



**CITRUS LEVY MARION REGIONAL
WORKFORCE DEVELOPMENT BOARD, INC. (CLMRWDB)
d/b/a
CAREERSOURCE CITRUS LEVY MARION**

**COST REIMBURSEMENT/PERFORMANCE BASED
CONTRACT PACKAGE**

WITH

Eckerd Connects

**TO PROVIDE YOUTH SERVICES TO
WORKFORCE INNOVATION AND OPPORTUNITY ACT and
WELFARE TRANSITION PROGRAM CUSTOMERS**

CareerSource Citrus Levy Marion is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed above may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. If you need accommodations, please call 352-840-5700, ext. 7878 or e-mail accommodations@careersourceclm.com at least three business days in advance. Additionally, program information may be made available in Spanish upon request. A proud partner of the American Job Center Network.”

Contract #PY-21-LOA-06 is supported by the Employment and Training Administration of the U.S. Department of Labor as part of an award totaling \$6,200,000.00 with no percentage financed from non-governmental sources.

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COST REIMBURSEMENT/PERFORMANCE BASED CONTRACT

BETWEEN THE

**CITRUS LEVY MARION REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.
(CLMRWDB)
d/b/a
CareerSource Citrus Levy Marion**

AND

Eckerd Connects

**TO PROVIDE YOUTH SERVICES TO WORKFORCE INNOVATION AND OPPORTUNITY ACT
CUSTOMERS**

WHEREAS this Contract, entered into by and between the Citrus Levy Marion Regional Workforce Development Board, Inc., d/b/a CAREERSOURCE CITRUS LEVY MARION, hereinafter referred to as CLMRWDB, a not-for-profit corporation, under the laws of Florida, hereinafter referred to as "GRANTEE"; and ECKERD CONNECTS hereinafter referred to as "Contractor."

WHEREAS, the Grantee is legally empowered to Contract for delivery of employment and training services under the Workforce Innovation and Opportunity Act, hereinafter referred to as WIOA and Personal Responsibility and Work Opportunity Reconciliation Act of 1996, hereinafter referred to as the Act (Public Law 104.193), and the Workforce Innovation Act of 2000, hereinafter referred to as the Welfare Transition Program (WTP).

WHEREAS this Contract's performance shall begin no earlier than the last signature date and shall be completed no later than June 30, 2026. All Contract costs must be incurred between these dates. CLMRWDB will exercise its option to extend this contract for a one-year period, four (4) years total, contingent upon funding received by CLMRWDB and satisfactory performance by the Contractor.

WHEREAS, the Contractor agrees to be engaged in providing Youth Services under WIOA and/or WTP as a sub-recipient;

WHEREAS, the Contractor has expressed intent and demonstrated an ability and capability to provide Youth Services to WIOA and/or WTP customers and has been duly selected to provide same;

WHEREAS the Contractor agrees to be the responsible administrator for services described herein under WIOA and/or WTP;

WHEREAS this Contract initiates the Contractual obligation for a total amount not to exceed \$1,351,176.00 which shall be reimbursed by the Grantee for the provision of services as outlined.

WHEREAS the total Contract obligation above is allocated in accordance with Exhibit III, Budget: WIOA Youth- \$895,195.00 (\$675,613.00 Salary/Fringe/Operating Costs, \$219,582.00.

Participant Costs), CFDA# 17.259; YouthBuild– \$255,981.00 (\$120,991.00 Salary/Fringe/Operating Costs, \$134,990.00 Participant Costs), CFDA# 17.274; Youth Career Exploration, CFDA#s 17.258, 17.259, 17.278 (\$119,589.00 Operating, \$80,411.00 Participant).

WHEREAS the parties agree to comply with all the terms and provisions of this Contract including and incorporating herein the specified attachments/exhibits.

WHEREAS the parties agree that all the terms and provisions of this Contract will remain in effect throughout the entire Contract period, and until or unless a written Contract modification changing its terms are initiated and executed according to the terms of this Contract between the then legally empowered Contracting entities.

WHEREAS the parties further agree that Marion County, Florida, shall be the venue of any legal action between the parties, and that this Contract shall be read, interpreted, and construed in accordance with the laws of the State of Florida.

NOW THEREFORE, in consideration of the mutual promises herein contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties covenant and agree as follows:

1. Modification(s)

- a. The Contractor agrees to submit a written modification for approval prior to changing any budget line item or participant service level.
- b. The Grantee agrees to make any changes in this Contract only through a written modification.
- c. All modifications initiated by the Contractor will be bilateral.
- d. The Grantee may make a unilateral modification to this Contract at any time. A copy of such unilateral modification will be given to the Contractor.

Modifications to this Contract shall be bilateral in nature except when required by changes in U.S. Department of Labor or State of Florida regulations, policies or funding, or when required by a change in State or Federal Law, or to effect an assignment of all Contract rights of Grantee to a new Administrative Entity/Grant Recipient.

- e. Budgetary line items cannot be exceeded. Budgetary line items are not estimates, but are fixed amounts. Any changes in budgetary line item areas must be requested in writing, and approved in advance via Contract modification, as necessary.

2. Amendments

This Agreement constitutes the entire Contract between the parties hereto. No representation, modification or amendment hereto, whether oral or written, shall be effective unless it is in writing and signed by the parties hereto.

Notwithstanding the first paragraph, above, the Grantee may unilaterally amend this Contract at will in order to accommodate any change in the Act or WIOA and/or WTP or any change in the interpretation of the Act or WIOA and/or WTP or any applicable Federal, State or local laws, regulations, rules or policies. In the event a unilateral amendment cannot be complied with by the Contractor, then the Contract will be terminated for convenience.

3. Changes

The Grantee may, from time to time, request changes in the scope of services of the Contractor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between the Grantee and the Contractor, shall be incorporated in written amendments to this Contract.

At any time after the completion of each quarter of operation under this Contract, the Grantee may remove from the total cost as set forth in this Contract and reallocate to other WIOA and/or WTP activity, any such funds which the Grantee determines will remain unspent upon the expiration of the term of this Contract. Such removal shall be accomplished after consultation with the contractor, by written amendment hereto, with or without any subsequent execution of written agreement of the Contractor but with its consent as granted by execution hereof.

4. Standards of Conduct

The Contractor hereby agrees that in administering this Contract, it will comply with the standards of conduct, hereinafter specified, for maintaining the integrity of the program and avoiding any conflict of interest in its administration.

- a. **General Assurance -- Every reasonable course of action will be taken by the Contractor in order to maintain the integrity of this expenditure of public funds and to avoid any favoritism or questionable or improper conduct. This Contract will be administered in an impartial manner, free from personal, financial, or political gain. The Contractor, its executive staff and employees, in administering this Contract, will avoid situations which give rise to a suggestion that any decision was influenced by prejudice, bias, special interest, or personal gain.**
- b. **Conducting Business Involving Relatives -- No relative by blood, adoption, or marriage of any executive or employee of the Contractor shall receive favorable treatment for enrollment into services provided by, or employment with, the Contractor. The Contractor shall also avoid entering into any agreements for services with a relative by blood, adoption, or marriage. When it is in the public interest for the Contractor to conduct business (only for the purpose of services to be provided) with a relative, the Contractor shall obtain the written approval from the Grantee before entering into an agreement. All pertinent correspondence shall be kept on file and available for monitoring and audit reviews.**
- c. **Conducting Business Involving Close Personal Friends and Associates -- Executives and employees of the Contractor will be particularly aware of the varying degrees of influence that can be exerted by personal friends and associates and in administering this Contract, will exercise due diligence to avoid**

situations which may give rise to an assertion that favorable treatment is being granted to friends and associates. When it is in the public interest for the Contractor to conduct business with a friend or associate of an executive or employee of the Contractor, a permanent record of the transaction will be retained.

- d. **Avoidance of Conflict of Economic Interest --** An executive, officer, agent, representative, or employee of the Contractor will not solicit or accept money or any other consideration from a third person or entity for the performance of an act reimbursed in whole or in part by the Contractor. Supplies, materials, equipment, or services purchased with Act funds will be used solely for purposes allowed under this Contract.

For the purpose of this Contract, "relative by blood, adoption, or marriage," shall include: wife, husband, father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, son-in-law, daughter-in-law, brother-in-law, sister-in-law, father-in-law, mother-in-law, stepfather, stepmother, stepson, step-daughter, stepbrother, stepsister, half-brother, or half-sister.

5. Sub-Contracting and Assignment

The Contractor shall not assign this Contract or any part thereon, unless otherwise provided for, without the written consent of the Chief Executive Officer, Grantee, but in no case shall such consent relieve the Contractor from the obligations under, or change the terms of the Contract.

The Contractor shall not transfer or assign any Contract funds or claims due or to become due without the written approval of the Chief Executive Officer, Grantee, having first been obtained.

The transfer or assignment of any Contract funds, either in whole or in part, any interest therein, which shall be due or become due to the Contractor, shall cause the annulment of said transfer or assignment so far as the Grantee is concerned.

This Contract may not be assigned in whole or part to any third party by the Contractor unless provided for in writing by the Grantee or accepted by inclusion in the Scope of Work.

6. Audits, Inspections and Monitoring

At any time during normal business hours and as often as the U.S. Comptroller General, Auditor General of the State of Florida, or the Grantee may deem necessary, the Contractor shall make available to the Grantee for Examination, all of its records with respect to all matters covered by this Contract. The Grantee, Auditor General of the State of Florida, and the U.S. Comptroller General shall have the authority to audit, examine, and make excerpts, transcripts, and photocopies from records, including all Contracts, invoices, materials, payrolls, records of personnel, conditions of employment, computer records, and other data relating to all matters covered by this Contract. This right also includes timely and reasonable access to Contractor's or subcontractor's personnel for the purpose of interviews and discussions related to such documents (vendor Contracts).

- a. **The Grantee shall have the authority to examine the books and records used by the Contractor in accounting for expenses incurred under this Contract. Should these**

books and records not meet generally accepted accounting practices, the Grantee reserves the right to withhold any or all of its funding to the Contractor until such time as they do meet these standards.

- b. The Grantee shall have the authority to examine all forms and documents used, including, but not limited to, purchase requisitions, purchase orders, supply requisitions, invoices, journal vouchers, travel vouchers, payroll checks, and other checks used by the Contractor.
- c. The Grantee may require the Contractor to use any or all of the Grantee's accounting or administrative procedures used in the planning, controlling, monitoring, and reporting of all fiscal matters relating to this Contract.
- d. The Grantee reserves the right to dispatch auditors/monitors of its choosing to any site where any phase of the program is being conducted, controlled, or advanced in any way, tangible or intangible. Such sites may include the home office, any branch office or other locations of the Contractor if such sites or the activities performed thereon have any relationship to the program covered by this Contract.
- e. The Grantee shall have the authority to make physical inspections and to require such physical safeguarding devices as locks, alarms, safes, fire extinguishers, sprinkler system, etc., to safeguard property and/or equipment authorized by this Contract.
- f. Any indirect cost rate charged to this contract must be approved by the contractor's federal cognizant agency. The contractor will be required to submit a copy of the indirect cost plan and evidence of approval by its federal cognizant agency to the Grantee.
- g. Subject to the discretion of the Grantee, certain authorized members of the Grantee shall have the right to be present at any and all of the Contractor's staff meetings, Board of Director's meetings, Advisory Committee meetings, and Advisory Board meetings if an item to be discussed is an item of this Contract.
- h. The Contractor will make financial and programmatic periodic, final, close-out and annual reports as prescribed by Grantee.
- i. The Contractor shall be responsible for securing an annual, independent audit of its operations, which will separately identify the revenues and expenditures for the services provided pursuant to this Contract.
- j. **Annual Audit Requirements.** A commercial organization receiving \$25,000 or more in a fiscal year in federal financial assistance to operate a federal program and non-federal organizations including but not limited to State governments, Nonprofit organizations and Educational institutions receiving \$300,000 or more in a fiscal year in federal awards are required to have annual independent audit. Organizations receiving less than the aforementioned amounts of federal awards are hereby precluded from charging any portion of the cost of an audit to the Grantee. Contractors requiring annual audits will submit to the Grantee a copy of

their annual audit within 30 days of the date the audit is released, but no later than nine months after the completion of this Contract.

- k. The Contractor shall be responsible for meeting the audit requirements of OMB Circular A-133, including any revisions thereto.
- l. Should the Grantee determine that a separate, independent audit of only this Contract be necessary, the Contractor warrants that it will obtain such an audit or allow the conduct of such an audit obtained by Grantee. Further, the Contractor assures that it will cooperate fully with audits conducted by State and Federal audit entities.
- m. If the Contractor fails to perform in whole or in part under this Contract, or fails to make sufficient progress so as to endanger performance, the Grantee shall notify the Contractor of such unsatisfactory performance in writing. The Contractor shall have ten (10) working days in which to respond with a plan agreeable to the Grantee for correction of the deficiencies. If the Contractor does not respond within the appointed time, or does not respond with appropriate plans, the Grantee may terminate this Contract for cause or convenience as provided for herein.

When a fiscal or special audit determines that the Contractor has expended funds which are questioned under the criteria set forth herein, the Contractor shall be notified and given the opportunity to justify questioned expenditures prior to the Grantee's final determination of the disallowed costs. The Contractor agrees that any disallowed costs resulting from an audit(s) will be the sole responsibility and liability of the Contractor.

The Contractor recognizes that the Grantee, an administrative entity/grant recipient under the Act has the responsibility and possesses every authority to monitor and investigate all matters regarding compliance by the Contractor; including subcontractors, if any, with provisions of the Contract and those documents enumerated in the Contract.

The Grantee will perform program and administrative monitoring as often as deemed necessary, but at least annually.

The Grantee will issue a written monitoring report to the Contractor when deficiencies are noted. The Contractor shall have twenty (20) working days in which to respond, in writing, with a plan agreeable to the Grantee for correction of the deficiencies. If the Contractor does not respond within the appointed time, or does not respond with appropriate plans, the Grantee may terminate this Contract for cause or convenience as provided for herein.

The Contractor will develop and implement its own internal monitoring procedures to ensure that its activities are in compliance with the Contract and that adequate administrative and accounting controls are being used.

Grantee may investigate any matter it deems necessary to determine compliance with this Contract and those documents enumerated in the Contract. The investigations may include examining records, questioning employees, and entering any premises or onto any site in which any part of a program of the Contractor is conducted or in which any of the records of the Contractor are kept.

- a. The Grantee, the U.S. Secretary of Labor, the Inspector General of the U.S. Department of Labor, the U.S. Comptroller General, or their designated representatives may monitor the Contractor's operation for compliance with the terms and conditions of this Contract. To carry out this function, officials shall have access to the Contractor's office or any site at which the Contractor operates, maintains offices, or keeps books and records.
- b. Such monitoring may also include on-site monitoring of program operations; inspection and/or transcription of any and all program reports, documents, records, third party agreements and Contracts; interviews with any beneficiary; or observations of any actions covered under this Contract.
- c. The management, administration, and implementation of all terms and conditions of this Contract shall be performed in a manner satisfactory to the Grantee. The Grantee may act in its own best interest including, but not limited to:
 - (1) Requiring a written report of corrective action within specific time frames;
 - (2) Withholding payment;
 - (3) Disallowing inappropriate claims, payments, or costs;
 - (4) Deobligating Contract funds; or
 - (5) Terminating or suspending this Contract.

If the Contractor determines that the program described in this Contract is not functioning as intended, the Contractor shall notify the Grantee immediately by telephone, followed by written notice, which may result in bilateral corrective action, or adjustment of the Contractual terms through modification of this Contract.

7. Retention of Records

As specified in the State of Florida General Records Schedule (GRS) GSI-L, the Contractor will retain all records pertinent to the Contract including financial, statistical, property, participant, and supporting documentation as follows:

- a. For five (5) fiscal years after completion of project provided applicable audits have been released.
- b. Project completion has not occurred until all reporting requirements are satisfied and final payments have been received.
- c. For five (5) years following final disposition of nonexpendable property.
- c. If any litigation, audit or claim remains unresolved at the expiration of the longest of the hereinabove stated periods, then the records will be retained until all outstanding issues have been resolved.

If the Contractor is not able to retain the necessary participant and financial records, it shall transfer such records to the Grantee. Such records shall be transmitted to the Grantee for acceptance in an orderly fashion, with documents properly labeled and filed and in an acceptable condition for storage.

Rights of Inspection: The Grantee may terminate this Contract without advance notice if the Contractor fails or refuses to permit inspection of its books and records by duly authorized Federal, State and Grantee representatives, or any person seeking inspection of the Contractor's records pursuant to the Florida Public Records Law, Chapter 119, Florida Statutes.

Program participant confidentiality will be maintained in accordance with the following policy:

1. Participant files will be e-filed in the ATLAS system. If any part of the participant's file is kept in hard copy by the Contractor, the record documents will be maintained in a safe, secure and locked filing system.
2. Only persons having a need to consult or handle records will be authorized to access records.
3. Sign-out procedures will be used for checking records in and out including acknowledgment of responsibility for the records by the person checking them out.
4. Officials will be restricted to gathering information on participants/applicants to the extent provided for by the Law.
5. Officials will be allowed access to records as provided for in law, rule or official policy and information contained in records will be disclosed to properly authorized officials as provided for in the Law.
6. Records will be released to unauthorized or unofficial parties only
 - under a court issued subpoena or lawful order as part of a court proceeding or as part of an investigation; or
 - at the request of, and on the express written consent of, the participant/applicant, notwithstanding provisions of Chapter 119, Florida Statutes.

The Contractor will ensure all documents generated on any participant are e-filed in the Grantee's file system, ATLAS. This includes all documents that make up the complete participant file, including but not limited to: Assessment records, counseling notes, MIS forms, etc.

The Contractor will grant access to and the right to copy any books, accounts, records, correspondence or other documents pertinent to the Contract that are in the possession, custody or control of the Contractor or its agents, assignees or subcontractors by the duly authorized Federal, State and Grantee representatives.

This clause shall be inserted by the Contractor in agreements with its subcontractors, if any. Grantee will provide the Contractor appropriate notice of its intent to gain access to the Contractor's records, except that Grantee reserves the right to access Contract records on demand without notice.

8. Financial Management

The Contractor must account for financial transactions using internal control procedures which meet Generally Accepted Accounting Principles, requirements of Generally Accepted Governmental Auditing Standards, and all Federal, State and Local rules, regulations and statutes. The Contractor will develop, implement, and maintain internal control policies and procedures that address all areas of financial management. Those areas include, but are not limited to the following:

- a. Cash Receipts
- b. Cash Disbursements
- c. Payroll
- d. Personnel
- e. Purchasing
- f. Subsidiary Ledgers and Journals
- g. Bonding/Employee Dishonesty Insurance – The Contractors employees who handle cash, accounts and negotiable instruments must be bonded or insured up to an amount equal to or greater than the sum of cash disbursements and cash receipts for any given week.
- h. Cost Allocation Plan
- i. Equipment and Property – An annual inventory of these items will be taken and certified to the Grantee. This includes all items having an acquisition unit cost of \$500.00 or more with a useful life of one year.

9. Salary and Bonus Limitations

In compliance with Public Law 109-234, none of the funds appropriated in Public Law 109-149 or prior Acts under the heading 'Employment and Training' that are available for expenditure on or after June 15, 2006, shall be used by a recipient or subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II, except as provided for under section 101 of Public Law 109-149. This limitation shall not apply to vendors providing goods and services as defined in OMB Circular A-133.

10. Billing and Payment Conditions

Form and content of billings will be as prescribed by Grantee.

The Contractor understands and agrees that Grantee may withhold payments to which the Contractor is otherwise entitled for failure of the Contractor to meet or make substantial progress towards meeting the Contract's scope of work objectives.

Grantee may withhold payments in whole or part pending the results if actions are taken to terminate for cause is invoked.

11. Documentation Required for Reimbursement

The Contractor will maintain procedures and systems that will account for individuals served under the Contract, the Contract services provided to individuals, the relationship between individuals served and services provided; and Contract expenditures. Further, the system must be capable of accounting for all transactions made and generating information at both discrete and summary levels of detail. The Contractor will follow any programmatic procedures and systems prescribed by Grantee.

12. Fiscal Responsibilities, Payments, Fiscal Limitations and Requirements

The Contractor will maintain an accounting system on the accrual basis that meets generally accepted principles, practices and standards for an accounting system and which will permit tracing of Contract funds from source documents through summary reports. Further, the accounting system will account for Contract expenditures at a level of detail that assures that each and every expenditure is an allowable cost under WIOA and/or WTP and the Contract, and is reasonable and necessary to the operation of the Contract and is allocable to the Contract and the cost category charged. The Contractor will provide at a minimum, quarterly reports which show accrued expenses by functional expense category for WIOA and/or WTP. The quarters end September 30, December 31, March 31, and June 30 of the contract period.

- a. The Contractor shall establish and maintain an auditable system, in accordance with recognized accounting practices and the Grantee requirements for fiscal and program reports. This includes establishing internal management controls to ensure that Contractual activities are properly and adequately reported. The Contractor will prepare and submit reports in conformity with the Grantee's designated formats and schedules. The Contractor shall maintain records specified by the Grantee and retain such reports for five (5) years from the date all audits are completed and findings on all claims have been finally resolved.
- b. The Contractor agrees that payments are predicated upon properly documented proof completed in accordance with the terms of this Contract. The Contractor shall submit an invoice for payments due no later than the fifteenth (15th) calendar day of the month following the end of the reporting period. The Grantee shall make payments to the Contractor within forty-five (45) days of written receipt and acceptance of each invoice by the Grantee's fiscal manager. Failure to comply with invoicing requirements may result in a delay of reimbursement.
- c. Contractor understands and agrees with the provision that Grantee will not honor requests for cash advances.

Contractors shall adequately safeguard all such assets and assure they are used solely for authorized purposes. Contractors shall maintain advances of Federal funds in interest bearing accounts, unless one of the following paragraphs applies:

- (1) The recipient receives less than \$120,000 in Federal awards per year.
- (2) The best reasonably available interest bearing account would not be expected to earn interest in excess of \$250 per year on Federal

cash balances.

- (3) The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources. (29 CFR 95.22)

If program income is generated, Contractor will submit a plan to CLMRWDB for the use of such income. Contractor agrees to use program income only in accordance with a plan approved by CLMRWDB. Any cash advance in excess of actual expenditures or program income, to include any interest therein, not expensed by the termination date of this Contract will be returned to CLMRWDB at the end of the year to be processed in accordance with local procedures outlined in Financial Policy, Section XIV, to ensure compliance with the requirements of the State's instructions in its disposition.

- d. The Grantee shall supply such items of equipment as may be reasonable and necessary, as determined by the Grantee, in support of the Contractor's activities described herein, provided that any and all such purchases, or other methods of supply of equipment shall be made in accordance with OMB Circular A-102 and the Grantee's Procurement Policies. It is additionally understood and agreed that supplies and equipment which are non-consumable (those items with an expected life of more than one year with an acquisition cost of \$500 or more per item) are to be accounted for and reported to Grantee in writing. Such items shall be the property of the Grantee and the Contractor shall promptly deliver the same to the Grantee upon any cancellation or termination of this Contract.

The Contractor shall establish such standards and procedures as are required of a recipient of funds under WIOA and/or WTP to assure against program abuses including, but not limited to:

mis-expenditure of funds; nepotism; conflicts of interest; the charging of fees in connection with participation in the program; excessive or unreasonable legal fees; the improper co-mingling of funds received from other sources, the failure to keep and maintain sufficient, auditable, or otherwise adequate records; political patronage; violations of applicable child labor laws; and use of funds for political (including lobbying), religious, anti-religious, unionization, or anti-unionization activities.

Should the Contractor or its subcontractors, if any, misspend or misuse Contract funds; the Contractor, upon such finding and determination, shall be held liable for the repayment of such amounts determined to have been misspent or unallowable due to willful disregard of the requirements of WIOA and/or WTP or the Contract, gross negligence, or failure to observe accepted standards of administration.

Misspent or misused funds shall be explicitly understood by the Contractor to include expended costs, budgeted or otherwise, which are determined through audit or otherwise to be unreasonable, unnecessary or mis-allocated. Repayment of misspent funds shall be from sources other than those provided under the Contract or through WIOA and/or WTP, notwithstanding any other provisions of the Grantee's Debt Collection Procedure.

13. Method of Payment

The Contractor will be paid for Contract budgeted costs that are actually incurred in delivering the specified scope of work. Compensation to the Contractor is further conditioned on applicable WIOA and/or WTP funds being continuously made available to and being received in a timely manner by Grantee through the WIOA and/or WTP funding mechanism in amounts sufficient to reimburse costs as provided for herein.

