

MEMORANDUM OF
UNDERSTANDING Between

Citrus Levy Marion Regional Workforce Development Board,
Inc.
DBA CareerSource Citrus Levy
Marion
And
The AARP Foundation

1. Purpose of this Memorandum of Understanding

The Workforce Innovation and Opportunity Act (WIOA) requires that a Memorandum of Understanding (MOU) be developed and executed between the local Workforce Development Board, in this case, CareerSource Citrus Levy Marion (CSCLM) and the Career Center Partners. This Act requires specific programs to make their services available through a one-stop delivery system and encourages increasing access through additional partnerships with optional partners. Additionally, WIOA requires CSCLM and the One-Stop system partners to establish an agreement concerning the operations of the one-stop system and to establish the framework for providing services to employers, employees, job seekers and others needing workforce services.

Florida's one-stop delivery system, the CareerSource Network, is a locally-driven system which develops strategic partnerships and provides streamlined and integrated programs and services to the businesses and citizens of Florida.

Florida's strategic vision for WIOA implementation will be realized by accomplishing these three goals:

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

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

These objectives will be accomplished locally by providing all customers access to high-quality career centers within a one-stop system that connects them with the full range of services available in their communities, whether they are customers seeking to find jobs, build basic educational or occupational skills, earn a postsecondary certificate or degree, or obtain guidance on how to make career choices, or are businesses and employers seeking skilled workers.

The purpose of this MOU is to establish or enhance a cooperative working relationship between CSCLM and Mid Florida Community Services, Inc to define our respective roles and responsibilities in achieving the policy objectives.

2. System Partners

MOUs will be developed with system partner programs that are provided physically within the center, provided through cross-training of partner staff, or provided through direct linkage from technology. The partner programs and targeted population programs available in CSCLM will be:

Locally Operated by CSCLM through agreement with DEO

- WIOA Title I Adult, Dislocated Worker and Youth*
- WIOA Title III Wagner-Peyser*
- Veterans Employment and Training*
- Trade Act*
- Unemployment* (Primarily provided at State level)
- Temporary Assistance for Needy Families*
- Supplemental Nutrition Act Program (SNAP)

Locally Operated by CSCLM through agreement with DOL

- YouthBuild*

MOU Provided at State Level

- WIOA Title II Adult Education and Literacy*
- WIOA Title IV Vocational Rehabilitation*
- Carl Perkins Career and Technical Education*

MOU with CSCLM

- Title V Older Americans Act aka SSCEP*
- Job Corps*

- Community Action Agencies*
- Housing Authorities*
- Agencies serving individuals with disabilities
- Agencies serving youth with barriers to employment
- Early Learning Coalitions
- Homeless Continuum of Care organizations
- Veteran Agencies
- Economic Development
- Support Service Providers
- Others as determined to be beneficial to serving both employers and job seekers.

* denotes those that are "required" partners

3. One-Stop System Description

As designated by CareerSource Florida on behalf of the Governor, CSCLM is the local workforce board and the regional planning area, under Title I of the WIOA. Currently CSCLM has been provided permission to provide and act as the One-Stop Operator and Career Services Provider.

The CSCLM area consists of the counties of Citrus, Levy and Marion with Career Centers located in Lecanto, Chiefland, and Ocala. The Ocala Career center located at 2703 NE 14th Street is the comprehensive center for CSCLM. A professional placement center is located at the College of Central Florida Campus in Ocala for specialized recruitment and placement of professionals throughout the region and in partnership with our training partners. CSCLM also has two mobile units to assist in providing services to remote and rural areas within the region.

All of our centers provide seamless access to workforce programs for both the job seeker and the employer. Our system is linked through Employ Florida, the State's talent matching system, to provide a system wide approach for job seeking and job placement.

Our centers provide access to a multitude of services that can be obtained through either self-service or with assistance from staff. By blending and weaving our various funding streams we are able to provide services to customers without pushing a customer from program to program, but handling in a customer driven manner based on individual strategies.

The One-Stop System is the result of the partnerships developed within our region that links the programs and services provided at the Career Centers and at other partner locations that provide the full complement of services needed by our customers.

This MOU will increase our ability to serve mutual customers, reduce duplication of efforts

and expand our abilities to provide services throughout the One-Stop System either in one of our Career Centers, electronically at your location, or as an affiliate site.

4. General Responsibilities of One-Stop System Partners:

- The One-Stop System partner agrees to participate in joint planning, plan development, and modification of activities to result in:
 - Continuous partnership building;
 - Continuous planning responsive to State and Federal requirements;
 - Responsive to specific local and economic conditions including employer needs;
 - Solutions to common data collection and reporting needs;
- Make available to customers through the One-Stop System the services that are applicable to the partners programs
- Participate in the operation of the One-Stop System consistent with the agreed upon "service integration" following in the next part, number 5
- Participate in capacity building and staff development activities
- Insure that all partners and staff are cross-trained to understand programs and specific "service integration" goals as specified in the next part, number 5

5. Service Integration Plan and Goals:

CSCLM and the AARP Foundation agree to the following:

This agreement establishes that the duly authorized agent of the recipient agrees to satisfy the requirements of 35 CFR 361.505 and 34 CFR 361.720.

This agreement formalizes the existing partnership between CSCLM and AARP Foundation to provide the employment and training services to our mutual customers. CSCLM and AARP Foundation recognize that the blended services provided by all required and optional partners contributes to the One Stop "system" and neither independently creates the "system". The combination of services provides employment and educational counseling and access to partner programs through direct referral and electronic access points within each office. CSCLM customers are counseled on all aspects of employment and education options available through educational entities and funding assistance provided through Titles I, II and IV funds under WIOA. Appropriate referrals for intra-agency assistance are made between agencies through established contacts within each department and will be made between agencies through established contacts within each department and will be made in writing via e-mail between those contacts. AARP Foundation may refer training program completers and those customers in need of additional financial assistance to CSCLM for assessment and counseling regarding their individual needs.

Both agencies agree to maintain full programmatic accessibility and compliance with all applicable laws to ensure that individuals have equal ability to access available services as further

discussed in sections 8 and 9 of this document. This access includes full ADA compliance, use of assistive technology and provision of accommodations that may be necessary for individuals with additional barriers.

AARP Foundation shall:

1. Maintain and provide updated AARP Foundation information to customers interested in CSCLM core services.
2. Provide AARP Foundation program eligibility determination services to all customers interested in and possibly eligible for AARP Foundation program services.
3. Accept and process customers referred by other CSCLM agencies/organizations to determine their eligibility for AARP Foundation services. Referrals and customer-related information may be coordinated and/or forwarded directly or via electronic linkages.
4. Provide AARP Foundation services to program-certified customers.
5. Participate in the development of a common application or pre-application format and/or procedure and a referral process to direct applicants to other Once-Stop System agencies/organizations.
6. Ensure a CareerSourceCLM.com email address is the primary email address for all staff located on a full time or itinerant basis in a CSCLM and/or One-Stop Delivery System office, if applicable.
7. List job openings through CSCLM. Refer customers demonstrating interests in and possibly eligible for agency/organization program services as appropriate. Ensure all outreach efforts that include a reference to CSCLM receive prior approval from appropriate marketing staff.
8. Coordinate customer needs with CSCLM One-Stop System agencies/organizations to reduce or eliminate duplicated services and, whenever possible, to develop the best mix of services.
9. Ensure AARP Foundation staff attend, participate in, and contribute to CSCLM One-Stop System cross training activities as required.
10. Participate in the development and implementation of other One-Stop procedures, policies, reports, customer surveys, and operational agreements. Ensure employment placement information generated AARP Foundation is entered into state and local data collection systems. Actively participate in the development and maintenance of organizational reports that reflect the nature of AARP Foundation's operations. Provide this information to the One-Stop Operator at least quarterly.
11. Support and cooperate with the CSCLM One-Stop Operator and other One-Stop System agencies/organizations to ensure all federal, state, and local laws, regulations, policies and procedures are applied to One-Stop System operations.
12. Ensure staff follow all applicable CSCLM policies as they relate to dress code, facility, operational and computer usage policies.

CareerSource Citrus Levy Marion agrees to:

1. Provide facility space for AARP Foundation staff and volunteers when/where possible.
2. Refer customers that may potentially be eligible for services provided by AARP Foundation.
3. Provide career services to AARP Foundation enrolled customers to assist in the development and placement of joint customers.
4. Provide the opportunity for AARP Foundation employees to participate in CSCLM sponsored training and staff development.
5. Assist AARP Foundation staff to attain performance goals through joint collaboration of services available through the One-Stop system to meet the common employment and training goals of all involved parties.

6. Resource and Cost Sharing

This MOU between CSCLM and AARP Foundation is an agreement of service provision.

7. Data Access and Sharing

To facilitate integration of services, partners are encouraged to provide cross-access or protected information from systems of customer data within the applicable federal and state privacy laws and regulations governing the partner programs. All state and federal confidentiality regulations regarding the creation, maintenance and/or use of records shall be in effect. Client records and/or information may be shared among partners subject to these confidentiality requirements. Data sharing arrangements will be included in **Section 5**.

Client information shall be shared solely for the purpose of eligibility, enrollment, referral, or provision of services. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.

8. Access for Individuals with Barriers to Employment

All One-Stop system partners will ensure access for individuals with barriers to employment, and will offer priority for services to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient for individualized career services and training services funded with WIOA adult funds.

9. Non-Discrimination

As required by federal and state law, participating agencies will assure that no person shall

be discriminated against in consideration for or receipt of partner agency services and/or employment based upon sex, disability, race, color, age, religion, national origin, political affiliation, belief, veteran status, familial status, sexual orientation, gender identity, pregnancy, or genetic information.

The One-Stop system partner will assure compliance with the Americans with Disabilities Act of 1990, and its Amendments, which prohibits discrimination on the basis of disability, as well as applicable regulations and guidelines issued pursuant to the ADA.

Partners agree to comply fully with the WIOA, Title VII of the civil rights act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities, and The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and 29 CFR Part 37 and all other regulations implementing the aforementioned laws.

10. Duration, Modification, and Termination of the Partner MOU

It is mutually understood that this MOU shall not become effective until signed. This MOU shall remain in effect until the date below or until it is modified, extended or terminated in accordance with this section. Regardless of duration this MOU shall be reviewed every year. This MOU may be amended at any time in writing and will be effective with signed by both entities. Either party may cancel its participation in whole or in part at any time with thirty days (30) days written notice. This MOU will be in effect until June 30, 2026.

11. Infrastructure Funding Agreement Terms

All partners within the Citrus Levy Marion One-Stop system with lean budgets and have long standing relationships that have been established to braid and blend funding to maximize the impact of resources available to the citizens of our region. Due to this, the partners agree upon in-kind contributions that have a positive monetary impact on the day to day operations and expand the breadth of services available. CSCLM and AARP FOUNDATION agree that the infrastructure support for proportionate benefit from the One-Stop system is provided in the following methods:

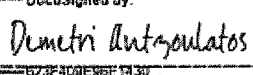
- A. Provision of employment and training services to universal CSCLM customers.
- B. Provision of CSCLM outreach materials to the general public.
- C. Educational support and counseling to CSCLM referred and enrolled individuals.
- D. Ongoing partnership for outreach and connection of Adult learners to the One-Stop system.
- E. Provision of additional staff support within CSCLM's Career Centers through provision of participating trainees to perform various tasks within the centers varying from general clerical to customer assistance in the resource area. This in-kind contribution supports the infrastructure of the One-Stop system. This contribution is calculated as the following based on average participation of trainees within the career centers:

Program Contribution Per Participant (One Participant=.05 FTE)	2022 Rate	2023 Rate	2024 Rate	2025 Rate	2026 Rate	Hours	Weeks Per Year	Sub	7.65% Benefits (FICA 6.2%, Medicare 1.45%)	Total
Participant 1	\$11.00	\$12.00	\$13.00	\$14.00	\$15.00	20	52	\$15,600.00	\$1,193.40	\$16,793.40
Total AARP FOUNDATION Costs	\$11.00	\$12.00	\$13.00	\$14.00	\$15.00	20	52	\$15,600.00	\$1,193.40	\$16,793.40
										\$16,793.40

12. SignaturesCITRUS LEVY MARION REGIONAL WORKFORCE
DEVELOPMENT BOARD, INC.:By: Name: Thomas E. SkinnerTitle: Chief Executive OfficerDate: 8/17/23

AARP FOUNDATION

DocuSigned by:

By: Name: Demetri AntzoulatosTitle: VP, Finance, Grants, & OperationsDate: 8/17/2023

Chief Elected Official

By: Name: Carl ZalakTitle: CommissionerDate: 9/1/23

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by using TTY/TDD equipment via the Florida Relay Service at 711. If you need accommodations, call 1-800-434-5627 ext. 7878 or e-mail accommodations@careersourceclm.com three business days in advance. A proud member of the American Job Center network.



MEMORANDUM OF UNDERSTANDING

Between

Citrus Levy Marion Regional Workforce Development Board, Inc.

DBA CareerSource Citrus Levy Marion

And

Central Florida Community Action Agency, Inc.

1. Purpose of this Memorandum of Understanding

The Workforce Innovation and Opportunity Act (WIOA) requires that a Memorandum of Understanding (MOU) be developed and executed between the local Workforce Development Board, in this case, CareerSource Citrus Levy Marion (CSCLM) and the Career Center Partners. This Act requires specific programs to make their services available through a one-stop delivery system and encourages increasing access through additional partnerships with optional partners. Additionally, WIOA requires CSCLM and the One-Stop system partners to establish an agreement concerning the operations of the one-stop system and to establish the framework for providing services to employers, employees, job seekers and others needing workforce services. Furthermore, this mutual agreement details how each required partner will support and contribute to the overall infrastructure costs of the One-Stop system.

Florida's one-stop delivery system, the CareerSource Network, is a locally-driven system which develops strategic partnerships and provides streamlined and integrated programs and services to the businesses and citizens of Florida.

Florida's strategic vision for WIOA implementation will be realized by accomplishing these three goals:

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

- B. Promote accountable, transparent, and data-driven workforce investment through performance measures, monitoring and evaluation that informs strategies, drives operational excellence, leads to the identification and replication of best practices and empowers an effective and efficient workforce delivery system.
- C. Improve career exploration, educational attainment and skills training for in-demand industries and occupations for Florida youth that lead to enhanced employment, career development, credentialing and post-secondary education opportunities.

