

**CONTRACT BETWEEN  
WORKFORCE ESCAROSA, INC. dba CAREERSOURCE ESCAROSA  
AND  
THE SCHOOL BOARD OF ESCAMBIA COUNTY, FLORIDA  
FOR YOUTH SERVICES WIOA-2025-2026-02**

**This contract is funded by the U.S. Department of Labor, passed through the State of Florida, Department of Commerce, and Workforce CSE, Inc.**

**Workforce Innovation and Opportunity Act (WIOA) Youth Program  
Data Universal Numbering System (DUNS) Number: 618275960  
Federal Award Identification Number (FAIN): 24A55AY000073  
Catalog of Federal Domestic Assistance (CFDA) Number: 17.259  
Research & Development (R&D): No**

WHEREAS, Workforce Escarosa, Inc. (CSE), dba CareerSource Escarosa, a non-profit corporation, is designated as the Local Workforce Development Area (LWDA) and is charged with the overall duties and responsibilities for the administration of the federal Workforce Innovation and Opportunity Act (WIOA) of 2014 in Escambia and Santa Rosa Counties, Florida, CSE is in need of certain sub-recipient services more specifically hereafter described; and

WHEREAS, the School Board of Escambia County, Florida, hereinto referred to as “Contractor” has heretofore demonstrated its ability to serve as a service provider of the Workforce Innovation and Opportunity Act (WIOA) funding and to provide such services and is willing to do so, in accordance with the terms and provisions as presented below.

NOW, THEREFORE, the parties hereto mutually covenant one with the other as follows:

**I. STATEMENT OF WORK**

1. Contractor shall provide WIOA Youth Program services and outcomes as described below. Services and outcomes, as agreed upon by Florida Commerce and CSE, shall be in compliance with WIOA as stated and described in their proposal, which is attached and incorporated into this contract.
  - a. Provide for the outreach and recruitment of out-of-school youth sixteen (16) through twenty-four (24) years of age. All youth must meet eligibility as defined by WIOA and Notice of Proposed Rule Making (NPRM) 681.210-681.250.
  - b. One hundred percent (100%) of the participants enrolled shall meet the definition of Out-of-School Youth (OSY) at the time of WIOA Youth Program eligibility determination and in compliance with the numbers proposed.
  - c. No less than fifty percent (50%) of expenditures under the contract shall be on OSY. Failure to meet the fifty percent (50%) OSY expenditure requirement will result in disallowed cost. CSE will determine the amount to be disallowed in accordance with Federal/State guidelines. Any disallowed cost must be repaid to CSE from non-federal funds and must be paid within thirty (30) days from date of notice of disallowed amount

- to the Contractor.
- d. At least twenty percent (20%) of contract expenditures must be for work experience, which may include staff time associated with developing worksites, worksite agreements and other activities associated with work experience. (TEGL 23-14) All work experience participants who will be working for the Contractor onsite will need approval from the WIOA Manager.
2. Contractor will coordinate directly with CSE Career Center service provider staff regarding WIOA Youth Program Intake and Eligibility Determination requirements.
  3. The Contractor shall serve eight in-school youth and forty-seven out-of-school youth.
  4. The Contractor must provide the following services as described in its proposal for the fourteen (14) WIOA Youth components. The fourteen (14) components are as follows:
    - a. Leadership and citizenship skills training
    - b. Support services
    - c. Adult mentoring
    - d. Comprehensive guidance counseling which may include drug and alcohol abuse counseling
    - e. Financial literacy
    - f. Entrepreneurship training
    - g. Career awareness, career counseling and career exploration
    - h. Activities to assist youth in transferring to post-secondary education
    - i. Occupational skills training to lead to/or acquire a credential or post-secondary credential
    - j. Concurrent education and workforce preparation activities and training
    - k. Tutoring/study skills and evidence-based dropout prevention and/or recovery
    - l. Alternative school services/dropout prevention
    - m. Paid and unpaid work experience which may include such activities as pre-apprenticeship, internships, job shadowing, and on-the-job training
    - n. Twelve (12) month–youth follow-up services
  5. All services and programs must be in compliance with WIOA final regulations and in accordance with services outlined in the proposal.
  6. For all youth who are determined to be basic skills deficient, which shall be defined as having reading, math or language skills below the ninth (9<sup>th</sup>) grade level, basic skills instruction shall be a required component. Until otherwise directed, the Test for Adult Basic Education (TABE) will be used to determine basic skills deficiency. One hundred percent (100%) of youth in GED<sup>®</sup> Out-of-School dropout recovery programs will have a direct connection for support in career advising and real job experience.
  7. Maintain periodic contact, as required, with each participant exiting the program, while providing those same participants with follow-up services for twelve (12) months after exit from a WIOA activity. All contact/follow-up activities must be properly documented in

participant files and via Employ Florida (EF) State data reporting system. As part of staff follow-up activities, each participant must receive at least one of the below listed services:

- a. Counseling
- b. Information on job opportunities/job clubs
- c. Adult mentoring/tutoring
- d. Access to technology to explore websites and to facilitate communications
- e. Youth day events
- f. Job shadowing
- g. Measurable skill gains

Follow-up will be conducted at least once per quarter during the twelve (12)-month follow-up period and so noted in case notes and EF.

8. Timely, comprehensive, accurate documentation and data entry of all WIOA youth participant enrollments, status changes, goal sets/attainments, credentialing, outcomes, follow-ups, and career management/job developer counseling notes/information shall be placed in participant files and entered via EF. Incorrect record keeping can negatively impact service provider's regional and state performance.
9. Completion of any/all periodic/ad hoc reports that may be required by CSE.
10. Upon termination of the youth from the program, the youth participant's folder shall be transferred to the CSE for retention in accordance with federal and state guidelines.
11. All participant information shall be kept confidential. Staff for the Contractor who have access to participant data are required to sign the Individual Non-Disclosure and Confidentiality Certification Form. Signed originals will be maintained by Contractor no later than thirty (30) days after employment under this contract.

## II. METHOD AND TIME PAYMENT

1. CSE shall pay an aggregate amount not to exceed two hundred eighty thousand fifty dollars (\$280,050.00) as shown on the copy of the budget summary hereto attached. If during the term of the contract, Contractor determines that submitted line items need to be adjusted, these adjustments may be made if prior written approval is obtained from CSE. The total amount allowed of \$280,050.00 cannot be over expended.
2. The amount of this contract may be modified based upon funding amounts for WIOA program year 2025-2026.
3. All monthly invoices must be received by the fifteenth (15<sup>th</sup>) of the following month for the previous month's billing. All invoices must be submitted electronically with support services documentation attached.

4. Reimbursement shall be made to Contractor in a timely manner in accordance with CSE standard accounting procedures.
5. In order to ensure funds are not lost to the region, contract expenditures will be reviewed during the mid-contracting period. If expenditures are below fifty percent (50%) at this point in time, CSE will contact the contractor to determine why the contract is under-spent. If after consultation with the contractor it is determined that the full contract amount will not be expended, a recommendation may be made to the CSE Finance Committee that the funds not expended be de-obligated for use elsewhere.
6. To document the twenty percent (20%) work experience expenditure requirement, the contractor may submit the following:
  - a. Actual wages/payroll paid to youth in a paid work experience component, and
  - b. A log/timesheet documenting staff time spent to develop work experience sites; develop and implement work experience agreements; and/or work experience site maintenance, and the cost of staff time tied to these activities with participant signature.
7. Funds shall not be used to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II for Florida Commerce appropriated funds.

### III. COMPENSATION AND TIME PERIOD

This service provider contract shall become effective on July 1, 2025 and continue to midnight on June 30, 2026.

The contract may be renewed for fiscal years 2026-2027 and 2027-2028 dependent upon performance as required by CSE and future funding allocations. Annual renewals will be made by amendments to this contract. Amendments will reflect new budgets and/or other applicable areas of the contract.

Payments will be made for expenditures incurred up to the date of termination or expiration of the contract. The final request for reimbursement must be received by CSE within thirty (30) days from termination or expiration of the contract.

### IV. PUBLIC RECORDS

This contract is subject to termination for either party's refusal to comply with Chapter 119, Florida Statutes, Public Records Law but only with regard to this specific contract and the records utilized in execution of this contract.