It is understood and agreed by and between the parties to this Contract that the Contractor's payment will be conditioned upon satisfactory performance. Satisfactory performance in this case is defined in both Exhibit III, the Statement of Work/Scope of Work and Exhibit V, Performance Requirements.

14. Program Income

Contractor hereby agrees to report quarterly any WIOA and/or WTP income earned as a result of the above cited Contract for WIOA and/or WTP services. Such program income will be reported to CLMRWDB for the purpose of complying with Regulations. Program income shall be used in accordance with WIOA and/or WTP Regulations. The use of such income will be reported to CLMRWDB as a quarterly expense. Any program income not expensed by the termination date of this Contract will be repaid to CLMRWDB so that it may comply with the requirements of the State's instructions in its disposition.

If such program income is generated, Contractor will submit a plan to CLMRWDB for the use of such income. Contractor agrees to use program income only in accordance with a plan approved by CLMRWDB. CLMRWDB will not unreasonably withhold its approval provided the plan is consistent with 20 CFR 627.450 or State policy and the purpose contained in the original Contract cited above.

15. Cost Allocation

All costs under this contract must be properly allocated to WIOA and/or WTP funding sources. All time must be allocated using a procedure approved by CLMRWDB Finance and Audit Manager. A cost allocation plan must be submitted to CLMRWDB Finance and Audit Manager for approval prior to use.

16. Availability of Funds

The Grantee through duly authorized representatives, shall have the obligation to:

- a. Notify the Contractor of any changes in the Act or WIOA and/or WTP regulation, rule and law that is specifically named and incorporated into this Contract which may affect the Contractor's performance under the terms and conditions of this Contract.
- b. Provide to the Contractor prescribed reporting forms, along with written instructions and procedures, required by the Grantee.

17. Procurement

Procurement of property, goods and services from Contract funds shall be governed by Grantee's Procurement Policy or the Contractor's procurement policy and practices, provided they are consistent with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. A copy of the Grantee's Procurement Policy is available upon request. Should the Contractor determine to use their internal Procurement Policy, a copy of said policy shall be forwarded with the signed contract to the Grantee. Compliance shall be the express requirement of the Contractor.

18. Compliance with WIOA and/or WTP

The Contractor assures that it will comply with the requirements of WIOA and/or WTP regulations and policies promulgated hereunder. The Contractor further agrees to comply with all subsequent revisions, modifications and amendments to WIOA and/or WTP regulations. Failure by the Contractor to accept or comply with changes to WIOA and/or WTP regulations which affect the terms of this Contract, and which the Grantee shall present, in writing, shall be sufficient basis for termination by the Grantee.

This Contract flows from and will be operated in accordance with the following listed documents which by reference are made a part of this Contract as if they were set forth herein.

- a. The Workforce Innovation and Opportunity Act (Public Law 113-128) and any revisions thereto; and
- b. The Workforce Investment Act; Interim Final Rule and resulting Final Rule; and
- c. Workforce Florida Act of 1996 (FS Section 288.9950) and any revisions thereto; and
- d. The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Public Law 104.193) and any revisions thereto; and
- e. Florida's Workforce Innovation Act of 2000, WTP including rules and regulations promulgated under the Act and any regulations and revisions thereto; and
- f. Florida State rules, policies and procedures established pursuant to the authority granted the State under WIOA and any changes thereto; and,
- g. The in-effect WIOA Plan which includes the Workforce Innovation and Opportunity Act, Wagner-Peyser Act and Welfare Transition Program for local workforce development area 10 and any modifications or changes thereto, and all applicable policies issued by the CLMRWDB.

If a conflict arises in the interpretation of the Contract, then the hereinabove listed documents will take precedence in the order provided over the Contract for resolving the conflict. The extent of any defect found in the Contract relative to any of these documents is limited to those clauses of the Contract affected and is not to be construed to render the entirety of the Contract defective.

Grantee shall have sole authority to interpret this Contract and any matters appertaining thereto. Verbal representations made by either Contractual party to the other or by a third party to either

of the Contractual parties shall not be considered binding interpretations of the Contract.

19. Compliance with Federal, State, and Local Laws, Regulations, Rules, Directives, Issuances and Ordinances

- a. The Contractor further assures that it will adhere to and comply with any and all applicable Federal, State, and Local statutes, rules, regulations, directives, issuances and ordinances in effect or promulgated during the term of this Contract of any extensions thereof, and will require any subcontractors to do likewise.
- b. The Contractor understands and agrees that verbal communication between the parties will not be accepted in any audit determination or other matter involving interpretation of the rules, policy directives, and regulations governing the implementation of program activities under this Contract.
- c. The Contractor understands and further assures that it will adhere to and comply with any and all applicable administrative requirements and information; general specifications; and, performance driven cost reimbursement Contracting manual requirements set forth in the Invitation to Negotiate (ITN) package.

20. Non-Discrimination, Equal Opportunity and Affirmative Action

The Contractor agrees to comply with Public Law 97-300, Title VI and VII of the Civil Rights Act of 1964, as amended; Age Discrimination Act of 1975, as amended; Section 504 of the Rehabilitation Act of 1973 as amended by the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, as amended; Workforce Innovation and Opportunity Act (WIOA) 29 CFR 37, including the Nontraditional Employment for Women Act of 1991; and the Florida's Human Rights Act of 1977; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR part 37.

The Contractor further agrees that no individual, on the grounds of race, creed, color, disability, national origin, sex, age, political affiliation, veteran or marital status shall be excluded from participation in, denied benefits of, or otherwise be subjected to discrimination under any program or activity funded in whole or in part with funds made available under the Contract.

It is also agreed that participation in programs and activities shall be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees and parolees, and other individuals authorized by the Attorney General to work in the United States. The Contractor will comply with the State's affirmative action requirements and will maintain an in-force and up-to-date Affirmative Action Plan, which by reference is considered to be and made a part of this Contract, on file with Grantee at all times.

The Contractor assures that all programs and activities, conducted under this Contract, are accessible to the disabled. Where the physical facilities are not accessible, an alternate plan for accessing the program or activity must be developed, approved by Grantee and retained on file.

The following legislation provides persons with disabilities certain protection and/or employment opportunities:

- **As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:**
 - **Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I-financially assisted program or activity;**
 - **Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;**
 - **Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;**
 - **The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and**
 - **Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.**

The grant applicant also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

- **Wagner-Peyser Act, as amended by the Workforce Innovation and Opportunity Act (Public Law 113-128).**
- **Non-discrimination and Equal Opportunity provisions of WIOA, Title VI of the Civil Rights Act of 1964, the Age Discrimination Act, Section 504 of the Rehabilitative Act, Title IX of the Education Act, and the Nontraditional Employment for Women Act.**
- **The Rehabilitation Act of 1973, Public Law 93-112, as amended December 1974. (29 U.S.C. 706 and 793), as amended by sec. 111, P.L. 93-516: sec. 103(d)(2)(B), P.L. 99-506: sec. 9, P.L. 100-259: sec. 512, P.L. 101-336: and secs. 102 and 505, P.L. 102-569.**
- **All applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program(s) associated with this Contract.**

Provisions must also be made for the limited English speaking and vision and sensory impaired. These provisions include: having a plan to provide, when necessary, interpreters and sign language assistance, assuring adequate staff or other sources are available to adequately communicate with non-English speaking applicants.

- a. **The Contractor assures that no person with responsibilities in the operation of any program under this Contract will discriminate with respect to any program participant or any applicant for participation in such program because of race, creed, color, national origin, religion, sex, age, political affiliations or beliefs, disability or due to participation in this program.**
- b. **The Contractor further agrees not to discriminate against any employee or applicant for employment, to be employed in the performance of this Contract, with respect to hire, tenure, terms, conditions or privileges of employment, or any**

matter directly or indirectly related to employment, because of race, creed, color, national origin, sex, age, political affiliations or beliefs, disability or due to participation in this program. Breach of this covenant may be regarded as material breach of this Contract and cause for termination.

- c. The Contractor further agrees to furnish the Grantee with employment data and such other information as the Grantee may require regarding the Contractor's hiring practices in conjunction with this Contract.

21. Complaints and Grievances

The Contractor, as a sub-recipient of WIOA and/or WTP funds, shall follow the Grantee's "Grievance Procedure" in resolving complaints or grievances brought against the Contractor's program by participants or other parties.

The Contractor shall not discharge or in any manner discriminate against any individual in connection with the administration of the program, or against any individual because such individual has filed any complaint or instituted or caused to be instituted any proceeding under or related to the Act, or WIOA and WTP or has testified or is about to testify in any such proceeding or investigation under or related to the Act or WIOA and WTP or otherwise unlawfully deny to any individual any benefit to which that participant is entitled under the provisions of the Act or WIOA and WTP.

22. Artificial Barriers

The Contractor shall contribute to the maximum extent feasible, the elimination of artificial barriers to employment and occupational advancement.

23. Fundraising or Lobbying Activities

No funds made available under the Act or WIOA and/or WTP shall be used in any way for lobbying or fundraising activities.

24. Unionization

No funds made available under the Act or WIOA and/or WTP shall be used in any way to either promote or oppose unionization.

25. Gratuity

No officer, employee or agent of the Contractor shall solicit or accept gratuities, favors or anything of monetary value from any actual or potential subcontractors and/or their respective clients with regards to this Contract.

26. Sectarian Activities

Participants in the program will not be employed in the construction, operation, or maintenance of any facility which is used for Sectarian instruction or worship.

27. Child Labor

All Contractors shall comply with applicable Federal, State, and local child labor laws.

28. Indemnification and Insurance

Grantee will maintain in full force and effect policies of insurance providing liability coverage in amounts sufficient to cover any loss and damages as a result of activities and services provided for under this contract. In addition to the Grantee's coverage, the Contractor must maintain a minimum of \$1,000,000 in liability insurance, and annually provide a copy to Grantee to ensure coverage. The Contractor shall maintain evidence of automobile liability insurance coverage for those employees who may transport participants in their privately owned vehicles. Notwithstanding the foregoing, if the Contractor is a state agency or subdivision as defined by 768.28, Florida Statutes, the contractor shall furnish the grantee, upon request, written verification of liability insurance in accordance with 768.28, Florida Statutes. Nothing herein shall be construed to extend any party's liability beyond that provided in 768.28, Florida Statutes.

29. Liability for Damages

Notwithstanding any term or condition of this Contract to the contrary, the Contractor shall not be relieved of liability to the Grantee as a result of Contract performance.

30. Theft or Embezzlement of Employment and Training Funds

The Contractor shall be liable for prosecution under the criminal provisions of the 18 U.S.C. 665 for theft or embezzlement of employment and training funds.

31. Employee Displacement (Maintenance of Effort)

No currently employed worker shall be displaced by any participant, including partial displacement such as a reduction in the hours of non-overtime work, wages or employment benefits. No participant shall be employed or job opening filled (1) when any other individual is on layoff from the same or any substantially equivalent job, or (2) when the employer has terminated the employment of any regular employee or otherwise reduced its workforce with the intention of filling the vacancy so created by hiring a participant whose wages are subsidized under the Act or WIOA and/or WTP. No jobs shall be created in a promotional line that will infringe, in any way, upon the promotional opportunities of currently employed individuals.

32. Clean Air Act of 1970, Federal Water Pollution Control Act, Patents and Copyrights and State Energy Plan

The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act of 1970, as amended, and Federal Water Pollution Control Act, as amended, Executive Order 11738 and Environmental Protection Agency regulations (40 CFR part 15), and to report any violations of said standards, orders or regulations to the Grantee and the U.S. Environmental Protection Agency Regional Office.

The Clean Air Act of 1970, as amended, is to establish federal standards for air pollutants from stationary and mobile sources and to work with the states to regulate polluting emissions. It is designed to improve air quality in areas of the country which do not meet federal standards and to prevent significant deterioration in areas where air quality exceeds those standards.

The Federal Water Pollution Control Act, as amended, is to restore and maintain the chemical, physical and biological integrity of the nation's waters.

The Contractor agrees to comply with all federal requirements regarding Patents and Copyrights and the adherence to the State Energy Conservation Plan.

33. Performance Requirements

Performance requirements for the Contractor are contained in Exhibit V.

34. Assumption of Liability With Respect to Certain Contractor Eligibility Determinations

The parties agree that should Contractor render services to any program participant prior to the Contractor receiving certification that the participant is eligible, Contractor shall be liable for any questioned or disallowed costs incurred prior to eligibility certification which result from a subsequent determination that the participant is not eligible to participate in the program.

35. Programmatic Participant Records Management

An individual file used by counselors in dealing with specific clients will be established for each participant. All of the documents that make up this file will be e-filed (scanned) into the file management system, ATLAS, by Contractor staff. The participant files may consist of, but is not limited to, counseling notes, recommendations for changes to the Individual Service Strategy (ISS) or Individual Responsibility Plan (IRP), fund coordination and general information about the specific participant.

36. Financial Assistance Procedures (Pell Grant, HEA, et al)

In the event the Contractor provides Case Management or Training Services, it is the responsibility of Contractor staff to have every participant file for Pell Grants and other HEA funding/assistance and to reconcile all funding received to insure non-duplication of payments for services. This includes, but is not limited to retaining a copy of the initial application(s) for Pell Grants and/or HEA funding in each case file and documentation of these actions in the Individual Responsibility Plan (IRP) or Individual Service Strategy (ISS). The Contractor will follow OPS-27.

37. Sanctions

In accordance with 20 CFR 97.36(l)(1), CLMRWDB will provide for sanctions and penalties as may be appropriate for any administrative, contractual or legal remedies in instances where Contractors violate or breach contract terms.

- A. Termination for Breach – CLMRWDB may terminate this Contract for any breach of the contract terms, non-performance or failure to achieve performance goals, upon no less than thirty (30) days’ notice in writing to Contractor. If applicable, the funding entity may employ default provisions in Chapter 60A-1.006(3), FAC. Waiver of any breach in a provision of this Contract shall not be deemed a waiver of any other or subsequent breach and shall not be construed as a modification of the terms of this Contract. In the event of termination pursuant to this paragraph, Contractor shall be compensated only for work satisfactorily completed prior to notification of termination, less any damages incurred as a result of breach or non-performance. This provision does not limit CLMRWDB’s right to remedies at law or in equity.**
- B. Remedies for Breach – In the event of a breach by Contractor of any of the terms or conditions of this Contract, CLMRWDB may elect one or more of the following remedies:**
- 1. Requiring a written report of corrective action within a specified time frame;**
 - 2. Withholding payment;**
 - 3. Formal Audit of funds spent to date;**
 - 4. Removal from CLMRWDB’s Bidder List;**
 - 5. Disallowing claims, payments or costs;**
 - 6. Deobligating contract funds;**
 - 7. Legal actions to recoup unspent funds;**
 - 8. Increasing monitoring of program operations;**
 - 9. Suspending or terminating the Contract;**
 - 10. Legal actions as warranted.**

38. Labor Standards - Displacement Prohibitions

WIOA Section 181(b) Labor Standards states:

(2) Displacement:

(A) Prohibition.--A participant in a program or activity authorized under this title (referred to in this section as a “specified activity” shall not displace (including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits) any currently employed employee (as of the date of the participation).

(B) Prohibition on impairment of contracts.--A specified activity shall not impair an existing contract for services or collective bargaining agreement, and no such activity that would be inconsistent with the terms of a collective bargaining agreement shall be undertaken without the written concurrence of the labor organization and employer concerned.

- (3) Other prohibitions.--A participant in a specified activity shall not be employed in a job if—**
- (A) any other individual is on layoff from the same or any substantially equivalent job;**
 - (B) the employer has terminated the employment of any regular employee or otherwise reduced the workforce of the employer with the intention of filling the vacancy so created with the participant; or**
 - (C) the job is created in a promotional line that will infringe in any way upon the**

promotional opportunities of currently employed individuals (as of the date of the participation).

(4) Health and safety.--Health and safety standards established under Federal and State law otherwise applicable to working conditions of employees shall be equally applicable to working conditions of participants engaged in specified activities. To the extent that a State workers' compensation law applies, workers' compensation shall be provided to participants on the same basis as the compensation is provided to other individuals in the State in similar employment.

(5) Employment conditions.--Individuals in on-the-job training or individuals employed in programs and activities under this title, shall be provided benefits and working conditions at the same level and to the same extent as other trainees or employees working a similar length of time and doing the same type of work.

(6) Opportunity to submit comments.--Interested members of the public, including representatives of businesses and of labor organizations, shall be provided an opportunity to submit comments to the Secretary with respect to programs and activities proposed to be funded under subtitle B.

(7) No impact on union organizing.--Each recipient of funds under this title shall provide to the Secretary assurances that none of such funds will be used to assist, promote, or deter union organizing.”

The Contractor agrees to take all appropriate steps to ensure that no funds are used in contravention of the provisions cited above.

39. Notices

Transmittal of notices regarding this contract from the Contractor to the Grantee shall be made in writing detailing information which effects the contract. These notices shall be sent to: Thomas E. Skinner, Chief Executive Officer, CLMRWDB, 3003 SW College Road, Suite 205, Ocala, FL 34474. All notices should include the program name, the contract number and date change takes effect.

40. Notice of Requirements Pertaining to Rights to Data.

Specifically, the awarding agency and the Department of Labor shall have unlimited rights to any data first produced or delivered under the agreement (agreements which involve the use/development of computer programs/applications, or the maintenance of databases or other computer data processing program, including the inputting of data).

41. Headings

Headings contained in the Contract are provided for ease of reference and are not to be construed as part of the Contract.

42. Page Numbers

Page numbers throughout this Contract are consecutive from page 1 through the Signature

Page of the pre-formatted Boiler-Plate Contract.

43. 501(c) Disclosure

A tax-exempt organization under s.501(c) of the Internal Revenue Code of 1986 which receives funds under this chapter must disclose receipt of federal funds on any advertising, promotional, or other material in accordance with federal regulations.

44. Termination for Cause

If, through any cause, the Contractor shall fail to fulfill its obligations under this Contract, or if the Contractor shall violate any of the covenants, agreements or stipulations of the Contract, the Grantee shall thereupon have the right to terminate this Contract, by giving written notice to the Contractor (via register mail, return receipt requested) of such termination and specify the effective date thereof, at least fifteen (15) days before the effective date of such termination. The Contractor has 30 days from the termination date to close this Contract.

Anything to the contrary notwithstanding, cancellation shall be instant if at any time the Department of Labor or the State of Florida cancels, fails to fund or otherwise terminates or negates the Grant through which this Contract is funded. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the Contractor under this Contract shall, at the option of the Grantee, become the Grantee's property and the Contractor shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder.

Notwithstanding the above, the Contractor shall not be relieved of liability to the Grantee for damages sustained by the Grantee by virtue of any breach of the Contract by the Contractor, and the Grantee may withhold any payments to the Contractor for the purpose of set-off until such time as the exact amount of damages due the Grantee from the Contractor is determined.

It is expressly agreed that the Grantee's determination as to the quality and acceptability of services under this Contract shall be conclusive, subject to any rights of appeal available to the Contractor.

45. Termination for Convenience

- a. Either party may request termination for convenience by providing the other with no less than thirty (30) calendar days written notice (via register mail, return receipt requested) prior to the effective date of such termination.**
- b. The performance of work under the Contract may be terminated, in whole, or from time to time, in part, by the Grantee whenever the Grantee determines that such termination or suspension is in the best interest of the Grantee and the CLMRWDB. Termination of work hereunder shall be effected by delivery to the Contractor of a Notice of Termination (via registered mail, return receipt requested) specifying the extent to which performance of work under the Contract is terminated and the date upon which such termination becomes effective. In no instance shall a termination for convenience be effective in less than fifteen (15) days after receipt of notice thereof.**

c. After receipt of the Notice of Termination, the Contractor shall cancel outstanding commitments covering the procurement or rental of materials, supplies, equipment, and miscellaneous items. The Contractor has 30 days from the termination date to close this Contract. In addition, the Contractor shall exercise all reasonable diligence to accomplish the cancellation or diversion of outstanding commitments covering personal services that extend beyond the date of such termination to the extent that they relate to the performance of any work terminated by the notice. With respect to such canceled commitments, the Contractor agrees to:

- (1) Settle all outstanding liabilities and all claims arising out of such cancellation of commitments; or ratify all such settlements; and,
- (2) Assign to the Grantee in the matter, at the time and to the extent directed by the Grantee, all of the rights, title, and interest of the Contractor under the orders and Sub-Contracts so terminated.

46. Counterparts to the Contract: This Contract will be executed in two exact counterparts by original signature of the parties' representatives. Grantee will furnish the Contractor with one of the two originally executed counterparts.

47. Acronyms

AA	Affirmative Action
ABE	Adult Basic Education
ACT	Personal Responsibility & Work Opportunity Reconciliation Act of 1996
ADA	Americans with Disabilities Act
ALMIS	America's Labor Market Information System
ARRA	American Recovery and Reinvestment Act
CBO	Community Based Organization
CEO	Chief Elected Official
CF	College of Central Florida
CFDA	Catalog of Federal Domestic Assistance
CFR	Code of Federal Regulations
CIP	Classification of Instructional Program
CLMRWDB	Citrus Levy Marion Regional Workforce Development Board
CLM	CareerSource CLM
CRT	Classroom Training
CSWEX	Community Service Work Experience
DCF	Department of Children & Families
DEO	Department of Economic Opportunity
DOE	Department of Education
DOL	Department of Labor
DOT	Dictionary of Occupational Titles
DVOP	Disabled Veteran Outreach Program
DVR/VR	Division of Vocational Rehabilitation
DW	Dislocated Worker
ED (C)	Economic Development (Council)
EEO (C)	Equal Employment Opportunity (Commission)
EER	Entered Employment Rate (Job Placement Rate)

EFM	Employ Florida Marketplace
ESL/ESOL	English as a Second Language
EST	Employment Skills Training
ETA	Employment and Training Administration (USDOL)
EZ	Enterprise Zone
FBO	Faith Based Organization
FETPIP	Florida's Education and Training Placement Information Program
FY	Fiscal Year
GED	General Equivalency Diploma
HEA	Higher Education Act
IEP	Individual Employment Plan
IRP	Individual Responsibility Plan
I/S	In School
ISS	Individual Service Strategy
ITA	Individual Training Account
ITN	Invitation to Negotiate
LEA	Local Education Agency
LEO	Local Elected Official
LLSIL	Lower Living Standard Income Level
LMA	Labor Market Area
LMI	Labor Market Information
LVER	Local Veteran's Employment Representative
MIS	Management Information Systems
MMR	Monthly Management Report
MSA	Metropolitan Statistical Area
NACO	National Association of Counties
NAWB	National Association of Workforce Boards
NAWDP	National Association of Workforce Development Professionals
NEG	National Emergency Grant
NFA	Notice of Funds Available
OJT	On The Job Training
OMB	Office of Management & Budget
O/S	Out of School
OSMIS	One Stop Management Information System
OST	Occupational Skill Training
OY	Older Youth
PY	Program Year
RFB	Request for Bid
RFP	Request For Proposal
RFQ	Request for Quotation
SIC	Standard Industrial Code
SNAP	Supplemental Nutrition Assistance Program
TAA	Trade Adjustment Assistant
TABE	Test of Adult Basic Education
TANF	Temporary Assistance for Needy Families
TCA	Temporary Cash Assistance
TJTC	Targeted Jobs Tax Credit
UC	Unemployment Compensation
VR	Vocational Rehabilitation

WDB	Workforce Development Board
WEX	Work Experience
WFI	Workforce Florida, Inc.
WIA	Workforce Investment Act
WIOA	Workforce Innovation and Opportunity Act
WOTC	Work Opportunity Tax Credit
WP	Wagner-Peyser
WTI	Withlacoochee Technical Institute
WTP	Welfare Transition Program
WtW	Welfare to Work
YY	Younger Youth

48. Sarbanes-Oxley Act of 2002 and Section 1553, Federal Acquisition Regulation Case 2009-012, ARRA

As specified in the Sarbanes-Oxley Act of 2002 and Section 1553, Federal Acquisition Regulation Case 2009-012, ARRA: It is illegal for any corporate entity to punish whistleblowers or retaliate against any employee who reports suspected cases of fraud or abuse (SOX, Section 1107, Section 1513 of Title 18, USC). It is a crime to alter, cover up, falsify, or destroy any document that may be relevant to an official investigation (SOX, Section 1102, Section 1512 of Title 18, USC). The contractor shall post notice of employees rights and remedies for whistleblower protections provided under section 1553 of the American Recovery and Reinvestment Act of 2009 (Pub L.111-5).