These objectives will be accomplished locally by providing all customers access to high-quality career centers within a one-stop system that connects them with the full range of services available in their communities, whether they are customers seeking to find jobs, build basic educational or occupational skills, earn a postsecondary certificate or degree, or obtain guidance on how to make career choices, or are businesses and employers seeking skilled workers.

The purpose of this MOU is to establish or enhance a cooperative working relationship between CSCLM and Central Florida Community Action Agency, Inc. to define our respective roles and responsibilities in achieving the policy objectives.

2. System Partners

MOUs will be developed with system partner programs that are provided physically within the center, provided through cross-training of partner staff, or provided through direct linkage from technology. The partner programs and targeted population programs available in CSCLM will be:

Locally Operated by CSCLM through agreement with DEO

- A. WIOA Title I Adult, Dislocated Worker and Youth*
- B. WIOA Title III Wagner-Peyser*
- C. Veterans Employment and Training*
- D. Trade Act*
- E. Unemployment* (Primarily provided at State level)
- F. Temporary Assistance for Needy Families*
- G. Supplemental Nutrition Act Program (SNAP)

Locally Operated by CSCLM through agreement with DOL

- H. YouthBuild*

MOU Provided at State Level

- I. WIOA Title II Adult Education and Literacy*
- J. WIOA Title IV Vocational Rehabilitation*
- K. Carl Perkins Career and Technical Education*

MOU with CSCLM

- L. Title V Older Americans Act aka SSCEP*
- M. Job Corps*

- N. Community Action Agencies*
- O. Housing Authorities*
- P. Agencies serving Individuals with disabilities
- Q. Agencies serving youth with barriers to employment
- R. Early Learning Coalitions
- S. Homeless Continuum of Care organizations
- T. Veteran Agencies
- U. Economic Development
- V. Support Service Providers
- W. Others as determined to be beneficial to serving both employers and job seekers.

* denotes those that are "required" partners

3. One-Stop System Description

As designated by CareerSource Florida on behalf of the Governor, CSCLM is the local workforce board and the regional planning area, under Title I of the WIOA. Currently CSCLM has been provided permission to provide and act as the One-Stop Operator and Career Services Provider.

The CSCLM area consists of the counties of Citrus, Levy and Marion with Career Centers located in Lecanto, Chiefland, and Ocala. The Ocala Career center located at 2703 NE 14th Street is the comprehensive center for CSCLM. A professional placement center is located at the College of Central Florida Campus in Ocala for specialized recruitment and placement of professionals throughout the region and in partnership with our training partners. CSCLM also has two mobile units to assist in providing services to remote and rural areas within the region.

All of our centers provide seamless access to workforce programs for both the job seeker and the employer. Our system is linked through Employ Florida, the State's talent matching system, to provide a system wide approach for job seeking and job placement.

Our centers provide access to a multitude of services that can be obtained through either self-service or with assistance from staff. By blending and weaving our various funding streams we are able to provide services to customers without pushing a customer from program to program but handling in a customer driven manner based on individual strategies.

The One-Stop System is the result of the partnerships developed within our region that links the programs and services provided at the Career Centers and at other partner locations that provide the full complement of services needed by our customers.

This MOU will increase our ability to serve mutual customers, reduce duplication of efforts and expand our abilities to provide services throughout the One-Stop System either in one of our Career Centers, electronically at your location, or as an affiliate site.

4. General Responsibilities of One-Stop System Partners:

- A. The One-Stop System partner agrees to participate in joint planning, plan development, and modification of activities to result in:

- I. Continuous partnership building;
- II. Continuous planning responsive to State and Federal requirements;
- III. Responsive to specific local and economic conditions including employer needs;
- IV. Solutions to common data collection and reporting needs;
- B. Make available to customers through the One-Stop System the services that are applicable to the partners programs
- C. Participate in the operation of the One-Stop System consistent with the agreed upon "service integration" following in the next part, number 5.
- D. Participate in capacity building and staff development activities
- E. Insure that all partners and staff are cross-trained to understand programs and specific "service integration" goals as specified in the next part, number 5.

5. Service Integration Plan and Goals:

CSCLM and Central Florida Community Action Agency, Inc. agree to the following:

This agreement establishes that the duly authorized agent of the recipient agrees to satisfy the requirements of 34 CFR 361.505 and 34 CFR 361.720.

This agreement formalizes the existing partnership between CSCLM and Central Florida Community Action Agency, Inc. to provide employment and training services to our mutual customers. CSCLM and Central Florida Community Action Agency, Inc. recognize that blended services provided by all required and optional partners contributes to the One Stop "system" and neither independently creates the "system". The combination of services provides employment and education counseling and access to partner programs through direct referral and electronic access points with each office. CSCLM customers are counseled on all aspects of employment and education options available through educational entities and funding assistance provided through Titles I, II, and IV funds under the WIOA. Appropriate referrals for intra-agency assistance are made between agencies through established contacts within each department and will be made in writing via e-mail between those contacts. Central Florida Community Action Agency, Inc. may refer training program completers and those customers in need of additional financial assistance to CSCLM for assessment and counseling regarding their individual needs.

Both agencies agree to maintain full programmatic accessibility and compliance with all applicable laws to ensure that individuals have equal ability to access available services as further discussed in sections 8 and 9 of this document. This access includes full ADA compliance, use of assistive technology and provision of accommodations that may be necessary for individuals with additional barriers.

CSCLM and Central Florida Community Action Agency, Inc. shall:

1. Provide Release of Information to participants to include sharing information between agencies for the purposes of determining eligibility for shared customers
2. Co-manage shared participants in order to bundle services and provide wrap around support to better serve the customer and enhance the performance of both agencies.
3. Determine the menu of services available between both agencies and strategically align the services for each customer resulting in better usage of the resources.
4. Provide referrals to each other for customers and participants that each agency works with that needs further assistance
5. Share eligibility documentation to streamline intake and service provision.

6. Work together with the common goal of increasing outcomes for both agencies.
7. Use the strengths of both agencies to explore opportunities to provide skills training with wrap around support for targeted groups of citizens (i.e. foster youth, veterans, SNAP) that can ultimately support the talent needs of businesses.
8. Provide training to agency staff of both organizations to better understand the mission and specific programs and services that each provides.
9. Share information on any special events that will promote the success of shared customers (i.e. hiring events, job clubs, workshops, specialized coaching).
10. CSCLM will make available all no-cost, online training programs for priority access.

6. Resource and Cost Sharing

This MOU between CSCLM and Central Florida Community Action Agency, Inc. is an agreement of service integration and monetary infrastructure contribution.

7. Data Access and Sharing

To facilitate integration of services, partners are encouraged to provide cross-access or protected information from systems of customer data within the applicable federal and state privacy laws and regulations governing the partner programs. All state and federal confidentiality regulations regarding the creation, maintenance and/or use of records shall be in effect. Client records and/or information may be shared among partners subject to these confidentiality requirements. Data sharing arrangements will be included in section 5.

Client information shall be shared solely for the purpose of eligibility, enrollment, referral, or provision of services. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.

8. Access for Individuals with Barriers to Employment

All One-Stop system partners will ensure access for individuals with barriers to employment and will offer priority for services to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient for individualized career services and training services funded with WIOA adult funds.

9. Non-Discrimination

As required by federal and state law, participating agencies will assure that no person shall be discriminated against in consideration for or receipt of partner agency services and/or employment based upon sex, disability, race, color, age, religion, national origin, political affiliation, belief, veteran status, familial status, sexual orientation, gender identity, pregnancy, or genetic information.

The One-Stop system partner will assure compliance with the Americans with Disabilities Act of 1990, and its Amendments, which prohibits discrimination on the basis of disability, as well as applicable regulations and guidelines issued pursuant to the ADA.

Partners agree to comply fully with the WIOA, Title VII of the civil rights act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities, and The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and 29 CFR Part 37 and all other regulations implementing the aforementioned laws.

10. Duration, Modification, and Termination of the Partner MOU

It is mutually understood that this MOU shall not become effective until signed. This MOU shall remain in effect until modified, extended or terminated in accordance with this section. Regardless of duration, this MOU shall be reviewed annually. The MOU may be amended at any time in writing and will be effective when signed by both entities. Either party may cancel its participation in whole or in part and any time with thirty (30) days written notice. This MOU will be in effect until: June 30, 2025.

11. Infrastructure and Cost Sharing

CSCLM and Central Florida Community Action Agency, Inc. have entered into a formal sub-lease agreement (attached). The sub-lease agreement is based on square footage and FTE rates in the comprehensive center (14th Street, Ocala, FL).

Rental Pricing for 14th Street

- Center has 15,687 Square Feet
- Center is a State Building with rent of \$3,202.75 per month
- Main cost of building is overhead expenses to operate. These come to \$11,470 per month.
- Total to maintain and operate building is \$14,673 per month.
- There are a total of 53 offices and work stations in the center.

Calculation:

Total Cost	\$14,673	Divide by 53	\$277 per workstation
	\$277.00	Times 5	\$1,385 total rent
	\$1,385	Times 12	\$16,620 annual rent

Included In Calculation:

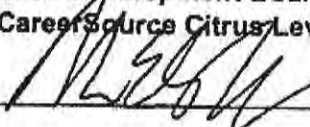
Shared Use Space	Shared Services
7 Conference Rooms/Labs	Call Center
Hallways	Welcome Desk Staff
Restrooms	Copiers & Copier Supplies
Break Room	Phone System
Storage Space	Utilities
Resource Area	Maintenance & Janitorial
Welcome Area	

Optional In Addition:

IT Management & Support	\$72.00 per month

11. Signatures

Citrus Levy Marion Regional
Workforce Development Board, Inc.
d/b/a CareerSource Citrus Levy Marion

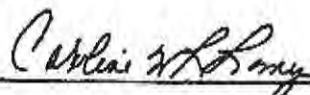
By: 

Name: THOMAS E. SKINNER JR

Title: CEO

Date: 10/23/23

Central Florida Community Action
Agency, Inc.

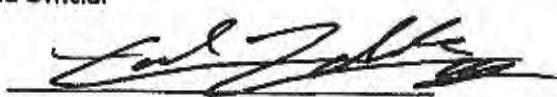
By: 

Name: Caroline W Ruff-Looney

Title: CEO

Date: July 10, 2023

Chief Elected Official

By: 

Name: Carl Zalok

Title: Commissioner

Date: 10/26/23

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."



COMMERCIAL SUBLEASE AGREEMENT

BY AND BETWEEN:

CareerSource Citrus Levy Marion (aka Citrus, Levy Marion Regional Workforce Development Board, Inc. in the Master Lease)

(the "Sublandlord")

PARTY OF THE FIRST PART

-AND-

Central Florida Community Action Agency, Inc., a Florida not for profit corporation.

(the "subtenant")

PART OF THE SECOND PART

BACKGROUND

- A. This agreement (the "Sublease") to sublet real property according to the terms specified below.
- B. The master lease (the "Master Lease") has an annual renewal date of July 1, 2023 and is between the Department of Economic Opportunity (the Landlord") and the Sublandlord with respect to the following lands and any improvements on those lands (the Premises"): 2703 NE 14th Street, Ocala, FL 34470
- C. The subtenant is willing to undertake certain obligations of the Master Lease.

IN CONSIDERATION OF the Sublandlord subletting and the Subtenant renting the Subleased Premises, both parties agree to keep, perform, and fulfill the promises, conditions, and agreements below:

Subleased Premises

- 1. The Sublandlord leases to the Subtenant the portion of the Premises ("the "Subleased Premises") described as follows: 4 work spaces (combined offices/cubicles based on availability, plus a non-exclusive right to use the common spaces (i.e., hallways, bathrooms, kitchen, and conference rooms).

Term

2. The first term (the "First Term") of this Sublease commences at 12:00am on July 1, 2023 and ends at 11:59pm on June 30, 2024. Upon agreement of both parties, this sublease can be renewed annually. Each term following first term ("Renewal Term") will commence July 1 and ends on June 30 of the following year.
3. The provisions of this Sublease are subject to the terms and restrictions of the Master Lease.

Rent

4. Subject to the provisions of this Sublease, the rent for the Sublease Premises is \$16,620 annually (the "Rent") payable \$1,385 per month on the first day of the month.
5. The Subtenant will pay the Rent to the Sublandlord at 3003 SW College Road, Suite 205, Ocala, FL 34474 or at such other place as a Sublandlord may later designate on or before the first of each and every month, or as otherwise agreed between the Sublandlord and Subleasee.

Use of Sublease Premises

6. Except as otherwise provided in the sublease, the Subtenant and the agents and employees of the Subtenant will only use the Sublease Premises for a purpose consistent with the permitted use allowed in the Master Lease. Further, the Subtenant agrees to comply with all other applicable provisions of the Master Lease and will not do anything that would constitute a violation of any part of the condition of the Master Lease. Sublandlord represents that it has received the consent to the Sublease from the Lease Landlord and that it has agreed that the Subtenant's use is primarily for a public purpose as described in the Master Lease.

Utilities

7. All payments for utilities and other similar charges for the Subleased Premises are included in the Rent.
8. The Subtenant agrees to surrender and deliver to the Sublandlord, and the Subleased Premises and all furniture and decorations owned by the Sublandlord or Landlord within the Subleased Premises in as good a condition as they were at the beginning of the Term, reasonable wear and tear excepted. The subtenant will be liable to the Sublandlord and the Landlord for any damages occurring to the Subleased Premises or the Contents of the Subleased Premises or to the Building caused by the Subtenant or the Subtenant's guests or invitees.
9. The Subtenant will immediately report all general maintenance issues and needed repairs to the Sublandlord.

Insurance

10. The Subtenant, at the expense of the Subtenant, will carry insurance similar to that required of the Sublandlord under the Master Lease. The Subtenant will include the Sublandlord and the Landlord as additional insured parties on all policies of the insurance.
11. The Subtenant will provide proof of such insurance to the Sublandlord and the Landlord upon issuance of renewal of such insurance.

Alterations and Improvements

12. With prior written consent of the Sublandlord, the subtenant may make approve alterations and improvements to the Subleased Premises.
13. Any alterations and improvements must comply with all applicable construction laws and regulations regarding property improvements.
14. The Subtenant will ensure that the Sublease Premises remain free and clear of any and all liens arising out of work performed or the material used in making such improvements to the Subleased Premises.