### V. MODIFICATION UNILATERALLY

This contract may only be modified by written agreement executed by all parties.

## VI. EQUAL OPPORTUNITY

As a condition to the award of financial assistance under WIOA from the Department of Labor with respect to operation of the WIOA-funded program or activity and all agreements or arrangements to carry out the WIOA-funded program or activity, Contractor will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Innovation and Opportunity Act of 2014 which supersedes Section 188 of the Workforce Investment Act of 1998, including the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; Title IX of the Education Amendments of 1972, as amended; Section 654 of the Omnibus Budget Reconciliation Act of 1981, as amended; the Veterans Priority of Service Provisions 38 USC 4215 and 20 CFR 1010; the Equal Treatment for Faith Based Organization 29 CFR 2 subpart d; the Americans with Disabilities Act of 1990; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR part 37. The United States has the right to seek judicial enforcement of this assurance.

## VII. PROVISIONS AGAINST ASSIGNMENT

Neither this contract nor the services hereunder provided for may be assigned or subcontracted by Contractor without the prior written consent of CSE.

## VIII. FUNDING

If the WIOA funds anticipated to be received by CSE under which this contract is funded are suspended or terminated in whole or changes in part, the corresponding funding for this contract shall be suspended or terminated in whole or in part. Unearned payments under this contract may be suspended or terminated upon refusal by Contractor to accept any additional conditions that may be imposed by CSE at any time. The Contractor understands that substantial alteration of program aspects of this contract may be required as a result of changes in the enabling legislation and/or related funding allocations.

## IX. TOTAL AMOUNT ALLOWABLE UNDER THIS CONTRACT

The total amount of funds accessible by Contractor under this contract is two hundred eighty thousand fifty dollars (\$280,050.00) payable only upon receipt of stipulated items in Section II of this contract. The total amount of funds attached to this contract may be reduced or increased, depending upon the amount of WIOA Youth funds available as determined by CSE. Changes to contract budgets are executed via written contract modifications.

## X. TYPE OF CONTRACT

Costs related to youth services will be cost reimbursement and cannot exceed the total amount of the contract. A copy of the Contractor budget summary is attached and made a part of this contract. (Addendum)

## XI. INSURANCE

The Contractor is a qualified self-insurer under the regulations set forth in the Florida Statutes for general liability. During the term of this contract Contractor shall maintain a qualified plan of self-insurance pursuant to Section 768.28, Florida Statutes.

## XII. TERMINATION FOR CONVENIENCE AND CAUSE

### 1. Convenience

Either party may terminate this contract for convenience by giving the other thirty (30) days written notice prior to the effective date of termination. The termination notice must be in writing and signed by the authorized agent of the terminating party. During the interim between the notice of termination and date of termination, CSE will pay only those costs incurred pursuant to normal operations as set out in the contract between the two parties.

### 2. Cause

If Contractor fails to fulfill in a timely manner its obligations under this contract, or if Contractor violates any of the covenants, agreements, or stipulations of this contract, CSE thereupon has the right at its option to deobligate funds or terminate this contract by giving written notice to Contractor of termination or deobligation and specifying the effective date of such action; however, Contractor shall be entitled to payment or reimbursement for all services rendered up to the date of termination.

## XIII. PROPERTY/EQUIPMENT CLAUSE

Any equipment (has more than one (1) year of life/use) to include chairs, desks, file cabinets, printers, computers, laptops, phones with a unit cost of less than five hundred dollars (\$500) may be purchased by Contractor for use in the WIOA year around program. If the unit cost for any equipment item is five hundred dollars (\$500) or more, Contractor must consult with CSE's Chief Financial Officer, and if applicable, CSE Information Technology Director, prior to purchase.

Any equipment that costs five hundred dollars (\$500) or more, will be considered CSE property, will be tagged by CSE for inventory purposes, and will be turned over to CSE should either party terminate the contract or the contract is not renewed. In addition, CSE will review lease versus purchase and will make the final decision and purchase of the equipment. The amount of the purchase/lease of equipment over five hundred dollars (\$500) shall be automatically deducted from the total amount allowed in the contract and the contract reduced accordingly. This reduction will be provided in writing to Contractor who hereby agrees to reduce the contract by the amount so noted.

The purchase/lease of the equipment will be agreed to by CSE and Contractor prior to actual lease/purchase of the items noted in the budget as originally proposed by Contractor.

#### XIV. MAINTENANCE OF EFFORT

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

#### XV. CONFLICT OF INTEREST

An executive, officer, agent or representative, or employee of the Contractor will not solicit or accept money or any other consideration from a third person or entity for the performance of an act reimbursed in whole or in part by the Contractor. No member of any council under WIOA shall cast a vote on the provision of services by that member or any organization which the member directly represents or vote on any matter which would provide direct financial benefit to that member.

#### XVI. COMPLIANCE WITH WIOA

The Contractor assures that it will comply with requirements of WIOA to the extent possible, and in accordance with any final regulation as required by the United States Department of Labor USDOL/DOE. Contractor further agrees to comply with all subsequent revisions, modifications and amendments to WIOA and the related regulations as assigned by CSE.

The Contractor assures that clarification will be sought from CSE on any policy, law, rule, regulation, or directive that is not clearly understood prior to adopting a practice or procedure, and that CSE shall supply the clarification to the contractor.

#### XVII. ACCOUNTING STANDARDS

The Contractor shall establish and maintain an auditable system, in accordance with recognized accounting practices.

In the event that the books and records used by the Contractor, as determined in the monitoring or the audit report in accounting for expenses incurred under this agreement, does not meet the minimum standards of accepted accounting practices and records management of the administrative entity, CSE reserves the right to withhold any or all its funding until such time as standards are met. The administrative entity may withhold payment due under a later agreement to offset disallowed costs identified under an earlier agreement.

## XVIII. AUDITS RIGHT CLAUSE

This contract creates a sub-recipient relationship between Contractor and CSE as defined by the citation of CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 200.501.

The Contractor shall forward a copy of its Financial Audit and Single Audit (if required) to CSE within thirty (30) days of receipt from its auditor. Disallowed costs for funds not expended in accordance with WIOA regulations – as determined in the final resolution of the audit – must be repaid by Contractor from non-federal funds. WIOA and/or other federal program funding cannot be used to repay disallowed costs associated with this service provider contract. CSE may withhold funds from future deliverables or cost reimbursement requests pending resolution of disallowed costs.

## XIX. RESOLUTION OF COMPLAINT

CSE grievance procedures remain in effect throughout the contract. The Contractor must ensure that all staff and program participants who may benefit financially from this contract have read and have signed a copy of those grievance procedures. An authorized staff member must also sign each form as witness. Forms with the program participant's original signature are placed into the participant's file. Forms with Contractor staff original signatures are sent to the CSE Equal Opportunity Officer for file.

Grievances not involving CSE funded programs/activities will be processed using Contractor procedures only. However, grievances that do concern CSE or its programs/activities must be processed in accordance with CSE grievance procedures.

## XX. CUSTODIAL RECORDS

The Contractor shall comply with the rules established for records maintenance (119.021, Florida Statutes), retention (2 CFR 200.333), and access (2 CFR 200.336.)

### Retention Requirements

All records pertinent to this agreement, including financial, participant, statistical, audit and property and supporting documentation shall be retained for a period of five (5) years from the date of final payment of the agreement or until all audits are complete and findings on all claims have been finally resolved, whichever is the larger period of time.

### Transfer of Records

If the Contractor is not able to retain the necessary records, such records shall be transferred to CSE in an acceptable condition for storage.

Access to Records

CSE, United States Department of Labor, CareerSource Florida, Inc., and/or Department of Economic Opportunity duly authorized personnel have the right to access, examine, and make excerpts, copies or transcripts from all records pertaining to this contract, both fiscal and programmatic, at any time during the course of this contract or during the required retention period or as long as the records are retained, whichever is later.

XXI. SUB-AGREEMENTS

Sub-agreements are not applicable.