49. Reporting of Additional Funding Sources

Upon acceptance of a Workforce grant award, Contractor accepts responsibilities involving the management and administration of programmatic, financial and reporting aspects of the grant project. Communication and coordination between the Grantee and Contractor is essential for a successful grant project. Contractor is responsible to immediately notify Grantee of all additional funding received, directly or indirectly, and the sources that have a significant impact on Workforce grant-supported projects/activities.

This information may be required where collaboration and/or coordination with other programs, services, or activities are required or desired. In these cases, Contractors must describe how activities funded from this grant will be coordinated with other programs, services, and activities funded from other sources. The purpose of such coordination is to ensure that:

- the use of funds from all sources is maximized;
- program services and activities are not duplicated among programs; and
- services are provided to participants in an integrated, coherent fashion.

Contractor will complete CLMRWDB form *FM-CS-019 Report of Additional Funding*, and labeled as Exhibit IX. Once the information is received, CLMRWDB and Contractor will discuss the impact of the additional funding and if appropriate, modify the existing contract.

50. Contract Closeout Procedures

Closeout procedures for contracts/grants are necessary to ensure the timely closure of contracts, and to facilitate the timely and accurate financial and programmatic information

reporting as required by federal and state mandates. Contractor agrees to adhere to the specific closeout actions and procedures as required by CLMRWDB policy *FIN-7 Grant and Contract Closeout Procedures* and/or additional Board instructions after receipt of notice of termination of a contract/grant or at the end of the contracted period. Contractor also agrees to provide additional information and/or documents that may be required to effectively terminate the contract which may not be explicitly mentioned or enumerated in the local operating policy.

51. Intellectual Property Rights

The Federal Government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use for federal purposes: (a) the copyright in all products developed under the grant, including a subgrant or contract under the grant or subgrant; and (b) any rights of copyright to which the grantee, subgrantee or a contractor purchases ownership under an award (including but not limited to curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise.

Federal funds may not be used to pay any royalty or licensing fee associated with such copyrighted material, although they may be used to pay costs for obtaining a copy which are limited to the developer/seller costs of copying and shipping. If revenues are generated through selling products developed with grant funds, including intellectual property, these revenues are program income. Program income is added to the grant and must be expended for allowable grant activities.

52. Priority of Service

For projects funded with Title I funds, Priority of Service must be applied when the individual is being served using these funds. Priority of Service must be provided in the following order:

- 1. Veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, including the underemployed, or individuals who are basic skills deficient**
- 2. Individuals who are not veterans or eligible spouses who are included in the in the groups given WIOA priority selection criteria (public assistance recipient, other low-income individuals, including the underemployed, or individuals who are basic skills deficient)**
- 3. All other veterans or eligible spouses who are not included in the WIOA priority groups (see above items 1 and 2)**
- 4. Other individuals who do not meet the statutory priority but are identified as priority populations established by the Governor and/or LWDBs.**
- 5. Other individuals who do not meet the statutory priority and who do not meet the Governor's or LWDB's discretionary priority, but who do meet the WIOA program eligibility.**

53. Green Jobs Act of 2007

Contractor is subject to the administrative standards and provisions of the Green Job Act of 2007, Public Law 110-140, 121 Stat. 1748 (codified at 29 U.S.C. 2916).

54. Marketing and Communications

All marketing and instructional materials produced under this agreement should recognize that the program is a partnership between Eckerd Connects and CareerSource Citrus Levy Marion or any other approved moniker. When issuing statements, press releases, request for proposals, bid solicitation, and other documents describing the project or programs funded in whole or in part with Federal money, all Contractors receiving Federal funds, shall clearly state: (1) the percentage of the total cost of the program or project which will be financed with Federal money; and (2) the dollar amount of Federal funds for the project or program.

55. Required Language on Products Developed With Grant Funds

If applicable, Grantee and Contractor must include the following language on all products developed in whole or in part with grant funds:

“This workforce solution was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This solution is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes are permissible. All other uses require the prior authorization of the copyright owner.”

56. Restrictions on Food and Beverage Costs

As a subrecipient of federal and state financial assistance (“grants”), which are provided to the Contractor by Workforce Connection in the performance of this contract, Contractor is responsible for following the below guidelines as established by s. 445.007(10), Florida Statutes:

“State and federal funds provided to the regional workforce boards may not be used directly or indirectly to pay for meals, food, or beverages for board members, staff, or employees of regional workforce boards, Workforce Florida, Inc., or the Agency for Workforce Innovation except as expressly authorized by state law. Preapproved, reasonable, and necessary per diem allowances and travel expenses may be reimbursed. Such reimbursement shall be at the standard travel reimbursement rates established in s. 112.061 and shall be in compliance with all applicable federal and state requirements. Boards are prohibited from expending state or federal funds for entertainment costs and recreational activities for board members and employees as these terms are defined by 2 C.F.R. part 230.

In accordance with DEO FG-071 dated May 7, 2012, the following exception applies to the policy as it pertains to Workforce Youth Services Program participants: *“State and federal funds may be used to provide food, beverage or dining activities for youth enrolled and participating in workforce youth programs provided that participants are not reimbursed in excess of the state per diem amounts for the specific meal or if contracted for by the regional workforce board, that such expenditures for all food and beverage per person per meal (including any associated costs such as, but not limited to, sales tax and service) shall not exceed those amounts stated*

in Florida Statutes 112.061(6)(b).

57. Restrictions on Contracts With Grantee Board Members

Any agreement between the CLMRWDB and an organization or individual represented on the Grantee's Board of directors must be approved by a two-thirds vote of the Board. Any expenditures prior to the date of approval shall not be reimbursed to the organization or individual represented on the Board of Directors if the contract is rejected by a vote of the Board.

58. Contractor agrees to comply with the Davis-Bacon Act as amended, as supplemented, the Copeland Anti-Kickback Act, as supplemented, and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333) as supplemented, regarding labor standards for federally assisted construction sub-agreements.

59. Rights to Inventions Made Under Contract

Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

**STATEMENTS/CERTIFICATIONS
(following page)**

STATEMENT OF CONTRACTOR'S MAINTENANCE OF PARTICIPANTS AND FINANCIAL RECORDS

The following individual(s) and site(s) have been delegated signatory authority for the program's participant and financial documents:

1. Ellyn Evans, VP of Finance

Typed Name/Title of Signee

Ellyn Evans

Signature

100 N. Starcrest Drive, Clearwater FL 33765

Address

727-461-2990 ext.3250

Telephone

Date

2. Michelle Arencibia, Finance Manager

Typed Name/Title of Signee

Michelle Arencibia

Signature

100 N. Starcrest Drive, Clearwater FL 33765

Address

(321) 423-8750

Telephone

Date

3. Blake Brandt, Billing Analyst

Typed Name/Title of Signee

Blake Brandt

Signature

100 N. Starcrest Drive, Clearwater FL 33765

Address

321-428-4830

Telephone

Date

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER MATTERS

- 1. The prospective primary participant certifies to the best of its knowledge and belief, that it, and its principals:**
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transaction by any federal department or agency;**
 - b. Have not within a three (3) year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or Contract under a public transaction; violation of federal or state anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;**
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in 1b. above, of this certification; and**
 - d. Have not, within a three (3) year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated for cause or default.**
- 2. That if the prospective primary participant is unable to certify to any statements in this certification, such prospective primary participant shall attach an explanation to the proposal.**
- 3. Is not listed on the State of Florida's Discriminatory Vendor List, or Convicted vendor List, or the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel, Scrutinized Companies with Activities in Sudan List, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or engaged in business operations in Cuba or Syria or meets the conditions for exemption as provided in section 287.135(4), Florida Statutes.**

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal Contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal Contract, grant, loan, or cooperative agreement.
2. If any other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification can be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all* subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, US Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

CERTIFICATION REGARDING A DRUG-FREE WORKPLACE

I, Nicole Stroebel, CFO, an authorized representative of the Contractor do hereby make the following certification with respect to the execution of responsibilities assigned to the CLMRWDB by WIOA and the Drug-Free Workplace Act of 1988. The Contractor will:

- a. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace and specifying action that will be taken against employees for violation of such prohibition;
- b. Establish a drug-free awareness program to inform employees about:
 1. The dangers of drug abuse in the workplace;
 2. The Contractor's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance programs; and
 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- c. Make it a requirement that each employee to be engaged in the performance of the Contract be given a copy of the statement required by paragraph (a) of this certification;
- d. Notify the employees in the statement required by paragraph (a) of this certification that, as a condition of employment under the grant, the employee will:
 1. Abide by the terms of the statement; and
 2. Notify the Contractor of any criminal drug statute conviction, for a violation occurring in the workplace, no later than five (5) days after such conviction; and
- e. Notify the CLMRWDB within ten (10) days after receiving notice under this subparagraph (d) (2), from an employee or otherwise receiving Actual notice of such conviction;
- f. Take one of the following actions, within 30 days of receiving notice under the subparagraph (d)(2), with respect to any employee who is so convicted:
 1. Take appropriate personnel action against such an employee, up to and including termination; or

2. Require such employee to participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, Local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

The Contractor shall insert in the space provided below the site(s) for the performance of work done in connection with the specific Contract.

Place of Performance:
CareerSource Citrus County
683 S. Adolph Point
Lecanto, FL 34461

CareerSource Levy County
2175 NW 11th Drive
Chiefland, FL 32626

CareerSource Marion County
273 NE 14th Street
Ocala, FL 34470

Contractor Eckerd Youth Alternatives, Inc. d/b/a Eckerd Connects

Street Address 100 N. Starcrest Drive

City, State, ZIP Code Clearwater, FL 33765

County Pinellas



Signature of Certifying Official

7/22/25
Date

**SWORN STATEMENT UNDER SECTION 287/133(3)(A),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

(To be signed in the presence of a
notary public or other officer authorized
to administer oaths.)

STATE OF Florida

COUNTY OF Pinellas

Before me, the undersigned authority, personally appeared Nicole Stroebel, CFO, who, being by me first duly sworn, made the following statement:

1. The business address of (Contractor) is Eckerd Youth Alternatives, Inc. d/b/a Eckerd Connects.

2. My relationship to (Contractor) is Chief Financial Officer (relationship such as sole proprietor, partner, president, vice president).

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

4. I understand "convicted" or "conviction" is defined by the statute to mean a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

5. I understand "affiliate" is defined by the statute to mean (1) a predecessor or successor of a person or a corporation convicted of a public-entity crime, or a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.

6. Neither the Contractor nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the Contractor nor any affiliate of the Contractor has been convicted of a public entity crime subsequent to July 1, 1992.

(Draw a line through paragraph 6 if paragraph 7 below applies.)

~~7. There has been a conviction of a public entity crime by the Contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the Contractor who is active in the management of the Contractor or an affiliate of the Contractor. A determination has been made pursuant to Section 287.133(3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vendor list. The name of the convicted person or affiliate is _____, A copy of the order of the Division of Administrative Hearings is attached to this statement.~~

(Draw a line through paragraph 7 if paragraph 6 above applies.)

Nicole Strobel 7/22/25
Signature/Date

Sworn to and subscribed before me in the state and county first mentioned above on the 22nd day of July, ~~2013~~ 2025 *DOB*

Dallas Danielle Brun
Notary Public

(affix seal)



DALLAS DANNIELLE BRUN
Commission # HH 692177
Expires July 16, 2029

July 16, 2029,
My Commission Expires

**CERTIFICATION REGARDING NONDISCRIMINATION & EQUAL
OPPORTUNITY ASSURANCES
(29 CFR Part 37 and 45 CFR Part 80)**

As a condition of the award of financial assistance from the Department of Labor under Title 1 of the WIOA, the CONTRACTOR assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

1. Section 188 of the Workforce Innovation and Opportunity Act (WIOA) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I B financially assisted program or activity;
2. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
3. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
4. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
5. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The CONTRACTOR also assures that it will comply with 29 C.F.R. Part 37 and all other regulations implementing the laws listed above. This assurance applies to the CONTRACTOR'S operation of the WIOA Title I – financially assisted program or activity, and to all agreements the CONTRACTOR makes to carry out the WIOA Title I – financially assisted program or activity. The Contractor understands that Grantee and the United States has the right to seek judicial enforcement of the assurance.

By signing below, the CONTRACTOR certifies and assures that it will fully comply with the applicable assurances outlined above.

Nicole Stroebel, CFO

Name and Title of Authorized Representative



Signature

7/22/25

Date

CERTIFICATION OF ASSURANCE OF COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, SECTION 504 OF THE REHABILITATION ACT OF 1973, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, AND THE AGE DISCRIMINATION ACT OF 1975.

The CONTRACTOR provides this assurance in consideration of and for the purpose of obtaining Federal grants, loans, contracts, property, discounts or other Federal financial assistance from the Department of Health and Human Services.

THE CONTRACTOR HEREBY AGREES THAT IT WILL COMPLY WITH:

1. Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 80), to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department.

2. Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 84), to the end that, in accordance with Section 504 of that Act and the Regulation, no otherwise qualified handicapped individual in the United States shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department.

3. Title IX of the Educational Amendments of 1972 (Pub. L. 92-318), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 86), to the end that, in accordance with Title IX and the Regulation, no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program or activity for which the Applicant receives Federal financial assistance from the Department.

4. The Age Discrimination Act of 1975 (Pub. L. 94-135), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 91), to the end that, in accordance with the Act and the Regulation, no person in the United States shall, on the basis of age, be denied the benefits of, be excluded from participation in, or be subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department.

The CONTRACTOR agrees that compliance with this assurance constitutes a condition of continued receipt of Federal financial assistance, and that it is binding upon the Contractor, its successors, transferees and assignees for the period during which such assistance is provided. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the

Contractor by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant/Recipient for the period during which it retains ownership or possession of the property. The Applicant/Recipient further recognizes and agrees that the United States shall have the right to seek judicial enforcement of this assurance.

The person or persons whose signature(s) appear(s) below is/are authorized to sign this assurance, and commit the CONTRACTOR to the above provisions.

<u>7/22/25</u>	<u>Nicole Stroebel, CFO </u>
Date	Signature and Title of Authorized Official

Eckerd Youth Alternatives, Inc. d/b/a Eckerd Connects
Name of Contractor

100 N. Starcrest Drive
Street

Clearwater, FL 33765
City, State, ZIP Code

CONTRACTOR DISCLOSURE AND CERTIFICATION

For the purposes of the contract between CareerSource Citrus Levy Marion (Regional Workforce Board) And Eckerd Connects (Contractor), the following disclosure is made:

The principals* and owners* of the contracting entity:

- Have no relative** who is a member of the board;
- Have a relative** who is a member of the board, whose name is

(See list of board members on next page)

There is is not (circle one) a principal or owner who is a member of the board. If applicable, the principal's or owner's name is _____.

There is is not (circle one) a principal or owner who is an employee of the board. If applicable, the principal's or owner's name is _____.

*"Principal" means an owner or high level management employee with decision-making authority.

**"Owner" means a person having any ownership interest in the contractor.

***"Relative" means father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law. 112.3143(1)(b), Fla. Stat.

I hereby certify that the information above is true and correct.

7/22/25
Date Filed

Nicole Stroebel
Signature of Authorized Representative

Nicole Stroebel
Printed Name

Chief Financial Officer
Title

CareerSource Citrus Levy Marion - BOARD MEMBERS - AS OF June 30, 2025

Al Jones	4/3/2017
Andy Starling	2/28/2020
Angela Juaristic	6/3/2023
Arno Proctor	2/28/2020
Ben Whitehouse	6/3/2022
Brandon Whiteman	2/25/2019
Carl Flanagan	5/17/2021
Charles Harris	1/25/2018
Darlene Goddard	3/10/2008
Dean Blinkhorn	6/3/2023
Debra Stanley	10/5/2016
Edward Suor	1/6/2025
Equilla Wheeler	3/10/2021
Fred Morgan	3/10/2008
Jeff Chang	2/25/2019
Jennifer Roach	1/6/2025
John Hemken	6/12/2020
John Murphy	3/10/2021
Jorge Martinez	6/3/2014
Kathy Judkins	7/27/2015
Kevin Cunningham	9/12/2011
Kim Baxley	1/25/2018
Larry White	6/3/2023
Mark Paugh	7/18/2011
Michael Belkin	2/6/2017
Nelson Mathis	8/30/2012
Pat Reddish	5/2/1996
Pete Beasley	7/6/2012
Staci Bertrand	6/3/2023
Steven Baham	9/2/2024
Tamara Boyle	5/5/2025
Theresa Flick	5/2/1996
Tiffany Wiggins	6/17/2021

The contractor assures compliance with each of the additional required certifications

1. Trafficking Victims Protection Act of 2000: RWBs must include the requirements shown below in any grant you make to a private entity.

You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not—

- I. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 - II. Procure a commercial sex act during the period of time that the award is in effect; or
 - III. Use forced labor in the performance of the award or subawards under the award.
2. Veteran's Priority of Service Provisions: Contractor agrees to be governed by the priority of service requirements of 38 USC 4215 and 20 CFR Part 1010. Section 4215 of Title 38 requires that priority of service be provided to veterans and spouses of certain service members and veterans for the receipt of employment, training, and placement services. Agreement by a program operator to implement priority of service is a condition of receipt of DOL funds.
 3. Equal Treatment for Faith-Based Organizations. Prohibits any State or local government receiving funds under any Department program, or any intermediate organization with the same duties as a governmental entity, from discriminating for or against an organization on the basis of the organization's religious character or affiliation. Prohibits religious organizations from engaging in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded with direct financial assistance. Prohibits an organization that participates in programs funded by direct financial assistance from the Department, in providing services, from discriminating against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief. Any restrictions on the use of grant funds shall apply equally to religious and non-religious organizations.
 4. Environmental Tobacco Smoke. In accordance with Part C of P.L. 103-227, the "Pro-Children Act of 1994," smoking is prohibited in any portion of any indoor facility owned or leased or contracted by an entity and used regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs whether directly or through State or local governments. Federal Programs include grants, cooperative agreements, loans, and loan guarantees, and contracts. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug and alcohol treatment.
 5. Purchase of American-Made Equipment and Products: Contractor assures that, to the greatest extent practicable, all equipment and products purchased with funds made available in this Act will be American-made.
 6. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)--Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies

to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier-to-tier up to the recipient.

7. Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
8. Public Announcements and Advertising: When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, Contractor shall clearly state (1) the percentage of the total costs of the program or project which will be financed with Federal money, (2) the dollar amount of Federal funds for the project or program, and (3) percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources.
9. Office of Management and Budget (OMB) Circulars: Contractor shall comply with all applicable OMB circulars. Nonprofit subrecipients are subject to the cost principles at OMB Circular A-122 (codified at 2 CFR part 230); educational institution subrecipients are subject to those at OMB Circular A-21 (codified at 2 CFR part 220); and commercial organization vendors or subcontractors are subject to the cost principles under 48 CFR Part 31. Sub-recipients and sub-grantees are also subject to the provisions of OMB Circular A-133 (codified at 2 CFR part 500).

The person or persons whose signature(s) appear(s) below is/are authorized to agree to and sign these assurances and commit the CONTRACTOR to all of the above provisions.

7/22/25
Date



Signature and Title of Authorized Official
Eckerd Youth Alternatives, Inc. d/b/a Eckerd Connects

Name of Contractor
100 N. Starcrest Drive

Street
Clearwater, FL 33765

City, State, ZIP Code

EXHIBIT I – Contract Dates

JULY 1, 2025 THROUGH JUNE 30, 2026

CLMRWDB will exercise its' option to extend this contract for a ONE YEAR period, FOUR YEARS TOTAL, "contingent" upon:

- (1) Funding received by CLMRWDB and**
- (2) Satisfactory performance by the Contractor.**

Exhibit II - Statement of Work/Scope of Work

Program Summary/Objective: Program objective for the Contractor is to help youth develop lifelong skills, while overcoming obstacles and barriers, through a seamless integration of case management and workforce preparation services in the Citrus Levy Marion workforce region (region 10). The Contractor will ensure accessibility of services to at-risk youth in Citrus, Levy and Marion counties. This will be accomplished through partnerships with the workforce system, educational partners, community and social service agencies and organizations. Objectives/quantities are outlined in the below services/work plan.

Services/Work Plan: The Contractor will provide services to the existing carryover caseload of approximately **60** participants and will recruit and enroll **105** additional out-of-school participants during the **2025-2026** program year throughout the three-county area. Eckerd Connects will enroll based on WIOA (Workforce Innovation and Opportunity Act) standards of no less than 75% out of school participants. The contractor staff will provide follow-up services to approximately **90** young adults during this program year. The contractor will serve a total of **255** participants (**60 rollovers + 105 new enrollments + 90 follow-up youth of the new enrollments 16 will be dual enrolled in YouthBuild/WIOA for intensive services.**) An enrollment is defined by determining Workforce Investment Opportunity Innovation Act (WIOA) eligibility and creating participation in the State system.

In addition to the youth services, the contractor will collaborate with CareerSource Citrus Levy Marion (CSCLM) with efforts to assist in other service areas at the Chiefland office location in Levy County to meet its service needs, including those not funded by WIOA Youth funds. The contractor's staff will perform such duties with the CareerSource Levy County Chiefland location, as needed. CSCLM will provide the training components and supervision with the other service areas of this assigned staff, along with the assistance of Eckerd Connects. The Contractor will follow CSCLM policy and procedures within these assigned areas of need.

Upon enrollment into the program, Contractor staff will enter accurate and timely information on the participants profile in Employ Florida (EF). The individual's academic abilities and career interests will be used to develop an Individual Service Strategy (ISS) that will outline the activities and goals that will be established with the participants to assist them in attaining a youth positive outcome as defined by the WIOA performance measures. As the participant progresses in the program and/or their interest changes, the ISS will be modified to reflect such changes. Goals will be entered and managed according to Florida COMMERCE (FC) and CSCLM program policy and guidance. Literacy and numeracy pre-test and post-test data will be entered for all participants. Contractor will offer participants an orientation to WIOA program services, provide objective assessment, basic skills assistance, employability skills, occupational skills training per eligibility, opportunities to identify a career pathway that may lead to nationally recognized credential attainment, job shadowing, work experience, placement assistance, follow-up services and access to the 14 WIOA program elements. These services will be outlined in the participants' Individual

Service Strategy (ISS). The ISS will be regularly monitored, maintained, and updated by case management staff.

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

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

Locations will be identified throughout the three county area and will be regularly updated on all program communication. At a minimum, it is expected that the contractor will locate within CareerSource Citrus Levy Marion One Stop Centers. Additional community-based locations, such as Howard Academy, MTC (Marion Technical College), WTC (Withlacoochee Technical College), Taylor College and CF (College of Central Florida) may be used to increase service delivery to hard to serve communities as needed. Contractor will continue to do outreach with the community to find additional community-based locations to provide services.

Recruitment: The Contractor project staff will network within the Citrus Levy Marion County community to identify and recruit WIOA eligible youth, ages 16 to 24, with a primary emphasis on out-of-school youth ages 18-24. The outreach and recruitment of youth and young adults will include, but are not limited to, social media, word of mouth, face to face visits to community events, recruitment flyers, and school connections. If it is in the best interest of a referred participant to obtain services elsewhere, Contractor staff will make appropriate referrals. Participants that are not eligible for WIOA will be referred to appropriate partners. All recruitment marketing tools developed by the Contractor will be submitted to Workforce designee for final approval prior to use.

Target Group(s): The Contractor focus is to provide services to targeted groups that are WIOA eligible and participants that are facing one or more of the following categories according to Training and Employment Guidance Letter (TEGL) 21-16:

- A school drop-out
- Youth within age of compulsory school attendance but not attended school for at least most recent complete school year calendar quarter
- Recipient of secondary school diploma or recognized equivalent who is low income individual and either: Basic skills deficient or An English language learner
- Homeless individual or runaway
- In foster care or aged out
- Pregnant or parenting youth
- An individual with a disability
- An offender
- A low-income individual who requires additional assistance enter or complete an educational program or to secure or hold employment

Eligibility Assessment/WIOA Registration: All participants must be WIOA eligible to receive young adult workforce services. Ineligible participants will be referred to CareerSource Citrus Levy Marion (CSCLM) and/or other community partners for other opportunities as appropriate. Not all participants will be suitable for workforce services. The Contractor staff will gather all required eligibility documents, determine eligibility, and input the information into the management information system (EF). Cases will be checked and reviewed by Eckerd Connects management/lead team for eligibility and accuracy prior to being data entered into EF. The Comprehensive Adult Student Assessment Systems (CASAS) or Test of Adult Basic Education (TABE) will be used only for basic skills assessment to establish standardized Reading and Math grade levels.