Taxes

15. The Sublandlord and the Landlord confirm that the Subtenant is exempt from real estate taxes on the sublease. The Subtenant will pay any privilege, excise and other taxes duly assessed against the business of the Subtenant, the Subleased Premises, and any personal property on or about the Subleased Premises. The Subtenant will avoid the assessment of any late fees or penalties.

Event of Default

16. The Subtenant will default under this Sublease if any or more of the following event (the "Event of Default") occurs:
 - a. The Subtenant fails to pay the Rent to the Sublandlord of any amount when due or within any grace period, if any.
 - b. The Subtenant fails to perform any of its obligations under this Sublease or any applicable obligation under the Master Lease.
 - c. The Subtenant becomes insolvent, commits an act of bankruptcy, becomes bankrupt, takes the benefit of any legislation that may be in force for bankrupt or insolvent debtors, becomes involved in a voluntary or involuntary winding up, dissolution or liquidation proceeding, or if a receiver will be appointed for the affairs of the Subtenant.
 - d. The Subtenant abandons the Subleased Premises or any part of the Subleased Premises without notice to Sublandlord for longer than 30 consecutive days.
 - e. The Subtenant uses the Subleased Premises for any unpermitted or illegal purposes.

- f. The Subtenant fails to commence, diligently pursue, and complete the Subtenant's work to be performed pursuant to this Sublease pertaining to the Subleased Premises.
- g. The Subleased Premises, or any part of the Subleased Premises, is completely or partially damaged by fire or other casualty that is due to the Subtenant's negligence, willful act, or that of the Subtenant's employee, family, agent, or guest.
- h. Any other event or default provided in the Master Lease or the Act.

Remedies

- 17. Upon the occurrence of any Event of Default, the Sublandlord has any or all of the following remedies:
 - a. Terminate the Sublease upon the greater of any notice required in the Master Lease or the Act whereupon this sublease will then immediately become forfeited and void.
 - b. The Sublandlord may, but is not obligated, to perform on behalf of the Subtenant, any obligation of this Sublease or the Master Lease which the Subtenant has failed to perform. The Sublandlord may seek reimbursement from the Subtenant for the actual cost of such performance.
 - c. The Sublandlord may reenter the Subleased Premises or any part of the Subleased Premises and in the name of the whole repossess any enjoy the same as of its former state anything contained within the Subleased Premises provided however, upon notice of default Subtenant shall have a reasonable opportunity to remove personal property owned by Subtenant provided such removal does not damage the leased premises.
 - d. Any other remedy provided in the Master Lease or the Act.
- 18. No reference to or exercise of any specific right or remedy by the Sublandlord will prejudice or preclude the Sublandlord from any other remedy whether allowed by law or in equity or expressly provided for in this Sublease or the Master Lease. No such remedy will be exclusive or dependent upon any other such remedy, but the Sublandlord may from time to time exercise any one or more of such remedies independently or in combination.
- 19. Upon the expiration, termination or cancellation of the Master Lease or this Sublease, all obligations of the parties under the Sublease will be extinguished.
- 20. Any improvements remaining on the Subleased Premises upon termination will revert to the Sublandlord and will be free of any encumbrance at the time of such reversion.

Surrender of Premises

- 21. At the expiration of the Term of this Sublease, the Subtenant will quit and surrender the Premises in as good a state and condition as they were at the commencement of this Lease, reasonable use, wear, and damages by the elements excepted.

Governing Law

22. It is the intention of the parties to this Sublease that the tenancy created by this sublease and the performance under this Sublease and all suits and special proceedings under this Sublease, be construed in accordance with and governed to the exclusion of the law of any form by the laws of Florida without regard to the jurisdiction in which any action or special proceeding may be instituted.
23. If there is a conflict between any provision of the Sublease and the applicable legislation of Florida (the "Act"), the Act will prevail, and such provisions of the Sublease will be amended or deleted as necessary in order to comply with the Act. Further, any provision that are required by the Act are incorporated by reference into this Sublease.
24. In the event that any of the provisions of this Sublease will be held to be invalid or unenforceable in whole or in part, those provisions to the extent enforceable and all other provisions will nevertheless continue to be valid and enforceable as though the invalid or unenforceable parts had not been included in this Sublease and the remaining provisions had been executive by both parties subsequent to the expungement of the invalid provision.

Assignment and Subletting

25. The Subtenant will not assign, transfer, or further sublet the Subleased Premises or any part of the Subleased Premises without the prior written consent of the Sublandlord or Landlord.

Notices

26. Unless otherwise specifically provided in the Sublease, all notices from the Subtenant to the Sublandlord will be served or sent to the Sublandlord at the following address: CareerSource Citrus Levy Marion, 3003 SW College Road, Suite 205, Ocala, FL 34474.
27. Unless otherwise specifically provided in the Sublease, all notices from the Sublandlord to the Subtenant will be served or sent to the Subtenant at the following Address: 411 N. Main Street, Suite 210, Gainesville, FL 32601.
28. All notices to be given under this Sublease will be in writing and will be served personally or sent by certified or registered mail using the United States Postal Service.

Master Lease

29. Except as otherwise expressly provided in this Sublease, the Subtenant will perform all applicable duties and obligations of the Sublandlord under the Master Lease from July 1, 2023 until the end of the Term of this Sublease.
30. Except as otherwise expressly provided in this Sublease, the Subtenant will have, as to the Subtenant, all applicable rights, and remedies that the Landlord has with respect to the Sublandlord in the Master Lease.

31. This Sublease contains all of the conditions and terms made between the parties to this Sublease and may not be modified orally or in any other manner other than by agreement in writing signed by all parties to this Sublease or their respective successors in interest.
32. This Sublease incorporates and is subject to the Master Lease, a copy of which has been or will be later provided to the Subtenant and which is incorporated as if it were set out in this Sublease.

General Provisions

33. In the event of any legal action concerning this Sublease, the losing party will pay to the prevailing party reasonable attorney's fees and court costs to be fixed by the court and such judgement will be entered.
34. The Sublandlord may enter the Subleased Premises upon 24 hours' notice for any of the following reasons:
 - a. To inspect the Subleased Premises;
 - b. To maintain the subleased Premises; or
 - c. To make repairs that the Sublandlord is obligated to perform.
35. This Sublease will extend to and be binding upon and inure to the benefit of the respective heirs, executors, administrators, successors and assigns as the case may be of each party to this Sublease. All covenants are to be construed as conditions of this Sublease.
36. All sums payable by the Subtenant to the Sublandlord under any provision of this Sublease will be deemed to be Additional Rent and will be recovered by the Sublandlord as rental arrears.
37. Where there is more than one Subtenant executing this Sublease, all Subtenants are jointly and severally liable for each other's acts, omissions, and liabilities under this Sublease.
38. The Subtenant will be charged an additional amount of \$25 for each N.S.F. check or check returned by the Subtenant's financial institution.
39. All schedules to this Sublease are incorporated into and form an integral part of this Sublease.
40. Headings are inserted for the convenience of the parties only and are not to be considered when interpreting this Sublease. Words in the singular mean and include the plural and vice versa. Words in the masculine include the feminine and vice versa. The words "Sublandlord" and "Subtenant" as used in this Sublease include the plural as well as the singular; no regard for gender is intended by the language in this Sublease.
41. This Sublease may be executed in counterparts.
42. Time is of the essence in this Sublease.
43. The Sublandlord and the Subtenant have no interest or other rights of ownership in each other. The parties to this Sublease are not agents for each other. Under no circumstances will this Sublease be construed as creating a partnership or joint venture between the parties to this Sublease.

44. Each signatory to this Sublease acknowledges receipt of an execute copy of this Sublease.
45. This Sublease will not be valid and binding on the Sublandlord and Subtenant unless and until it has been completely executed by and delivered to both parties and the Landlord had consented to this Sublease.
46. Notwithstanding anything else contained herein to the contrary, Sublandlord acknowledges that the Subtenant receives the majority of its operating funds from federal grants administered by the State of Florida Department of Economic Opportunity. In the event the Subtenant is defunded and/or has its funds significantly decreased anytime during the Term or any Renewal Term, upon 60 days' notice Tenant may elect to terminate this Lease and be relieved thereafter from all obligations hereunder or, at Subtenants election, decrease the net rentable office space together with a commensurate reduction in Rent. This Sublease may be cancelled by Sublandlord in the event such party experiences a decrease in its annual funding exceeding fifteen percent (15%) of its prior year's funding.
47. This Sublease may be cancelled for convenience by either party upon thirty (30) days written notice of cancellation directed from the party cancelling this sublease to the other party. In the event of cancellation by either party, rent shall be due and payable through the last day of Subtenant's occupancy of the property.

BALANCE OF THIS PAGE LEFT BLANK INTENTIONALLY

IN WITNESS WHEREOF the Sublandlord and the Subtenant have duly affixed their signatures under hand and seal of this 16th day of October, 2023.

Witness as to Sublandlord



Witness Signature

Dale French

Witness (Print Name)



Witness Signature

MAYA CARRION

Witness (Print Name)

CareerSource Citrus Levy Marlon



Rusty Skinner

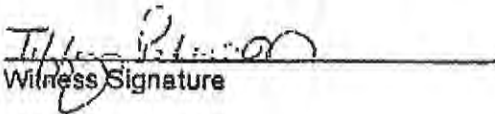
2023.10.16 14:05:55

-04'00'

Print:

CEO

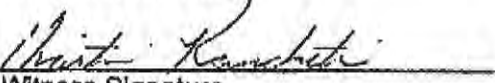
Witness as to Subtenant



Witness Signature

Tiffany Peterson

Witness (Print Name)



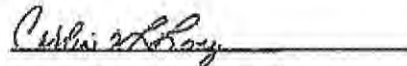
Witness Signature

Christine Ronchetti

Witness (Print Name)

Subtenant:

Central Florida Community Action
Agency, Inc.



Print: Caroline W Ruff-Looney 09/22/2023

MEMORANDUM OF UNDERSTANDING

Between

Citrus Levy Marion Regional Workforce Development Board, Inc.
DBA CareerSource Citrus Levy Marion

And

The School Board of Citrus County, FL, as the
Governing Board for Withlacoochee Technical College

1. Purpose of this Memorandum of Understanding

The Workforce Innovation and Opportunity Act (WIOA) requires that a Memorandum of Understanding (MOU) be developed and executed between the local Workforce Development Board, in this case, CareerSource Citrus Levy Marion (CSCLM) and the Career Center Partners. The MOU is the product of local discussion and negotiation, and is an agreement developed and executed between the Local WDB and the one-stop partners, with the agreement of the chief elected official and the one-stop partners, relating to the operation of the one-stop delivery system in the local area in accordance with 20 CFR 687.500. This Act requires specific programs to make their services available through a one-stop delivery system and encourages increasing access through additional partnerships with optional partners. Additionally, WIOA requires CSCLM and the One-Stop system partners to establish an agreement concerning the operations of the one-stop system and to establish the framework for providing services to employers, employees, job seekers and others needing workforce services.

CareerSource CLM and Career Center Partners will meet to discuss the purpose of the MOU to determine the mutual benefit of entering into an agreement. The discussion will consist of equitable sharing such as facility rental utilities and maintenance, equipment (including assessment-related products and assistive technology for individuals with disabilities and technology to facilitate access to the one-stop center including technology used for the center's planning and outreach activities. This will also include negotiations involving the Infrastructure Funding Agreement. CSCLM and Center Partners will consider common identifier costs as costs of one-stop infrastructure. Each entity must use a portion of the funds available for the program and activities to maintain the once-stop delivery system, including any payments, if applicable for the infrastructure costs of the one-stop centers. In accordance with CFR 678.700.

A draft of the MOU will be created and forwarded to all parties for review and further discussion if needed. Once all partners determine the MOU is agreeable, a formal MOU is

drafted and approved by all parties. An Action Sheet is completed and presented to the appropriate Board Committee for approval. The MOU is presented to the Executive, Full Board and Consortium for review, discussion on reaching consensus that the local WDB is following guidance for the State funding with final signature provided by the Chief Local Elected Official in accordance with 20 CFR 678.500 (d).

Florida's one-stop delivery system, the CareerSource Network, is a locally-driven system which develops strategic partnerships and provides streamlined and integrated programs and services to the businesses and citizens of Florida.

Florida's strategic vision for WIOA implementation will be realized by accomplishing these three goals:

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

These objectives will be accomplished locally by providing all customers access to high-quality career centers within a one-stop system that connects them with the full range of services available in their communities, whether they are customers seeking to find jobs, build basic educational or occupational skills, earn a postsecondary certificate or degree, or obtain guidance on how to make career choices, or are businesses and employers seeking skilled workers.

The purpose of this MOU is to establish or enhance a cooperative working relationship between CSCLM and the School Board of Citrus County to define our respective roles and responsibilities in achieving the policy objectives.

2. System Partners

MOUs will be developed with system partner programs that are provided physically within the center, provided through cross-training of partner staff, or provided through direct linkage from technology. The partner programs and targeted population programs available in CSCLM will be:

Locally Operated by CSCLM through agreement with DEO

- WIOA Title I Adult, Dislocated Worker and Youth*
- WIOA Title III Wagner-Peyser*
- Veterans Employment and Training*
- Trade Act*
- Unemployment* (Primarily provided at State level)
- Temporary Assistance for Needy Families*
- Supplemental Nutrition Act Program (SNAP)

Locally Operated by CSCLM through agreement with DOL

- YouthBuild*

MOU Provided at State Level

- WIOA Title II Adult Education and Literacy*
- WIOA Title IV Vocational Rehabilitation*
- Carl Perkins Career and Technical Education*

MOU with CSCLM

- Title V Older Americans Act aka SSCEP*
 - Job Corps*
 - Community Action Agencies*
 - Housing Authorities*
 - Agencies serving individuals with disabilities
 - Agencies serving youth with barriers to employment
 - Early Learning Coalitions
 - Homeless Continuum of Care organizations
 - Veteran Agencies
 - Economic Development
 - Support Service Providers
 - Others as determined to be beneficial to serving both employers and job seekers.
- * denotes those that are "required" partners

3. One-Stop System Description

As designated by CareerSource Florida on behalf of the Governor, CSCLM is the local workforce board and the regional planning area, under Title I of the WIOA. Currently CSCLM has been provided permission to provide and act as the One-Stop Operator and Career Services Provider.