XXII. DEFINITIONS AND ACRONYMS

CSE	Workforce Escarosa, Inc./CareerSource Escarosa
USDOL	United States Department of Labor
LWDA	Local Workforce Development Area
FL Commerce	Florida Department of Commerce
TABE	Test for Adult Basic Education
EF	Employ Florida, State’s data entry system
CONTRACTOR	School Board of Escambia County
WIOA	Workforce Innovation and Opportunity Act, PL 113-129
NPRM	Notice of Proposed Rule Making
TEGL	Training and Employment Guidance Letter

XXIII. PERFORMANCE STANDARDS

The following 2024-2025 federal-state-regional negotiated WIOA Common Measures represent the required performance outcomes associated with this WIOA Youth Program contract. To be deemed successful, the Contractor must achieve, at a minimum, eighty percent (80%) of the “Required Outcome.” Contract performance may be adjusted dependent upon final performance standards as set by USDOL and/or the State of Florida with CSE for FY 2024-2025. Any adjustments will be noted in writing as a modification to this contract.

WIOA Performance Standard	Common Measures	Required Outcome	Minimum Outcome (80%)
<hr/>			
Placement in Employment or			
Post-Secondary Education		77.80%	62.24%
Employed 2 <sup>nd</sup> Quarter after Exit		75.30 %	60.24%
Employed 4 <sup>th</sup> Quarter after Exit		68.40%	54.72%
Attainment of Degree or Credential		67.80%	54.24%

XXIV. DISALLOWED COSTS

Should disallowed costs be confirmed as determined by CSE, State, or Federal monitors, Contractor will be responsible for reimbursement of those costs to CSE.

## XXV. PROGRAM INCOME

Not applicable under this contract.

## XXVI. PELL GRANT REDUCTIONS

The PELL Grant policy is not applicable to this contract.

## XXVII. NOTICE AND CONTACT

The name and address of the manager responsible for CSE for this contract is:

Dr. Marcus L. McBride  
Chief Executive Officer  
Workforce Escarosa, Inc. dba CareerSource Escarosa  
6913 N. 9<sup>th</sup> Avenue  
Pensacola, FL 32504

The name and address of the manager responsible for Contractor for this contract is:

Mr. Steven T. Harrell  
Workforce Education Director  
30 E. Texar Drive  
Pensacola, FL 32503

In the event that different representatives are designated by either party after execution of this contract, notice of the name and address of the new representative will be rendered in writing to the other party and said notification attached to originals of this contract.

## XXVIII. SPONSORSHIP

When sponsoring a program financed wholly or in part by WIOA dollars, including funds obtained through this contract, the service provider assures that all notices, informational pamphlets, research reports, press releases, advertisements, descriptions of the sponsorship of the program and similar public notices prepared and released by the service provider shall include the statement "Sponsored by School Board of Escambia County and CareerSource CSE." If the sponsorship reference is in written material, the words "CareerSource CSE" shall appear in the same size letters or type as the name of the organization.

All printed materials distributed to the public shall include the statement "equal opportunity employer/program" and that "auxiliary aids and services are available upon request to individuals with disabilities."

## XXIX. PROCUREMENT OF SUPPLIES

Procurement procedures shall be in accordance with Contractor's procurement guidelines when purchasing necessary items for the administration of this contract.

## XXX. ATTACHMENTS

The below listed documents are included as part of this contract/and as were attached to the proposal:

- a. Proposed Line-Item Budget
- b. Request for Proposals – Youth Services Program Years 2025-2028
- c. Certification Regarding Debarment, Suspension, etc. and Other Responsibility Matters
- d. Sworn Statements on Public Entity Crimes
- e. CSE Grievance Complaint Hearing Appeal Procedures
- f. Certification of Equal Opportunity and Equal Access
- g. Certification Regarding Lobbying
- h. Drug Free Workplace
- i. Certification Regarding Florida Clean Indoor Air Act
- j. ADA Facility Accessibility Assurance Form

## XXXI. BYRD ANTI-LOBBYING Amendment (31 U.S.C. 1352)

No funds made available under WIOA shall be used for any political activity, lobbying of federal, state, or local legislatures, to raise funds or to promote or oppose unionization. The contractor shall assure that no WIOA funds will be used to assist, promote or deter union organizing.

## XXXII. COPYRIGHT STATEMENT

Contracting Agency shall have unlimited rights in

- a. data first produced in the performance of this contract;
- b. form, fit, and function data delivered under this contract;
- c. data delivered under this contract (except for restricted computer software) that constitute manuals or instructional and training material for installation, operation, or routine maintenance and repair of items, components, or processes delivered or furnished for use under this contract;
- d. all other data delivered under this contract; and
- e. use, release to others, reproduction, distribution, or publication of any data first produced or specifically used by the Contractor in the performance of this contract.

## XXXIII. SECTARIAN STATEMENT

The Contractor agrees that participants funded under WIOA shall not be employed on the construction, operation, or maintenance of any facility used or to be used for sectarian instruction or as a place of religious worship. WIOA funds cannot be expended on the

construction, operation or maintenance of any facility used or to be used for sectarian instruction or as a place of religious worship.

#### XXXIV. CLEAN AIR ACT

The Contractor assures CSE that it shall comply with all applicable standards, orders, or requirements issued under Sections 300 and 508 of the Clean Air Act, Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15), Clean Air Act (42 U.S.C. § 7401 et seq.), and the Federal Water Pollution Control Act (33 U.S.C. § 1251 et seq.), as amended. The Contractor shall report any violation to the Contract Manager.

#### XXXV. FLORIDA ENERGY POLICY AND CONSERVATION ACT

The Contractor shall be familiar with and where applicable adhere with mandatory standards and policies relating to energy efficiency as discussed in the state energy conservation plan issued in compliance with the Florida Energy Efficiency and Conservation Act, Florida Statutes 366.80 – 366.83 and 403.519 and the Resource Conservation and Recovery Act (Under RCRA (P.L. 94-580 codified at 42 U.S.C. 6962), while engaged in WIOA Youth program activities and under contract with Workforce CSE.

#### XXXVI. PATENT RIGHTS CLAUSE

CSE shall have sole patent rights to any discovery or invention that arises or is developed in the course of or under this contract in regard to the services proposed and as implemented by the Contractor.

#### XXXVII. DAVIS-BACON ACT as Amended, (40 U.S.C. 3141 – 3148)

Not applicable to this contract.

#### XXXVIII. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. 3701 -3708)

Not applicable to this contract.

#### XXXIX. SARBANES-OXLEY ACT OF 2002

The Contractor will comply with the following requirements of the Sarbanes-Oxley Act of 2002:

It is illegal for any corporate entity to punish whistleblowers or retaliate against any employee who reports suspected cases of fraud or abuse (18 U.S.C. 1513).

It is a crime to alter, cover up, falsify, or destroy any document that may be relevant to an official investigation (18 U.S.C. 1512).

**XL. PROCUREMENT OF RECOVERED MATERIALS**

The Contractor assures CSE that it shall comply with all requirements of Section 6002 of the Solid Waste Act, as amended by the Resource Conservation and Recovery Act (2 CFR Appendix II to Part 200 (J)) which includes procuring only items designated in guidelines of the Environment Protection Agency (EPA) that contain the highest percentage of recovered materials practicable and consistent with maintaining a satisfactory level of competition; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

**XLI. TRAFFICKING VICTIMS PROTECTION ACT OF 2000 (TVPA, as amended (22 U.S.C. 7104(g))**

Not applicable to this contract.

**XLII. THE HATCH ACT (5 U.S.C. 1501-1508 and 7324)**

The Contractor will comply with the provisions of the Hatch Act, which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

**XLIII. PUBLIC ANNOUNCEMENTS AND ADVERTISING**

The Contractor assures CSE that it shall comply with the provisions of the Department of Labor, Health and Human Services, and Education and Related Agencies Appropriation Act of 1995 (P. L. 103-333 § 508) which states when issuing statements and/or documents describing projects or programs funded in whole or in part with Federal money, Contractor shall clearly state (1) the percentage of the total costs of the program or project which will be financed with Federal money, (2) the dollar amount of Federal funds for the project or program, and (3) percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources.

**XLIV. COPELAND “ANTI-KICKBACK” ACT (18 U.S.C. 874 AND 40 U.S.C. 276C)**

Not applicable to this contract.