Assessments: Upon participation selection, Contractor staff will facilitate intake and assessments through appropriate resources to include an assessment to determine interests, values, aptitudes, and preferences. The Contractor will examine the participant's work experience, basic skills levels, career interests, and career aptitudes that will lead to identifying career pathways. This will also help staff members in developing the ISS with the participant to identify which WIOA elements will help them become successful in finding employment or enrolling into secondary education. Participants may receive Career Pathway exploration, Basic Skills, Occupational Skills Training, Work Readiness Training and Work-Based Learning, Placement and Follow up Services based on their needs which will be determined from various assessments and/or one to one assessment. The Contractor's staff will conduct a comprehensive Objective Assessment Summary of each participant's needs to identify barriers or hardships that may exist and need to be addressed prior to pursuing comprehensive services, including training opportunities. Staff will also review assessments, including CASAS or TABE, and other diagnostic testing such as RIASEC to determine if a participant has the academic aptitude and interest to pursue training services.

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

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

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

Virtual Instruction Option: Virtual (remote) instruction may be offered, where workshops may be scheduled for direct instruction, with a facilitator leading the training via telephone or internet Q&A response to polls, and or discussion via telephone. Virtual instruction may also include a pre-recorded workshop, with handouts and training activities that may have to be submitted via a screenshot or email response. The Contractor has identified below the type of instruction available for the participant to engage in based on needs and resources available. Any service needed will be identified in the ISS and documented in case file with activities and case noted in the EF system. The size of these trainings may vary, but typically are between 1-15 participants.

Blended model instruction may be offered to allow participants the opportunity to complete base level course work and reading on their own time using virtual formats; however, it may be required for them to report to a live training session for test administration, interactive assignments, and lessons. The size of these trainings may vary but typically are between 1-10 participants.

Work Readiness Skills: Contractor staff will offer small group and/or one-on-one pre-

employment workshops, using facilitator led, interactive workshops to participants to increase his/her knowledge in workforce development to include, but not limited to: health and safety precautions (hygiene) which may include Safe Staff Food Handler training, career pathway occupational trainings, effective job search techniques, working effectively with others, stress and time management, labor market, financial literacy, interviewing skills, resume preparation, appropriate work attire, and effective employee skills to advance and retain employment. Individual guidance to participants may also be provided with work-readiness training skills in addition to or in lieu of small group workshops. Based on reports from community training sites all participants will be provided training on taking initiative in the workplace during their work readiness skills training with Develop U.

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

- **Hospitality/Tourism**
- **Health Sciences**
- **Retail/Sales**
- **Construction**
- **Administrative**
- **Manufacturing**

Occupational Skills Training: Contractor staff may offer occupational skills training as it relates to career pathways. Occupational Skills training can be provided by referring to the CareerSource Florida Master Credential list, found in the link below:

<https://careersourceflorida.com/boardroom/florida-credentials-review-committee/master-credentials-list/>

Examples of the Occupational Skills training that may be provided can be found in the list below:

- **HBI PACT (Pre-Apprenticeship**
- **Certificate Training) CORE**
- **HBI PACT Carpentry**
- **GED/High School Diploma**
- **Fiber Optics Technician**
- **Other Approved local in demand Occupational Trainings as listed on the approved Targeted Occupational List**
- **Other Approved National Credential Certifications as listed on the CareerSource Florida Master Credential List**

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

Contractor will ensure all participants attend a live or virtual tour of the CareerSource Center to familiarize themselves with available services, staff, and standard office operations before completion of their programs. Participants will have opportunities throughout their programs to attend employability skills seminars and job fairs, conduct job searches, interview with potential employers, and attend motivational presentations conducted by trained professionals providing career exploration, job search techniques, and job retention strategies as available with CareerSource. This early introduction to CareerSource will provide a clear understanding of the services available through CareerSource to meet their future workforce needs.

Measurable Skills Gain: The Contractor will provide annual documented skills gains to a minimum of 82.6% of participants that are enrolled in triggering activities (i.e., 416, 429, 430, etc.) in one of the following activities: adult/basic education, basic skills/tutoring, or occupational skills training. Completion with one of the skill or achievement types available are the following:

Educational Functioning Level (EFL): [Achievement of at least one educational functioning level of a participant in an educational program that provides instruction below the post-secondary level]

Attainment of high school diploma or its recognized equivalent: [Achievement of High School Diploma or General Equivalency Diploma]

Secondary or Post-secondary Transcript/Report Card: [Transcript or report card that shows a participant is achieving the state units academic standards]

Training Milestone: [Satisfactory or better progress report, towards established milestones from an employer/training provider who provided training ex: completion of OJT, completion of one year of an apprenticeship program]

Skills Progression: [Successful passage of an exam that is required for a particular occupation, progress in training technical or occupational skills as evidenced by trade related benchmarks such as knowledge based exams]

All forth mentioned MSG's will be documented in EF in accordance with the CareerSource Citrus Levy Marion local operating policy.

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

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

Additional Online Training: Work Readiness Preparation, Career Pathways Exploration, Occupational Skills Training and Basic Skills Tutoring/Remediation can be provided through use of Metrix Learning an approved online learning management system that helps jobseekers upgrade their skills and gain certifications to secure employment, found in link below:

<https://careersourceclm.metrixlearning.com/>

Required WIOA program elements available: The following 14 WIOA youth program elements are made available to each participant 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. Refer to WIOA Required Program Elements Table Exhibit "A" below:

WIOA Required Program Elements	Provider / Referral Agency	Instructional Activities
<p>1. Tutoring, academic remediation; study skills training, and instruction leading to secondary school completion, including dropout prevention strategies</p>	<p>Eckerd Connects / Public school partners (Marion, Citrus and Levy County School Boards to include Marion Technical College and Withlacoochee Technical College)</p>	<p>Computer based training / instructor facilitated GED Practice, GED Prep materials, Practice GED exams, Metrix Learning (online) and Khan Academy (online) as an online instructional teacher-aided tool that is also used as a one-to-one instructional resource with minimal guidance.</p>
<p>2. Alternative secondary school offerings</p>	<p>Eckerd Connects /Public school partners (Marion, Citrus and Levy County School Boards Alternative Programs)</p>	<p>Florida Sunshine State Standards</p>
<p>3. Summer employment opportunities directly linked to academic and occupational learning</p>	<p>Eckerd Connects / Community Business partners, Community Based Organization (CBO's), and</p>	<p>Year-Round Services will be documented by Eckerd and summer work experience opportunities may be offered based upon assessed need</p>

	Faith Based Organizations (FBO's)	
4. Paid and unpaid work experiences, including internships and job shadowing	Eckerd Connects /Community Business partners, CBO's, FBO's	Eckerd documented Work Experience activities
5. Occupational skills training	Approved Training Provider Partners	Various - Based on identified occupations/career fields on the Targeted Occupations List with Approved Nationally Recognized Training Providers
6. Leadership development opportunities, including such activities as positive social behavior and soft skills, decision making, teamwork, etc.	Eckerd Connects/ in connection with various community partner agencies and employers.	Employability Skills, Life Skills instructor led or online curriculum through use of approved online training provider Metrix Learning that includes leadership development, nutrition, family planning, substance abuse prevention, health, and safety.
7. Supportive Services	Eckerd Connects/ in connection with various partner agencies and/or employers	Independently driven by participant needs. Supportive services for interview attire, educational training, and employment activities such as gas cards, bus passes, and other emergency assistance
8. Adult mentoring for at least 12 months	Eckerd Connects/ in connection with partner agencies and employers	Career Coach may provide mentoring during enrollment and in follow-up status. Independently driven by participant needs; Case managed and documented. Volunteers from outside agencies may be considered as mentors.
9. Comprehensive guidance and counseling	Eckerd Connects will refer to community agencies	Ongoing intensive case management to include additional counseling and guidance as needed
10. Follow-up services no less than 12 months after exit	Eckerd Connects	Independently driven by participant needs. Contact with participant, employer, post-secondary entities, job retention coaching, academic support, incentives, support, career, and education counseling. (Continuous service until participant has completed follow-up period of 12 months)
11. Financial Literacy	Eckerd Connects /Community Business partners	Eckerd will provide financial literacy as a part of our work readiness activities in a class setting or individually and/or use of approved online training Metrix Learning curriculum
12. Entrepreneurial Skills Training	Eckerd Connects/Community Business partners	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.
13. Activities that help youth transition to postsecondary education and training	Eckerd Connects in connection with local colleges and technical schools	Career Coach can assist with guidance and referrals to colleges or technical schools. They can help with career exploration and what is needed for training/education in the field. We can assist with FAFSA application as needed.

14a. Services that provide labor market and employment information in the local area	Eckerd Connects	Eckerd will provide this information as a part of our work readiness activities in a class setting or individually within in DevelopU (O*Net)
14b. Education offered concurrently with and in the same context as workforce preparation	Eckerd Connects /Community Business partners	Eckerd may provide basic skills in reading and math to assist young adults while they receive work readiness activities in a class setting or individually and/or use of approved online training Metrix Learning curriculum

Work-Based Work Experience (WEX) Learning: The Contractor will provide various work-based learning activities, including but not limited to (field trips, company tours; guest speakers; career fairs; service learning; paid work experience) to support the WIOA requirement 20% of non-admin regional annual youth allocation funds, however this contractor will meet or exceed 25% based on actual budget. Work based learning training sites must offer academic and occupational career exploration and skill development to enhance the participants work readiness skills in preparation for unsubsidized employment. Eckerd Connects is responsible for recruiting not-for-profit, private or public employers in collaboration with CSCLM; detemining suitability of the worksite; completing Eckerd Connects worksite agreements with the employers; assigning appropriate participants to the worksites; training worksite supervisors and offering technical assistance; documenting site visits and visiting training sites to meet with training supervisors and/or participants for the purpose of monitoring the participants academic and occupational progress; collecting progress reviews, evaluations and timesheets; and reconciling the information on the timesheets, and processing payroll and delivering checks or wages to participants. The worksite providers will provide academic and occupational onsite education componets during the duration of the agreement with the participant. The contractor shall document all activity in EF for tracking purposes. Proper documentation will be maintained in each participant file in the ATLAS system.

Phoenix Rising YouthBuild Project: The contractor will project to Enroll 12-16 young adults for the 2024 YouthBuild Grant. The contractor will continue to provide Eckerd Connects staff will continue input data into the YouthBuild GPMS (Grantee Performance Management System) system of the progress of each participant and provide additional reporting as needed to Program Development & Reporting Manager, and Director of Program Development. Eckerd Connects will follow the YouthBuild grant and guidance of the Director of Program Development. The Contractor will provide one year of follow-up services for YouthBuild participants throughout the remainder of the grant cycle as required.

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

Incentive and Support Services: The Contractor will manage and collect documentation to validate the earning of incentives and support service payments to and on behalf of participants. An incentive policy will be developed by the Contractor and forwarded to the

Vice President of Operations. Incentives will be based on competencies participants achieve while enrolled in the program. Contractor shall document incentives and supportive services in EF for tracking purposes. Proper documentation will be maintained to track the distribution of such funds.

File Audit Corrections: The Contractor will conduct internal monitoring of at least 20 participants electronic files per quarter to ensure all data errors are identified through CSCLM file monitoring and the areas of; eligibility/enrollment, individual service strategies, activity assignment, incomplete or missing case notes, work experience agreements, participant timesheets, support service documentation, post closure follow-ups are corrected. The Contractor must ensure all data errors are corrected within 30-days of notification of data error and provide verification of correction to administrative manager.

Closure of Cases: The Contractor will review and update the participant files as the goals outlined in the ISS are completed. The staff will obtain verification of placement in employment, post-secondary education, or military verification. If participant enrolled in any triggering activities, additional verifications will be completed. Management will approve file closures. The Contractor will close any files that have been inactive and not participating in activities in 91 days (about 3 months).

Follow-Up Services: The Contractor should provide monthly contact with approximately **90** follow-up cases upon case closure and document in EF. The required post-exit follow-ups must be completed in time and recorded by the end of the first quarter, second quarter, third quarter, and fourth quarter after the participants exit the program. Follow-up services include, but are not limited to, tracking progress on the job, the development of increased skills and certifications, and incentives to support retention and/or completion of education and employment services. Follow-up activities will be appropriately recorded in EF and the required documentation will be placed in the participants' paperless ATLAS file.

Coordination of Service Delivery and Reporting: It is expected that the Contractor will participate in all mandatory service collaboration meetings and training organized by CSCLM. The Contractor will attend meetings scheduled with the Director of Program Development to review and discuss performance benchmarks and budget expenditures. The Contractor will submit a quarterly performance and financial report on or after 45-day quarter end of each quarter to monitor service delivery.

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

Cost Allocation Plan: The Contractor will submit a cost allocation plan to the Vice President of Operations annually. The cost allocation plan must be signed and certified by the Contractors Finance Manager. The Contractor will designate a contact person for this project who will facilitate invoices and any fiscal inquiries. Refer to Contract Budget Summary Table Exhibit "B" below

	<u>YouthBuild 3</u>	<u>Youth</u>	<u>Youth Career Exploration</u>		<u>TOTAL</u>
Funding Source - CFDA #s	<u>17.274</u>	<u>17.259</u>	<u>17.258</u> <u>17.259</u> <u>17.278</u>		
Operating w/o WEX	\$120,991.00	\$494,081.96	\$119,589.00		\$639,395.96
Operating WEX		\$181,531.04			\$181,531.04
Subtotal Operating	\$120,991.00	\$675,613.00	\$119,589.00		\$820,927.00
Participant w/o WEX	\$134,990	\$105,876	\$80,411.00		\$240,866.00
Participant WEX		\$113,706			\$113,706.00
Subtotal Participant	\$134,990	\$219,582	\$80,411.00		\$354,572.00
Total Contract	\$255,981.00	\$895,195.00	\$200,000.00		\$1,351,176.00
Total WEX as % of Allocation		32.98%			25.12%

Fiscal: The Contractor will submit a cost allocation plan to the Contract Manager annually. The cost allocation plan must be signed and certified by the company's Finance Manager. Eckerd Connects will designate a contact person for this project who will facilitate invoices and any fiscal inquiries. Accruals will be submitted to the Board's designated staff by the 10th of the month for the previous month, and invoices will be submitted by the 20th of the month. Appropriate documentation must be provided for reimbursement.

Cost Categories for Billing: To meet State and Federal Reporting requirements, the Service Provider must provide an accounting of costs by customer type (In-School or Out-of-School) and activity (see descriptions below). Costs should be specifically charged to cost categories where possible, and a description of any allocation methodologies utilized should be detailed in the Service Provider's Cost Allocation Plan.

COST CATEGORY GUIDELINES

- **In-School Youth**
- **Local Administration (reserved for Board use)**
- **Out of School Youth**

Work Experience Expenditures (non-add, MUST MEET 25% OF YOUTH ALLOCATION LESS ADMIN)

Performance Payments: Performance holdback payments will be paid on a quarterly basis after 45 days (about 1 and a half months) and information is validated and will be contingent upon verification of performance. Verification of data will be cross referenced with EF and/or DEO FL State Indicators of Performance Reports. Refer to Performance Benchmark Table Exhibit "C" below:

July 1, 2025 to June 30, 2026

Performance Pay Measure: Eckerd Connects will have a performance holdback of \$44,760 (5% of total WIOA Youth Contract Award) based on meeting Performance Benchmarks as indicated in the chart below. CareerSource Citrus Levy Marion will pay the agreed upon payment, not to exceed \$44,760 and will be paid in four quarterly installments to be billed 45 days after the end of each quarter and will be paid once performance documentation has been validated.

Table Exhibit C:

Performance Benchmark	Definition / Required Performance	Payment
Enrollments	1st Quarter- Meet 25 Enrollments by 9/30/25 2nd Quarter- Meet 30 Enrollments by 12/31/25 3rd Quarter- Meet 30 Enrollments by 3/31/26 4th Quarter- Meet 20 Enrollments by 6/30/26 <i>Eckerd Connects is eligible for enrollment payout providing all enrollments are met by 6/30/2026.</i>	\$1,864.99 per Quarter
Measurable Skills Gain	82.6% of OSY enrolled in a triggering education or training activity should have at least one measurable skill gain per program year.	\$1,864.99 per Quarter
Employment/ Education Retention Rate 2nd Quarter after Exit	71.4% of participants in education/training activities or unsubsidized employment during the 2nd quarter after exit from the program	\$1,864.99 per Quarter
Employment/ Education Retention Rate 4th Quarter after Exit	69.4% of participants in education/training activities or unsubsidized employment during the 4th quarter after exit from the program	\$1,864.99 per Quarter
Credential Attainment Rate	78.1% of participants attained an in-demand nationally industry recognized credential and/or secondary school diploma (or recognized equivalent) during participation and/ or within 1 year after exit from the program	\$1,864.99 per Quarter
Median Wages	\$3,384 Median Wage of Participants who average at least \$3,384 during the 2nd Quarter after exit from the program	\$1,864.99 per Quarter

For the above Performance Objective, the Contractor may capture, in an appropriate billing period, the payment of a performance benchmark missed in an earlier period if it can prove that the cumulative performance benchmarks for all affected periods were attained. Payments: If the Board’s President & CEO determines that the State’s EF reporting of WIOA activities contains inaccuracies or it is too onerous to generate suitable documentation for any WIOA payment claim, the President & CEO may waive the EF documentation requirement and direct that payment be paid. Upon mutual satisfaction by both the Board and the Contractor that either the respective system is “fixed,” or an alternative system is available to produce accurate data, the Board may adjust the previously paid profit payments received by the Contractor. All performance payments will be collected by the final invoice submission.

Performance Outcome Measures: The Contractor may be eligible for contract renewal and considered successful, if the following measures are achieved:

- **Measurable Skills Gain**

- **82.6%** of OSY enrolled in a triggering education or training activity **should have at least one measurable skill gain per program year.**

- **WEX Expenditure Rate**

- Contractor will expend at least **25% (\$223,799)** of the required portion of the budget on work-based learning to align with WIOA/CSCLM requirements

Other Primary Indicators of Performance to be tracked and monitored to align with State baseline data.

- **Employment/Education Retention Rate – 2nd Quarter After Exit**

- **71.4%** of participants in education/training activities or unsubsidized employment during the 2nd quarter after exit from the program ~ **(performance indicator)**

- **Employment/Education Retention Rate – 4th Quarter After Exit**

- **69.4%** of participants in education/training activities or unsubsidized employment during the 4th quarter after exit from the program ~ **(performance indicator)**

- **Credential Attainment Rate**

- **78.1%** of participants attained an in-demand industry nationally recognized credential and/or secondary school diploma (or recognized equivalent) during participation and/ or within 1 year after exit from the program ~ **(performance indicator)**

- **Median Wages**

- **\$3,384 Median Wage** of Participants who average at least \$3,384 during the 2nd Quarter after exit from the program ~ **(performance indicator)**

EXHIBIT III – Budget/Budget Narrative

**Citrus, Levy, Marion WIOA Youth
Project Budget Narrative**

Budget 2025-26

Total Budget \$895,195

Salaries (\$406,994)

Vice President, Operations and Operations Director are all allocated minimal amounts to provide supervision, support and oversight of the program.

Program Manager and Site Manager are budgeted for this project at an estimated rate of 80% of time for the program manager and 87.50% of time for the site manager. The remaining percentages are budgeted on other area programs.

Workforce Development Specialist is budgeted for this project at 75%.

5 Career Coaches are budgeted for this project. Four career coaches are budgeted 100% to the youth program and the remaining one is budgeted 50% with the balance going to other area programs. They are assigned to various geographic areas within the region as well as specific program caseloads.

Workforce Retention Specialist is budgeted for this project at 100%.

Success Mentor is budgeted for this project at 100%.

Benefits (\$148,741): Eckerd’s benefits are billed back based on an annually approved cost allocation plan. The table below outlines the calculation of how the costs are budgeted. Most costs are simply calculated as a percentage of gross salaries that are allocated to the project. The health insurance is charged based on each individual employee’s FTE (Full Time Equivalent) allocation. The insurance is only charged for those individuals who elect to participate in the plan.

Benefit Type	Allocation	Base	Total Budget
FICA	7.65% of salaries	\$406,994	\$31,135
Unemployment	0.596% of salaries	\$406,994	\$2,426
Workers Compensation	0.05% of salaries	\$406,994	\$203
Pension	2.2% of salaries	\$406,994	\$8,954
Medical/month/FTE *	\$995 per month per FTE		\$102,218
Other Health/month/FTE	\$35 per month per FTE		\$3,806
Total			\$148,741

*Medical is calculated only on those employees who elect to participate in the plan.

Direct Participant Costs (\$163,161): Eckerd proposes to enroll approximately 18 participants in work experience with an allotment of 32 hours per week up to 10 weeks earning \$15 per hour (\$86,400). In addition to the wages, Eckerd projects an additional fee of 29% of gross wages to cover all required payroll taxes and processing fees (\$25,056). A client training line is included for 4 clients @ \$1300. A client tuition line is included to allow up to 20 Penn Foster enrollments at a cost of \$850 per and 10 GED enrollments at \$60 per. Eckerd has also budgeted a variety of incentive payments offered

to participants to promote continued program engagement and successes. Attainment of a credential is planned at \$75 per for 55 participants, attainment of a GED is planned at \$75 per for 15 participants, Placement incentives are planned for \$100 per for 65 participants, Successful Completion is budgeted at \$75 per for 65 participants, Retention in Employment for Q2 and Q4 is planned at \$100 per for up to 100 participants, and Work Experience Completion is planned for \$150 per for 15 participants.

Other Costs (\$118,975):

- **Office Supplies \$1,200:** Covers typical materials required to operate the site (paper, pens, etc.)
- **Travel \$7,291:** Eckerd reimburses staff mileage on personal vehicles at a rate of \$.445 cents per mile. Mileage is incurred for site staff performing day to day operations. Airfare, lodging and per diem is budgeted for 3 staff to attend the state workforce conference (4 days, 3 nights, no airfare), 3 staff to attend the youth symposium (3 days, 2 nights), and oversight site visits (max 2 nights, 3 days).
- **Communications // Cell Phones (\$2,142):** Cell phone costs are budgeted at \$20 per month for site employees (Program Manager, Site Manager, Lead Career Coach, Success Mentor, Career Coaches and Workforce Development Specialists).
- **Staff Background Screen / Training (\$1,468):** MVR Screens are conducted annually for Eckerd staff and are budgeted at \$30 each for current employees who need the renewal. This line also includes conference attendance fees for the state workforce summit (\$400 each).
- **Postage (\$780):** A small budget for postage is forecast to account for minimal expenditures to mail documents to/from site and Corporate HQ and delivery of participant checks.
- **General Liability Insurance (\$11,190):** General Liability insurance is calculated at a rate of .125% of total revenues. This insurance is analyzed annually by Eckerd's risk management department to determine fair share of expenditures based on historical usage. Each year in June, Eckerd trues up the annual amount allocated based on projections with actual costs.
- **Licensing Fees (\$3500):** A budget has been created for the annual HBI Licensing fee to provide HBI Carpentry Training, this includes site license and Instructor training.
- **Client Verifications (\$960):** A small portion is budgeted for work number / client verifications.
- **Indirect Cost (\$92,307):** Eckerd has a cognizant agency approved indirect rate with the Department of Health and Human Services. Per the enclosed federal indirect rate agreement, Eckerd's pending approved rate is 13.2% and is applicable to modified total direct costs (MTDC). MTDC includes all direct salaries and wages including participant wages, applicable employee benefits, materials and supplies, services, travel, and up to the first \$50,000 of each sub award. MTDC excludes equipment, capital expenditures, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each sub award in excess of \$50,000. For a formal definition of MTDC please reference 2 CFR 200.6.

Youth Supportive Services Costs (\$55,491):

- **Client Transportation (\$45,000):** This cost is factored for approximately 100 participants who are eligible for an average amount of \$450 each.
- **Client Testing Fees (\$1,616):** The cost is factored for GED practice test 10@\$24/ea, initial test 10@\$128/ea and retakes 8@\$12/ea..
- **Client Training Materials (\$3,000):** This cost is factored for 2 Safe Staff @\$1100 each and TABE (Casas) \$800.
- **Client Allowances (\$300):** Client allowances include miscellaneous items for clients such as Florida State ID and other items required for clients to work.
- **Client Clothing (\$5,000):** This cost is factored for approximately 50 participants at an average cost of \$100 each.

Client Background Screening (\$575): This cost is factored for approximately 23 participants at an average cost of \$25 each.