The CSCLM area consists of the counties of Citrus, Levy and Marion with Career Centers located in Lecanto, Chiefland, and Ocala. Hours of operation are Monday – Friday, 8:00am-

5:00pm at each center. The Ocala Career center located at 2703 NE 14th Street is the comprehensive center for CSCLM. A professional placement center is located at the College of Central Florida Campus in Ocala for specialized recruitment and placement of professionals throughout the region and in partnership with our training partners. CSCLM also has two mobile units to assist in providing services to remote and rural areas within the region.

All of our centers provide seamless access to workforce programs for both the job seeker and the employer. Our system is linked through Employ Florida, the State's talent matching system, to provide a system wide approach for job seeking and job placement.

Our centers provide access to a multitude of services that can be obtained through either self-service or with assistance from staff. By blending and weaving our various funding streams we are able to provide services to customers without pushing a customer from program to program, but handling in a customer driven manner based on individual strategies.

The One-Stop System is the result of the partnerships developed within our region that links the programs and services provided at the Career Centers and at other partner locations that provide the full complement of services needed by our customers.

This MOU will increase our ability to serve mutual customers, reduce duplication of efforts and expand our abilities to provide services throughout the One-Stop System either in one of our Career Centers, electronically at your location, or as an affiliate site.

4. General Responsibilities of One-Stop System Partners:

- The One-Stop System partner agrees to participate in joint planning, plan development, and modification of activities to result in:
 - Continuous partnership building;
 - Continuous planning responsive to State and Federal requirements;
 - Responsive to specific local and economic conditions including employer needs;
 - Solutions to common data collection and reporting needs;
- Make available to customers through the One-Stop System the services that are applicable to the partners programs
- Participate in the operation of the One-Stop System consistent with the agreed upon "service integration" following in the next part, number 5
- Participate in capacity building and staff development activities
- Insure that all partners and staff are cross-trained to understand programs and specific "service integration" goals as specified in the next part, number 5SD

5. Service Integration Plan and Goals:

CSCLM and the School Board of Citrus County ("School Board") agree to the following:

This agreement establishes that the duly authorized agent of the recipient agrees to satisfy the requirements of 34 CFR 361.505 and 34 CFR 361.720.

This agreement formalizes the existing partnership between CSCLM and School Board to provide adult education and workforce services for our mutual customers. CSCLM and School Board recognize that blended services provided by all required and optional partners contributes to the One Stop 'system' and neither independently creates the 'system'. The combination of services provides employment and educational counseling and access to partner programs through direct referral and electronic access points within each office. CSCLM customers are counseled on all aspect of employment and education options available through educational entities and funding assistance provided through Titles I, II, and IV funds under WIOA. Appropriate referrals for intra-agency assistance are made between agencies through established contacts within each department and will be made in writing via e-mail between those contacts. School Board may refer training program completers and those customers in need of additional financial assistance to CSCLM for assessment and counseling regarding their individual needs.

Both agencies agree to maintain full programmatic accessibility and compliance with all applicable laws to ensure that individuals have equal ability to access available services as further discussed in sections 8 and 9 of this document. This access includes full ADA compliance, use of assistive technology and provision of accommodations that may be necessary for individuals with additional barriers.

A one-stop partner may appeal to the State regarding infrastructure costs, using the process described in 34 CFR 463.750. Changes to the one-stop partner's infrastructure cost contributions will result in an updated MOU reflecting the final- one-stop partner infrastructure cost contributions.

Both parties acknowledge and agree to the requirement of the Infrastructure Funding Agreement (IFA). The completed IFA is mutually agreed upon and is detailed in section 11.

6. Resource and Cost Sharing

This MOU between CSCLM and the School Board of Citrus County is an agreement of service integration.

7. Data Access and Sharing

To facilitate integration of services, partners are encouraged to provide cross-access or protected information from systems of customer data within the applicable federal and state privacy laws and regulations governing the partner programs. All state and federal confidentiality regulations regarding the creation, maintenance and/or use of records shall be in effect. Client records and/or information may be shared among partners subject to these confidentiality requirements. Data sharing arrangements will be included in section 5.

Client information shall be shared solely for the purpose of eligibility, enrollment, referral, or provision of services. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.

8. Access for Individuals with Barriers to Employment

All One-Stop system partners will ensure access for individuals with barriers to employment, and will offer priority for services to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient for individualized career services and training services funded with WIOA adult funds.

9. Non-Discrimination

As required by federal and state law, participating agencies will assure that no person shall be discriminated against in consideration for or receipt of partner agency services and/or employment based upon sex, disability, race, color, age, religion, national origin, political affiliation, belief, veteran status, familial status, sexual orientation, gender identity, pregnancy, or genetic information.

The One-Stop system partner will assure compliance with the Americans with Disabilities Act of 1990, and its Amendments, which prohibits discrimination on the basis of disability, as well as applicable regulations and guidelines issued pursuant to the ADA.

Partners agree to comply fully with the WIOA, Title VII of the civil rights act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities, and The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and 29 CFR Part 37 and all other regulations implementing the aforementioned laws.

10. Duration, Modification, and Termination of the Partner MOU

It is mutually understood that this MOU shall not become effective until signed. This MOU shall remain in effect until modified, extended or terminated in accordance with this section. However, this MOU shall be reviewed every two (2) years and updated not less than every 3 years to reflect any changes in the signatory official of the Board, One-Stop Partners and Chief Elected Officials or One-Stop infrastructure funding as cited in 20 CFR 678.500. This MOU may be amended at any time in writing and will be effective when signed by both entities.

In accordance with 20 CFR 678.755, if either party, during negotiations and the term of the agreement, presents issues/changes in the MOU, they should submit the request in writing to:

Brandon Whiteman, Board Chair

2703 NE 14th ST
Ocala, FL 34470

Either party may cancel its participation in whole or in part at any time with thirty (30) days written notice.

11. Infrastructure Funding Agreement Terms

All partners within the Citrus Levy Marion One-Stop system operate with lean budgets and have long standing relationships that have been established to braid and blend funding to maximize the impact of resources within the American Job Center but provide support of its operations through in-kind contributions that have a positive monetary impact on the day-to-day operations and expand the breadth of services available. CSCLM and the School Board of Citrus County agree that infrastructure support for proportionate benefit from the One-Stop system is provided in the following methods:

- A. Use of digital technology for shared customers to access online resources provided by CSCLM.
- B. Provision of CSCLM outreach materials to the general public.
- C. Educational support and counseling to CSCLM referred and enrolled students.
- D. Access to classes in targeted occupations to enhance local talent pipeline.
- E. Access to meeting space within the partner's facilities to meet with students to discuss CSCLM services and programmatic enrollment.
 - a. Space usage provides expansion of services for CSCLM and reduces additional costs of itinerate space when needed.
- F. Ongoing partnership for outreach and connection of Adult learners to the One-Stop system for the benefit of talent pipeline establishment.
 - a. Scheduled tours and visits to the Citrus and/or Marion County Career Center by the students at Withlacoochee Technical College in targeted technical classes to promote availability of workforce services to emerging talent pools.
 - b. CSCLM staff to connect directly with GED and ESOL students on campus to promote partnership and workforce services availability.

These terms were discussed and agreed upon by the parties to come to this final agreement. CSCLM's One-Stop Operator and representatives from Withlacoochee Technical College held a meeting on March 20, 2024 to discuss the partnership, including current collaborations and opportunities to expand access to customers. A draft of the MOU was shared with both parties to review and refine and finalized in May 2024.

The term of this Infrastructure Funding Agreement shall align with this MOU and be reviewed every two (2) years and updated not less than every 3 years to reflect any changes necessary.

12. Signatures

Citrus Levy Marion Regional
Workforce Development Board,
Inc.:

By:  Rusty Skinner
2024.05.14
16:57:19-04'00'
Chief Executive Officer

Date: _____

The School Board of Citrus County,
Florida

By: 
Date: June 11, 2024

Chief Elected Official

By: 
Name: Carl Zalak, III
Title: Commissioner
Date: 10/2/24

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by using TTY/TDD equipment via the Florida Relay Service at 711. If you need accommodations, call 1-800-434-5627 ext. 7878 or e-mail accommodations@careersourceclm.com three business days in advance. A proud member of the American Job Center network.

MEMORANDUM OF
UNDERSTANDING Between

Citrus Levy Marion Regional Workforce Development Board, Inc.
DBA CareerSource Citrus Levy Marion

And

The College of Central Florida

1. Purpose of this Memorandum of Understanding

The Workforce Innovation and Opportunity Act (WIOA) requires that a Memorandum of Understanding (MOU) be developed and executed between the local Workforce Development Board, in this case, CareerSource Citrus Levy Marion (CSCLM) and the Career Center Partners. The MOU is the product of local discussion and negotiation, and is an agreement developed and executed between the Local WDB and the one-stop partners, with the agreement of the chief elected official and the one-stop partners, relating to the operation of the one-stop delivery system in the local area in accordance with 20 CFR 687.500. This Act requires specific programs to make their services available through a one-stop delivery system and encourages increasing access through additional partnerships with optional partners. Additionally, WIOA requires CSCLM and the One-Stop system partners to establish an agreement concerning the operations of the one-stop system and to establish the framework for providing services to employers, employees, job seekers and others needing workforce services.

CareerSource CLM and Career Center Partners will meet to discuss the purpose of the MOU to determine the mutual benefit of entering into an agreement. The discussion will consist of equitable sharing such as facility rental utilities and maintenance, equipment (including assessment-related products and assistive technology for individuals with disabilities and technology to facilitate access to the one-stop center including technology used for the center's planning and outreach activities. This will also include negotiations involving the Infrastructure Funding Agreement. CSCLM and Center Partners will consider common identifier costs as costs of one-stop infrastructure. Each entity must use a portion of the funds available for the program and activities to maintain the once-stop delivery system, including any payments, if applicable for the infrastructure costs of the one-stop centers. In accordance with CFR 678.700.

A draft of the MOU will be created and forwarded to all parties for review and further discussion if needed. Once all partners determine the MOU is agreeable, a formal MOU is drafted and approved by all parties. An Action Sheet is completed and presented to the

appropriate Board Committee for approval. The MOU is presented to the Executive, Full Board and Consortium for review, discussion on reaching consensus that the local WDB is following guidance for the State funding with final signature provided by the Chief Local Elected Official in accordance with 20 CFR 678.500 (d).

Florida's one-stop delivery system, the CareerSource Network, is a locally-driven system which develops strategic partnerships and provides streamlined and integrated programs and services to the businesses and citizens of Florida.

Florida's strategic vision for WIOA implementation will be realized by accomplishing these three goals:

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

These objectives will be accomplished locally by providing all customers access to high-quality career centers within a one-stop system that connects them with the full range of services available in their communities, whether they are customers seeking to find jobs, build basic educational or occupational skills, earn a postsecondary certificate or degree, or obtain guidance on how to make career choices, or are businesses and employers seeking skilled workers.

The purpose of this MOU is to establish or enhance a cooperative working relationship between CSCLM and the College of Central Florida to define our respective roles and responsibilities in achieving the policy objectives.

2. System Partners

MOUs will be developed with system partner programs that are provided physically within the center, provided through cross-training of partner staff, or provided through direct linkage from technology. The partner programs and targeted population programs available in CSCLM will be:

Locally Operated by CSCLM through agreement with DEO

- WIOA Title I Adult, Dislocated Worker and Youth*
- WIOA Title III Wagner-Peyser*
- Veterans Employment and Training*
- Trade Act*
- Unemployment* (Primarily provided at State level)
- Temporary Assistance for Needy Families*
- Supplemental Nutrition Act Program (SNAP)

Locally Operated by CSCLM through agreement with DOL

- YouthBuild*

MOU Provided at State Level

- WIOA Title II Adult Education and Literacy*
- WIOA Title IV Vocational Rehabilitation*
- Carl Perkins Career and Technical Education*

MOU with CSCLM

- Title V Older Americans Act aka SSCEP*
- Job Corps*
- Community Action Agencies*
- Housing Authorities*
- Agencies serving individuals with disabilities
- Agencies serving youth with barriers to employment
- Early Learning Coalitions
- Homeless Continuum of Care organizations
- Veteran Agencies
- Economic Development
- Support Service Providers
- Others as determined to be beneficial to serving both employers and job seekers.

* denotes those that are "required" partners

3. One-Stop System Description

As designated by CareerSource Florida on behalf of the Governor, CSCLM is the local workforce board and the regional planning area, under Title I of the WIOA. Currently CSCLM has been provided permission to provide and act as the One-Stop Operator and Career Services Provider.

The CSCLM area consists of the counties of Citrus, Levy and Marion with Career Centers located in Lecanto, Chiefland, and Ocala. Hours of operation are Monday – Friday, 8:00am-5:00pm at each center. The Ocala Career center located at 2703 NE 14th Street is the

comprehensive center for CSCLM. A professional placement center is located at the College of Central Florida Campus in Ocala for specialized recruitment and placement of professionals throughout the region and in partnership with our training partners. CSCLM also has two mobile units to assist in providing services to remote and rural areas within the region.

All of our centers provide seamless access to workforce programs for both the job seeker and the employer. Our system is linked through Employ Florida, the State's talent matching system, to provide a system wide approach for job seeking and job placement.

Our centers provide access to a multitude of services that can be obtained through either self-service or with assistance from staff. By blending and weaving our various funding streams we are able to provide services to customers without pushing a customer from program to program, but handling in a customer driven manner based on individual strategies.

The One-Stop System is the result of the partnerships developed within our region that links the programs and services provided at the Career Centers and at other partner locations that provide the full complement of services needed by our customers.

This MOU will increase our ability to serve mutual customers, reduce duplication of efforts and expand our abilities to provide services throughout the One-Stop System either in one of our Career Centers, electronically at your location, or as an affiliate site.

4. General Responsibilities of One-Stop System Partners:

- The One-Stop System partner agrees to participate in joint planning, plan development, and modification of activities to result in:
 - Continuous partnership building;
 - Continuous planning responsive to State and Federal requirements;
 - Responsive to specific local and economic conditions including employer needs;
 - Solutions to common data collection and reporting needs;
- Make available to customers through the One-Stop System the services that are applicable to the partners programs
- Participate in the operation of the One-Stop System consistent with the agreed upon "service integration" following in the next part, number 5
- Participate in capacity building and staff development activities
- Insure that all partners and staff are cross-trained to understand programs and specific "service integration" goals as specified in the next part, number 5SD

5. Service Integration Plan and Goals:

CSCLM and the College of Central Florida ("the College") agree to the following:

This agreement establishes that the duly authorized agent of the recipient agrees to satisfy the requirements of 34 CFR 361.505 and 34 CFR 361.720.