**XLV. ENVIRONMENTAL TOBACCO SMOKE**

The Contractor will comply with the provisions of Part C of P.L. 103-227 which prohibits smoking within an indoor facility.

**XLVI. PURCHASE OF AMERICAN-MADE EQUIPMENT AND PRODUCTS**

The Contractor assures CSE that it shall comply with the provisions of the Department of Labor, Health and Human Services, and Education and Related Agencies Appropriation Act

of 1995 (P. L. 103-333 § 507) which states to the greatest extent practicable all equipment and products purchased with funds made available in this Act shall be American-made.

#### XLVII. CODES OF CONDUCT

The Contractor assures CSE that it shall comply with 29 CFR 95.42 by maintaining written standards of conduct governing the performance and administration of this contract should a real or apparent conflict of interest arise.

CONTRACT BETWEEN  
WORKFORCE CSE, INC. dba CAREERSOURCE CSE  
AND  
THE SCHOOL BOARD OF ESCAMBIA COUNTY, FLORIDA  
FOR YOUTH SERVICES WIOA-2025-2026-02

XLVIII. AUTHORIZATION FOR SIGNATURE

IN WITNESS WHEREOF, said parties hereto have entered into this contract, which is retroactively effective from July 1, 2025 through June 30, 2026.

THE SCHOOL BOARD OF  
ESCAMBIA COUNTY, FLORIDA

CAREERSOURCE ESCAROSA, INC.

Signed by:  
*Dr. David M Williams*  
By: \_\_\_\_\_  
7A240880E6E64E5...  
Dr. David M. Williams, Chair

*Lloyd Reshard*  
By: \_\_\_\_\_  
Mr. Lloyd Reshard, Chair

Date: 8/30/2025 | 9:38 AM CDT

Date: 06/20/2025

Attest:  
DocuSigned by:  
*Keith Leonard*  
By: \_\_\_\_\_  
49386E2EC066436...  
Mr. Keith Leonard, Superintendent

APPROVED FOR LEGAL CONTENT

Ellen Odom, General Counsel  
ESCAMBIA COUNTY SCHOOL BOARD

DS  
APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD  
AUG 19 2025  
VERIFIED BY RECORDING SECRETARY

**CAREERSOURCE ESCAROSA  
PROPOSED LINE ITEM BUDGET  
WORKFORCE INNOVATION AND OPPORTUNITY ACT YOUTH PROGRAM  
AGENCY: Escambia County Public Schools**

	ADMINISTRATION	DIRECT PROGRAM COSTS	TOTALS
<b>Salaries and Benefits</b>			
Salaries	126,561		126,561
Benefits	52,087		52,087
Temporary Services			
<b>Total Salaries and Benefits</b>	<b>178,648</b>		<b>178,648</b>
<b>Travel</b>			
Travel	2000		2000
Training	2,000		2,000
<b>Total Travel</b>	<b>4,000</b>		<b>4,000</b>
<b>Office Expenses</b>			
Communication			
Telephone			
Cell Phones	1,500		1,500
Equipment			
Equipment (Purchased)			
Equipment Rental			
Maintenance & Repair			
Insurance			
Office Supplies	900		900
Postage	150		150
Printing			
Professional Fees (Other than Audit & Legal)			
Rent			
Utilities			
<b>Total Office Expenses</b>	<b>2,550</b>		<b>2,550</b>
<b>Participants Costs</b>			
Assessments (GED Tuition, CTE first 250 hours, High Demand CTE Tuition)		9,500	9,500
Educational Materials & Supplies		2,000	2,000
Incentives		4,000	4,000
Transportation		500	500
Uniforms & Tools (Fingerprinting)		2,000	2,000
<b>Total Participants Costs</b>		<b>18,000</b>	<b>18,000</b>
<b>Total Work Experience (Youth Wages)</b>		<b>63,543</b>	<b>63,543</b>
<b>SUB-TOTAL EXPENSES</b>	<b>185,198</b>	<b>81,543</b>	<b>266,741</b>
Approved Negotiated Indirect Rate	4.99%	9,241	4,068
<b>TOTAL EXPENSES</b>	<b>194,439</b>	<b>85,611</b>	<b>280,050</b>

**WORKFORCE ESCAROSA, INC. dba CAREERSOURCE ESCAROSA  
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)  
REQUEST FOR PROPOSALS – YOUTH SERVICES  
RESPONSE FORMAT COVER SHEET  
PROGRAM YEARS 2025 - 2028**

**COMPANY/AGENCY** ESCAMBIA COUNTY PUBLIC SCHOOLS

Address Workforce Education Department  
(Office) 30 E. Texar Drive  
Pensacola, FL 32504

Phone # 850-469-5304  
Fax # 850-469-5460

Address George Stone Technical College  
(Site) 2400 Longleaf Drive  
Pensacola, FL 32526

Phone # 850-941-6200  
Fax # 850-941-6215

Website: escambiaschools.org/career  
Contact Person: Steven Harrell  
Title: Workforce Education Director  
Email: sharrell@ecsdf.us

Amount Funding Requested: \$ 280,050

Classification of Agency (Mark "x" for each that applies)

Private Not-for-Profit	<u>                    </u>	Community Based Organization	<u>                    </u>
Public/Government	<u>    X    </u>	Incorporated	<u>                    </u>
Private For-Profit	<u>                    </u>	Sole Proprietorship	<u>                    </u>
Minority Owned	<u>                    </u>	Female Owned	<u>                    </u>

Federal I. D. # 59-6000 597

If Minority/Female Owned, are you certified as a Minority Vendor? Yes      No   X  

If yes, by what agency are you certified?   

Certification Number:

**WORKFORCE ESCAROSA, INC. DBA CAREER SOURCE ESCAROSA  
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)  
REQUEST FOR PROPOSALS – YOUTH SERVICES ABSTRACT SUMMARY**

**PROGRAM YEARS 2025-2028**

**Agency Name:** Escambia County Public Schools

**Services Proposed:** WIOA Youth Services

**1. Provide a brief description of the services to be provided by your agency for the activity being proposed. This should include a brief description of main program components for the activity being proposed.**

Escambia County Public Schools (ECPS) WIOA Youth Program has celebrated great success in preparing today's youth for life, leadership, and the workforce for many years. The guidance of CareerSource Escarosa and the resources, including facilities, of the ECPS together posture the best-possible education and training design ensuring each participant achieves the outcome(s) they are seeking.

The ECPS WIOA Youth Program will provide In-School Youth (ISY) and Out-of-School Youth (OSY) opportunities that offer the fourteen (14) required components as described within this RFP, with an emphasis on the participant earning a secondary school diploma, tuition assistance to transition to career certificate training, and gaining workplace skills through paid and unpaid worksite experiences designed to provide the participant with the skills needed to become a successful employee. The workplace chosen for each participant will closely align with the participant's career path of interest. The workplace experiences afford the participants the opportunity to explore their chosen fields and allow them to decide whether to pursue paid employment in that field, begin post-secondary training to progress in that field, or choose another career pathway if their choice is not a match for them.

The result is a participant having a secondary school diploma, work experience, a strong resume, marketable skills, and a clear career pathway to personal and economic success.

**2. Provide the number of unduplicated participants to be served for each activity described above and the cost per participant per activity.**

As ECPS is a current provider for WIOA Youth, a continuation of services for current participants will be reflected in the participant count below. An estimated 55 participants will be served for the 2025-26 school year.

Activity	Unduplicated Participants	Cost
<b>Training &amp; Adult Ed Tuition</b>		
Adult Education Tuition (GED, ABE)	40	\$ 3,000
Initial 250 hour CTE Tuition	4	\$ 3,500
Testing (CASAS, TABE, Pre/Post GED, PSAV, etc.)	40	\$ 3,000
Incentives	55	\$ 4,000
Transportation	20	\$ 500
Educational Materials & Supplies	40	\$ 2,000
Paid WIOA Work Experience	40	\$63,543
Uniforms & Tools (Fingerprinting)	30	\$ 2,000
<b>TOTAL ACTIVITY COSTS</b>		<b>\$81,543</b>

The total cost per participant projection is \$1,483.