**Citrus, Levy, Marion Youthbuild
Project Budget Narrative**

Total Budget \$255,981

Salaries (\$72,820)

Program Manager and Site Manager are budgeted for this project at an estimated rate of 7.5% of time for the program manager and 10% of time for the site manager. The remaining percentages are budgeted on other area programs.

Workforce Development Specialist is budgeted for this project at 25%.

Career Coach are budgeted for this project. One is budgeted 50% with the balance going to other area programs.

Construction Supervisor is budgeted for this project at 75%.

Benefits (\$20,831): Eckerd's benefits are billed back based on an annually approved cost allocation plan. The table below outlines the calculation of how the costs are budgeted. Most costs are simply calculated as a percentage of gross salaries that are allocated to the project. The health insurance is charged based on each individual employee's FTE (Full Time Equivalent) allocation. The insurance is only charged for those individuals who elect to participate in the plan.

Benefit Type	Allocation	Base	Total Budget
FICA	7.65% of salaries	\$72,820	\$5,571
Unemployment	0.596% of salaries	\$72,820	\$434
Workers Compensation	0.05% of salaries	\$72,820	\$36
Pension	2.2% of salaries	\$72,820	\$1,602
Medical/month/FTE *	\$995 per month per FTE		\$12,537
Other Health/month/FTE	\$35 per month per FTE		\$651
Total			\$20,831

*Medical is calculated only on those employees who elect to participate in the plan.

Direct Participant Costs (\$123,140): A client training line is included for 13 clients @ \$2785 each. A client tuition line is included to allow up to 12 Penn Foster enrollments at a cost of \$815 each. Client credentialing is budgeted at 13 OSHA certificates at a cost of \$175 each. Eckerd has also budgeted 13 Phoenix completion stipends @ \$5,760 each.

Other Costs (\$27,340):

- **Travel \$1,455:** Eckerd reimburses staff mileage on personal vehicles at a rate of \$.445 cents per mile. Mileage is incurred for site staff performing day to day operations.
- **General Liability Insurance (\$3,259):** General Liability insurance is calculated at a rate of .125% of total revenues. This insurance is analyzed annually by Eckerd's risk management department to determine fair share of expenditures based on historical usage. Each year in June, Eckerd trues up the annual amount allocated based on projections with actual costs.
- **Subcontractor Fees (\$8,500):** Budgeted for HBI and counseling fees.
- **Indirect Cost (\$14,126):** Eckerd has a cognizant agency approved indirect rate with the Department of Health and Human Services. Per the enclosed federal indirect rate agreement, Eckerd's pending approved rate is 13.2% and is applicable to modified total direct costs (MTDC). MTDC includes all direct salaries and wages including participant wages, applicable employee benefits, materials and supplies, services, travel, and up to the first \$50,000 of each sub award.

MTDC excludes equipment, capital expenditures, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each sub award in excess of

\$50,000. For a formal definition of MTDC please reference 2 CFR 200.6.

Youth Supportive Services Costs (\$11,850):

- **Client Transportation (\$3,900):** This cost is factored for approximately 13 participants who are eligible for an average amount of \$300 each.
- **Client Allowances (\$4,550):** Client allowances include miscellaneous items for clients such as Florida State ID and other items required for clients to work.

- **Client Clothing (\$3,250):** This cost is factored for approximately 13 participants at an average cost of \$250 each.
- **Client Background Screening (\$150):** This cost includes any miscellaneous client screening.

**Citrus, Levy Marion Citrus Phoenix Rising
Project Budget Narrative**

Total Budget \$200,000

Salaries (\$69,678)

Operations Director is budgeted minimal amounts to provide supervision, support and oversight.

Program Manager and Site Manager are budgeted for this project at an estimated rate of 12.5% of time for the program manager and 2.5% of time for the site manager. The remaining percentages are budgeted on other area programs.

Career Coach is budgeted for this project. This position is budgeted as part time for the months of November and December and will transition to full time from January thru May. The position is reduced in June as needed.

Construction Supervisor is budgeted for this project. This position is budgeted as part time for the months of November and December and will transition to full time from January thru May. The position is reduced in June as needed.

Benefits (\$23,897): Eckerd's benefits are billed back based on an annually approved cost allocation plan. The table below outlines the calculation of how the costs are budgeted. Most costs are simply calculated as a percentage of gross salaries that are allocated to the project. The health insurance is charged based on each individual employee's FTE (Full Time Equivalent) allocation. The insurance is only charged for those individuals who elect to participate in the plan.

Benefit Type	Allocation	Base	Total Budget
FICA	7.65% of salaries	\$69,678	\$5,330
Unemployment	0.596% of salaries	\$69,678	\$415
Workers Compensation	0.05% of salaries	\$69,678	\$35
Pension	2.2% of salaries	\$69,678	\$1,533
Medical/month/FTE *	\$995 per month per FTE		\$16,021
Other Health/month/FTE	\$35 per month per FTE		\$564
Total			\$23,897

*Medical is calculated only on those employees who elect to participate in the plan.

Direct Participant Costs (\$74,311): Eckerd proposes to enroll approximately 8 participants in work experience with an allotment of 24 hours per week up to 16 weeks

earning \$15.00 per hour (\$46,080). In addition to the wages, Eckerd projects an additional fee of 29% of gross wages to cover all required payroll taxes and processing fees (\$13,363). Client training is budgeted at \$3,388 to provide vocational training/skills. A client tuition line is included to allow up to 8 Penn Foster enrollments at a cost of \$835 each. Eckerd has budgeted \$1,600 for Attainment incentives, \$1,600 for Placement incentives and

\$1,600 for Retention incentives.

Other Costs (\$26,014):

- **Travel \$1,350:** Eckerd reimburses staff mileage on personal vehicles at a rate of \$.445 cents per mile. Mileage is incurred for site staff performing day to day operations.
- **Communication/Cell Phone \$776:** Cell phones are budgeted at \$20 per line each month, for the months of November thru June – including the purchase of (2) phones for \$228 each.
- **Staff Background \$500:** MVR screens are conducted annually for Eckerd staff and are budgeted at \$35 and \$250 for new hire background screening.

- **General Liability Insurance (\$2,500):** General Liability insurance is calculated at a rate of .125% of total revenues. This insurance is analyzed annually by Eckerd's risk management department to determine fair share of expenditures based on historical usage. Each year in June, Eckerd trues up the annual amount allocated based on projections with actual costs.
- **Indirect Cost (\$20,888):** Eckerd has a cognizant agency approved indirect rate with the Department of Health and Human Services. Per the enclosed federal indirect rate agreement, Eckerd's pending approved rate is 13.2% and is applicable to modified total direct costs (MTDC). MTDC includes all direct salaries and wages including participant wages, applicable employee benefits, materials and supplies, services, travel, and up to the first \$50,000 of each sub award. MTDC excludes equipment, capital expenditures, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each sub award in excess of \$50,000. For a formal definition of MTDC please reference 2 CFR 200.6.

Youth Supportive Services Costs (\$6,100):

- **Client Transportation (\$4,000):** This cost is factored for approximately 10 participants who are eligible for an average amount of \$400 each.
- **Client Allowances (\$2,000):** Client allowances include miscellaneous items for clients such as Florida State ID and other items required for clients to work.
- **Client Drug Screening (\$100):** This cost includes any miscellaneous client drug screening.

EXHIBIT IV – Performance Requirements

1. Met and/or Exceed CareerSource Citrus Levy Marion Standards for the Program Year.

2. QUALITY OF CASE NOTES - DELIVERABLES

- 100% of all youth customers (WIOA/WTP) will have detailed case notes
- A case note entry will be entered into EFM/OSST anytime a staff member has *any type* of interaction with the participant or the participant's case record.
- Case note entries must be made on the actual date of the contact, interaction, or case action, or as soon as possible after the contact.
- Case notes will tell the story so that a review of the case notes will provide an understanding of what is happening with the youth.
- Canned case notes will be used on a limited basis and will be personalized.
- Sample monitoring will occur monthly with a goal of 90% quality pass rate

3. QUALITY OF IEP/ISS DETAIL - DELIVERABLES

- 100% of all new youth customers (WIOA/WTP) will have detailed IEP/ISS completed
- IEP/ISS will include, for example, type of assessment, assessment results and detailed steps towards accomplishment of goals
- Plan will be updated to reflect youth's progress and changes
- All plans will be signed by both the Customer and Employment Consultant and scanned into Atlas
- Sample monitoring will occur monthly with a goal of 90% quality pass rate
- Canned case notes will be used on a limited basis and will be personalized.

4. YOUTH PROGRAM ELEMENTS: Eckerd will provide youth customers with the ten required program elements directly or through coordination, in-kind services, or partner service. Required program elements are:

- A. Tutoring, study skills training, and instruction, leading to completion of secondary school, including dropout prevention strategies;
- B. Alternative secondary school services, as appropriate;
- C. Summer employment opportunities that are directly linked to academic and occupational learning;
- D. As appropriate, paid and unpaid work experiences, including internships and job shadowing;
- E. Occupational skill training, as appropriate;
- F. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours, as appropriate;
- G. Supportive Services;
- H. Adult mentoring for the period of participation and a subsequent period, for a

total of not less than 12 months;

- I. Follow-up services for not less than 12 months after the completion of participation, as appropriate; and
- J. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.

If Eckerd does not provide a required program element, the Scope of Work should state who they will partner with to provide the element, and how the participant will access the required element. A letter of confirmation from the partner substantiating the relationship and provision of the required element should be provided to CareerSource Citrus Levy Marion to be included in a modification to the contract.

Comprehensive case notes will be entered into the youth's MIS files detailing the delivery and outcome of the required elements as delivered to the individual participants.

EXHIBIT V – Leadership Job Descriptions and Resumes

The first name in second chances.SM



Job Description

Title:	Operations Director	Effective:	February, 2017
Job No:	March, 2010	Division:	Operations
Supersedes:	N/A	Program:	Multiple
Status:	Exempt	Location:	Multiple States

I. Position Concept:

The position provides direct operational supervision for all current and future Eckerd Kids Operations in the assigned region. This position ensures operational excellence across the 5 dimensions of leadership competence from the Eckerd Organizational Performance and Organizational Culture Wheels.

II. Essential Job Responsibilities:

- Coaches, mentors, and develops direct reports; ensuring region has the leadership capacity to forecast and respond to current and future business opportunities and challenges.
- Develops best practices for program policies and procedures within assigned region and is responsible for overseeing the implementation and training of those policies and procedures to all assigned program staff.
- Responsible for building and maintaining a culture within the region that aligns with Eckerd Kids values.
- Assist with funding proposals and grant writing to support program expansion and/or sustainability.
- Develop procedures to ensure that program outcome measures comply with statutorily mandated benchmarks.
- Establishes and monitors all program goals and objectives in accordance with agency standards, contract and grant compliance, and quality assurance standards.
- Regularly review costs, operations and forecast data to determine individual program progress in his or her assigned State(s).

Maintains strong relationships with current stakeholders while identifying and establishing new relationships that enables the expansion of Eckerd Kids business.

- Report any acts, incidents or conditions that reflect liable situations.

- Perform other duties as assigned.

IV. Knowledge, Skills and Abilities:

- Advanced knowledge of federal laws and regulations that impact book of business.
- Advanced knowledge of contracts and contract language, coupled with experience monitoring performance against the requirements of the contract
- Must have strong program management skills including budgeting and cost estimating; proposal writing, contract management and business development activities.
- Excellent communication skills; written and verbal.
- Excellent diagnostic and problem solving skills.
- Exceptional organization skills and attention to detail are required and the candidate must be able to meet designated deadlines.
- Must demonstrate sensitivity to our service population's cultural and socioeconomic characteristics and needs.

V. Position in Organization:

A. Reports to:
Senior Operations Director

B. Directly supervises:

Assigned Program Director(s) in Region

C. Indirectly supervises:
N/A

VI. Relationships:

A. Internal:

Eckerd Operations and Support Center Staff

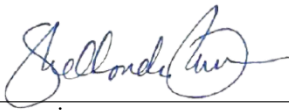
B. External

Government Officials
Representatives of Regulatory Agencies
Participants
Members of the Media
Current and Potential Contributors to the
Organization The Public at Large
Federal, state and local governmental
agencies Industry groups and

organizations

VII. Education & Experience:

- A. Education – Bachelor’s degree, from an accredited College or University.
- B. Experience – Five years of direct workforce related experience. Prefer detailed understanding of both non- profit and for profit businesses. Operational program experience required.
- C. Skills – Demonstrated leadership, direction and management of all assigned programs including: overall financial management, customer service, business development and expansion, budget construction, contract negotiation, employee relations, program staffing, systems and resource allocation.
- D. Computer literate with basic word processing and database skills.
- E. Physical Demands - Requires sitting for approximately 2/3 of each day with periodic lifting of up to 25 pounds. Ability to communicate via telephone; Ability to travel regularly to accomplish goals. Must be free of communicable diseases as defined by state and to the extent that knowledge is attainable under the law as defined by the appropriate state and to the extent that knowledge is attainable under federal law.
- F. Other – Must meet state criminal background check requirements.
- G. Travel - Must be able to meet requirements for Eckerd’s Auto Insurance and be able to drive for business purposes. Must have appropriate and valid state driver’s license.



Supervisor

July 1, 2017

Date

I hereby acknowledge that I have read, understand, and accept the above job description as a condition for my employment.

Employee – Print and sign

Date

Operations Director



Job Description

Title:	Area Manager	Effective:	July, 2017
Job No:	AREAMNGR	Division:	Workforce
Supersedes:	September, 2015	Program/Dept:	Operations
Status:	Exempt	Location:	Multiple

I. Position Concept:

The Area Manager is an experienced professional with experience in program operations and business development. This position operates programs with multiple customers. The tasks are highly complex and require negotiation and communication skills, organizational abilities, advocacy skills, and overall business acumen.

II. Essential Functions:

- Ensure that all programs are on track to meet or exceed contractual performance goals within the guidelines of the operating budget and program deliverables.
- Interpret federal legislation, state guidance, and communiqués for appropriate implementation to ensure quality services.
- Establish policies and procedures for program services, safety and crisis response management.
- Assist with negotiating contracts.
- Assist with the development of the program budgets and manage programs within budget.
- Staff Training & Development in compliance with Eckerd Kids policies and contract requirements.
- Supervises management and front line staff to build community partnerships.
- Ensures that staff are deployed appropriately, and that staffing ratios are in compliance with service plan
- Conduct business development activities and assist in responding to RFP's, grant opportunities, in an effort to grow business in the Region.
- Community outreach service agencies to assist where necessary to fulfill delivery of contract compliance.
- Assist in establishing linkages with other community service related agencies.

III. Other Duties Include, But Not Limited To:

- Participate in training as required.
- Ensure adherence to Eckerd's Policy and Procedure Manual. Report any acts,

incidents, or conditions that reflect the possibility of inappropriate staff-to-participant/family relationships.

- Report any use of physical force and all unusual incidents per Eckerd policy and state guidelines.
- Perform other duties as assigned or needed.

IV. Relationships:

- Internal: All Staff
- A. External:
 - Funding Partners
 - Community Agencies

V. Position Specifications:

- A. Education –Bachelor’s Degree (social services, counseling, business), from an accredited College or University.
- B. Experience – 3+ years relevant work experience. Past experience working with the targeted population.
- C. Skills -, Experience with at-risk youth, particularly in workforce, employment and training. Demonstrated proficient in using Microsoft Office applications, database tracking systems. Facilitate travel through the assigned area. Ability to maintain a leadership role with excellent verbal and written communication skills. Supervise staff with student Employment / Internship opportunities..
- D. Physical/Mental Demands - The environment is an open office/classroom type facility that is reasonably clean and comfortable. The incumbent is in a non-confined setting in which he/she is free to move about. Regional travel approx. 50% of the time. In the course of performing this position the incumbent spends time writing, typing, speaking, listening, lifting (up to 20 pounds), carrying, seeing (such as close, color and peripheral vision, depth perception and adjusted focus), sitting, pulling, walking, standing, squatting, kneeling and reaching.
- E. Other- Must have appropriate and valid state driver’s license and be able to meet requirements for Eckerd’s Auto Insurance and be able to drive for business purposes. Must meet state criminal background check requirements.

Supervisor

Date

I hereby acknowledge that I have read, understand, and accept the above job description as a condition for my employment.

Employee – Print and sign

Date

Area Manager



Job Description

Title:	Program Manager	Effective:	July, 2017
Job. No.:		Division:	Operations
Supersedes:		Program:	Multiple
Status:	Exempt	Location:	Multiple

I. Position Concept:

The Program Manager is responsible for supporting and monitoring the delivery of high quality programs, in accordance with contract specifications, by supervising all aspects of program operations. This includes, but is not limited to: the management of site budgets; general program oversight, including daily project management and financial management and reporting functions; building partnerships to secure additional/sustaining funding including assisting with grant development; materials coordination, performance management, contract compliance, and resource allocation.

II. Essential Functions:

- Supervises and monitors all contracted activities/services at assigned sites to ensure model integrity and contractual compliance.
- Interview, hire, train, and directly supervise staff at assigned program. Responsible for conducting performance evaluations for assigned staff.
- Conduct new hire orientation, ensuring the new hire completes employment-related documents and benefits enrollment; also prepare or ensure preparation and submission of personnel transaction forms, evaluations, and similar documents, and obtain background screening information on new hires and candidates.
- Maintain program/department entry into data systems through accurate and timely input of referrals, client and/or staff demographics, billing, attendance, event, and assessment data.
- Locate and compile information and complete reports as required by contracting agencies; compile, sort, and verify accuracy of data; keep records of work completed; maintain follow-up system on reports requiring action on periodic basis.
- Maintain accurate and complete records according to Eckerd Kids standards and contractual obligations; client and staff record maintenance to include, but not limited to, filing, retrieval, retention, storage, updating, and destroying files as directed by policies and procedures; maintain confidentiality of client and staff records.
- Oversees the administration of surveys, pre/post assessments, and other

evaluation tools as required for tracking outcome measures. Ensures accuracy and timeliness of data collection on internal and external electronic databases.

- Track program/department expenditures, ensuring purchasing orders or invoices and receipts are processed in timely manner; Report income and accruals as required, as assigned; Prepare invoices for program/department expenditures including leadership travel; maintain petty cash receipts; ensure p- card transactions are completed in accurate and timely fashion.
- Networks with community resources to promote program concept, coordinate fund raising efforts to support existing programs and for program expansion.
- Attend and actively participate in local Community Coalition meetings, Program Community Advisory Council meetings, pertinent funder meetings, local CBC meeting pertaining to overseen programs and other local related collaborations.
- Adhere to federal and state laws on confidentiality.
- Adhere to safe practices and ensure safe practice by clients in care.
- Prepare, maintain, and distribute program/department payroll time logs and timesheets; coordinate changes or corrections.
- As needed, ensure that all paperwork related to staff injuries and/or incidents is completed and submitted in timely fashion.
- Serve as member of program/department leadership, quality, treatment, and advisory teams; attend meetings and prepare meeting minutes.

III. Location Specific Essential Functions: (Those functions that are unique to the location in which the employee serves)

- Ensure that all programs are on track to meet or exceed contractual performance goals within the guidelines of the operating budget and program deliverables.
- Staff Training & Development a minimum of one training session per quarter with documented evidence of 80% staff attendance.
- Conduct business development activities and assist the Regional Manager in responding to RFP's, grant opportunities, in an effort to grow business in the Region.
- Community outreach service agencies to assist where necessary to fulfill delivery of contract compliance.

IV. Other Duties Include, But Not Limited To:

- Participate in training and development activities as required.
- Report any acts, incidents or conditions that reflect the possibility of inappropriate youth-to-youth or staff-to-youth relationships.
- Report any use of physical force and all unusual incidents per Eckerd Kids policy and state guidelines.
- Perform other duties as assigned.

V. Position in Organization

A. Reports To:

Area Manager

B. Directly Supervises:

Program staff as assigned.

VI. Relationships:

A. Internal:

Eckerd Program and Support Center Staff

B. External:

Program youth and families

School District staff, administration, faculties Local Department of Children & Families staff Local Community-Based Care (CBC) agency staff CBC contracted case management agency staff Program Advisory Committee

County and City Parks & Recreation personnel Community Organizations

Programs' funders and stakeholders

VII. Position Specifications:

A. Education - Bachelor's Degree, from an accredited College or University, in human services (e.g., psychology, social work, sociology or related field) or higher education required. (If providing therapeutic supervised visitation services or providing clinical supervision to unlicensed staff must be a Master's level licensed clinician).

B. Experience - Three years full-time experience working with youth and families required.

C. Skills – Supervision, communication (verbal, written, listening) organizational (prioritizing tasks, maintaining case notes), data collection. Must be proficient in specific technology or systems that are utilized to track or

manage day to day activities as assigned.

- D. Physical Demands - Must be able to lift a minimum of 30 pounds. Regular sitting, working at computer keyboard and desk, standing to file or retrieve documents in filing cabinet.
- E. Other - Must meet state and Eckerd Kids criminal background check requirements.
- F. Travel - Must be able to meet requirements for Eckerd Kids Auto Insurance and be able to drive for business purposes. Must have appropriate and valid state driver's license.

Supervisor

Date

I hereby acknowledge that I have read, understand, and accept the above job description as a condition for my employment.

Program Manager



**Workforce
Development**

**Job
Description**

Title:	Lead Career Coach	Effective:	July, 2017
Job No:	LDCARCOA	Division:	Workforce
Supersedes:	September, 2015	Program/Dept:	Operations
Status:	Non-Exempt	Location:	Multiple

I. Position Concept:

The Lead Career Coach provides support to 1-8 Career Coaches in the areas of Outreach/Recruitment, Assessment/Eligibility, work readiness skills and the development of basic remedial skills in math and reading to program and participants. Lead Career Coach will attend/conduct activities in the community relating to participant development. This person will provide support and assistance in meeting personal and team goals related to the program.

II. Essential Functions:

- Assist program Career Coaches in reaching goals established in Contract or Statement of Work.
- Outreach/Recruitment through attending/conducting activities in the community relating to participant development.
- Assessment/Eligibility of participants per project plan.
- Maintain case records detailing service needs and activities/arrangements for their fulfillment, according to data-management procedures established by program management and the funding sources.
- Deliver skills training in software applications, work readiness skills and the development of basic remedial skills in math and reading. Develop presentation and facilitation skills to engage students in meeting program goals.
- Deliver program curriculum/objectives in classroom/simulated workplace environment.
- Job Development by connect with employers and community organizations on a frequent basis to market and enrich the program and the success of the participants.

- Identify and recruit target population of clients and employers.
- Data and paperwork management.

III. Other Duties Include, But Not Limited To:

- Participate in training and development activities as required.
- Report any acts, incidents or conditions that reflect the possibility of inappropriate participant-to-participant or staff-to-participant relationships.
- Report any use of physical force and all unusual incidents per Eckerd policy and state guidelines.
- Perform other duties as assigned.

IV. Position in Organization:

A. Reports to:

B. Directly
supervises:
N/A

V. Relationships:

A. Internal:
Program and Eckerd staff

B. External:
Community Agencies
Local School Officials
Families
Funder/Workforce
Board

VI. Position Specifications:

- A. Education – Related Bachelor’s degree, from an accredited College or University preferred.
- B. Experience – Past experience working with the targeted population. 4+ years relevant work experience.
- C. Skills – Demonstrated proficient in using Microsoft Office applications or online database tracking systems. Must have the ability to efficiently manage a large participant caseload (Active and Follow-up) in a fast pace environment. Must have the ability to work independent of central office or direct management support. Ability to maintain a leadership role with the students to motivate and influence positive behaviors. Excellent verbal and written communication skills. Knowledge and or experience with classroom management

techniques.

- D. Physical Demands – The environment is an open office/classroom type facility that is reasonably clean and comfortable. The incumbent is in a non-confined setting in which he/she is free to move about. The position requires that the incumbent spend time writing, typing, speaking, listening, lifting (up to 25 pounds), carrying, seeing (such as close, color and peripheral vision, depth perception and adjusted focus), sitting, pulling, walking, standing, squatting, kneeling and reaching.
- E. Other – Must have appropriate and valid state driver’s license and be able to meet requirements for Eckerd’s Auto Insurance and be able to drive for business purposes. Must meet state criminal background check requirements.

Supervisor

Date

I hereby acknowledge that I have read, understand, and accept the above job description as a condition for my employment.

Lead Career Coach



Workforce Development

Job Description

Title:	Workforce Career Coach	Effective:	July, 2017
Job No:	CARCOACH	Division:	Workforce
Supersedes:	September, 2015	Program/Dept:	Operations
Status:	Non-Exempt	Location:	Multiple

I. Position Concept:

The Career Coach is the primary point of contact with the participants and others in the participant's circle of influence. The Career Coach will recruit for the program as well as seek employment and educational opportunities as participants complete the program. The Career Coach must display initiative, exercise judgment and make decisions that are consistent with program goals.