This agreement formalizes the existing partnership between CSCLM and the College to provide employment and training services for our mutual customers. CSCLM and the College recognize that blended services provided by all required and optional partners contributes to the One Stop 'system' and neither independently creates the 'system'. The combination of services provides employment and educational counseling and access to partner programs through direct referral and electronic access points within each office. CSCLM customers are counseled on all aspect of employment and education options available through educational entities and funding assistance provided through Titles I, II, and IV funds under WIOA. Appropriate referrals for intra-agency assistance are made between agencies through established contacts within each department and will be made in writing via e-mail between those contacts. The College may refer training program completers and those customers in need of additional financial assistance to CSCLM for assessment and counseling regarding their individual needs.

Both agencies agree to maintain full programmatic accessibility and compliance with all applicable laws to ensure that individuals have equal ability to access available services as further discussed in sections 8 and 9 of this document. This access includes full ADA compliance, use of assistive technology and provision of accommodations that may be necessary for individuals with additional barriers.

A one-stop partner may appeal to the State regarding infrastructure costs, using the process described in 34 CFR 463.750. Changes to the one-stop partner's infrastructure cost contributions will result in an updated MOU reflecting the final- one-stop partner infrastructure cost contributions.

Both parties acknowledge and agree to the requirement of the Infrastructure Funding Agreement (IFA). The completed IFA is mutually agreed upon and is detailed in section 11.

The College of Central Florida shall:

1. Maintain and provide updated information to customers interested in CSCOM career services.
2. Provide office space for CSCLM staff to create an integrated job placement and employment counseling office on the campus of the College.
3. Allow CSCLM staff to make regular contact with CF students and graduates during school hours to provide information on CSCLM services.
4. Partner with CSCLM staff in the creation and execution of internship opportunities for students.
5. Promote to and make students aware of CSCLM resources available on the campus

- through routine student communications.
6. Coordinate placement and employment tracking efforts with co-located CSCLM staff.

CareerSource Citrus Levy Marion agrees to:

1. Provide staffing for integrated office locations.
2. Assist mutual customers with educational assistance needs in the form of employment counseling and financial resources.
3. Partner with CF staff in the creation and execution of internship opportunities for students.
4. Promote to and make students aware of CSCLM resources available on the campus through routine student communications.
5. Coordinate placement and employment tracking efforts with co-located CF staff.
6. Provide the opportunity for CF employees to participate in CSCLM sponsored training and staff development for the purpose of sharing information and resources.
7. Assist CF staff to attain performance goals through joint collaboration of services available through the One-Stop system to meet the common employment and training goals of all involved parties.

6. Resource and Cost Sharing

This MOU between CSCLM and the College of Central Florida is an agreement of service integration and infrastructure funding.

7. Data Access and Sharing

To facilitate integration of services, partners are encouraged to provide cross-access or protected information from systems of customer data within the applicable federal and state privacy laws and regulations governing the partner programs. All state and federal confidentiality regulations regarding the creation, maintenance and/or use of records shall be in effect. Client records and/or information may be shared among partners subject to these confidentiality requirements. Data sharing arrangements will be included in section 5.

Client information shall be shared solely for the purpose of eligibility, enrollment, referral, or provision of services. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.

8. Access for Individuals with Barriers to Employment

All One-Stop system partners will ensure access for individuals with barriers to employment, and will offer priority for services to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient for individualized career services and training services funded with WIOA adult funds.

9. Non-Discrimination

As required by federal and state law, participating agencies will assure that no person shall be discriminated against in consideration for or receipt of partner agency services and/or employment based upon sex, disability, race, color, age, religion, national origin, political affiliation, belief, veteran status, familial status, sexual orientation, gender identity, pregnancy, or genetic information.

The One-Stop system partner will assure compliance with the Americans with Disabilities Act of 1990, and its Amendments, which prohibits discrimination on the basis of disability, as well as applicable regulations and guidelines issued pursuant to the ADA.

Partners agree to comply fully with the WIOA, Title VII of the civil rights act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities, and The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and 29 CFR Part 37 and all other regulations implementing the aforementioned laws.

10. Duration, Modification, and Termination of the Partner MOU

It is mutually understood that this MOU shall not become effective until signed. This MOU shall remain in effect until modified, extended or terminated in accordance with this section. However, this MOU shall be reviewed every two (2) years and updated not less than every 3 years to reflect any changes in the signatory official of the Board, One-Stop Partners and Chief Elected Officials or One-Stop infrastructure funding as cited in 20 CFR 678.500. This MOU may be amended at any time in writing and will be effective when signed by both entities.

In accordance with 20 CFR 678.755, if either party, during negotiations and the term of the agreement, presents issues/changes in the MOU, they should submit the request in writing to:

Brandon Whiteman, Board Chair
2703 NE 14th ST
Ocala, FL 34470

Either party may cancel its participation in whole or in part at any time with thirty (30) days written notice.

11. Infrastructure Funding Agreement Terms

All partners within the Citrus Levy Marion One-Stop system operate with lean budgets and have long standing relationships that have been established to braid and blend funding to maximize the impact of resources within the American Job Center but provide support of its operations through in-kind contributions that have a positive monetary impact on the day-to-

day operations and expand the breadth of services available. CSCLM and the College of Central Florida agree that infrastructure support for proportionate benefit from the One-Stop system is provided in the following methods:

Location	Sq. Ft	Rate per Sq. Ft	Occupancy	Total Annual Cost
College of Central Florida	3,407	\$19.00	Annual	\$64,733.00

These terms were discussed and agreed upon by the parties to come to this final agreement. CSCLM's One-Stop Operator and the College of Central Florida held a meeting on March 20, 2024 to discuss the partnership, including current collaborations and opportunities to expand access to customers. A draft of the MOU was shared with both parties to review and refine and finalized in May 2024.

The term of this Infrastructure Funding Agreement shall align with this MOU and be reviewed every two (2) years and updated not less than every 3 years to reflect any changes necessary.

12. Signatures

**Citrus Levy Marion Regional
Workforce Development Board,
Inc.:**

By:  Rusty Skinner
2024.09.06
17:33:21 -04'00'
**Thomas E. Skinner, Jr.,
Chief Executive Officer**

Date: _____

College of Central Florida

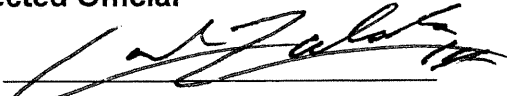
By: 

Name: Robert Durrance

Title: Chair

Date: 08/28/2024

Chief Elected Official

By: 

Name: Carl Zalak

Title: Chair

Date: 9-9-24

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by using TTY/TDD equipment via the Florida Relay Service at 711. If you need accommodations, call 1-800-434-5627 ext. 7878 or e-mail accommodations@careersourceclm.com three business days in advance. A proud member of the American Job Center network.

MEMORANDUM OF UNDERSTANDING

Between

Citrus Levy Marion Regional Workforce Development Board, Inc.
DBA CareerSource Citrus Levy Marion

And

Division of Vocational Rehabilitation

1. Purpose of this Memorandum of Understanding

The Workforce Innovation and Opportunity Act (WIOA) requires that a Memorandum of Understanding (MOU) be developed and executed between the local Workforce Development Board, in this case, CareerSource Citrus Levy Marion (CSCLM) and the Career Center Partners. This Act requires specific programs to make their services available through a one-stop delivery system and encourages increasing access through additional partnerships with optional partners. Additionally, WIOA requires CSCLM and the One-Stop system partners to establish an agreement concerning the operations of the one-stop system and to establish the framework for providing services to employers, employees, job seekers and others needing workforce services.

Florida's one-stop delivery system, the CareerSource Network, is a locally-driven system which develops strategic partnerships and provides streamlined and integrated programs and services to the businesses and citizens of Florida.

Florida's strategic vision for WIOA implementation will be realized by accomplishing these three goals:

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

These objectives will be accomplished locally by providing all customers access to high-quality career centers within a one-stop system that connects them with the full range of services available in their communities, whether they are customers seeking to find jobs, build basic educational or occupational skills, earn a postsecondary certificate or degree, or obtain guidance on how to make career choices, or are businesses and employers seeking skilled workers.

The purpose of this MOU is to establish or enhance a cooperative working relationship between CSCLM and Division of Vocational Rehabilitation to define our respective roles and responsibilities in achieving the policy objectives.

2. System Partners

MOUs will be developed with system partner programs that are provided physically within the center, provided through cross-training of partner staff, or provided through direct linkage from technology. The partner programs and targeted population programs available in CSCLM will be:

Locally Operated by CSCLM through agreement with DEO

- WIOA Title I Adult, Dislocated Worker and Youth*
- WIOA Title III Wagner-Peyser*
- Veterans Employment and Training*
- Trade Act*
- Unemployment* (Primarily provided at State level)
- Temporary Assistance for Needy Families*
- Supplemental Nutrition Act Program (SNAP)

Locally Operated by CSCLM through agreement with DOL

- YouthBuild*

MOU Provided at State Level

- WIOA Title II Adult Education and Literacy*
- WIOA Title IV Vocational Rehabilitation*
- Carl Perkins Career and Technical Education*

MOU with CSCLM

- Title V Older Americans Act aka SSCEP*
- Job Corps*
- Community Action Agencies*
- Housing Authorities*
- Agencies serving individuals with disabilities
- Agencies serving youth with barriers to employment
- Early Learning Coalitions

- Homeless Continuum of Care organizations
- Veteran Agencies
- Economic Development
- Support Service Providers
- Others as determined to be beneficial to serving both employers and job seekers.

* denotes those that are "required" partners

3. One-Stop System Description

As designated by CareerSource Florida on behalf of the Governor, CSCLM is the local workforce board and the regional planning area, under Title I of the WIOA. Currently CSCLM has been provided permission to provide and act as the One-Stop Operator and Career Services Provider.

The CSCLM area consists of the counties of Citrus, Levy and Marion with Career Centers located in Lecanto, Chiefland, and Ocala. The Ocala Career center located at 2703 NE 14th Street is the comprehensive center for CSCLM. A professional placement center is located at the College of Central Florida Campus in Ocala for specialized recruitment and placement of professionals throughout the region and in partnership with our training partners. CSCLM also has two mobile units to assist in providing services to remote and rural areas within the region.

All of our centers provide seamless access to workforce programs for both the job seeker and the employer. Our system is linked through Employ Florida, the State's talent matching system, to provide a system wide approach for job seeking and job placement.

Our centers provide access to a multitude of services that can be obtained through either self-service or with assistance from staff. By blending and weaving our various funding streams we are able to provide services to customers without pushing a customer from program to program, but handling in a customer driven manner based on individual strategies.

The One-Stop System is the result of the partnerships developed within our region that links the programs and services provided at the Career Centers and at other partner locations that provide the full complement of services needed by our customers.

This MOU will increase our ability to serve mutual customers, reduce duplication of efforts and expand our abilities to provide services throughout the One-Stop System either in one of our Career Centers, electronically at your location, or as an affiliate site.

4. General Responsibilities of One-Stop System Partners:

- The One-Stop System partner agrees to participate in joint planning, plan development, and modification of activities to result in:

- Continuous partnership building;
- Continuous planning responsive to State and Federal requirements;
- Responsive to specific local and economic conditions including employer needs;
- Solutions to common data collection and reporting needs;
- Make available to customers through the One-Stop System the services that are applicable to the partners programs
- Participate in the operation of the One-Stop System consistent with the agreed upon "service integration" following in the next part, number 5
- Participate in capacity building and staff development activities
- Insure that all partners and staff are cross-trained to understand programs and specific "service integration" goals as specified in the next part, number 5

5. Service Integration Plan and Goals:

CSCLM and Division of Vocational Rehabilitation agree to the following:

- Provide Release of Information to participants to include sharing information between both agencies for the purposes of determining shared customers.
- Determine the menu of services available between both agencies and strategically align the services for each customer resulting in better usage of resources.
- Provide referrals to each other customers and participants that each agency has that needs further assistance.
- Provide documentation to each other that can assist in documenting eligibility including CSCLM verifying income data to the best of our ability.
- Work together with the common goal of increasing outcomes for both agencies.

6. Resource and Cost Sharing

This MOU between CSCLM and Division of Vocational Rehabilitation is an agreement of service provision based on providing referrals for services.

7. Data Access and Sharing

To facilitate integration of services, partners are encouraged to provide cross-access or protected information from systems of customer data within the applicable federal and state privacy laws and regulations governing the partner programs. All state and federal confidentiality regulations regarding the creation, maintenance and/or use of records shall be in effect. Client records and/or information may be shared among partners subject to these confidentiality requirements. Data sharing arrangements will be included in section 5.

Client information shall be shared solely for the purpose of eligibility, enrollment, referral, or provision of services. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.

8. Access for Individuals with Barriers to Employment

All One-Stop system partners will ensure access for individuals with barriers to employment, and will offer priority for services to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient for individualized career services and training services funded with WIOA adult funds.

9. Non-Discrimination

As required by federal and state law, participating agencies will assure that no person shall be discriminated against in consideration for or receipt of partner agency services and/or employment based upon sex, disability, race, color, age, religion, national origin, political affiliation, belief, veteran status, familial status, sexual orientation, gender identity, pregnancy, or genetic information.

The One-Stop system partner will assure compliance with the Americans with Disabilities Act of 1990, and its Amendments, which prohibits discrimination on the basis of disability, as well as applicable regulations and guidelines issued pursuant to the ADA.

Partners agree to comply fully with the WIOA, Title VII of the civil rights act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities, and The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

29 CFR Part 37 and all other regulations implementing the aforementioned laws.

10. Duration, Modification, and Termination of the Partner MOU

It is mutually understood that this MOU shall not become effective until signed. This MOU shall remain in effect until modified, extended or terminated in accordance with this section. However, this MOU shall be reviewed every year. This MOU may be amended at any time in writing and will be effective when signed by both entities. Either party may cancel its participation in whole or in part at any time with thirty (30) days written notice. This MOU will be in effect from July 1, 2023 or date fully executed, whichever is later until June 30, 2026.