**3. Provide a brief description of the proposed outcomes your agency hopes to realize through the above activity.**

The guiding principle of services provided for the Escambia County School District (ECPS) Workforce Innovation Opportunity Act (WIOA) Youth offering is to produce a participant exiting the program with a high school diploma or equivalent (GED), a clear career pathway, related work experience, a certification for a high-wage, high-skill, and/or in-demand occupation in the labor market, and prepared to enter the workforce or continue post-secondary training. WIOA participants will be equipped with the tools needed for preparing them for successful, unsubsidized employment. All the components of this grant will be utilized as participant needs dictate toward accomplishing that goal.

**C. RESPONSE NARRATIVE**

- 1. Provide a general description of how youth will be recruited for the program. At a minimum 75% of the youth recruited must be out-of-school. Specifically address how out-of-school youth will be recruited. Provide the number of youths to be recruited and enrolled, and how many of this number will be out-of-school or in-school youth. In addition, please specify the age group(s) to be targeted. Letter(s) of support are required if recruitment will be from organizations outside of the proposer’s organization.**

Escambia County Public Schools (ECPS) will implement the WIOA Youth Services Program, through George Stone Technical College (GSTC), that creates a path to work readiness based on youth participants’ career interests and abilities; high school completion or GED attainment or postsecondary education and/or unsubsidized employment to include military enlistment. Activities will promote positive youth development for youth facing serious barriers to future employment through innovative In-School Youth (ISY), Out-of-School Youth (OSY) and extended summer youth services.

ECPS WIOA Youth recruitment will be accomplished through a variety of sources including referrals from the GSTC adult education teachers, the four on-site GSTC guidance counselors, Vocational Rehabilitation, the Department of Juvenile Justice, Families First Network, Success Academy, and input from the guidance departments at the seven (7) ECPS high schools. The majority of ECPS's WIOA OSY will be recruited from the ECPS's Adult Education Program. The majority of ECPS's WIOA ISY will be primarily recruited from Success Academy, a school district program that is designed for students who have struggled with being successful in traditional schools.

The ECPS's target youth are those aged sixteen (16) through twenty-four (24).

For the past eleven years, ECPS WIOA Youth has served one-hundred percent (100%) OSY participants, because the need has been so great. For the 2025-26 program year, ECPS WIOA Youth will serve eight (8) ISY. Our program will be eighty-five percent (85%) OSY and fifteen percent (15%) ISY. We have researched and found that the barriers that prevent students from being successful in the traditional school setting have increased and so we will be serving ISY.

Many WIOA Youth participants have unique and challenging barriers that must be identified and addressed through consultation, Adult Basic Education (ABE), technical skills training, as well as work experience and employability skills. Upon intake, a comprehensive set of services will be provided including career counseling, career assessments, and the CASAS or TABE in order to determine which components are needed for OSY participants to gain unsubsidized employment, continue their education, or enter the military.

For WIOA ISY recruitment, recruitment from Success Academy, a school district program that is designed for students who have struggled with being successful in traditional schools, and high school counselors will be key recruitment resources. ECPS has operated high school cooperative education programs for participants who have benefitted from a paid, supervised work experience, while engaging them in academic and career and technical classes, including career academy participation. For more than fifteen (15) years ECPS has aggressively developed and supported career academies as a strategy to increase participants' academic and career and technical achievement while increasing the graduation rate. Work-based learning, through paid employment, is a key component for a quality career academy. Providing eligible career academy students paid work experience through WIOA ISY leads to their work readiness based on their career interests; high school completion, and postsecondary education and/or unsubsidized employment. By merging the goals of the district's cooperative education programs and WIOA Youth Services, WIOA ISY participants will have greater opportunities to work and gain the necessary knowledge to succeed in their desired career field.

ECPS WIOA Youth program will bring forward an estimated fifty-five (55) active cases, with approximately fifteen (15) of those participants in the follow-up stage. This will allow for a continuity of care for the participants already receiving services and openings for new participants to continue a caseload of fifty-five (55) participants to be served for the 2025-2026 grant year. The monetary requests in this RFP will reflect the required continued services for current active and new participants.

85% of the participants will be OSY. 15% of the participants will be ISY.

The following table represents the enrollment projection for new ISY and OSY for the 2025-26 year:

Youth Services Program	Number of Participants	Targeted Ages	Percentage of New Participants
In-School Youth	8	16-19 years	15%
Out-of-School Youth	47	16-24	85%
Total	55		100%

**2. WIOA is specific as to the barriers to be targeted for services within the OSY and ISY categories. Provide a description of the specific barriers to be identified and recruited. In addition, Escarosa has adopted two (2) additional definitions for Youth barriers. These may also be included in your list of barriers. Also provide an estimated number of youths who will fit any of these categories as compared to the total youth you propose to serve. Letter(s) of support are required if recruitment efforts will be from outside organizations.**

The chart below indicates the predicted barriers for the new unidentified participants.

Barriers	OSY	ISY
Youth is a School Dropout	47	
Youth who is within the age of compulsory school attendance but has not attended school for at least the most recent complete school year calendar quarter.	2	
Youth recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and youth is either Basic Skills Deficient (Reading or Math below the 9th grade level documented by TABE or CASAS)	0	
Basic Skills Deficient	35	4
Youth who is subject to the juvenile or adult justice system.	1	1
Youth is homeless, a runaway, an individual in foster care or who has aged out of the foster-care system.	1	
Youth is Pregnant or Parenting	3	1
Youth is an individual with a disability.	1	1
Youth is a low-income individual who requires additional assistance to enter or complete an educational program, or to secure or hold employment.	2	1

ECPS is a non-profit public education institution serving all ages, Pre-K through adult. While the graduation rate for ECPS has increased from 80.7% in 2018 to 87.0% in 2021, many barriers remain for ISY. Many participants are still at risk of dropping out. ECPS WIOA Youth program intends to target and assist eight (8) ISY.

ECPS will address the needs of OSY at a rate of not less than seventy-five percent (75%). These potential participants most likely will fall into the low-income barrier, be in Exceptional Student Education (ESE), or need additional assistance to complete an educational program.

- 3. Provide a general description of the proposed components of your program. This shall include the services to be offered as required and noted in the Attachment A. If a secondary or postsecondary educational entity is applying, whether the services will be incorporated into the normal school day or will be offered outside of school hours. Please address each of the 14 elements indicating the times and days of the week the services are to be offered and the length of time for successful completion. Testing instruments to be used to determine basic skills deficiency and career interests and abilities should also be identified in this section. The TABE test is the preferred assessment to determine basic skills deficiencies.**

The guiding principle of services provided for the ECPS WIOA Youth Services Program is to produce a participant exiting with a high school diploma or equivalent, a clear career pathway, related work experience, a certification for an in-demand occupation in the labor market, and prepared to enter the workforce or post-secondary training. WIOA Youth Services participants will be equipped with skills preparing them for successful, unsubsidized employment. All the components of this grant will be utilized as participant needs warrant in order to accomplish the end goals.

The ECPS WIOA Youth Program has demonstrated great success partnering with private sector businesses for participant training sites. Some recent placements have been with locally owned restaurants, cosmetology salons, law enforcement, accounting firms, electrical companies, welding shops, automotive centers, child care centers, garden and farm suppliers, welding shops, Hospice, and veterinary clinics. Placement for paid work experience depends on the participant's interest, the availability of work hours, and transportation. Placements are made within the school district due to a participant's hardship and the expanse of occupations available. These placements will be limited and only at a worksite in which the participant wishes to pursue a post-secondary career pathway.

ECPS WIOA Youth services will be implemented during the normal school day, and activities such as work experience and job shadowing will also occur after the school day ends or on weekends and holidays if necessary and appropriate. Special offerings, such as Forklift Certification classes, may be offered during weekends. Historically, the WIOA Youth Program Coordinator has been "on-call" at all times to provide guidance and respond to emergencies.