II. Essential Functions:

- Outreach/Recruitment through attending/conducting activities in the community relating to participant development.
- Assessment/Eligibility of participants per project plan.
- Maintain case records detailing service needs and activities/arrangements for their fulfillment, according to data-management procedures established by program management and the funding sources.
- Deliver skills training in software applications, work readiness skills and the development of basic remedial skills in math and reading. Develop presentation and facilitation skills to engage students in meeting program goals.
- Deliver program curriculum/objectives in classroom/simulated workplace environment.
- Job Development by connect with employers and community organizations on a frequent basis to market and enrich the program and the success of the participants.
- Identify and recruit target population of clients and employers.
- Data and paperwork management.

III. Other Duties Include, But Not Limited To:

- Participate in training and development activities as required.
- Report any acts, incidents or conditions that reflect the possibility of inappropriate participant-to-participant or staff-to-participant relationships.
- Report any use of physical force and all unusual incidents per Eckerd Kids policy and state guidelines.
- Perform other duties as assigned.

V. Relationships:

A. Internal:

Program and Eckerd staff

B. External:

Community Agencies
Local School Officials
Families
Funder/Workforce
boards

VI. Position Specifications:

- A. Education- Related Bachelor's degree, from an accredited College or University preferred.
- B. Experience- Past experience working with the targeted population. 3+ years relevant work experience.
- C. Skills –Demonstrated proficient in using Microsoft Office applications or online database tracking systems. Must have the ability to efficiently manage a large participant caseload (Active and Follow-up) in a fast pace environment. Must have the ability to work independent of central office or direct management support. Ability to maintain a leadership role with the students to motivate and influence positive behaviors. Excellent verbal and written communication skills. Knowledge and or experience with classroom management techniques.
- D. Physical Demands – The environment is an open office/classroom type facility that is reasonably clean and comfortable. The incumbent is in a non-confined setting in which he/she is free to move about. The position requires that the incumbent spend time writing, typing, speaking, listening, lifting (up to 25 pounds), carrying, seeing (such as close, color and peripheral vision, depth perception and adjusted focus), sitting, pulling, walking, standing, squatting, kneeling and reaching.
- E. Other – Must have appropriate and valid state driver's license and be able to meet requirements for Eckerd's Auto Insurance and be able to drive for business purposes. Must

meet state criminal background check requirements.

- F. Travel - Must be able to meet requirements for Eckerd's Auto Insurance and be able to drive for business purposes.

Supervisor

Date

I hereby acknowledge that I have read, understand, and accept the above job description as a condition for my employment.

Employee – Print and sign

Date

Workforce Career Coach

2



Job Description

Title:	Workforce Development Specialist	Effective:	July, 2017
Job No:	WORKDVSP	Division:	Workforce
Supersedes:	September, 2015	Program/Dept:	Operations
Status:	Non-Exempt	Location:	Multiple

I. Position Concept:

The Workforce Development Specialist is the primary point of contact between our staff, participants and potential employers. The WDS will build a network of business relationships that support subsidized and unsubsidized employment opportunities for participants.

II. Essential Functions:

- Attend/conduct activities in the community relating to employment services and connect with employers and community organizations on a frequent basis to market and enrich the program and the success of the participants.
- Maintains regular contact with employers to monitor employment satisfaction and to suggest refinement of requirements to better prepare participants and meet employer hiring needs.
- Works with participants to develop assigned subsidized placement, accurately completes Worksite Agreements, clearly reviews policies and process with participant and employer,.
- Assists in the development and documents job duties, and follows up with employer/participant surveys regularly to ensure program satisfaction and success.
- Develop and/or strengthen relationships with local employers, colleges, military, and social service agencies leading to fulfillment of contractual objectives.
- Enter data collected on client and employer activity in an internal and/or state system. Maintain accurate participant records, performs filing and general clerical functions. Tracks and reports on placement activities. Works with staff to identify job placement concerns and propose solutions.
- Program marketing, minimum one event/quarter (Specialized Recruitments, job fair).

- Understands of Labor Market Information, Demand Occupations, and watch for trends in employment.

III. Other Duties Include, But Not Limited To:

- Report any acts, incidents or conditions that reflect the possibility of inappropriate youth-to-youth or staff-to-youth relationships.
- Report any use of physical force and all unusual incidents per Eckerd policy and state guidelines.
- Perform other duties as assigned.

IV. Relationships:

A. Internal:

All staff

B. External:

Workforce partners

Vocational Institutions

Professional
organizations

Youth and Community Centers

V. Position Specifications:

- Education – Related Bachelor’s Degree from an accredited College or University preferred.
- Experience – 2+ years relevant work experience hiring, training, and managing staff. Past experience working with the targeted population.
- Skills –Excellent people skills and ability to build relationships. Ability to work effectively with a diverse group of participants, staff, and community. Basic knowledge and understanding of issues that affect people with barriers and disabilities. Strong process orientation: Detail oriented, logical, and methodological approach to problem solving. Ability to read, analyze and interpret general business periodicals, professional journals, and technical procedures. Ability to deal with complex problems involving multiple facets and variables in non-standardized situations.
- Physical Demands – The environment is an open office/classroom type facility that is reasonably clean and comfortable. The incumbent is in a non-confined setting in which he/she is free to move about.

The position requires that the incumbent spend time writing, typing, speaking, listening, lifting (up to 25 pounds), carrying, seeing (such as close, color and peripheral vision, depth perception and adjusted focus), sitting, pulling, walking, standing, squatting, kneeling and reaching.

- E. Other - Must have appropriate and valid state driver's license and be able to meet requirements for Eckerd's Auto Insurance and be able to drive for business purposes. Must meet state criminal background check requirements. Travel up to 40% of the time.
- F. Travel - Must be able to meet requirements for Eckerd's Auto Insurance and be able to drive for business purposes.

Workforce Development Specialist



Job Description

Title:	Workforce Instructor	Effective:	November 2017
Job No:	WFRDINST	Division:	Operations
Supersedes:	July 2017	Program/Dept:	Workforce
Status:	Non-exempt	Location:	Multiple

I. Position Concept:

The Workforce Instructor position provides individualized and program specific instruction to participants with a primary emphasis on excellence in classroom instruction. Staff are expected to demonstrate and maintain competence in each of the areas outlined below.

II. Essential Functions:

- Responsible for prescribing standardized lesson based upon individual participant needs and will deliver instruction in an environment conducive to the learning experience, including supervision of participants and assessment of participant skill levels in order to assist them with reaching the goals established in their ISS and IEP.
- Deliver face to face, contextualized, and interactive instruction based upon individual participants' identified Career Pathway in accordance with the program model.
- Utilizes contextualized learning materials related to in demand Career Pathways on a regular basis.
- Engage in professional development opportunities as prescribed by his or her supervisor.
- Utilizes effective classroom management skills; assist, advise and counsel a diverse student population with regard to program policies and standards while demonstrating sensitivity to student needs and circumstances.
- Performs routine follow-up with participants as it relates to education and employment.
- Responsible for periodically administering orientation sessions and providing participants with the necessary program information.
- Supervises participants during work-based projects or work experience activities.
- Required to attend training on counseling techniques in order to further assist the participant population.

- Responsible for filing and maintaining thorough, accurate participant records, including assessments, assignments, tests, reports, performing data entry and other program related information as required.
- Conducts case management sessions and maintains case notes as required by the funding source.
- Will maintain communication with program and partner staff in order to outline individual participant progress toward meeting goals established in the ISS/IEP.
- Must be familiar with the Local and Regional Plans and will shape instruction to meet the demands of individual student needs as well as local and regional workforce strategies.
- Participate in local Business Service Team meetings and other meetings related to integration and delivery of contextualized learning as it relates to local and regional workforce development strategies.
- He/she assists the management staff in dealing with the day-to-day operations of the site as assigned.

III. Other Duties Include, But Not Limited To:

- Report any acts, incidents or conditions that reflect the possibility of inappropriate youth-to-youth or staff- to-youth relationships.
- Report any use of physical force and all unusual incidents per Eckerd policy and state guidelines.
- Perform other duties as assigned.

VI. Relationships:

A. Internal:

Program and Eckerd staff

B. External:

Community Agencies
 Local School Officials
 Families
 Funder/Workforce
 boards

VI. Position Specifications:

- A. Education – Bachelor’s degree, from an accredited College or University preferred.
 . Global Career Development Facilitator certification preferred.
- B. Experience –One year of work experience in business or educational field; or experience

working with the at risk population strongly preferred. Previous experience working as an Instructor/Teacher is preferred.

- C. Skills – Analytical, excellent verbal and written communication, self-motivation, collaborative, resourceful, flexible, initiative, problem solving, decision making, organization, planning, creative, objective, interpersonal, and critical judgment. Basic skills instruction, development and use of learning and media centers, experiential and special education. Ability to learn and utilize various instructional technology software programs and equipment.
- D. Physical Demands – Ability to maintain position for extended periods of time while assisting students. May occasionally lift/move up to 25 pounds.
- E. Other – Must meet state criminal background check requirements. Must be able to meet requirements for Eckerd’s Auto Insurance and be able to drive for business purposes. Must have and maintain an appropriate and valid state driver’s license.

Supervisor

Date

I hereby acknowledge that I have read, understand, and accept the above job description as a condition for my employment.

Employee – Print and sign

Date

Workforce Instructor



Job Description

Title:	Workforce Operations Assistant	Effective:	July, 2017
Job No:	WKOPASST	Division:	Workforce
Supersedes:	N/A	Program/Dept:	Operations
Status:	Non-exempt	Location:	Multiple

I. Position Concept:

The Workforce Operations Assistant is an integral part of the Eckerd Workforce Development Team. The responsibilities of this position include screening and fielding calls; managing calendars; arranging for meeting and programmatic events; preparing reports, filing and entering data; receiving and directing visitors; word processing; creating spreadsheets and presentations. The Operations Assistant may be required to assist with overflow work from other members of the team. The successful candidate for this position will demonstrate strong computer and Internet research skills, flexibility, excellent interpersonal skills, project coordination experience, and the ability to work well with all levels of internal management and staff and outside clients and vendors.

II. Essential Functions:

- Provides general administrative and clerical support including mailing, scanning, faxing and copying, reserves space, orders refreshments and prepares presentation materials for meetings and workshops as needed.
- Schedules participant intake, orientation, and workshops.
- Writes and distributes email, correspondence memos, letters, faxes, and forms.
- Establishes and maintains monthly and quarterly reports for both internal and external customers as well as community partners to ensure the timely and accurate flow of information.
- Develops and maintains a filing system; ensures files are organized, accurate, up-to-date, and clearly marked for easy access.
- Ensures quality control by ensuring all documentation is scanned and accurate in the database and/or State Reporting System.
- Conducts follow-up services by contacting participants and documenting current status on a monthly basis.

- Conducts random file audits to ensure compliance with Federal, State and local requirements.
- Orders, inventories, and monitors supplies.

III. Other Duties Include, But Not Limited To:

- Provide coverage for other staff when necessary. This could include but is not limited to: classroom facilitation, escorting participants to job interviews/fairs, conducting orientation/assessment, researching organizations to provide support services, recruiting participants as needed.
- Participate in required training and development activities as required.
- Monitor policies and procedures to ensure accuracy and compliance.
- Report any acts, incidents or conditions that reflect the possibility of inappropriate participant-to-participant or staff-to-participant relationships.
- Perform other duties as assigned.

IV. Relationships:

- Internal:
- External:

V. Position Specifications:

- Education – High School diploma or equivalent required.
- Experience – 2+ years of hands on administrative support experience.
- Skills – Proficiency in MS Word, MS Excel, MS PowerPoint and MS Outlook a must, knowledge of operating standard office equipment, excellent communication skills both written and verbal, ability to prioritize projects, strong problem solving skills, good research skills and attention to detail
- Physical Demands – Requires sitting for approximately 2/3 of each day, ability to move or lift up to 25 pounds.
- Other – Must have appropriate and valid state driver's license and be able to meet requirements for Eckerd's Auto Insurance and be able to drive for business purposes. Must meet state criminal background check requirements. Some travel maybe required.
- Travel - Must be able to meet requirements for Eckerd's Auto Insurance and be able to drive for business purposes.

Supervisor

Date

I hereby acknowledge that I have read, understand, and accept the above job description as a condition for my employment.

Employee – Print and sign

Date

Workforce Operations Assistant



Workforce Development

Job Description

Title:	Success Mentor	Effective:	July, 2017
Job No:	STSUMENT	Division:	Workforce
Supersedes:	June, 2016	Program/Dept:	Operations
Status:	Non- Exempt	Location:	Multiple

I. Position Concept:

The Success Mentor is responsible for the coordination and delivery of mentoring services for youth and coordinates with the community to increase awareness of need for mentors and builds a mentor database to refer students. The position will provide accurate reporting to management and funding source. He/she supports and monitors the delivery of a quality and effective mentoring consistent with the terms and conditions of the contract.

II. Essential Functions:

- Builds a working relationship with the youth and fosters the development of positive life skills based on trust, while providing an environment conducive to the learning experience.
- Supervises participants and assess participants skill levels in order to assist them with reaching their full potential and achieving educational goals by utilizing Eckerd methodologies.
- Assist in administering orientation sessions and providing participants with the necessary program information.
- Attend training on counseling techniques in order to further assist the participant population.
- Utilizes effective mentoring and leadership skills.
- Assist, advise and counsel a diverse student population with regard to program policies and standards while demonstrating sensitivity to student needs and circumstances Performs routine follow-up with participants as it relates to personal and educational goals.
- Responsible for adhering to the prescribed, authorized Individual Employment Plan or student success plan. Works in conjunction with the Education Team to create effective training goals, lesson plans, and fidelity tools to ensure effective implementation of Eckerd curriculums

- Motivates students to actively participate in all aspects of the change process, using Motivational Interviewing and other empirically based techniques to guide the participants towards lasting change.
- Reviews, analyzes and reports participant records including assessments, assignments, tests, reports, performing data entry and other program related information as required.
- Works with staff to create a mentoring referral database for Eckerd participants and works with community partners to build a mentoring program and create linkages between participant need and mentor assigned/referred.
- Provides support for students in preparations for training and credentialing.
- Monitor young adults to ensure safety at all times while at the construction site and lead daily safety meetings to promote working safely.
- Assist with recruitment efforts to include leading portions of the mental toughness recruitment phase in preparing youth for program enrollment
- Teach interpersonal skills, problem-solving skills, and other soft skills needed for future employment while working with the participants.

III. Other Duties Include, But Not Limited To:

- Participate in training and development activities as required.
- Report any acts, incidents or conditions that reflect the possibility of inappropriate participant to participant or staff-to-participant relationships.
- Report any use of physical force and all unusual incidents per ECKERD policy and state guidelines.
- Perform other duties as assigned.

IV. Relationships:

A. Internal:

SM will interact with Program manager,
Staff and participants to deliver comprehensive mentoring services,

B. External:

Variety of community resources Public and
private agencies, Vendors
Workforce partners
Mentoring groups

V. Position Specifications:

- A. Education – High School diploma required.
- B. Five years of related construction experience preferred.
- C. Skills – Willingness to share skills, knowledge, and expertise. Demonstrates a positive attitude and acts as a positive role model analytical, excellent verbal and written communication, self-motivation, collaborative, resourceful, flexible, creative, objective, interpersonal skills initiative, problem solving, decision making, organization, planning and critical judgment skills. Basic skills instruction, development and use of learning and media centers, Ability to learn and utilize various instructional technology software programs and equipment.
- D. Physical Demands – Requires extended periods of walking/sitting/standing; Depending on the assigned program/facility, position may also occasionally expose incumbent to working outdoors for extended periods of time, and exposure to the elements; Incumbent may occasionally lift/move up to 25 pounds
- E. Other – Must meet state criminal background check requirements, must possess ability to pass a drug test. Must be able to meet requirements for Eckerd’s Auto Insurance and be able to drive for business purposes. Must have and maintain an appropriate and valid state driver's license. Travel is 20%.
- F. Travel - Must be able to meet requirements for Eckerd’s Auto Insurance and be able to drive for business purposes.

Program Location Specific:

This position will be based primarily on a construction site with occasional training in a classroom setting.

Supervisor

Date

I hereby acknowledge that I have read, understand, and accept the above job description as a condition for my employment.

Employee – Print and sign

Date

Success Mentor

The first name in second chances.SM



Job Description

Title:	Billing Analyst	Effective:	May, 2017
Job No:	BILLANLT	Division:	Administrative Services
Supersedes:	January, 2017	Program/Dept:	Accounting
Status:	Non-exempt	Location:	Multiple

I. Position Concept:

The Billing Analyst is responsible for analyzing the financial performance and status of Eckerd Kids's government contracts as it relates to billings and accounts receivable and recommending strategies and/or process improvements where appropriate. This position is to administer, bill, and track the progress of all contracts from award to closeout; assist, as requested, in the formulation of awarded and proposed contract budgets; update financial systems regarding contract budget modifications; and assure proper indirect rate applications are transacted. The Billing Analyst works closely with internal staff to ensure contractual requirements are met, projects are billed timely and accurately, and that project financial status is updated and communicated appropriately. This position also works closely with customers to ensure fidelity of invoices and required documentation and that we remain contractually compliant with all billing related activities.

II. Essential Functions:

- Responsible for ensuring that draft and final bills are generated, approved and submitted to the funding agency (customer) in a timely manner and in accordance with contractual terms. Responds to and investigates/resolves billing inquiries/discrepancies from staff and clients; and ensures revenue is recognized. Provides support to staff and clients for the billing generation process including invoice and revenue adjustments, edits, invoice amounts /carry-over balances.

Point person and coordinator of all financial monitoring activity performed by the funding agencies. Coordinates with the customers regarding scheduling of monitoring activities, provide internal control and policy/procedure information and requested analysis.

- Assists during GAAP, A-133 and DCAA audit activities to include communicating cost activities, internal control measures, policy and procedures, CAS conformance, etc .
- Prepares and analyzes reports as requested, which summarize business activities regarding earnings performance, direct and indirect cost levels, and forecasting financial results. Prepares reports required by regulatory agencies and reviews

financial statements for accuracy and clarity within the timeframes scheduled.

- Responsible for maintaining records of budget vs. actual billed, paid, unbilled or disallowed. Responsible for generating credit memos when necessary and investigating any and all disallowances to work with internal and external customers to resolve.
- Responsible for gathering backup documentation monthly from various sources to satisfy customer requirements; organize the backup documentation; and submit the backup documentation with the bill in order to fully show the costs being billed for reimbursement.
- Required to code, enter, review and/or approve journal entry transactions, accounts payable invoices, purchasing card transactions, as well as employee expense reports and timesheets. Approval / input is required from billing analyst to ensure accuracy and allow ability of expenses.

III. Other Duties Include, But Not Limited To:

- Participate in training and development activities as required.
- Report any acts, incidents or conditions that reflect the possibility of inappropriate youth-to-youth or staff-to-youth relationships.
- Report any use of physical force and all unusual incidents per Eckerd policy and state guidelines.
- Perform other duties as assigned.

VI. Relationships:

A. Internal:

Department
Staff
Employees
Directors

B. External:

Vendors
Agencies
Providers

V. Position Specifications:

- A. Education – Bachelor’s Degree in Accounting or Finance.
- B. Experience – 3 years related experience in a firm providing products and /or services to the

U.S. Government or equivalent.

- C. Skills – Knowledge of Financial systems: Deltek GCS Premier, Microsoft SL, Unit4 Business World preferred; must be highly proficient in all Microsoft Office software, especially Excel. Knowledge of Financial Accounting Regulations and Cost Accounting Standards. Experience working with Cost Plus Fixed Fee, Per Diem, and Fixed Price contracts. Knowledge and experience of the government contracting process. Ability to analyze financial data and prepare financial reports, statements and projections. Exceptional oral, written and interpersonal communication skills with the ability to apply common sense to carry out instructions and instruct others, interpret documents, understand procedures, write reports and correspondence and speak clearly. Strong process orientation: detail oriented, logical and methodological approach to problem solving. Ability to read, analyze and interpret general business documents, professional journals, technical procedures and deal with complex problems involving multiple facets and variables in non-standardized situations. Ability to work collectively in a team environment as well as work independently on assigned tasks.
- D. Physical Demands – Ability to spend extended periods of time sitting at a desk.
- E. Other – Appropriate and valid state driver's license. Must meet state criminal background check requirements.
- F.T Travel – Must be able to meet requirements for Eckerd's Auto Insurance and be able to drive for business purposes.

Billing Analyst



**ECKERD YOUTH
ALTERNATIVES
Job Description**

Title:	Data Integrity Manager	Effective:	April, 2008
Job No:	000497	Division:	Administrative Services
Supersedes:	N/A	Program/Dept:	Data Integrity
Status:	Exempt	Location:	Clearwater

I. Position Concept:

Responsible to work with senior leadership and end-users to analyze and evaluate business requirements, processes, and user needs for data. Supervises the Data Integrity department staff and manages the department budget. Also responsible for data collection, and to provide accurate data for management reports throughout the organization.

Coordinates data requests for required external reporting. Develops data systems to collect and organize data for corporate publications. Manage data related projects.

II. Essential Functions:

- Oversees design, development, testing and implementation of the client database to streamline business processes and ensure accurate collection of client data.
- Project manager for the TIER client database system. Manages and prioritizes on-going multiple projects to accommodate changing business processes and data collection requirements.
- Responsible for end user training and support services for the TIER client database system.
- Provide high level TIER support, troubleshooting and technical assistance to regional staff, Q&I department and TIER users at the Clearwater office via telephone and on-site visits as required. Coordinate quality assurance efforts for TIER customer support.
- Provide assistance with complex statistical analysis of organizational data to present to management to improve organizational performance.
- Develop department business plan(s) and budget.

- Assist with special projects and publication of reports. Such projects may require detailed technical knowledge of databases and data manipulation and conversion through several different applications. Convert and format data for presentation purposes, including developing graphs and charts.
- Manages database security.
- Maintains in-depth knowledge of business requirements and participates in business process design.
- Direct development of standardized and ad hoc reports.
- Create and oversee schedule for quarterly data audits.
- Generate routine information for Operation's Leadership Team.
- Assist with the development of outcome related reports and extract data and format reports from TIER and other databases for Operations and Senior Leadership team.
- Responsible to liaison between Data Integrity and business areas, managing data needs and the ongoing relationship between Data Integrity and all programs.
- Collaborates with IT department on hardware configuration, software distribution, network rights, training, connectivity, and documentation development.
- Identifies and documents application issues and leverages knowledge to assist internal engineering teams in the resolution of technical and logical software issues.
- Interacts closely with and monitors progress of external vendors in resolving application issues and makes critical enhancement requests.
- Assist in analyzing current business processes, evaluating new system solutions to address client needs, and makes appropriate recommendations.
- Develops and updates project plans, including outlining detailed steps and schedule for implementation, testing, and documentation
- Builds and maintains excellent client relationships and handles multiple technical tasks to support application users.
- Maintains a working knowledge of industry standard software and hardware systems and relevant diagnostics.
- Coordinates with IT department when local servers are down for report publication.

III. Other Duties Include, But Not Limited To:

- Participate in training and development activities as required.
- Report any acts, incidents or conditions that reflect the possibility of inappropriate youth-to-youth or staff-to- youth relationships.
- Report any use of physical force and all unusual incidents per EYA policy and state guidelines.
- Perform other duties as assigned.

IV. Position in Organization:

- A. Reports to:
Vice President, Technical Services
- B. Directly supervises:
Developer/Systems
Analyst Report
Writer/Specialist

V. Relationships:

- A. Internal:
EYA Staff and Leadership at all programs and Clearwater Support Center
- B. External:
Agency
Representatives
Consultants
Vendors

VI. Position Specifications:

- A. Education – Associate Degree or equivalent from two-year college or technical school; or demonstrated ability. Specialized training in software packages such as Crystal Reports, Reportsmith, SPSS, Excel and Access required.
- B. Experience - Five years in computer and software support to staff required, to include data management. Two years previous experience in software training and reporting data required. Experience with budgeting and prior supervisory experience of technical staff required.
- C. Skills - Ability to work independently with minimal supervision and take responsibility for decisions and outcomes. Must be self motivated and have initiative. Sound decision-

making skills, strong organizational skills; detail oriented. Above average Crystal Reports and/or ReportSmith and database skills. Excellent team working skills. Strong problem solving skills and ability to manage multiple responsibilities simultaneously. Effective written and verbal communication skills in both technology and business language. Must have basic database knowledge; proficient in Word, Excel, Power Point, ability to use and learn various report writing and spreadsheet software packages; analytic, written and oral communications, interpersonal relationships.