Rest of Page Left Blank Intentionally

11. Signatures

**Approved for Citrus Levy Marion
Regional Workforce Development
Board, Inc.:**

By: _____

Name: Thomas E. Skinner, Jr.

Title: Chief Executive Officer

Date: _____

Chief Elected Official

By: _____

Name: _____

Title: _____

Date: _____

**Approved for: Division of Vocational
Rehabilitation**

By: _____

Name: Brent McNeal

Title: Director Vocational Rehabilitation

Date: _____

Commissioner of Education

By: _____

Name: Manny Diaz, Jr.

Title: Commissioner of Education

Date: 7/14/23

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by using TTY/TDD equipment via the Florida Relay Service at 711. If you need accommodations, call 1-800-434-6627 ext. 7878 or e-mail accommodations@careersourceclm.com three business days in advance. A proud member of the American Job Center network.

11. Signatures

Approved for Citrus Levy Marion
Regional Workforce Development
Board, Inc.:

By:  Rusty Skinner
2023.06.29
14:25:29 -04'00'

Name: Thomas E. Skinner, Jr.

Title: Chief Executive Officer

Date: _____

Chief Elected Official

By: 

Name: Carl Zalak, III

Title: Commissioner

Date: 10/2/24

Approved for: Division of Vocational
Rehabilitation

By: 

Name: Brent McNeal

Title: Director Vocational Rehabilitation

Date: _____

Commissioner of Education

By: _____

Name: Manny Diaz, Jr.

Title: Commissioner of Education

Date: _____

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by using TTY/TDD equipment via the Florida Relay Service at 711. If you need accommodations, call 1-800-434-5627 ext. 7678 or e-mail accommodations@careersourceflm.com three business days in advance. A proud member of the American Job Center network.

MEMORANDUM OF UNDERSTANDING

Between

Citrus Levy Marion Regional Workforce Development Board, Inc.
DBA CareerSource Citrus Levy Marion

And

Mid-Florida Community Services, Inc.
DBA You Thrive Florida

1. Purpose of this Memorandum of Understanding

The Workforce Innovation and Opportunity Act (WIOA) requires that a Memorandum of Understanding (MOU) be developed and executed between the local Workforce Development Board, in this case, CareerSource Citrus Levy Marion (CSCLM) and the Career Center Partners. The MOU is the product of local discussion and negotiation, and is an agreement developed and executed between the Local WDB and the one-stop partners, with the agreement of the chief elected official and the one-stop partners, relating to the operation of the one-stop delivery system in the local area in accordance with 20 CFR 687.500. This Act requires specific programs to make their services available through a one-stop delivery system and encourages increasing access through additional partnerships with optional partners. Additionally, WIOA requires CSCLM and the One-Stop system partners to establish an agreement concerning the operations of the one-stop system and to establish the framework for providing services to employers, employees, job seekers and others needing workforce services.

CareerSource CLM and Career Center Partners will meet to discuss the purpose of the MOU to determine the mutual benefit of entering into an agreement. The discussion will consist of equitable sharing such as facility rental utilities and maintenance, equipment (including assessment-related products and assistive technology for individuals with disabilities and technology to facilitate access to the one-stop center including technology used for the center's planning and outreach activities. This will also include negotiations involving the Infrastructure Funding Agreement. CSCLM and Center Partners will consider common identifier costs as costs of one-stop infrastructure. Each entity must use a portion of the funds available for the program and activities to maintain the once-stop delivery system, including any payments, if applicable for the infrastructure costs of the one-stop centers. In accordance with CFR 678.700.

A draft of the MOU will be created and forwarded to all parties for review and further

discussion if needed. Once all partners determine the MOU is agreeable, a formal MOU is drafted and approved by all parties. An Action Sheet is completed and presented to the appropriate Board Committee for approval. The MOU is presented to the Executive, Full Board and Consortium for review, discussion on reaching consensus that the local WDB is following guidance for the State funding with final signature provided by the Chief Local Elected Official in accordance with 20 CFR 678.500 (d).

Florida's one-stop delivery system, the CareerSource Network, is a locally-driven system which develops strategic partnerships and provides streamlined and integrated programs and services to the businesses and citizens of Florida.

Florida's strategic vision for WIOA implementation will be realized by accomplishing these three goals:

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

These objectives will be accomplished locally by providing all customers access to high-quality career centers within a one-stop system that connects them with the full range of services available in their communities, whether they are customers seeking to find jobs, build basic educational or occupational skills, earn a postsecondary certificate or degree, or obtain guidance on how to make career choices, or are businesses and employers seeking skilled workers.

The purpose of this MOU is to establish or enhance a cooperative working relationship between CSCLM and You Thrive Florida to define our respective roles and responsibilities in achieving the policy objectives.

2. System Partners

MOUs will be developed with system partner programs that are provided physically within the center, provided through cross-training of partner staff, or provided through direct linkage from technology. The partner programs and targeted population programs available in

CSCLM will be:

Locally Operated by CSCLM through agreement with DEO

- WIOA Title I Adult, Dislocated Worker and Youth*
- WIOA Title III Wagner-Peyser*
- Veterans Employment and Training*
- Trade Act*
- Unemployment* (Primarily provided at State level)
- Temporary Assistance for Needy Families*
- Supplemental Nutrition Act Program (SNAP)

Locally Operated by CSCLM through agreement with DOL

- YouthBuild*

MOU Provided at State Level

- WIOA Title II Adult Education and Literacy*
- WIOA Title IV Vocational Rehabilitation*
- Carl Perkins Career and Technical Education*

MOU with CSCLM

- Title V Older Americans Act aka SSCEP*
 - Job Corps*
 - Community Action Agencies*
 - Housing Authorities*
 - Agencies serving individuals with disabilities
 - Agencies serving youth with barriers to employment
 - Early Learning Coalitions
 - Homeless Continuum of Care organizations
 - Veteran Agencies
 - Economic Development
 - Support Service Providers
 - Others as determined to be beneficial to serving both employers and job seekers.
- * denotes those that are "required" partners

3. One-Stop System Description

As designated by CareerSource Florida on behalf of the Governor, CSCLM is the local workforce board and the regional planning area, under Title I of the WIOA. Currently CSCLM has been provided permission to provide and act as the One-Stop Operator and Career Services Provider.

The CSCLM area consists of the counties of Citrus, Levy and Marion with Career Centers located in Lecanto, Chiefland, and Ocala. Hours of operation are Monday – Friday, 8:00am-

5:00pm at each center. The Ocala Career center located at 2703 NE 14th Street is the comprehensive center for CSCLM. A professional placement center is located at the College of Central Florida Campus in Ocala for specialized recruitment and placement of professionals throughout the region and in partnership with our training partners. CSCLM also has two mobile units to assist in providing services to remote and rural areas within the region.

All of our centers provide seamless access to workforce programs for both the job seeker and the employer. Our system is linked through Employ Florida, the State's talent matching system, to provide a system wide approach for job seeking and job placement.

Our centers provide access to a multitude of services that can be obtained through either self-service or with assistance from staff. By blending and weaving our various funding streams we are able to provide services to customers without pushing a customer from program to program, but handling in a customer driven manner based on individual strategies.

The One-Stop System is the result of the partnerships developed within our region that links the programs and services provided at the Career Centers and at other partner locations that provide the full complement of services needed by our customers.

This MOU will increase our ability to serve mutual customers, reduce duplication of efforts and expand our abilities to provide services throughout the One-Stop System either in one of our Career Centers, electronically at your location, or as an affiliate site.

4. General Responsibilities of One-Stop System Partners:

- The One-Stop System partner agrees to participate in joint planning, plan development, and modification of activities to result in:
 - Continuous partnership building;
 - Continuous planning responsive to State and Federal requirements;
 - Responsive to specific local and economic conditions including employer needs;
 - Solutions to common data collection and reporting needs;
- Make available to customers through the One-Stop System the services that are applicable to the partners programs
- Participate in the operation of the One-Stop System consistent with the agreed upon "service integration" following in the next part, number 5
- Participate in capacity building and staff development activities
- Insure that all partners and staff are cross-trained to understand programs and specific "service integration" goals as specified in the next part, number 5SD

5. Service Integration Plan and Goals:

CSCLM and You Thrive Florida (YTF) agree to the following:

This agreement establishes that the duly authorized agent of the recipient agrees to satisfy the requirements of 34 CFR 361.505 and 34 CFR 361.720.

This agreement formalizes the existing partnership between CSCLM and YTF to provide employment and training services for our mutual customers. CSCLM and YTF recognize that blended services provided by all required and optional partners contributes to the One Stop 'system' and neither independently creates the 'system'. The combination of services provides employment and educational counseling and access to partner programs through direct referral and electronic access points within each office. CSCLM customers are counseled on all aspect of employment and education options available through educational entities and funding assistance provided through Titles I, II, and IV funds under WIOA. Appropriate referrals for intra-agency assistance are made between agencies through established contacts within each department and will be made in writing via e-mail between those contacts. YTF may refer training program completers and those customers in need of additional financial assistance to CSCLM for assessment and counseling regarding their individual needs.

Both agencies agree to maintain full programmatic accessibility and compliance with all applicable laws to ensure that individuals have equal ability to access available services as further discussed in sections 8 and 9 of this document. This access includes full ADA compliance, use of assistive technology and provision of accommodations that may be necessary for individuals with additional barriers.

A one-stop partner may appeal to the State regarding infrastructure costs, using the process described in 34 CFR 463.750. Changes to the one-stop partner's infrastructure cost contributions will result in an updated MOU reflecting the final- one-stop partner infrastructure cost contributions.

Both parties acknowledge and agree to the requirement of the Infrastructure Funding Agreement (IFA). The completed IFA is mutually agreed upon and is detailed in section 11.

CSCLM and You Thrive Florida agree to the following:

- Provide Release of Information to participants to include sharing information between both agencies for the purposes of determining shared customers. Provide a data match within systems to find shared customers.
- Co-Case Manage groups of participants in order to bundle services and provide wrap around support to better serve the customer and enhance the performance of both agencies.
- Determine the menu of services available between both agencies and strategically align the services for each customer resulting in better usage of resources.

- Provide referrals to each other customers and participants that each agency has that needs further assistance.
- Provide documentation to each other that can assist in documenting eligibility.
- Work together with the common goal of increasing outcomes for both agencies.
- Using strengths of both agencies, explore opportunities to provide skills training with wrap around support for targeted groups of citizens (i.e. foster youth, veterans, SNAP) that can ultimately support the training needs of business.
- Provide training to agency staff of both organizations to better understand the mission and specific programs and services that each provides.
- Share information on any special events that will promote the success of shared customers (i.e. hiring events, job clubs, workshops, specialized coaching).
- CSCLM will make available the Workforce Skills for the 21st Century application and provide participation reports on usage.

6. Resource and Cost Sharing

This MOU between CSCLM and You Thrive Florida is an agreement of service integration and infrastructure funding.

7. Data Access and Sharing

To facilitate integration of services, partners are encouraged to provide cross-access or protected information from systems of customer data within the applicable federal and state privacy laws and regulations governing the partner programs. All state and federal confidentiality regulations regarding the creation, maintenance and/or use of records shall be in effect. Client records and/or information may be shared among partners subject to these confidentiality requirements. Data sharing arrangements will be included in section 5.

Client information shall be shared solely for the purpose of eligibility, enrollment, referral, or provision of services. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.

8. Access for Individuals with Barriers to Employment

All One-Stop system partners will ensure access for individuals with barriers to employment, and will offer priority for services to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient for individualized career services and training services funded with WIOA adult funds.

9. Non-Discrimination

As required by federal and state law, participating agencies will assure that no person shall be discriminated against in consideration for or receipt of partner agency services and/or employment based upon sex, disability, race, color, age, religion, national origin, political affiliation, belief, veteran status, familial status, sexual orientation, gender identity,

pregnancy, or genetic information.

The One-Stop system partner will assure compliance with the Americans with Disabilities Act of 1990, and its Amendments, which prohibits discrimination on the basis of disability, as well as applicable regulations and guidelines issued pursuant to the ADA.

Partners agree to comply fully with the WIOA, Title VII of the civil rights act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities, and The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and 29 CFR Part 37 and all other regulations implementing the aforementioned laws.

10. Duration, Modification, and Termination of the Partner MOU

It is mutually understood that this MOU shall not become effective until signed. This MOU shall remain in effect until modified, extended or terminated in accordance with this section. However, this MOU shall be reviewed every two (2) years and updated not less than every 3 years to reflect any changes in the signatory official of the Board, One-Stop Partners and Chief Elected Officials or One-Stop infrastructure funding as cited in 20 CFR 678.500. This MOU may be amended at any time in writing and will be effective when signed by both entities.

In accordance with 20 CFR 678.755, if either party, during negotiations and the term of the agreement, presents issues/changes in the MOU, they should submit the request in writing to:

Brandon Whiteman, Board Chair
2703 NE 14th St.
Ocala, FL 34470

Either party may cancel its participation in whole or in part at any time with thirty (30) days written notice.

11. Infrastructure Funding Agreement Terms

All partners within the Citrus Levy Marion One-Stop system operate with lean budgets and have long standing relationships that have been established to braid and blend funding to maximize the impact of resources within the American Job Center but provide support of its operations through in-kind contributions that have a positive monetary impact on the day-to-day operations and expand the breadth of services available. CSCLM and You Thrive Florida agree that infrastructure support for proportionate benefit from the One-Stop system is provided in the following methods:

1. Provision of employment and training services to universal CSCLM customers
2. Provision of CSCLM outreach materials to the general public

3. Educational support and counseling to CSCLM referred and enrolled individuals

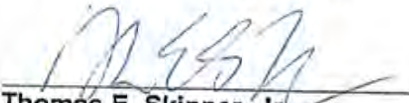
These terms were discussed and agreed upon by the parties to come to this final agreement. CSCLM's One-Stop Operator and You Thrive Florida held a meeting on March 19, 2024 to discuss the partnership, including current collaborations and opportunities to expand access to customers. A draft of the MOU was shared with both parties to review and refine and finalized in May 2024.

The term of this Infrastructure Funding Agreement shall align with this MOU and be reviewed every two (2) years and updated not less than every 3 years to reflect any changes necessary.