The TABE survey and the CASAS Assessment will be the primary gauge for developing an individual academic plan for each participant as they are enrolled; their Individual Service

Strategy (ISS) will be developed following the administration of a career assessment and interest inventory. The TABE will be used for participants who may already have a high school diploma or equivalent, however the CASAS Assessment is the official assessment used by the ECPS Adult Education Program for placement. In 2023, the current WIOA Youth Contractors submitted updated contracts that stated the CASAS was an approved assessment. Participants with basic skills below ninth (9<sup>th</sup>) grade will be directed to an ABE/GED program or a high school completion program, and/or one-on-one tutoring.

Partnering with the ECPS's Adult Education Program to provide secondary education opportunities available at the same site as the WIOA Youth program will be advantageous to the participant and will help promote attendance and progress. Incentives for increases in skills or adhering to an attendance contract will be given to encourage student participation. CareerSource Escarosa and their affiliates have made available the resources for industry certification attainments along with successful academic accomplishments will ensure the WIOA Youth Program participants become a marketable commodity.

Each individual differs in his or her learning method and speed of learning. ECPS's WIOA Youth Program will provide a comprehensive approach to meet the individual needs of each participant served. The length of time needed for successful completion will depend on the needs of that particular participant and the academic and skill level the participant has upon intake into the program.

**The fourteen (14) required components are in place and will be facilitated through District supported services and established partnerships as follows:**

**(1) Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential;**

The ECPS WIOA Youth program currently utilizes an Adult Education program provided by GSTC that operates during the regular school day and after school and is taught by a certified teacher that specializes in tutoring for GED, ACT, and ABE. The curriculum also includes "test-taking skills" which addresses the mental aspects of testing many youth have to overcome to be successful in test taking including, the "answer elimination" skill which is a useful tool.

**(2) Alternative secondary school services, or dropout recovery services, as appropriate;**

GSTC Adult Education offers an innovative Adult High School Program delivered in the classroom with both direct instruction and an on-line platform, referred to as "blended instruction." Also available are the GED Preparation off-site programs conveniently offered on other school campuses throughout the District and at Careersource ESCAROSA. These opportunities are provided with a current tuition of thirty (30) dollars per term. WIOA provides tuition assistance to reduce the financial barrier.

**(3) Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences:**

**(i) Summer employment opportunities and other employment opportunities available throughout the school year;**

American youth are struggling to get the work experience they need for jobs of the future. According to the Bureau of Labor Statistics, the unemployment rate for youth ages 16 – 24 is 9.2% in February 2025, which is an increase from 8.6% in February 2022. The Work Experience components provided by ECPS WIOA Youth services are available for all eligible participants and will provide an important pathway to employment for these youth.

The work experience opportunity will be contingent upon the participant's progress, attitude, and attendance in academic classes (high school, Adult Basic Education, or GED preparation). To remain eligible for paid work experience, participants must remain progressively active in their academic studies, or have completed their secondary education. Participant penalties for not fulfilling their academic requirements while participating in a work experience activity will range from written warnings, suspension terms (unpaid time off), or termination from the work activity.

Summer Youth Services will be a continuation of services for participants currently engaged in the work experience as well as new participant intakes during the summer term that desire to begin participation in a work experience. This offering will provide participants the opportunity to receive training throughout the summer.

**(ii) Pre-apprenticeship programs;**

GSTC houses the Pensacola Electrical Apprenticeship College (PEAC), which is a four-year (4) non-union electrical program. PEAC requires a candidate to be eighteen (18) years of age with a high school credential, and the drive to become a licensed electrician. The classes are two evenings per week, and the participant is required to work daily in the field of electricity. PEAC assists in placing their apprentices with licensed, local electrical contractors. WIOA Youth Services Program prepares participants for the Electrical Apprenticeship Program by assisting them with obtaining a high school credential and referring them to the PEAC Coordinator housed on the GSTC Campus.

**(iii) Internships and job shadowing;**

The WIOA Coordinator will arrange for WIOA Youth Program OSY participants to job shadow in career fields within the participants' career pathways interest. Participation in job shadowing experiences benefits the participant and affords the participant exposure to many different career pathways. A supervisor's signed statement will provide documentation for successful completion of each job-shadowing activity.

**(iv) On-the-job training opportunities;**

On-the-Job-Training (OJT), or work experience, opportunities will be available for participants. OJT participants' salaries will be paid by their workplace employer or by the WIOA Youth Services Program as subsidized employment as the situation requires.

**(4) Occupational skill training, which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations in the local area involved, if the Local Board determines that the programs meet the quality criteria described in WIOA sec. 123;**

The occupations listed in the Region 1 Demand Occupation List meet the following selection criteria:

1. Have a Florida Department of Education training level of PSAV (Career) Certificate or College Credit Certificate/Associate Degree.
2. Have thirty (30) annual openings and positive growth.
3. Have a mean wage of \$16.36 per hour and entry wage of \$13.30 per hour.

Occupations are considered High Skill/High Wage if they have a mean wage of \$24.22 per hour and entry wage of \$15.45 per hour.

The following three targeted occupations appear on the 2024-25 Region 1 Demand Occupations list for which GSTC provides career certificate training:

1. Aircraft Mechanics Technician
2. Computer Network Support Architect
3. Information Security Analyst

ECPS WIOA Youth Services Program will offer the Integrated Education and Training (IET) Program allowing co-enrollment in GED preparation classes and high-wage, high-skill, or in-demand Career Certificate training programs and all programs approved by CareerSource Escarosa. IET takes a service approach that provides Adult Education (specifically, GED preparation), concurrently and contextually with workforce preparation activities and workforce training for a specific occupation for the purpose of educational and career advancement. The ECPS WIOA Youth Services funds will provide for the first two-hundred and fifty (250) hours of post-secondary Career Certificate Program tuition for those participants interested and meeting the required criteria. The participants must have attained a minimum of level four (4) TABE or CASAS score and be in good standing in their academic programs. After the two-hundred fifty (250) hours are completed, responsibility for funding tuition, fees, supplies, and any other related expenses falls upon the participant. Once the initial WIOA Youth Services participant's two-hundred fifty (250) hours are successfully completed or the participant has earned a high school diploma, the participant will qualify as having an "Ability to Benefit" and be eligible to apply for a PELL Grant (via FAFSA).

Based on an average cost of \$3.50 per hour for Post-Secondary CTE training, the initial two-hundred fifty (250) hours will be budgeted at eight-hundred seventy-five dollars (\$875) for each eligible participant. ECPS WIOA Youth Services Program has budgeted for four (4) of these select participants totaling three-thousand five-hundred dollars (\$3,500.00).

**(5) Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;**

ECPS WIOA Youth Services Program will offer the Integrated Education and Training (IET) Program allowing co-enrollment in GED preparation classes and high-wage, high-skill, or in-demand Career Certificate training programs and all programs approved by CareerSource Escarosa. IET takes a service approach that provides Adult Education (specifically, GED preparation), concurrently and contextually with workforce preparation activities and workforce training for a specific occupation for the purpose of educational and career advancement.

The ECPS WIOA Youth Services funds will provide for the first two-hundred and fifty (250) hours of post-secondary Career Certificate Program tuition for those participants interested and meeting the required criteria. The participants must have attained a minimum of level four (4) TABE or CASAS score and be in good standing in their academic programs. After the two-hundred fifty (250) hours are completed, responsibility for funding tuition, fees, supplies, and any other related expenses falls upon the participant. Once the initial WIOA Youth Services participant’s two-hundred fifty (250) hours are successfully completed or the participant has earned a high school diploma, the participant will qualify as having an “Ability to Benefit” and be eligible to apply for a PELL Grant (via FAFSA).

Based on an average cost of \$3.50 per hour for Post-Secondary CTE training, the initial two-hundred fifty (250) hours will be budgeted at eight-hundred seventy-five dollars (\$875) for each eligible participant. ECPS WIOA Youth Services Program has budgeted for four (4) of these select participants totaling three-thousand five-hundred dollars (\$3,500.00).

**(6) Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;**

ECPS WIOA Youth Services Program has a unique opportunity for mentor activities through Navy Federal Credit Union personnel. Select Navy Federal volunteers take on the responsibility of mentors and tutors as needed for the Adult Education Program offered at GSTC. This program is established and active. These volunteers provide counseling, tutoring, financial training, and advocacy for these under-aged participants.

