipient’s (PHWB’s) actions with respect to investigations or monitoring reports. If violations are substantiated against the local Board, the Regional and State Workforce Development Board Grievance/Complaint Hearing and Appeal Procedures may also apply PDI WDCP 00-004.

POLICY: The PHWB, sub-recipients, employers, contractors, grantees, and other affected parties that receive funds under the WIOA or Welfare Transition Programs, or as part of a program or contractual agreement, must maintain grievance hearing and appeal procedures.

This policy shall be made available to all interested parties, and participants shall be notified of their rights prior to services being rendered by the Board’s One-Stop Career Staff via the form entitled Certification of Understanding, Pasco-Hernando Workforce Board, Inc. Participant Grievance/Complaint Hearing and Appeal Procedures.
at the end of this grievance procedure. A copy of this form will be discussed with the participant, staff and participant will sign the form, and the form with original signature will be retained in the participant’s file.

Until further notice, records will be retained in accordance with the requirements of the WIOA Act and 20 C.F.R., Section 627.460.

NON-CRIMINAL, NON-DISCRIMINATION GRIEVANCE/COMPLAINT HEARING/APPEAL PROCESS:

The PHWB, hereafter referred to as the Board, sets the following procedures for processing non-criminal and displacement grievances. The Board first advocates problems be resolved between the conflicting parties, i.e. participants work with their case managers for resolution.

When resolutions cannot be reached to the claimant's satisfaction, within 120 calendar days following the alleged violation or adverse action, a request for a hearing may be made by writing a letter about the grievance/complaint to Hearings Officer, Pasco-Hernando Workforce Board, Inc. P.O. Box 6589, Spring Hill, FL 34611. The letter must have 'Request For Hearing' at the top of the page, cannot exceed 5 pages (not including exhibits and attachments), must include the claimant's mailing address and be sent by certified mail, return receipt. The Board's Hearing Officer will conduct a thorough review of all the facts and attempt to settle the grievance with the claimant. If a settlement cannot be reached, then the Hearing Officer will send a hearing notice to the claimant, by *certified, return receipt mail at least 10 calendar days prior to the hearing.

The hearing notice should advise the claimant of the following:

- The date, time, and place of the hearing;
- The pertinent sections of the WIOA and any federal regulations involved;
- Affected parties may present witnesses or documentary evidence at the hearing;
- Affected parties may be represented at the hearing by an attorney or other representative; and

The parties will receive the decision within 30 calendar days after the hearing is completed (all of which will be completed within a required 60 day timeframe).

*Failure to accept the certified mailing may constitute a waiver of the right of notice and the Hearing Officer shall then serve the copy by regular mail, (in this case, the time for taking further action shall begin to run 5 calendar days from the postmark date of the letter).

If the claimant receives an adverse decision, s/he may file an appeal within 120 calendar days of the alleged violation or adverse action to: Department of Economic Opportunity (DEO), ATTN: Mr. Thomas McGurk, Director, 1320 Executive Center Drive, Suite 300 Atkins Building, Tallahassee, Florida 32399-2250. The appeal should be in the same format as previously described for local filing and if applicable, include any written decision made by the local Hearing Officer. The State Administrative Entity will attempt
to resolve the grievance informally, however, if it is determined that the claimant needs a State level hearing, then s/he and the local Hearing Officer will be sent a notice of the hearing by certified mail, return receipt, at least 10 calendar days prior to the hearing. The notice will include the date, time, and place of the hearing; the pertinent sections of the Workforce Innovation and Opportunity Act and any federal regulations involved; notification that parties may present witnesses or documentary evidence at the hearing and both may be represented at the hearing by an attorney or other representative; and that both parties will receive a copy of the hearing officer’s decision within 30 calendar days after the hearing is completed. (State level hearings are scheduled and completed within the required 60 calendar days of the official filing of the grievance/complaint.

*If the claimant has a disability needing special accommodations, s/he needs to call the State Administrative Entity WIOA program administrator at (850) 487-2380 at least 5 working days prior to the hearing and tell them what special accommodations are needed in order for the claimant to participate in the hearing/appeal.

Under WIOA regulations, 20 CFR Section 667.600, if the State has not reached a decision on the claimant’s appeal within the required 60 calendar days, then s/he may file an appeal, certified mail, return receipt, no later than 120 calendar days from the date that the grievance was filed at the state level to: Secretary of the U.S. Department of Labor, Attention: Assistant Secretary Employment and Training Administration, 2307, Washington, D.C. 20210. A copy of the appeal must be simultaneously provided to the State Administrative Entity. The claimant may not appeal sanctions applied by the local Workforce Board for using a controlled substance or termination of program eligibility.

Note: Nothing included in this policy precludes the claimant from pursuing a remedy authorized under another Federal, State or local law.

REPORTING CRIMINAL FRAUD AND ABUSE:

WIOA Law describes the process for reporting complaints and/or reports of criminal fraud and abuse. Complaints/reports must be reported immediately to the USDOL Office of Inspector General, Office of Investigations, Room 5514, 200 Constitution Avenue, Washington, D.C. 20210 or the complaint or report can be mailed to the USDOL South East Regional Inspector General for Investigations, Office of Investigations, Sam Nunn Atlanta Federal Center, 61 Forsyth Street, SW, Suite 6T1, Atlanta, Georgia 30303 with a copy simultaneously provided to the Employment and Training Administration. Reports or complaints alleging criminal fraud and abuse may also be reported through USDOL’s Hotline at 1-800-347-3756.

REPORTING DISCRIMINATION COMPLAINTS:

WIOA law requires that recipients of WIOA funds comply with federal nondiscrimination and equal opportunity laws. WIOA discrimination complaints may be filed directly with the USDOL Director of Civil Rights Center, Room N4123, 200 Constitution Avenue, NW,
Washington, DC 20210 or to the Department of Economic Opportunity, ATTN: Mr. Thomas McGurk, Director, 1320 Executive Center Drive, Suite 300 Atkins Building, Tallahassee, Florida 32399-2250.

Forms and instructions for filing a discrimination complaint may be obtained by contacting the Department of Economic Opportunity, Human Resource Management, 1320 Executive Center Drive, Room 115 Atkins Building, Tallahassee, Florida 32399-2250. (850-488-7228, ext. 1160). If the person filing the complaint is sight or speech impaired, they should call the Florida Relay System at 1-800-955-8770 for voice assistance in contacting the Department of Economic Opportunity.

LOCAL CONTACT: Dave Hamilton, dhamilton@careersourcepascohernando.com

EXPIRATION DATE: Indefinite
Certification of Understanding, Pasco-Hernando Workforce Board, Inc. Participant Grievance/Complaint Hearing and Appeal Procedures

As a WIOA/WP/Welfare Transition Program participant, contractor, One-Stop partner, One-Stop operator, service and/or training provider, employee, employer and/or other entity receiving WIOA/WP/Welfare Transition Program funds or participating, enrolled or contracted with the Pasco-Hernando Workforce Board, Inc., I certify that I have read the above statement and understand my rights and responsibilities as enumerated.

Participant/Service Provider Employee/ Employer/or other Signature Date

Rao Musunuru, M.D., Chairman District Board of Trustees of Pasco-Hernando State College

As a representative of the Pasco-Hernando Workforce Board, Inc., and/or WIOA/WP/Welfare Transition Program staff, I verify that the above-signed individual has read the Grievance Hearing/Appeal Procedures and has indicated an understanding of it.

PHWB Service Provider Signature Date

REVISED 02/16

"Approved by Counsel
Via Email dated 11/30/17"

Date 12/11/17, By PHWB