12. Signatures

Citrus Levy Marion Regional
Workforce Development Board,
Inc.:

By:

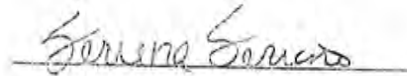

Thomas E. Skinner, Jr.,
Chief Executive Officer

Date:

6/20/24

Mid-Florida Community Services, Inc.

By:



Name:

Serrena Serrano

Title:

Community Services Director

Date:

5/21/2024

Chief Elected Official

By:



Name:

Carl Zalak, III

Title:

Commissioner

Date:

10/3/24

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by using TTY/TDD equipment via the Florida Relay Service at 711. If you need accommodations, call 1-800-434-5627 ext. 7878 or e-mail accommodations@careersouthcentral.com three business days in advance. A proud member of the American Job Center network.

MEMORANDUM OF UNDERSTANDING

Between

Citrus Levy Marion Regional Workforce Development Board, Inc.
DBA CareerSource Citrus Levy Marion

And

The School Board of Citrus County, FL, as the
Governing Board for Withlacoochee Technical College

1. Purpose of this Memorandum of Understanding

The Workforce Innovation and Opportunity Act (WIOA) requires that a Memorandum of Understanding (MOU) be developed and executed between the local Workforce Development Board, in this case, CareerSource Citrus Levy Marion (CSCLM) and the Career Center Partners. The MOU is the product of local discussion and negotiation, and is an agreement developed and executed between the Local WDB and the one-stop partners, with the agreement of the chief elected official and the one-stop partners, relating to the operation of the one-stop delivery system in the local area in accordance with 20 CFR 687.500. This Act requires specific programs to make their services available through a one-stop delivery system and encourages increasing access through additional partnerships with optional partners. Additionally, WIOA requires CSCLM and the One-Stop system partners to establish an agreement concerning the operations of the one-stop system and to establish the framework for providing services to employers, employees, job seekers and others needing workforce services.

CareerSource CLM and Career Center Partners will meet to discuss the purpose of the MOU to determine the mutual benefit of entering into an agreement. The discussion will consist of equitable sharing such as facility rental utilities and maintenance, equipment (including assessment-related products and assistive technology for individuals with disabilities and technology to facilitate access to the one-stop center including technology used for the center's planning and outreach activities. This will also include negotiations involving the Infrastructure Funding Agreement. CSCLM and Center Partners will consider common identifier costs as costs of one-stop infrastructure. Each entity must use a portion of the funds available for the program and activities to maintain the once-stop delivery system, including any payments, if applicable for the infrastructure costs of the one-stop centers. In accordance with CFR 678.700.

A draft of the MOU will be created and forwarded to all parties for review and further discussion if needed. Once all partners determine the MOU is agreeable, a formal MOU is

drafted and approved by all parties. An Action Sheet is completed and presented to the appropriate Board Committee for approval. The MOU is presented to the Executive, Full Board and Consortium for review, discussion on reaching consensus that the local WDB is following guidance for the State funding with final signature provided by the Chief Local Elected Official in accordance with 20 CFR 678.500 (d).

Florida's one-stop delivery system, the CareerSource Network, is a locally-driven system which develops strategic partnerships and provides streamlined and integrated programs and services to the businesses and citizens of Florida.

Florida's strategic vision for WIOA implementation will be realized by accomplishing these three goals:

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

These objectives will be accomplished locally by providing all customers access to high-quality career centers within a one-stop system that connects them with the full range of services available in their communities, whether they are customers seeking to find jobs, build basic educational or occupational skills, earn a postsecondary certificate or degree, or obtain guidance on how to make career choices, or are businesses and employers seeking skilled workers.

The purpose of this MOU is to establish or enhance a cooperative working relationship between CSCLM and the School Board of Citrus County to define our respective roles and responsibilities in achieving the policy objectives.

2. System Partners

MOUs will be developed with system partner programs that are provided physically within the center, provided through cross-training of partner staff, or provided through direct linkage from technology. The partner programs and targeted population programs available in CSCLM will be:

Locally Operated by CSCLM through agreement with DEO

- WIOA Title I Adult, Dislocated Worker and Youth*
- WIOA Title III Wagner-Peyser*
- Veterans Employment and Training*
- Trade Act*
- Unemployment* (Primarily provided at State level)
- Temporary Assistance for Needy Families*
- Supplemental Nutrition Act Program (SNAP)

Locally Operated by CSCLM through agreement with DOL

- YouthBuild*

MOU Provided at State Level

- WIOA Title II Adult Education and Literacy*
- WIOA Title IV Vocational Rehabilitation*
- Carl Perkins Career and Technical Education*

MOU with CSCLM

- Title V Older Americans Act aka SSCEP*
 - Job Corps*
 - Community Action Agencies*
 - Housing Authorities*
 - Agencies serving individuals with disabilities
 - Agencies serving youth with barriers to employment
 - Early Learning Coalitions
 - Homeless Continuum of Care organizations
 - Veteran Agencies
 - Economic Development
 - Support Service Providers
 - Others as determined to be beneficial to serving both employers and job seekers.
- * denotes those that are "required" partners

3. One-Stop System Description

As designated by CareerSource Florida on behalf of the Governor, CSCLM is the local workforce board and the regional planning area, under Title I of the WIOA. Currently CSCLM has been provided permission to provide and act as the One-Stop Operator and Career Services Provider.

The CSCLM area consists of the counties of Citrus, Levy and Marion with Career Centers located in Lecanto, Chiefland, and Ocala. Hours of operation are Monday – Friday, 8:00am-

5:00pm at each center. The Ocala Career center located at 2703 NE 14th Street is the comprehensive center for CSCLM. A professional placement center is located at the College of Central Florida Campus in Ocala for specialized recruitment and placement of professionals throughout the region and in partnership with our training partners. CSCLM also has two mobile units to assist in providing services to remote and rural areas within the region.

All of our centers provide seamless access to workforce programs for both the job seeker and the employer. Our system is linked through Employ Florida, the State's talent matching system, to provide a system wide approach for job seeking and job placement.

Our centers provide access to a multitude of services that can be obtained through either self-service or with assistance from staff. By blending and weaving our various funding streams we are able to provide services to customers without pushing a customer from program to program, but handling in a customer driven manner based on individual strategies.

The One-Stop System is the result of the partnerships developed within our region that links the programs and services provided at the Career Centers and at other partner locations that provide the full complement of services needed by our customers.

This MOU will increase our ability to serve mutual customers, reduce duplication of efforts and expand our abilities to provide services throughout the One-Stop System either in one of our Career Centers, electronically at your location, or as an affiliate site.

4. General Responsibilities of One-Stop System Partners:

- The One-Stop System partner agrees to participate in joint planning, plan development, and modification of activities to result in:
 - Continuous partnership building;
 - Continuous planning responsive to State and Federal requirements;
 - Responsive to specific local and economic conditions including employer needs;
 - Solutions to common data collection and reporting needs;
- Make available to customers through the One-Stop System the services that are applicable to the partners programs
- Participate in the operation of the One-Stop System consistent with the agreed upon "service integration" following in the next part, number 5
- Participate in capacity building and staff development activities
- Insure that all partners and staff are cross-trained to understand programs and specific "service integration" goals as specified in the next part, number 5SD

5. Service Integration Plan and Goals:

CSCLM and the School Board of Citrus County ("School Board") agree to the following:

This agreement establishes that the duly authorized agent of the recipient agrees to satisfy the requirements of 34 CFR 361.505 and 34 CFR 361.720.

This agreement formalizes the existing partnership between CSCLM and School Board to provide adult education and workforce services for our mutual customers. CSCLM and School Board recognize that blended services provided by all required and optional partners contributes to the One Stop 'system' and neither independently creates the 'system'. The combination of services provides employment and educational counseling and access to partner programs through direct referral and electronic access points within each office. CSCLM customers are counseled on all aspect of employment and education options available through educational entities and funding assistance provided through Titles I, II, and IV funds under WIOA. Appropriate referrals for intra-agency assistance are made between agencies through established contacts within each department and will be made in writing via e-mail between those contacts. School Board may refer training program completers and those customers in need of additional financial assistance to CSCLM for assessment and counseling regarding their individual needs.

Both agencies agree to maintain full programmatic accessibility and compliance with all applicable laws to ensure that individuals have equal ability to access available services as further discussed in sections 8 and 9 of this document. This access includes full ADA compliance, use of assistive technology and provision of accommodations that may be necessary for individuals with additional barriers.

A one-stop partner may appeal to the State regarding infrastructure costs, using the process described in 34 CFR 463.750. Changes to the one-stop partner's infrastructure cost contributions will result in an updated MOU reflecting the final- one-stop partner infrastructure cost contributions.

Both parties acknowledge and agree to the requirement of the Infrastructure Funding Agreement (IFA). The completed IFA is mutually agreed upon and is detailed in section 11.

6. Resource and Cost Sharing

This MOU between CSCLM and the School Board of Citrus County is an agreement of service integration.

7. Data Access and Sharing

To facilitate integration of services, partners are encouraged to provide cross-access or protected information from systems of customer data within the applicable federal and state privacy laws and regulations governing the partner programs. All state and federal confidentiality regulations regarding the creation, maintenance and/or use of records shall be in effect. Client records and/or information may be shared among partners subject to these confidentiality requirements. Data sharing arrangements will be included in section 5.

Client information shall be shared solely for the purpose of eligibility, enrollment, referral, or provision of services. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.

8. Access for Individuals with Barriers to Employment

All One-Stop system partners will ensure access for individuals with barriers to employment, and will offer priority for services to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient for individualized career services and training services funded with WIOA adult funds.

9. Non-Discrimination

As required by federal and state law, participating agencies will assure that no person shall be discriminated against in consideration for or receipt of partner agency services and/or employment based upon sex, disability, race, color, age, religion, national origin, political affiliation, belief, veteran status, familial status, sexual orientation, gender identity, pregnancy, or genetic information.

The One-Stop system partner will assure compliance with the Americans with Disabilities Act of 1990, and its Amendments, which prohibits discrimination on the basis of disability, as well as applicable regulations and guidelines issued pursuant to the ADA.

Partners agree to comply fully with the WIOA, Title VII of the civil rights act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities, and The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and 29 CFR Part 37 and all other regulations implementing the aforementioned laws.

10. Duration, Modification, and Termination of the Partner MOU

It is mutually understood that this MOU shall not become effective until signed. This MOU shall remain in effect until modified, extended or terminated in accordance with this section. However, this MOU shall be reviewed every two (2) years and updated not less than every 3 years to reflect any changes in the signatory official of the Board, One-Stop Partners and Chief Elected Officials or One-Stop infrastructure funding as cited in 20 CFR 678.500. This MOU may be amended at any time in writing and will be effective when signed by both entities.

In accordance with 20 CFR 678.755, if either party, during negotiations and the term of the agreement, presents issues/changes in the MOU, they should submit the request in writing to:

Brandon Whiteman, Board Chair

2703 NE 14th ST
Ocala, FL 34470

Either party may cancel its participation in whole or in part at any time with thirty (30) days written notice.

11. Infrastructure Funding Agreement Terms

All partners within the Citrus Levy Marion One-Stop system operate with lean budgets and have long standing relationships that have been established to braid and blend funding to maximize the impact of resources within the American Job Center but provide support of its operations through in-kind contributions that have a positive monetary impact on the day-to-day operations and expand the breadth of services available. CSCLM and the School Board of Citrus County agree that infrastructure support for proportionate benefit from the One-Stop system is provided in the following methods:

- A. Use of digital technology for shared customers to access online resources provided by CSCLM.
- B. Provision of CSCLM outreach materials to the general public.
- C. Educational support and counseling to CSCLM referred and enrolled students.
- D. Access to classes in targeted occupations to enhance local talent pipeline.
- E. Access to meeting space within the partner's facilities to meet with students to discuss CSCLM services and programmatic enrollment.
 - a. Space usage provides expansion of services for CSCLM and reduces additional costs of itinerate space when needed.
- F. Ongoing partnership for outreach and connection of Adult learners to the One-Stop system for the benefit of talent pipeline establishment.
 - a. Scheduled tours and visits to the Citrus and/or Marion County Career Center by the students at Withlacoochee Technical College in targeted technical classes to promote availability of workforce services to emerging talent pools.
 - b. CSCLM staff to connect directly with GED and ESOL students on campus to promote partnership and workforce services availability.

These terms were discussed and agreed upon by the parties to come to this final agreement. CSCLM's One-Stop Operator and representatives from Withlacoochee Technical College held a meeting on March 20, 2024 to discuss the partnership, including current collaborations and opportunities to expand access to customers. A draft of the MOU was shared with both parties to review and refine and finalized in May 2024.

The term of this Infrastructure Funding Agreement shall align with this MOU and be reviewed every two (2) years and updated not less than every 3 years to reflect any changes necessary.

12. Signatures

Citrus Levy Marion Regional
Workforce Development Board,
Inc.:

By:  Rusty Skinner
2024.05.14
16:57:19-04'00'
Chief Executive Officer

Date: _____

The School Board of Citrus County,
Florida

By: 
Date: June 11, 2024

Chief Elected Official

By: 
Name: Carl Zalak, III
Title: Commissioner
Date: 10/2/24

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by using TTY/TDD equipment via the Florida Relay Service at 711. If you need accommodations, call 1-800-434-5627 ext. 7878 or e-mail accommodations@careersourceclm.com three business days in advance. A proud member of the American Job Center network.

MEMORANDUM OF UNDERSTANDING

Between

Citrus Levy Marion Regional Workforce Development Board, Inc.
DBA CareerSource Citrus Levy Marion

And

The School Board of Marion County, Florida (School Board)

1. Purpose of this Memorandum of Understanding

The Workforce Innovation and Opportunity Act (WIOA) requires that a Memorandum of Understanding (MOU) be developed and executed between the local Workforce Development Board, in this case, CareerSource Citrus Levy Marion (CSCLM) and the Career Center Partners. The MOU is the product of local discussion and negotiation, and is an agreement developed and executed between the Local WDB and the one-stop partners, with the agreement of the chief elected official and the one-stop partners, relating to the operation of the one-stop delivery system in the local area in accordance with 20 CFR §687.500. This Act requires specific programs to make their services available through a one-stop delivery system and encourages increasing access through additional partnerships with optional partners. Additionally, WIOA requires CSCLM and the One-Stop system partners to establish an agreement concerning the operations of the one-stop system and to establish the framework for providing services to employers, employees, job seekers and others needing workforce services.