In addition, the ECPS WIOA Youth program operates a youth-to-youth mentoring and tutoring activity. After receiving a GED or High School Diploma, active WIOA Youth participants will work with peers to enhance their learning and provide motivation and support to others seeking their secondary completion. The mentor will be a volunteer or possibly enrolled in a work experience activity as a teacher aide. Such an offering benefits the mentor, the participant, and the instructor.

GSTC will reserve a position on its Student Advisory Council for a WIOA Youth Services (OSY) participant to provide the opportunity for WIOA youth participants to have a voice in the curricular and student service issues at GSTC. This encourages leadership development for the participants.

**(7) Supportive services; including the ones listed in 681.570;**

The ECPS WIOA Youth Services program has historically investigated all possible channels of opportunities to enable its participants to be successful in their studies, their career, and their life. The “Street Survival Guide” is a local publication listing all free or reduced assistance programs available in Escambia and Santa Rosa areas for those in need. It is an excellent resource for in-need participants to receive free or low-cost assistance.

ECPS WIOA Youth Program will provide Escambia County Area Transit (ECAT) passes for transportation to and from work or school, testing charges such as pre-GED, GED, TABE, CASAS, ABE/GED class fees, and fees associated with obtaining a credible industry certification.

In addition to the adult education classes offered on the George Stone Technical College campus, ECPS Adult Education operates several off-campus sites for those who may have transportation issues. These classes are offered at various areas of Escambia County, including the Molino Community Center, Ensley Elementary, Blue Angels Elementary, Weis Elementary, and CareerSource Escarosa. ECPS WIOA Youth has had participants enrolled at all of these sites.

ECPS WIOA Youth Program will furnish, within reason, required uniforms, eyeglasses (if local service groups cannot provide), and any required safety gear. ECPS WIOA Youth Program will refer out assistance with housing, childcare, and needs-related payments not funded in RFP. Any documented disability accommodations will be addressed and provided as required by School Board policy and Federal Law.

ECPS WIOA Youth Program will furnish, within reason, academic books and necessary supplies, such as the specific calculator for the GED Exam and ABE/GED classes. Books, supplies, and equipment will be provided for the Post-Secondary education classes. Payment for practice tests, required exams, and training related costs are covered by the WIOA Youth Program.

**(8) Adult mentoring for duration of at least twelve (12) months that may occur both during and after program participation;**

ECPS WIOA Youth Services Program has a unique opportunity for mentor activities through Navy Federal Credit Union personnel. Select Navy Federal volunteers take on the responsibility of mentors and tutors as needed for the Adult Education Program offered at GSTC. This program is established and active. These volunteers provide counseling, tutoring, financial training, and advocacy for these under-aged participants.

In addition, the ECPS WIOA Youth program operates a youth-to-youth mentoring and tutoring activity. After receiving a GED or High School Diploma, active WIOA Youth participants will work with peers to enhance their learning and provide motivation and support to others seeking their secondary completion. The mentor will be a volunteer or possibly enrolled in a work experience activity as a teacher aide. Such an offering benefits the mentor, the participant, and

the instructor.

GSTC will reserve a position on its Student Advisory Council for a WIOA Youth Services OSY participant to provide the opportunity for WIOA youth participants to have a voice in the curricular and student service issues at GSTC. This encourages leadership development for the participants.

**(9) Follow-up services for not less than twelve (12) months after the completion of participation;**

Follow-up activities for exiting youth will be conducted every ninety (90) days (quarterly as designated by CareerSource Escarosa) by the WIOA Youth Program Services Coordinator. Follow-up activities will consist of phone calls, social media contacts, letters to the participants and/or employers, job-site visits, and home visits if necessary, for a period of twelve (12) months. All required documentation will be entered in the Employ Florida Management System (EF), hard-copied to the participant's folders, and scanned into a retrievable, secured database. Services available for participants during follow-up, as indicated in EF, include contacting the participant's employer to assist in solving work-related issues—including transportation challenges--and providing counseling and assistance in locating needed community resources.

**(10) Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth;**

The ECPS has a certified therapist/counselor that comes to each of his/her assigned school on a rotating basis. In addition, there are four certified guidance counselors at GSTC, as well as school counselors assigned to all high schools. These on-site counselors are familiar with local support agencies and often refer participants to the direct assistance needed. A comprehensive Mental Health Plan has been implemented in ECPS which defines referral services for mental health needs for all District students.

**(11) Financial literacy education;**

Currently, the ECPS WIOA Youth Program utilizes a program sponsored by Central Credit Union of Florida called Banzai Financial Literacy. It is designed for students age 16 and older and presents them with challenging, real-life financial problems. Students must build and maintain healthy credit, qualify for a mortgage, utilize insurance, all while managing a budget and working toward a savings goal. There is a pre-test and post-test to show the skills they have gained from the program.

ECPS WIOA Youth has partnered with Community Bank to come and present a banking workshop that incorporates banking, saving, credit, and mortgages. Upon completion, the participant can take their certificate to Community Bank and open an account that will be monitored by a bank advocate to help them be successful in managing their money.

Every WIOA Youth Services Program participant will have the opportunity to learn interview

skills, resume building, life management skills, and personal finance. By utilizing the district's local industry partners such as Navy Federal, Home Depot, Lowes, the ECPS WIOA Youth Services program will offer its participants a full spectrum of employability assets and financial literacy. Junior Achievement of Northwest Florida has partnered with ECPS and will continue to bring business partners to our classrooms.

**(12) Entrepreneurial skills training;**

The Business Education Department within GSTC has curriculum developed for teaching entrepreneurial skills. This curriculum is current and accessible as a stand-alone unit. This curriculum consists of general requirements for starting and successfully maintaining a small business, and will be available to all participants. Also available to the participants is curriculum presented by Landrum Employment Services. Junior Achievement of Northwest Florida has partnered with ECPS and will continue to bring business partners to our classrooms to focus on entrepreneurship.

**(13) Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services;**

One program utilized for the ECPS WIOA Youth Program is "Xello," an on-line career assessment program used to define the participant's career path. Career exploration services are also accomplished through the WIOA paid and un-paid work activities, which are available to all eligible participants. The work activity will be directly aligned with the participant's career of choice.

GSTC's dedicated staff of School Counselors and its Occupational Specialist in collaboration with the WIOA Youth Services Coordinator will use all available resources to provide labor market and employment information to WIOA Youth participants.

Another resource that will be utilized is the Escambia Career Pathways initiative that provides labor market information in targeted industries aligned with available training programs. Participants are able to see current wage information for sample positions for high school graduates, individuals who obtain a Career Certificate or Associate's Degree, a Bachelors Degree, or beyond.

**(14) Activities that help youth prepare for and transition to post-secondary education and training;**

One of the major keys to post-secondary success is a positive grounding in secondary education. By combining secondary classes with work experience, the participant learns why they need strong basic skills and why they need to be able to communicate clearly with others. The participants realize that the academic knowledge they gain from their classroom studies is a useful and applicable tool to use toward obtaining their desired career. Understanding the use of academic knowledge promotes deeper engagement in their classroom studies.

Eligible participants will be placed in a work activity that is directly related to their perceived career path. By placing the participant on a work activity aligned with their desired career path, they soon learn whether that field of study is what they actually want to pursue, providing a much smoother transition into post-secondary programs.

ECPS WIOA Youth Program strives to make the work activity directly align with the participants' desired career field. As space is available, participants are placed in a work activity as a worker/assistant in an existing CTE program. Although not a student in the program, the participant becomes familiar with the nomenclature, tools, safety requirements, and general climate of that trade. Such an experience assists greatly in the participant's career path selection.

Another resource that will be utilized is the Escambia Career Pathways initiative that provides labor market information in targeted industries aligned with available training programs. Participants are able to see current wage information for sample positions for high school graduates, individuals who obtain a Career Certificate or Associate's Degree, a Bachelors Degree, or beyond.

- 4. Provide a description of how services will be aligned with the age and/or class level of the youth participant and how the participant will progress over the period of the contract. This should include development of the Individual Service Strategy (ISS) and goals/objectives to obtain the performance outcomes as required. Please address the services in two categories – out-of-school youth and in-school youth.**

All activities and strategies developed in the participant's IEP/ISS will be directed toward ensuring a successful experience. With that success comes the completion of the required performance outcomes and measurable skills gains.