- D. Physical Demands - Ability to operate a computer for long periods of time. Periodic lifting of normal weights including a laptop computer. Must be free of communicable diseases as required by the state and to the extent that knowledge is attainable under the law.
- E. Other - Maintain an appropriate and valid state driver's license. Must meet state criminal background check requirements.

Supervisor

Date

I hereby acknowledge that I have read, understand, and accept the above job description as a condition for my employment.

Employee – Print and sign

Date

Data Integrity Manager



Job Description

Title:	Data Integrity Specialist	Effective:	July, 2017
Job No:	{Assigned by HR}	Division:	Workforce Development
Supersedes:	N/A	Program/Dept:	Operations
Status:	Non-exempt	Location:	Multiple

I. Position Concept:

The Data Integrity Specialist is responsible for the collection, organization, query design and customized report development of programmatic and financial data for multiple contracts within the region. The Data Integrity Specialist is the regional liaison for data reporting and will work closely with all levels of management, Eckerd Workforce corporate offices, and local area funding staff.

II. Essential Functions:

- Provide data entry for multiple information systems, compile regional programmatic and financial data for monthly, quarterly and periodic ad-hoc reports. Automate or increase efficiency of existing reports
- Work with client data, and create best practices and procedures. Continuous Quality Improvement of data collection methods and analysis for efficiency and process streamlining purposes
- Assist Managers throughout the region by running programmatic reports related to day-to-day operations to ensure internal data base and external state reporting system is accurate and up to date. Support the management team and other internal customers to ensure timely and accurate delivery of data.
- Establish and maintain monthly and quarterly reports for both with internal and external customers as well as community partners in order to ensure the timely and accurate flow of information.
- Provide administrative support to the Region Manager to prepare for monthly meetings, statistical research for upcoming bid opportunities and data necessary to evaluate program operations

III. Other Duties Include, But Not Limited To:

- Monitor policies and procedures to ensure accuracy and compliance.

- Monitor hard files against data inputted in database.
- Participate in training and development activities as required.
- Participate in the quality improvement and/or data validation process.
- Report any acts, incidents or conditions that reflect the possibility of inappropriate participant-to-participant or staff-to-participant relationships.
- Report any use of physical force and all unusual incidents per Eckerd policy and state guidelines.
- Perform other duties as assigned

IV. Relationships:

a. Internal:

Program Managers and
Supervisors Workforce
Operations Assistant Quality
Spoke Staff

Information Technology Staff
Career Coaches

b. External:

County or City Workforce Development Board
staff Funding source personnel

Collaborative partners

Adult Education/Community College

V. Position Specifications:

- a. Education – High School Diploma
- b. Experience – Two + years of hands-on experience with state reporting or other online database tracking system.
- c. Skills – Demonstrated mastery of Microsoft Office Suite, Database development, queries, and data analysis for reporting and Quality improvement purposes
- d. Physical Demands – requires sitting for approximately 2/3 of each day, ability to move or lift up to 25 pounds.
- e. Other-must meet state criminal background check requirements. Must be able to drive for business purposes and meet Eckerd's driving requirements, local regional travel is 10% to 20% of the job

Supervisor

Date

I hereby acknowledge that I have read, understand, and accept the above job description as a condition for my employment.

Employee – Print and sign

Date

Data Integrity Specialist



**Job
Description**

Job Code:	01200003	Job Title:	VP, Operations
Pay Grade:	25	EEO:	
Status:	Exempt	Division:	All
Program/Dept(s):	Operations	Location(s):	Multiple
Reports to:	Chief of Programs & Strategy	Supervises:	Operations Director(s) and Program <ul style="list-style-type: none"> • <input type="checkbox"/> Manager(s) • <input checked="" type="checkbox"/> Indirectly
Relationships (Internal):	All levels of employees within the organization	Relationships (External):	Board of Directors; Government Officials; Representatives of Regulatory Agencies; Clients and Family members; Members of the Media; Current and Potential Contributors to the Organization; The Public at Large; Federal, state and local governmental agencies; Industry groups and organizations
Effective:	July, 2017	Supersedes:	July, 2007

I. Position Concept:

The position assists in developing and implementing the strategic business plan and direction for the assigned operations areas of the organization. Supports and implements the vision, policies, and goals established by the CEO and the Board of Directors. This position ensures operational excellence across the 5 dimensions of leadership competence from the Eckerd Organizational Performance and Organizational Culture Wheels.

II. Essential Job Responsibilities:

- Provides strategic direction to all assigned operations activities that are aligned with the Eckerd Connects Strategic and Annual Operating Plans.
- Creates a strong, positive organizational culture in assigned operational areas with an emphasis on leadership development, capacity-building, and succession planning. Develops and executes procedures and controls to promote communication and effective information flow within the organization.
- Establishes and implements operating policies consistent with the organization's broad policies and objectives and ensures their execution.
- Implements safe, innovative programs that meet corporate goals and objectives.
- Creates the structure and processes necessary to manage the organization's current activities and its projected growth.
- In collaboration with Chief of Programs & Strategy as well as contracting agencies, establish meaningful/achievable performance measures and ensure that performance meets expectations. Ensure that all programs are rated as acceptable or better based on the applicable contract and licensing standards.

- Defines outcomes and measures of success. Ensures that regular and systematic evaluations are conducted against these measures.
- Ensures that the responsibilities, authorities, and accountability of all staff members are clearly defined, understood, and implemented effectively.
- Ensures that all organization activities and operations in assigned areas are carried out in compliance with local, state, and federal regulations and laws governing business operations.
- Maintains strong relationships with current stakeholders while identifying and establishing new relationships that enable the expansion of Eckerd Connects business.
- Continually research and analyze market trends and funding streams to ensure the long-term viability of Eckerd programming and promote the development of new innovation.

III. **Nonessential Job Duties:**

- Perform other duties as assigned.

IV. **Position Specifications:**

Education: Bachelor’s degree, from an accredited College or University, required. A related field Master’s strongly preferred.

Experience: Minimum of ten years of related work experience at the corporate level. Prefer detailed understanding of both non-profit and for-profit businesses. Operational program experience preferred.

Skills: Demonstrated strong customer-focus, marketing skill, and ability to exercise independent judgment. Must be self-motivated and organized, and have excellent people skills, strong presentation and persuasion skills, and verbal and written communication skills; Drive for results; Ability to negotiate and influence decision makers; Computer literate with basic word processing and database skills.

Physical Demands: Requires sitting for approximately 2/3 of each day with periodic lifting of up to 25 pounds. Ability to communicate via telephone; Ability to travel regularly to accomplish goals. Must be free of communicable diseases as defined by state and to the extent that knowledge is attainable under the law as defined by the appropriate state and to the extent that knowledge is attainable under federal law.

Other: Must meet state criminal background check requirements.

Travel: Must be able to meet requirements for Eckerd’s Auto Insurance and be able to drive for business purposes. Must have and maintain an appropriate and valid state driver’s license.

Supervisor

Date

I hereby acknowledge that I have read, understand, and accept the above job description as a condition for my employment.

Employee – Print and sign

Date

Vice President, Operations

- i. Physical Demands - In the course of performing this position, you spend time writing, typing, speaking, listening, lifting (up to 25 pounds), carrying.
- ii. Must meet criminal background check requirements. Must successfully pass an FBI criminal background check. Must be able to meet requirements for Eckerd's Auto Insurance and be able to drive for business purposes. Must have and maintain an appropriate and valid state driver's license, and a vehicle with appropriate insurance coverage if required to drive in the course of performing assigned duties and responsibilities.

Supervisor

Date

I hereby acknowledge that I have read, understand, and accept the above job description as a condition for my employment.

Employee – Print and sign

Date

Site Manager



Job Description

Job Code:	02000159	Job Title:	Workforce Programming Specialist
Pay Grade:		EEO:	2
Status:	Exempt	Division:	Eckerd, Workforce
Program/Dept(s):	Operations	Location(s):	Florida
Reports to:	Operations Director and/or VP of Operations in assigned region	Supervises:	N/A
		Directly	
		Indirectly	N/A
Relationships (Internal):	Program and Support Center Staff; Operations Leadership	Relationships (External):	Governmental agencies and political entities; Local agencies and community stakeholders; Government Officials; Representatives of Regulatory Agencies; Participants; Members of the Media; Current and Potential Contributors to the Organization; The Public at Large; Federal, state and local governmental agencies; Industry groups and
Effective:	June 2019	Supersedes:	N/A

I. Position Concept

This position contributes to the outcomes and success of Eckerd Workforce and affiliated programming by ensuring the development and delivery of quality improvement systems, data management and programs designed to maximize client and organizational performance. The Workforce Programming Specialist works collaboratively with organizational staff of all functional units to maximize the quality and effectiveness of strategic solutions and programming. This position will perform contract duties for workforce development, as needed, including but not limited to, research and interpretation of state laws, rules, industry standards and existing contracts; supports procurement and negotiations; supports contract/performance/data tracking and achievement; review and processing of contract actions and monitoring of program processes.

II. Essential Functions Management

- Provide technical assistance and guidance in the development, implementation and maintenance of quality assurance/improvement systems to regional and program staff to improve productivity, problem-solving, performance and outcomes in alignment with Eckerd mission, vision and values.
- Meets regularly with assigned region’s staff to inform, equip and inspire excellence in the areas of employee relations, training and development, performance management and contractual compliance.
- Assist in coordination of any necessary payment related items or monitoring of program expenditures, ensuring costs are appropriate and allowable, and assist in the coordination of budget amendments as needed.

- Provide operational guidance and support to staff and community partners as needed.
- Implement and monitor program improvement plans, corrective action plans and other measures resulting from external and internal audits with a concentration of efforts on workforce programs.
- Develops best practices for program policies and procedures within assigned regions and is responsible for overseeing the implementations and training of those policies and procedures to all assigned program staff.
- Partner in the development and monitoring of QI initiatives designed to advance and sustain program goals, measure therapeutic components, assess the capacity of program staff, and evaluate client outcomes.
- Plan, implement and facilitate contract management duties for workforce related revenue, expense and other related contract duties as needed.

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1 of 2

- Provide technical assistance internally and externally, as needed, with a concentration in workforce programming.
- Assist the Operations Director/VP of Operations in hiring, evaluating, mentoring, training and coaching staff as appropriate.
- Plan and facilitate funder or subcontractor meetings, contract negotiation meetings, bidder's conferences, and other contract and procurement related formal proceedings, as needed, with a concentration in workforce programming.
- Assist the Operations Director/VP of Operations in developing and continuously reviewing/updating operational policies and procedures.
- Assist with identifying proposal opportunities and grant writing to support program expansion and/or sustainability.

III. Other Duties Include. But Not Limited To

- Participate in training and development activities as required.
- Report any acts, incidents or conditions that reflect the possibility of inappropriate youth-to-youth or staff-to-youth relationships.
- Report any use of physical force and all unusual incidents per Eckerd policy and state guidelines.
- Perform other duties as assigned.

IV. Position Specifications

Education: Bachelor's Degree, from an accredited College or University

Experience: A combination of five years of quality improvement and/or contract management experience in human services required. Previous supervisory experience is strongly preferred.

Skills: Analytical, organizational skills; Ability to assume responsibility without direct supervision to exercise initiative, judgment, decision-making, and flexibility; Excellent verbal and written communication skills; General office skills; effective computer skills (Word, Excel, Access, Outlook); Ability to function in a stressful environment; Ability to maintain confidentiality. Effective negotiation and conflict resolution skills. Ability to multi-task. Ability to travel.

Demonstrate professionalism; Ability to maximize positive outcomes; Action orientation to solve/correct problems; ability to meet deadlines; demonstrate commitment to personal and professional development. Demonstrated leadership of programming and/or staff.

Physical Demands: Ability to spend extended periods of time sitting at a desk, performing work at a computer, or on a telephone. Requires sitting for approximately 2/3 of each day with periodic lifting of up to 25 pounds. Ability to travel regularly to accomplish goals and to operate a motor vehicle and travel locally, inter-state and to other states as needed. Must be free of communicable diseases as defined by state and to the extent that knowledge is attainable under the law as defined by the appropriate state and to the extent that knowledge is attainable under federal law.

Other: Must meet state criminal background check requirements.

Travel: Must have the ability to spend several days at a time in travel and move about within program locations regionally/nationally (as needed). Must be able to meet requirements for Eckerd's Auto Insurance and be able to drive for business purposes. Must maintain an appropriate and valid state driver's license.

Supervisor

Date

I hereby acknowledge that I have read, understand, and accept the above job description as a condition for my employment.

Employee – Print and sign

Date

____initials
2 of 2

Workforce Programming Specialist

Brittney Fish
6 Bahia Court Place
Ocala, FL, 34472
(352) 454-3821
Fishbrittney@outlook.com

Friendly, polite, motivated and ready to work for you.

SKILLS AND ABILITIES

- Talented wordsmith
- Knowledge of construction building and principles
- Proficient in Microsoft
- Trained in statistical validity
- Diplomatic problem solver
- Strong communicator

EDUCATION

Florida State University, Tallahassee, FL
Bachelor of Arts in Psychology, (04-2011)

Central Florida Community College, Ocala, FL
Associate of Arts Psychology, (12-2008)

WORK EXPERIENCE

Eckerd Connects, Ocala, FL

Workforce Career Coach, (02/2020-Present)

- Counsel individuals to help them understand and overcome problems affecting their educational or vocational situations.
- Provide tutoring in Basic Skills proficiency.
- Maintain case management in multiple information systems.
- Instruct young adults through Penn Foster High School.
- Monitor federally funded YouthBuild grant.
- Assist in participant case file audits.
- *Certificate of completion in Department of Economic Opportunity Workforce Services Tier One Curriculum.*

Habitat for Humanity of Marion County, INC., Ocala, FL

Volunteer Coordinator, (10/2012- 03/2020)

- Coordinate over 3,000 volunteers annually
 - Habitat ReStore
 - Construction Site
 - Administration Office
 - Recruit and organize volunteers for HFHMC Strawberry Festival
 - Draws 20,000-40,000 people
 - 1,000+ volunteers Annually
 - Keep control over department and budget
 - Delegate tasks to volunteer groups
 - Educate and advocate for the HFH mission through public speaking
 - Manage partnership with Lowell C.I.'s Boot Camp program
 - *Certified in Volunteer Management through Habitat International*
- Construction Coordinator, (06/2014-Present)**
- Write construction purchase orders and invoices
 - Create construction scheduling and updates needed
 - Coordinate and invoice subcontracted work to MRMC
 - Price, pick-up and schedule materials needed

Edward Deskovic

3885 SE 58th Ave, Ocala, FL 34480
Phone: (904) 400-4934
Email: Deskovice@yahoo.com

Objective

Energetic self-starter and highly experienced classroom facilitator seeking an opportunity as a case manager to make positive impact in daily lives of individuals within my community.

Ability Summary

Experience in scheduling, training, planning, directing, evaluating, and coordinating the operations of individuals within both public and private sector organizations.

Education & Training

04/2022	Eckerd Connects <ul style="list-style-type: none">- Tier 1 Certification- NRF Customer Service Certification
01/2019 - Present	College of Central Florida <ul style="list-style-type: none">- BAS – Business Administration* *15 credit hours needed for Healthcare Specialization Degree
01/2018 - 12/2018	College of Central Florida <ul style="list-style-type: none">- Associate in Arts – Business Administration- Microsoft Office Suite Professional Certification
08/1999 - 4/2001	Florida State University <ul style="list-style-type: none">- Progress towards AA/AS

Employment History

01/2022 - Current	Career Coach Eckerd Connects, Ocala, FL <ul style="list-style-type: none">• Develop workforce, academic, and social skills of program participants• Assist participants in customizing a path to employment• Active and Follow-up case management
05/2019 - 12/2021	Mobile Team Supervisor Lifesouth Community Blood Ctr, Ocala, FL <ul style="list-style-type: none">• Administer training and maintenance of personnel files for recruitment and phlebotomy team• Motivate, Evaluate, and Coach daily performance of team members• Administer annual performance evaluations• Ensure adherence with SOP and AABB regulations• Develop strategy for acquisition of new accounts• Develop strategy to meet blood product demand of current accounts• CDL Bloodmobile driver

- 06/2017 - 03/2019 **Co-owner**
MJD Publishing LLC, Ocala, FL
- Accurately track business expenses using Microsoft Office Excel and QuickBooks
 - Quarterly tax filing and maintenance of company licensure and ownership of intellectual properties
 - Develop strategy for revenue generation including identifying new sole proprietor ventures, partnerships, and subcontractor relationships
- 08/2016 - 06/2017 **General Manager (GM)**
Advance Auto Parts, Summerfield, FL
- Supervise and schedule staff including full-time and part-time workers
 - Train, coach, and motivate team members
 - Develop strategy to meet quarterly financial targets
 - Grow customer satisfaction through implementation of strategic initiatives
- 05/2015 - 08/2016 **Department Manager**
Macy's, Ocala, FL
- Supervise and schedule staff including full-time and part-time workers
 - Train, coach, and motivate team members
 - Develop strategy to meet quarterly financial targets
 - Plan and evaluate execution of Customer Loyalty programs across Central Florida District.
- 05/2004 - 05/2015 **General Manager (GM)**
Starbucks, Ocala, FL
- Responsible for complete operation of multiple high-volume stores including staffing, training, inventory management, monthly sales goals, utilization of recognition programs
 - Peer mentor
 - Store manager trainer
 - Classroom facilitator
 - Supervise District during District Manager absence and vacations
 - Multi-unit management during periods of new manager selection and training
 - Project implementation specialist North Florida Region
 - Drive-Thru Speed of Service Initiative
 - Drive-Thru Lean Process Auditor
 - District Community Service Lead 2007-2010

Heaven Colón

8477 SW 103rd ST RD APT B ♦ Ocala, FL 34480 ♦ Cell: (352) 304-3000 ♦ heavencolon@gmail.com

Summary of Qualifications

Employment history consists of over 5+ years of providing quality customer service in different industries such as retail, office, and fast food. Current expertise includes promoting career development services; assist young adult job seekers aged 16-24 years old with individual employment plans, career exploration, employability training and occupational workshops. Proficient in database programs such as Employ Florida Marketplace, ATLAS, Empyra, Prove IT, and Microsoft programs: Outlook, Word, PowerPoint, and Excel.

Key Skills

- Teamwork and safety oriented
- Compassionate and positive demeanor
- Highly motivated and strong work ethic
- Effective leadership and motivation tactics
- High degree of confidentiality and integrity

Professional Employment

Eckerd Connects Workforce Development-Ocala, FL April 2016-Present

Program Manager (November 2020-Present)

- ❖ Oversee tri-county area for Citrus Levy and Marion county WIOA youth program, manage and hire staff, assist with over all program quality and flow and manage all projects YouthBuild, WIOA Youth, Citrus PHX, and Paid Work Experience

Site Manager May 2019-November 2020

- ❖ Assist with overseeing the case management of the YouthBuild project through monitoring and providing services for up to 48 participants who are interested in obtaining high school diploma, career development through occupational skills training, employment preparation and partner with Habitat for Humanity of Marion County to build homes for those in the community

Lead Career Coach May 2014-May 2019

- ❖ Transitioned from Henkel's & McCoy over to Eckerd Youth Services while maintaining and managing a case load of 50 (+) active and follow up status youth ages 16-24 with various barriers ranging from high school drop outs to parenting youth to those who have never worked before all while providing quality workforce services including job searching, mentoring, occupational skills, work readiness training, and life/basic skills

Henkel's & McCoy-Ocala, FL

August 2013-April 2016

Career Coach/Lead Career Coach August 2013-May 2014

- ❖ Maintained and managed a case load of 50 (+) active and follow up status youth ages 16-24 with various barriers ranging from high school drop outs to parenting youth to those who have never worked before all while providing quality workforce services

Workforce Connection-Ocala, FL

February 2013-August 2013

Customer Service Representative

- ❖ Promoted Workforce Connection's resources such as Soft Skills, Overcoming Barriers and Resume workshops, suggest one-on-one appointments with placement specialist, and help guide customers through either Self Service services such as fax & printing

Edible Arrangements-Ocala, FL

November 2009-August 2011

Customer Service Representative

- ❖ Implemented and updated weekly suggestive sales techniques to highlight featured items & promotional products while assisting customers purchasing needs on occasion products

Education

Polk Community College

A.A. Business Administration & Management

Winter Haven, FL

KIMBERLY L. GREY

4056 N.E. 20th Ave Ocala, FL 34479 ■ 352-875-6997 ■ KimberlyLGrey@gmail.com

Profile

Business professional with a versatile leadership skill set which includes financial budgeting, management, quality assurance, advanced computer skills including MS Office, case management and development of systems to increase quality productivity. Over 15 years of experience working with underserved youth and young adults and 9 years assisting with Workforce Development.

Key Skills

Leadership/Supervision	Written Communication	Records Management
Certified Trainer	Computer Savvy	Organization
Data/Fiscal/Budget Management	Quality Control	Customer Service

Experience

ECKERD CONNECTS (CareerSource Citrus, Levy, and Marion), Ocala, FL
(Formerly known as Henkels & McCoy Training Services 2011-2016)

2011 to Present

Program Manager, 2013 - Present

- Data and Fiscal (resource) management: Track budget line items and process all invoice payments to young adults in the tri county area for YouthBuild, WIOA Youth Programs, Adult and Dislocated Worker Programs
- Quality Assurance checks with Department of Economic Opportunity Audit Tool
 - No Findings in the WIOA Youth Program State Audit since 2013
 - Best Practice Peer to Peer Auditing Reviewing
- Development of many paperless, database and fillable paperwork systems to assist staff with quicker processing to spend additional time with the young adults we serve
- Assist and Develop budgets for Workforce Innovation Opportunity Act (WIOA Funding), Adult and Dislocated and Youth Build Grant programs with the Fiscal Team (1.6 million federally funded allocations for staffing and participation costs per year)
- Oversee programs in Citrus, Levy and Marion County with add on program funding through the year including overseeing staff that manage adult and dislocated worker case loads and special projects
- Coordinate and Conduct Staff Meetings at minimum of 1 time per quarter.
- Identify and Schedule Professional Development Training for Program Staff
- Conduct Interviewing and New Hire Onboarding for 3 locations and supervise 11 - 15 Staff , Provide Employee Supervisions 1 time per month and yearly evaluations for all program staff
- Train and assist in Home Builders Institute Training, Serve Safe National Trainer, Customer Service Training to both Youth and Staff and Proctor Testing

Phoenix Rising Program Manager, 2012 - 2013

- Quality Assurance and Reviewing of case files in accordance to DEO Standards
- Financial approval of Supportive Service Funds and Purchase Orders for budget management
- Training and Coaching for Staff and Participants
- Coordinate Phoenix Rising Project Youth Build (Employment & Construction Training Program)
- Coordinate scheduling for the YouthBuild Grant with Community Partners with Match Funding

Career Coach and Instructor (Phoenix Rising, DJJ and WIA), 2011 - 2012

- Case management for Workforce Investment Act (WIA) Youth; including eligibility and compliance
- Coaching youth for career planning for Pre-Employment and Occupational Skills Training
- Data entry Employ Florida System and Efforts to Outcomes (ETO)System
- Electronic Filing into the Customers (ATLAS/Paperless) System

CLARISON PRODUCTS, INC. Ocala, FL

2009 to 2011

Quality Assurance Inspector

- Initiate, prepare and coordinate data reports and hourly logs, Inspect for precision injection molded products for the Medical, Defense, and Aerospace corporations by using Micro-Vu Precision Vision System
- Receiving, processing and final inspections to ensure products match customers blueprint and inspection requirements

ARNETTE HOUSE, INC., Ocala, FL

2002 to 2009

Residential Team Leader, 2007 - 2009

- Manage operation of residential facility; supervision of 30 youth and 6 employees
- Case Management, follow State and DJJ requirements for Title IV Paperwork
- Quality Assurance for Case Records and Activities in accordance to DJJ and State Policy and Procedures
- Developed and Implemented Policy and Procedures in conjunction with Council on Accreditation (COA)

Education and Recreation Coordinator, 2003 - 2007

- Coordinated home-school program for 20 youth in conjunction with Marion County School Board
- Developed and implemented a Behavior Management Modification System : S.T.E.P. with C.H.A.R.M (Start Taking Extra Pride with Compassion, Honesty, Accountability, Respect and Motivation)
- Trained employees state mandated trainings; Water Safety, Emergency Management, CPR
- Planned and Scheduled all Educational and Recreational Activities for residential facility
- Managed all Emergency Preparation and Coordinated all Fire Drills and Emergency Mock Drills with the Emergency Management of Marion County Sheriff's Department
- Community Relations and Marketing for non-profit fundraisers

Residential Direct Care Worker, 2002 - 2003

- Provide direct supervision for youth ages 10 -17 in a 24 hr. residential facility including overnights
- Intakes for youth on Title IV paperwork for Department of Juvenile Justice and Department of Children and Families
- Maintain Confidential Documentation and Quality Assurance on case files
- Assisting in Medication Distribution and Maintained Accurate Logs and Documentation on Medication
- Crisis Intervention with residential clients

Education

University Of Phoenix, Phoenix, AZ

2010

Associates of Business Administration, GPA 3.89 Bachelors of Criminal Justice Administration, GPA 3.9

- Member of the University of Phoenix Eta Theta Chapter of Alpha Phi Sigma
 - Scholastically recognized by the University of Phoenix Eta Theta Chapter. (Highest national scholastic recognition for the Criminal Justice Field)

University Of Phoenix, Phoenix, AZ

2020

National Society of Leadership and Success

- Completion and Induction into the National Society of Leadership and Success training program with commitment to further personal development.