CareerSource CLM and Career Center Partners will meet to discuss the purpose of the MOU to determine the mutual benefit of entering into an agreement. The discussion will consist of equitable sharing such as facility rental utilities and maintenance, equipment (including assessment-related products and assistive technology for individuals with disabilities and technology to facilitate access to the one-stop center including technology used for the center's planning and outreach activities. This will also include negotiations involving the Infrastructure Funding Agreement. CSCLM and Center Partners will consider common identifier costs as costs of one-stop infrastructure. Each entity must use a portion of the funds available for the program and activities to maintain the once-stop delivery system, including any payments, if applicable for the infrastructure costs of the one-stop centers. In accordance with 20 CFR §678.700.

A draft of the MOU will be created and forwarded to all parties for review and further discussion if needed. Once all partners determine the MOU is agreeable, a formal MOU is

drafted and approved by all parties. An Action Sheet is completed and presented to the appropriate Board Committee for approval. The MOU is presented to the Executive, Full Board and Consortium for review, discussion on reaching consensus that the local WDB is following guidance for the State funding with final signature provided by the Chief Local Elected Official in accordance with 20 CFR §678.500 (d).

Florida's one-stop delivery system, the CareerSource Network, is a locally-driven system which develops strategic partnerships and provides streamlined and integrated programs and services to the businesses and citizens of Florida.

Florida's strategic vision for WIOA implementation will be realized by accomplishing these three goals:

- a. Enhance alignment and market responsiveness of workforce, education and economic development systems through improved service integration that provides businesses with skilled, productive, and competitive talent and Floridians with employment, education, training, and support services that reduce welfare dependence and increase opportunities for self-sufficiency, high-skill and high-wage careers and lifelong learning.
- b. Promote accountable, transparent, and data-driven workforce investment through performance measures, monitoring and evaluation that informs strategies, drives operational excellence, leads to the identification and replication of best practices and empowers an effective and efficient workforce delivery system.
- c. Improve career exploration, educational attainment and skills training for in-demand industries and occupations for Florida youth that lead to enhanced employment, career development, credentialing and post-secondary education opportunities.

These objectives will be accomplished locally by providing all customers access to high-quality career centers within a one-stop system that connects them with the full range of services available in their communities, whether they are customers seeking to find jobs, build basic educational or occupational skills, earn a postsecondary certificate or degree, or obtain guidance on how to make career choices, or are businesses and employers seeking skilled workers.

The purpose of this MOU is to establish or enhance a cooperative working relationship between CSCLM and the School Board to define our respective roles and responsibilities in achieving the policy objectives.

2. System Partners

MOUs will be developed with system partner programs that are provided physically within

the center, provided through cross-training of partner staff, or provided through direct linkage from technology. The partner programs and targeted population programs available in CSCLM will be:

Locally Operated by CSCLM through agreement with DEO

- a. WIOA Title I Adult, Dislocated Worker and Youth*
- b. WIOA Title III Wagner-Peyser*
- c. Veterans Employment and Training*
- d. Trade Act*
- e. Unemployment* (Primarily provided at State level)
- f. Temporary Assistance for Needy Families*
- g. Supplemental Nutrition Act Program (SNAP)

Locally Operated by CSCLM through agreement with DOL

- a. YouthBuild*

MOU Provided at State Level

- a. WIOA Title II Adult Education and Literacy*
- b. WIOA Title IV Vocational Rehabilitation*
- c. Carl Perkins Career and Technical Education*

MOU with CSCLM

- a. Title V Older Americans Act aka SSCEP*
- b. Job Corps*
- c. Community Action Agencies*
- d. Housing Authorities*
- e. Agencies serving individuals with disabilities
- f. Agencies serving youth with barriers to employment
- g. Early Learning Coalitions
- h. Homeless Continuum of Care organizations
- i. Veteran Agencies
- j. Economic Development
- k. Support Service Providers
- l. Others as determined to be beneficial to serving both employers and job seekers.

* denotes those that are "required" partners

3. One-Stop System Description

As designated by CareerSource Florida on behalf of the Governor, CSCLM is the local workforce board and the regional planning area, under Title I of the WIOA. Currently CSCLM has been provided permission to provide and act as the One-Stop Operator and Career Services Provider.

The CSCLM area consists of the counties of Citrus, Levy and Marion with Career Centers located in Lecanto, Chiefland, and Ocala. Hours of operation are Monday – Friday, 8:00am-

5:00pm at each center. The Ocala Career center located at 2703 NE 14th Street is the comprehensive center for CSCLM. A professional placement center is located at the College of Central Florida Campus in Ocala for specialized recruitment and placement of professionals throughout the region and in partnership with our training partners. CSCLM also has two mobile units to assist in providing services to remote and rural areas within the region.

All of our centers provide seamless access to workforce programs for both the job seeker and the employer. Our system is linked through Employ Florida, the State's talent matching system, to provide a system wide approach for job seeking and job placement.

Our centers provide access to a multitude of services that can be obtained through either self-service or with assistance from staff. By blending and weaving our various funding streams we are able to provide services to customers without pushing a customer from program to program, but handling in a customer driven manner based on individual strategies.

The One-Stop System is the result of the partnerships developed within our region that links the programs and services provided at the Career Centers and at other partner locations that provide the full complement of services needed by our customers.

This MOU will increase our ability to serve mutual customers, reduce duplication of efforts and expand our abilities to provide services throughout the One-Stop System either in one of our Career Centers, electronically at your location, or as an affiliate site.

4. General Responsibilities of One-Stop System Partners:

- a. The One-Stop System partner agrees to participate in joint planning, plan development, and modification of activities to result in:
 - i. Continuous partnership building;
 - ii. Continuous planning responsive to State and Federal requirements;
 - iii. Responsive to specific local and economic conditions including employer needs;
 - iv. Solutions to common data collection and reporting needs;
- b. Make available to customers through the One-Stop System the services that are applicable to the partners programs
- c. Participate in the operation of the One-Stop System consistent with the agreed upon
- d. "service integration" following in the next part, number 5
- e. Participate in capacity building and staff development activities
- f. Insure that all partners and staff are cross-trained to understand programs and
- g. specific "service integration" goals as specified in the next part, number 5SD

5. Service Integration Plan and Goals:

CSCLM and the School Board agree to the following:

This agreement establishes that the duly authorized agent of the recipient agrees to satisfy the requirements of 34 CFR §361.505 and 34 CFR §361.720.

This agreement formalizes the existing partnership between CSCLM and School Board to provide adult education and workforce services for our mutual customers. CSCLM and School Board recognize that blended services provided by all required and optional partners contributes to the One Stop 'system' and neither independently creates the 'system'. The combination of services provides employment and educational counseling and access to partner programs through direct referral and electronic access points within each office. CSCLM customers are counseled on all aspect of employment and education options available through educational entities and funding assistance provided through Titles I, II, and IV funds under WIOA. Appropriate referrals for intra-agency assistance are made between agencies through established contacts within each department and will be made in writing via e-mail between those contacts. School Board may refer training program completers and those customers in need of additional financial assistance to CSCLM for assessment and counseling regarding their individual needs.

Both agencies agree to maintain full programmatic accessibility and compliance with all applicable laws to ensure that individuals have equal ability to access available services as further discussed in sections 8 and 9 of this document. This access includes full ADA compliance, use of assistive technology and provision of accommodations that may be necessary for individuals with additional barriers.

A one-stop partner may appeal to the State regarding infrastructure costs, using the process described in 34 CFR §463.750. Changes to the one-stop partner's infrastructure cost contributions will result in an updated MOU reflecting the final- one-stop partner infrastructure cost contributions.

Both parties acknowledge and agree to the requirement of the Infrastructure Funding Agreement (IFA). The completed IFA will be mutually agreed upon and is detailed in section 11.

6. Resource and Cost Sharing

This MOU between CSCLM and the School Board is an agreement of service integration.

7. Data Access and Sharing

To facilitate integration of services, partners are encouraged to provide cross-access or protected information from systems of customer data within the applicable federal and state privacy laws and regulations governing the partner programs. All state and federal confidentiality regulations regarding the creation, maintenance and/or use of records shall be in effect. Client records and/or information may be shared among partners subject to

these confidentiality requirements.

Client information shall be shared solely for the purpose of eligibility, enrollment, referral, or provision of services. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.

8. Access for Individuals with Barriers to Employment

All One-Stop system partners will ensure access for individuals with barriers to employment, and will offer priority for services to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient for individualized career services and training services funded with WIOA adult funds.

9. Non-Discrimination

As required by federal and state law, participating agencies will assure that no person shall be discriminated against in consideration for or receipt of partner agency services and/or employment based upon sex, disability, race, color, age, religion, national origin, political affiliation, belief, veteran status, familial status, sexual orientation, gender identity, pregnancy, or genetic information.

The One-Stop system partner will assure compliance with the Americans with Disabilities Act of 1990, and its Amendments, which prohibits discrimination on the basis of disability, as well as applicable regulations and guidelines issued pursuant to the ADA.

Partners agree to comply fully with the WIOA, Title VII of the civil rights act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities, and The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and 29 CFR Part 37 and all other regulations implementing the aforementioned laws.

10. Duration, Modification, and Termination of the Partner MOU

This MOU is effective on the date last signed by the parties and will terminate at the end of the business day on June 30, 2026. Renewal of this Agreement for three additional one-year periods is contingent upon the same terms and conditions, the satisfactory performance of the parties, and the availability of funds. This MOU shall be reviewed before each renewal period and amended if necessary to reflect any changes in the signatory official of the Board, One-Stop Partners and Chief Elected Officials or One-Stop infrastructure funding as cited in 20 CFR §678.500. This MOU may be amended at any time in writing and will be effective when signed by both entities.

In accordance with 20 CFR §678.755, if either party, during negotiations and the term of the agreement, presents issues/changes in the MOU, they should submit the request in writing to:

Brandon Whiteman, Board Chair
2703 NE 14th ST
Ocala, FL 34470

Either party may cancel its participation in whole or in part at any time with thirty (30) days written notice.

11. Infrastructure Funding Agreement Terms

All partners within the Citrus Levy Marion One-Stop system operate with lean budgets and have long standing relationships that have been established to braid and blend funding to maximize the impact of resources within the American Job Center but provide support of its operations through in-kind contributions that have a positive monetary impact on the day-to-day operations and expand the breadth of services available. CSCLM and the School Board agree that infrastructure support for proportionate benefit from the One-Stop system is provided in the following methods:

- A. Use of digital technology for shared customers to access online resources provided by CSCLM.
- B. Provision of CSCLM outreach materials to the general public.
- C. Educational support and counseling to CSCLM referred and enrolled students.
- D. Access to classes in targeted occupations to enhance local talent pipeline.
- E. Access to meeting space within the partner's facilities to meet with students to discuss CSCLM services and programmatic enrollment.
 - a. Space usage provides expansion of services for CSCLM and reduces additional costs of itinerate space when needed.
- F. Ongoing partnership for outreach and connection of Adult learners to the One-Stop system for the benefit of talent pipeline establishment.
 - a. Scheduled tours and visits to the Marion County Career Center by the students at Marion Technical College in targeted technical classes to promote availability of workforce services to emerging talent pools.
 - b. CSCLM staff to connect directly with GED and ESOL students on campus to promote partnership and workforce services availability.
- G. The School Board will assist CSCLM in strategic planning and staff development through the donation of use of Brewster Hall located in the main campus of Marion Technical College for the purpose of two staff training and development meetings and one board of directors meeting annually. The use of this facility constitutes an in-kind contribution of rental fees equating to \$2,531.00. See Exhibit A.

These terms were discussed and agreed upon by the parties to come to this final agreement. CSCLM's One-Stop Operator spoke with representatives from Marion Technical College and

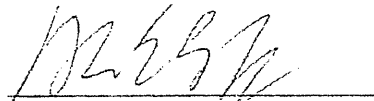
shared an initial draft of the MOU on February 27, 2024. Both teams reviewed and offered suggestions for changes to come to the current draft. This draft was finalized in May 2024.

The term of this Infrastructure Funding Agreement shall align with this MOU and be reviewed annually during the renewal periods and updated to reflect any changes necessary.

12. Signatures

Citrus Levy Marion Regional
Workforce Development Board,
Inc.:

By:

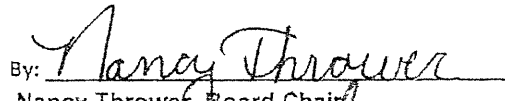

Thomas E. Skinner, Jr.,
Chief Executive Officer

Date:

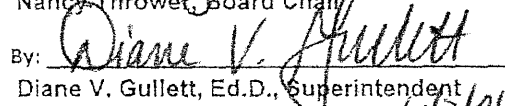
5/21/24

The School Board of Marion County,
Florida

By:


Nancy Thrower, Board Chair

By:

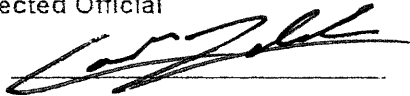

Diane V. Gullett, Ed.D., Superintendent

Date:

6/3/24 6/3/24

Chief Elected Official

By:



Name:

Carl Zala

Title:

Chair

Date:

8-27-24

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by using TTY/TDD equipment via the Florida Relay Service at 711. If you need accommodations, call 1-800-434-5627 ext. 7878 or e-mail accommodations@career sourcedm.com three business days in advance. A proud member of the American Job Center network.

Exhibit A

In-Kind Donation

The School Board of Marion County will assist CSCLM in strategic planning and staff development through the donation of use of Brewster Hall located in the main campus of the Marion Technical College for the purpose of two staff training and development meetings and one board of directors meeting annually. The use of this facility constitutes an in-kind contribution of rental fees equating to \$2,531.00.

In-kind support will be given to Career Source for the following, as required above.

Brewster Hall not for profit rates as follows:

\$295.00/3 hrs., \$66.00 each additional hour plus \$46.00 per hour utilities.

Two-day use (8 hrs. per day) of Brewster Hall of staff training and development meeting purposes:

$$\$295.00 + \$330.00 + \$368.00 = \$993.00 \times 2 = \$1,986.00$$

One half-day use of Brewster Hall for Board of Directors annual meeting:

$$\$295.00 + \$66.00 + \$184.00 = \$545.00$$

Grand total: \$2,531.00

NOTE:

Dates to be requested by Dale French at CareerSource ASAP to be put on calendar.

No food or beverage has been requested. Career Source to provide their own.