Certifications

TABE Administrator

2011

TABE Administrator Certificate # 24289

OSHA Certified

2011

10 Hour General Industry Certification

Kimberly Grey | 2 of 2

Certified Workforce Professional	2011
<hr/>	
<i>State of Florida Certified Workplace Professional 1</i>	
Solution Socials	2014
<hr/>	
<i>Certified Efforts to Outcomes (ETO) Data Administrator</i>	
NRF Customer Service Proctor	2014
<hr/>	
<i>Certified in training and testing with National Retail Federation Customer Service</i>	
Serve Safe Instructor/Trainer	2016/2019
<hr/>	
<i>National Food Manager Training Certification</i>	
Home Builders Institute Instructor	2018
<hr/>	
<i>HBI PACT Carpentry Instructor Certification</i>	
CASAS Administrator and Proctor	2020
<hr/>	
<i>CASAS Proctor</i>	

SHANNON MILLS

6225 N.E. 1st Street Ocala, FL 34470 • 352-433-7338 • ShannonMills0831@gmail.com

SUMMARY

Dedicated and technically skilled business professional with a versatile skill set with experience through case management and working with young adults. Skill set includes office skills, customer service, computer knowledge, records management, and case management. Self-Driven career coach accustomed to handling sensitive and confidential records. Proficient computer skills in MS Word, Excel, Outlook, Power Point, and Data Management Systems.

WORK EXPERIENCE

Eckerd Connects, Ocala, FL

2016-Current

Lead Career Coach

- Provide Case Management for 16-24 year old young adults
- Complete Recruitment efforts for participant development
- Complete assessment and eligibility for participants
- Develop skills to engage students in meeting program goals
- Complete Data and paperwork management
- Maintain case records detailing service needs and activities/arrangements
- Deliver skills training in work readiness, basic remedial skills in math and reading, and occupational training
- Provide training to new staff

Henkels & McCoy, Ocala, FL

2014-2016

Career Coach

- Provide Case Management for 18-24 year old young adults
- Complete Recruitment efforts for participant development
- Complete assessment and eligibility for participants
- Develop skills to engage students in meeting program goals
- Complete Data and paperwork management
- Maintain case records detailing service needs and activities/arrangements
- Deliver skills training in work readiness, basic remedial skills in math and reading, and occupational training

ARNETTE HOUSE, INC., Ocala, FL

2001-2014

Shelter Care Manager

2010-2014

- Responsible for management of Department of Children and Family client's care and treatment
- Primary manager to authorized shelter admissions
- Provide case management services that include assessment of problems, development of case plans to address needs identified, linking families to appropriate services, monitoring case plans for progress and advocating for youth and families
- Assist Shelter Program Manager with overseeing daily operations of emergency shelter

- | | |
|--|--------------------|
| CINS Case Manager | 2006-2010 |
| <ul style="list-style-type: none"> • Provided Case management Services. Services included but not limited to: coordinating and facilitating case staffing committee meetings, preparation of child in need of services petitions, judicial reviews • Provided Case Management Services that included an assessment of problems, development of service plans to address needs identified, linking families to appropriate services, monitoring the case plans for progress, and advocating for the youth and families involved • Collaborate and coordinated with Department of Juvenile Justice Attorney to prepare the child in need of services petitions, predispositions studies, and judicial reviews | |
| Intake Coordinator | 2003-2006 |
| <ul style="list-style-type: none"> • Conducted Centralized Intake Screening and determine most appropriate service that will meet the needs of youth and families • Meet with families to complete necessary paperwork to start the appropriate services with the agency • Provided case management services and follow-up support • Developed Service plans | |
| Residential Direct Care Worker | 2001 – 2003 |
| <ul style="list-style-type: none"> • Provide direct supervision for youth ages 10 -17 in a residential facility | |

EDUCATION

- | | |
|--|------------------|
| University of Phoenix, Phoenix, AZ
<i>Masters in Science in Administration of Justice and Security</i> | 2006-2008 |
| Louisiana State University in Shreveport, LA
<i>Bachelors in Social Sciences-Sociology</i> | 1995-1999 |
| Bossier Parish Community College, LA
<i>Associates in General Studies</i> | 1993-1995 |

CERTIFICATIONS

- | | |
|---|-------------|
| • Eckerd Connects Required Training Certifications | 2019 |
| • Florida Workforce Professional Certification | 2014 |
| • Test of Basic Adult Education (TABE) Certification | 2014 |
| • National Retail Federation (NRF) Customer Service Certification | 2014 |

Talia L Kong-Quee
1047 Mossy Oak Drive
Inverness, Florida 34450

PHONE 352-400-9911
EMAIL: taliahill8@yahoo.com

Objective: To obtain a position that will enable me to use my strong organizational skills, educational background and ability to work well with people.

SUMMARY OF QUALIFICATIONS

- Qualified leader with proven ability to effectively supervise, implement change and to promote growth and morale among fellow colleagues and subordinates.
- Experienced in understanding and delivering services in accordance with CCARC policies, procedures and contractual standards.
- High initiative with strong self-management skills.
- Highly trustworthy, ethical and discreet.
- Able to coordinate multiple projects and meet deadlines under pressure.
- Organized, efficient and precise with strong communication skills.
- Proven ability to adapt quickly to challenges and changing environments.

RELEVANT SKILLS

- Excellent interpersonal communication written and verbal skills.
- Developed leadership skills with experience in employee evaluation, performance, development and mentoring.
- Ability to develop and execute plan-of-action derived from contract.
- Capable of maintaining a high-volume schedule.
- PC proficiency in MS Office Word and Excel.

RELEVANT PROFESSIONAL EXPERIENCE

Eckerd Connects
Workforce Retention Specialist

March 16, 2022-present

- Develops and maintains a filing system; ensures files are organized, accurate, up-to-date, and clearly marked for easy access.
 - Ensures quality control by ensuring all documentation is scanned and accurate in the database and/or State Reporting System.
 - Conducts follow-up services by contacting participants and documenting current status on a monthly basis.
 - Conducts random file audits to ensure compliance with Federal, State and local requirements.
- Orders, inventories, and monitors supplies.

- Participate in required training and development activities as required.
- Monitor policies and procedures to ensure accuracy and compliance.
- Perform other duties as assigned.

**Citrus County Association of Retarded Citizens BKA Key Training Center
2022**

March 14, 2014-March 16,

No. of clients on caseload: 8

Employment Specialist

- Coordinated the delivery of pre-service, in-service and on-the-job training for new and existing employees
- Present standard and routine training topics on an as needed basis
- Maintain schedule of training programs throughout the year
- Coordinate the delivery of training topics by identifying appropriate, personnel to present material
- Generate training material and documentation for all training
- Ensured that attendees are properly scheduled to attend, and supervisor are notified
- Coordinated the scheduling of personnel when they needed to attend training programs
- Maintained accurate training records on all personnel
- Completed necessary information to ensure the facility's compliance requirements
- Maintained all training files for the facility
- Provide required documentation to the client, corporate and regional office on a weekly, monthly and annual basis
- Assist management in identifying facility training needs
- Develop an annual training plan
- Implement, monitor and verify Corporate Mentorship Program

Citrus County Association of Retarded Citizens BKA Key Training Center

June 1, 2009-November 2013

Max. No. of clients: 6

Resident Manager

Summary: Assumes responsibility for assisting developmentally delayed residents in life relationships, activities, care and development mental training while they are living in a special residential care setting.

- Completes documentation on and maintains records as required or directed (To include, but not limited to the following: community inclusion, formal and informal programs, medication information, transportation logs, daily logs, drills, etc.).
- Provides for physical care and supervision of residents appropriate to their functioning level.
- Administers, supervises and records medication of medical treatment to be given per physicians' orders. Follows mandated guidelines for storage, dispensing and recording.
- Promptly and properly attends to residents during seizures and assists in dealing with problematic behavior issues.
- Provides for the immediate bathing of any resident who voids or soils himself and ensures that the resident has a proper change of clothing.
- Assists in providing opportunities for residents to be involved in integrated community activities. Coordinates and assist, as necessary, with attendance at religious services.
- Provides or assists in transportation for residents to and from place of, employment, recreational and other events.

- Encourages positive social interactions and interpersonal relationships. Assists each resident in developing attitudes and behaviors appropriate to community living.
- Assists clients in handling money.
- Assists residents in making and keeping appointments when indicated.
- Takes residents shopping periodically and is accountable for same.
- Provides for and insures each residents right to privacy and advises residents of their rights.
- Protects each residents' rights and freedoms and maintains the confidentiality of personal information.
- Avoids the exploitation of any resident.
- Monitors clients and participates in routine household maintenance.
- Assists the clients as necessary in preparation of meals.
- Assists the Lead DSP by ensuring that residents participate appropriately in chores and that they have a suitable schedule.
- Participate in monthly fire and evacuation drills and all tornado and disaster drills with proper documentation of same.
- Assist the Lead DSP in maintaining a safe and hazard free environment (i.e. safe storage of and usage of all cleaning agents or chemicals and use of instructions in Material Safety Data Sheets) and provides first aid as necessary.
- Reports immediately any reddened, bruised or broken skin areas on resident by filling out an unusual incident report. Also, reports all incidents or accidents regarding resident's condition to the in-charge person.

Professional Training

- Medications Training
- Zero Tolerance Training
- Best Practices in Supportive Employment
- Marketing and Job Development
- Introduction to Social Security Work Incentive
- Behavioral Training
- Knowledge of life-safety and infection control protocols. Willingness to comply with in-service training or other mandates.
- T.A.C.T. and/or B.A.T. Certification and/or training (at the discretion of the Residential Services Supervisor).
- Ability to follow directions, handle emergency situations and act in accordance with good judgement.
- DEO Tier I -Workforce Professional State of Florida

Victoria Wilson-Reich
1572 W. Sweet Oaks Court
Lecanto, FL 34461
Phone: 352-201-7116 (Cell)
vwmz@hotmail.com

Dedicated individual seeks Career Coach Position where my multi-tasking, excellent customer service and organization skills can be used to facilitate growth in which ever company I may find myself employed.

Skills and Qualifications

- Excellent communications skills
- Detail orientated
- Able to learn quickly
- Previous experience with age group
- Analytical person
- Logical thinker
- Time Management skills
- Provide support to participants

Employment History

Workforce Career Coach 10/2020 – Current

Eckerd Connects
Lecanto, FL

- Promoted from Workforce Operations Assistant to Workforce Career Coach
- Provide orientations and information regarding the program
- Enroll qualified participants
- Ensure all paperwork is correct for enrollments, incentives, and closures
- Assist with other team member needs
- Liaison with CareerSource Citrus Levy Marion to provide inter-company benefits
- Provide training for Occupational Certificates
- Help qualified candidates find Paid Work Experience/Direct Hire opportunities
- Audit files as needed for local and state level
- Meet with community resources regarding referrals to and from the program

Workforce Operations Assistant 04/2016 – 09/2020

Eckerd Connects
Lecanto, FL

- Promoted from Administrative Assistant to Workforce Operations Assistant
- Lead for Citrus County Phoenix Rising Program PY 19/20
- Followed up with participants whose files have been closed
- See below

Administrative Assistant 08/2014 – 04/2016

Henkels and McCoy
Lecanto, FL

- Helped with all paperwork for the program
- Assisted Career Coaches with intake, documentation, program files and closures
- Dealt with inquiries from the public regarding the Youth Connections program
- Consulted with Career Source regarding appointments, and room bookings
- Provided answers for youth inquiries regarding aspects of the program

Victoria Wilson-Reich
1572 W. Sweet Oaks Court
Lecanto, FL 34461
Phone: 352-201-7116 (Cell)
vwmz@hotmail.com
Page 2.

Administrative Assistant
09/2013 – 8/2014

XCEL HR
Lecanto, FL

- o Assisted with paperwork for the program
- o Helped with follow ups
- o Scanned paperwork into correct program

Education and Training

ServSafe Food Manager	ServSafe	01/2022
TBRI Caregiver Certificate	TBRI	06/2020
Tier 1 Workforce Professional	State of Florida	12/2014
Paraprofessional – Teacher Aide	ETS	06/2012
IC3 Internet and Computing Core Certificate	Certiport	06/2009
Medical Administrative Specialist	WTC	05/2009
High School Diploma	Withlacoochee Technical College	Inverness, FL

Amy brown

Old Town, FL
brown091717@gmail.com
+1 717 797 7088

Work Experience

Workforce career Coach

Eckerd Connects
August 2023 to Present

I am a career coach for 16-24 year old young adults. I help them find jobs and work with them with their basic skills. I help them with their resumes and if need education.

Office Manager and parts counter

Wd parts and repair-Gordonville, PA
September 2020 to February 2023

I do pay roll I am the he department.. I run the shop.. I run the parts room .. I do accounts payable and receivable

Office Manager

Wd dump truck service-Gordonville, PA
March 2020 to February 2023

I do the books for the company. I also do payroll and he.. I do account receivable and accounts payable

Receptionist and warranty administrator

Keim chevrolet-Paradise, PA
October 2018 to March 2020

Answer phones. I check out all the customers.. I do all the warranty stuff like sending them in making sure everything is right.. I file and other office duties

Caretaker

Caring Matters Home Care-Lancaster, PA
March 2016 to June 2017

Helped people with down syndrome with their daily routines.. took them shopping . and helped them be able to do normal daily things. Helped with showers and cleaning homes

Resident Care Aide

Sunny Crest Home, Inc.-Morgantown, PA
September 2015 to March 2016

Education

High school or equivalent

Palcs

2009

Skills

- Microsoft Office (5 years)
- Computer Skills (10+ years)
- Filing (3 years)
- Organizational Skills (5 years)
- Phones (10+ years)
- Office Experience (2 years)
- Money Handling (10+ years)
- Warranty (2 years)
- Excel (3 years)
- Data Entry (3 years)
- Scheduling (1 year)
- Multi-line Phone Systems (4 years)
- QuickBooks
- Accounts Payable
- Office Management
- Microsoft Outlook
- Accounts Receivable
- Pharmacy Technician Experience
- Management
- Accounting
- Residential Cleaning
- Personal Assistant Experience
- Animal Care
- Financial Report Writing
- Payroll

Heather Lynn Cox

15 Dogwood DR

Ocala, FL 34472

352-554-0544

HeatherLynnCox2017@gmail.com

Objective

To assist others in the attainment of their personal and professional goals through individual and group involvement, encouragement, and care

Skills

- Writing
- Reading Comprehension
- Active Listening
- Computer Usage
- Determination

Experience

October 2023 - Present Ocala, FL
Workforce Career Coach Eckerd Connects Workforce Development

- Point of contact for young adults within the YouthBuild program
- Maintains requirements for participants eligibility and coordinating activities for successful completion of the YouthBuild program
- Assists with basic remedial skills in both math and reading, as well as work readiness skills
- Utilization of Employ Florida and ATLAS computer programs to perform necessary duties established for the YouthBuild grant

June 2022 - October 2023 Ocala, FL
Personal Trainer Planet Fitness

- Responsible for the training and development of clients seeking improvement in their physical fitness and overall, well being
- Used tracking systems to monitor and manage progress of clients' goals, physical activities and meals
- Maintained "Top- Rated" Personal Trainer status among Central Florida Planet Fitness locations for six months consecutively

April 2013 - April 2018 Ocala, FL
Receptionist/Cashier Sullivan GMC

- Managed the operation of the company's multi-line phone system, greeted guests, and performed basic cashiering duties to check out client services
- Maintained inventory through data entry systems for new and used vehicles and performed other administrative duties as assigned

Education & Certifications

General Education Development, 1998

Personal Trainer ISSA, 2022

EXHIBIT VI – Salary Chart

ALL CareerSource Positions & Support Center Positions						
Job Title Code	Job Title Description	Default Paygrade	Range Minimum	Range Midpoint	Range Maximum	CLM
2000073	Lead Career Coach	H20016	\$18.80	\$23.49	\$28.19	
2300033	Program Manager	S10017	\$43,882.65	\$54,853.05	\$65,823.45	x
2300045	Site Manager	S10016	\$39,087.30	\$48,859.65	\$58,632.00	x
2000131	Success Mentor	H20010	\$10.97	\$13.72	\$16.46	x
2000142	Workforce Career Coach	H20015	\$16.93	\$21.16	\$25.39	x
2000143	Workforce Development Specialist	H20015	\$16.93	\$21.16	\$25.39	x
5000049	Workforce Operations Assistant	H20013	\$14.11	\$17.64	\$21.17	
2000145	Workforce Retention Specialist	H20014	\$15.39	\$19.24	\$23.09	x
8000001	YouthBuild Construction Instructor	H20015	\$16.93	\$21.16	\$25.39	x
1300028	Operations Director	S10021	\$66,641.40	\$83,301.75	\$99,962.10	CSC
2000275	Financial Analyst, WFD	S10017	\$43,882.65	\$54,853.05	\$65,823.45	CSC
2300109	Finance Manager, WFD	S10021	\$66,641.40	\$83,301.75	\$99,962.10	CSC
1200018	Sr VP, Workforce Operations	S10029	\$153,577.79	\$191,971.84	\$230,365.89	CSC

EXHIBIT VII – ITN Solicitation Page

CareerSource Citrus Levy Marion (hereafter referred to as CSCLM) issues this Invitation to Negotiate (ITN) to solicit innovative youth workforce development programs to operate under the provisions of the Workforce Innovation and Opportunity Act in Local Workforce Development Area 10 which is made up of Citrus, Levy, and Marion Counties. CSCLM intends to be as inclusive as possible in the solicitation. The aim is to receive a wide variety of innovative proposals that best meet the needs of the area at large.

The Workforce Innovation and Opportunity Act (WIOA, Public Law 113-128) provides the framework for a national Workforce preparation system that is flexible, responsive, customer-focused and locally managed. In Citrus, Levy, and Marion counties, CSCLM envisions a system that meets the needs of residents and businesses alike. The goal of programs under the Act is to increase employment, job retention, earnings and develop the work potential of the residents within our counties.

DESCRIPTION OF CSCLM ONE STOP SYSTEM:

CSCLM delivers all programs and services to customers through its One Stop System. This system is developed around both a “physical front door” and through “electronic access”. The system includes connectivity between the various partners and service providers. The goal of the One Stop System is to provide full-service, staffed sites, offering services which assist individuals in obtaining employment through an individualized mix of career services and training-related activities. This ITN is focused on services and programs for Workforce Innovation and Opportunity Act (WIOA) eligible youth.

Responses may be submitted by a single entity or by a group of organizations or agencies that have agreed to work cooperatively to deliver services and achieve desired outcomes. If Responses are submitted by a group, a single lead entity must be designated for contracting purposes.

CSCLM reserves the right to select none of the Responses made to this ITN. Nothing obligates CSCLM to pay the cost of Response preparation and submission. Final contract approval with the selected organization(s) for WIOA Youth Services will be subject to negotiation.

Questions regarding the ITN should be directed to:
ltrowbridge@careersourceclm.com. All questions must be submitted in writing to this e-mail address. All questions will be compiled with answers and posted on our website at: <https://careersourceclm.com/about-us/work-with-careersource-clm/>

No questions will be addressed individually

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Attachment 8. Review/Scoring Matrix	

PART I: GENERAL INSTRUCTIONS

Deadline for Receipt of Response

Full Responses to this ITN must be **received by 4:00 p.m., February 7, 2025**. Responses received after that date and time will not be considered. Please note the time-table listed on the front page of these instructions. Crucial dates to remember are:

- **Expression of Interest Due: January 3, 2025 by 4:00 p.m.**

- **Staff Review: January 6-10, 2025**
- **ITN Submission Due: February 7, 2025 by 4:00pm**

Electronically transmitted documents will not be accepted. Respondents are responsible for ensuring that Responses meet all the requirements set forth in this ITN, and for ensuring that Responses are received on time.

Where to Mail Responses & Number of Copies Needed

Submit **one hardcopy and one (1) electronic copy** to:

Larry Trowbridge
CareerSource Citrus Levy Marion
2703 NE 14th Street
Ocala, Florida 34470

Contract Period

Any response submitted should be based upon a one-year period of performance. Contracts will be renewable up to a total of a four year period of time (three renewals after initial contract), based upon performance, and will be renegotiated annually.

EXHIBIT VIII – Report of Additional Funding/Expenditures Form

(Example of Form)

TO: Workforce Connection

WORKFORCE CONTRACT AGREEMENT NUMBER	
GRANTEE OF ADDITIONAL FUNDING (Name/Address):	
ADDITIONAL FUNDING APPROVAL DATE:	

FUNDING/EXPENDITURE INFORMATION

a. Funding/Grant Amount	\$	
b. Funds Received to Date	\$	
Funds Allocated in the Following Manner:		
c.	\$	
d.	\$	
e.	\$	
f.	\$	
g.	\$	

<p style="text-align: center;"><u>SIGNATURE OF PERSON AUTHORIZED IN AGREEMENT</u></p> <p>I hereby certify that the foregoing is a complete report of all additional funding that has/will be received, directly or indirectly, in addition to the funds received by Workforce Connection in reference to the Project. _____</p> <p>_____</p> <p>Signature:</p>	<p>_____</p> <p>Title</p>	<p>_____</p> <p>Date</p>
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FM-WC-019.Rev. Feb 1, 2013

EXHIBIT IX – Subrecipient DUNS number and Federal Award Identifiers

1. Federal Award Identification

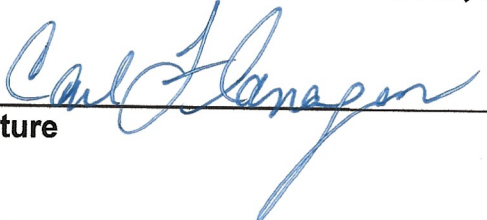
- **Grant: Youth Build**
- **Subrecipient: Eckerd Connects**
- **DUNS number: 080681158**
- **Federal Award Identification Number: YB-34257-19-60-A-12**
- **Federal Award Date: 2/01/16/2025 to 05/31/2028**
- **Sub-award Performance Period: 01/16/2025 to 6/30/2027**
- **Federal Funds Obligated: \$255,981.00**
- **Funds Obligated to Sub-recipient: \$255,981.00**
- **Federal Award Amount: \$1,058,208.00**
- **Federal Awarding Agency, Pass-through entity and Awarding Official Contact:**
 - **Department of Labor**
 - **CareerSource Citrus Levy Marion**
 - **Bronwyn Burton– FPO**
 - **404-302-5367 (phone)**
- **burton.bronwyn.a@dol.govCFDA: None**
- **Is Award considered a Research and Development Award: N/A**
- **Indirect Cost Rate for the Federal 17.6%**
- **Sub-recipient Indirect Cost Rate: 14.10% Provisional rate**

2. Requirements/Additional Requirements: explained in attached Scope of Work

SIGNATURE PAGE

IN WITNESSES WHEREOF, the parties hereto have duly executed this Contract and in signing on the date written below, thereby validating this Contract, the parties also certify that each possesses legal authority to contract and bind their respective organizations in their capacity as a signatory official.

**CITRUS LEVY MARION REGIONAL
WORKFORCE DEVELOPMENT BOARD, INC.**


BY: 
Signature

Carl Flanagan
Typed Name of Signee

Board Chair
Title

7/25/2025
Date

ECKERD CONNECTS

BY: 
Signature

Nicole Stroebel
Typed Name of Signee

Chief Financial Officer
Title

7/22/2025
Date