**ISY Services**

Eight (8) ISY participants, between the ages of sixteen (16) and nineteen (19), will be enrolled in grade twelve (12) in one of ECPS's high school career academies or Success Academy. The primary services for these ISY participants will be a paid work experience that aligns with their chosen career pathway. In addition, these ISY participants will continue to work toward their intended high school academic goals. This coursework aligns student performance standards with instruction and assessment. Each student will work closely with the WIOA Program Coordinator to create an ISS with goals that are aligned with the fourteen (14) components of this contract.

**OSY Services**

OSY participants having dropped out of secondary education or not enrolled in any secondary school will be given the TABE or CASAS assessment to indicate their academic needs. Participants, who are basic skills deficient, will enroll in Adult Basic Education (ABE) courses aligned with a basic skills goal and activity. Participants who are not basic skills deficient will be enrolled in either high school completion, Adult High School, or GED preparation along with occupational skills training, and work readiness training. These goals and activities will be incorporated in the fourteen (14) components of this contract.

All eligible participants will be given the opportunity to obtain work place experience through job shadowing, internship, or paid/un-paid WIOA Youth Program workplace activity. These participants will be monitored as required. All youth will have an Individual Service Strategy (ISS) developed and entered in the Employ Florida Marketplace (EFM Data System) and a copy of the TABE or CASAS assessment placed in the youth folder, as well as scanned into a retrievable, secure database. Successful completion of these events will produce a participant having a secondary high school diploma (or equivalent), work experience, and employability skills, enabling the participant to secure unsubsidized employment and/or identify a clear pathway for their career goals.

One important goal of every ECPS WIOA Youth Program participant is to obtain a high school diploma or equivalent. This will be included on each ECPS WIOA Youth Program participant's ISS.

### **Performance Outcomes**

For FY 2024 – 2025 Performance Measures for Youth are as follows:

Credential attainment: 67.80%

Employed 2nd Quarter after Exit: 75.30%

Employed 4th Quarter after Exit: 68.40%

Positive Outcomes (placement in post-secondary education or job): 77.8%

#### **5. Provide how you will serve youth with extra barriers to employment: those with disabilities, criminal backgrounds, teen parents, or other barriers that youth may have.**

Participants with disabilities needing adaptive or special equipment are common within the ECPS and his or her needs will be served with district support.

Participants with criminal backgrounds, depending on the offense, will be serviced through the ECPS WIOA Youth Program, with the only exception being a paid work activity. The participants are paid through the District Payroll and Accounting Office and are entered as a part-time employee of the school district. All participants wishing to participate in a WIOA paid work experience must pass a level two background check and be approved by the District before becoming an employee. In the past, the ECPS Human Resources Department has worked with participants who may be able to offer an explanation to their charges and potentially offer them an opportunity to complete a work experience. In addition, ECPS WIOA Youth program offers job-shadowing, unpaid work experience, OJT, and all other services afforded to other participants.

For parenting teens needing childcare assistance, we work closely with the Head Start Program of Escambia County and the Early Learning Coalition by sending referrals for the students. ECPS WIOA Youth facilitators are prepared with the physical facilities, the academic flexibility, and the mentality needed to adapt to the needs of all prospective candidates.

For those who have an English Language barrier, GSTC has an English Speaker of Other Languages (ESOL) program on campus.

**6. If you plan to offer youth incentives, please provide a description and sample of incentives and how they might be earned by participants, with amounts of each one and how they will be paid.**

ECPS WIOA Youth will offer incentives to its participants. Incentives perform a twofold need; they provide motivation as well as much needed monetary support. All incentives will be paid in the form of a Walmart gift card for the amount indicated below. The WIOA Youth Coordinator must approve all incentives prior to purchase.

- One-hundred dollar (\$100) gift card for each eligible participant earning a standard high school diploma, an adult high school diploma, or a GED certificate.
- Fifty-dollar (\$50) gift card for each eligible participant earning an approved postsecondary adult vocational program Occupational Completion Point (OCP) designating that the participant has achieved a “work ready” skill (as approved by coordinator).
- One-hundred dollar (\$100) gift card for each eligible participant earning a WIOA Youth Program approved certificate of completion in a Vocational/Technical program (as approved by coordinator).
- Fifty-dollar (\$50) gift card for each industrial certification deemed “job ready” such as Child Care Certification, Forklift Certification, etc. (as approved by coordinator)
- Twenty-Five dollar (\$25) gift card for earning a Measurable Skills Gain (MSG) not listed above.
- Fifty-dollar (\$50) gift card for receiving a certificate in a certified Financial Literacy Program.
- Awards for all incentives are based upon funding availability.

**7. For all work experience activities, provide the industry and/or business sector your organization will target. Include whether or not the businesses targeted will be public, non-profits and/or for-profit businesses and whether or not your organization has formed partnerships with local business to work with your organization to support this program. Letters of support will need to be submitted where possible. Escarosa wants to ensure that all work experience is tied to the youth’s interest and abilities, as well as their career interest, where reasonable, to ensure a meaningful experience in a career field he/she would like to explore. At a minimum, no less than 20% of the total budget proposed by your organization must be expended directly on work experience. (TEGL 23-14, page 8)**

The ESCD WIOA Youth Program has had great success in targeting private sector businesses for client training sites. Some recent placements in private industry have been in cosmetology salons, an accounting firm, electrical companies, welding shops, automotive centers, child care centers, veterinary clinics, and garden and farm supplies stores. Non-profit work sites will include Escambia County Sheriff’s Department, Habitat for Humanity, Escambia County Animal Shelter and the Escambia County Public Schools. We place participants in a variety of occupational clusters according to their interest and ability which is determined using a variety of methods including WIOA staff and GSTC counselor interviews and career interest surveys, including Xello. Placement for paid work experience depends on the participant’s interest, the

availability of work hours, and transportation. Placements are sometimes made within the school district due to client's hardship and the expanse of occupations available within the district. However, these placements will be very limited and only in a program in which the client wishes to pursue post-secondary education. Our goal is to provide the majority of work experiences with private businesses.

### **ISY and OSY Services**

The WIOA Youth Program Coordinator will visit potential employers and discuss how the ECPS's WIOA Youth Program will benefit both the business and the participant, in order to recruit work experience sites. Work experience sites will be matched to the participants' interests, skill level, and/or aptitude as indicated through career counseling based upon the results of the Career Assessment. The ECPS WIOA Youth Program will partner with numerous private and public employers to provide meaningful worksite opportunities. Another method for identifying participant worksites will be the use of GSTC's individual program advisory councils. These advisory councils consist of individuals working and owning/operating businesses for each specific program. The technical program instructors will provide the WIOA Youth Program Coordinator with opportunities to attend their meetings and develop positions with the advisory council members' businesses or organizations.

### **Summer Youth Services**

Summer Youth Services will be a continuation of services for participants already engaged in a work experience and new intakes wanting to engage in work activity training. Follow-up services for these clients will be addressed as they are for any OSY as described above. ECPS's WIOA Youth Program stresses the importance of a work activity to its participants. The Coordinator will closely monitor work activities to ensure the participant as well as the work site provider is benefitting from the experience. ECPS's WIOA Youth Program has budgeted twenty percent (20%) of its total budget request for the work activity experience.

#### **8. Provide a brief description on how payroll for youth participants in work experience activities will be made.**

The ECPS WIOA Youth Program will utilize the ECPS's payroll system for distribution of monetary funds relative to the paid work activity. Funds will be direct deposited in the participant's personal financial account or applied to a District-provided debit card. Each client will utilize the district's online timekeeping system, KRONOS. Printed time sheets are verified by the responsible supervisor, and will be turned in to the WIOA Youth secretary where they will be processed for District Payroll. Participants receive payment bi-monthly.

#### **9. Provide a description of the follow-up activities to be conducted by your organization. Once the contract has expired, please describe your organization's ability to complete the twelve-month follow-up activities for youth exiting during the final phase of program services.**

Follow-up activities for exiting youth will be conducted every ninety (90) days (quarterly as

designated by CareerSource Escarosa) by the WIOA Youth Program Services Coordinator. Follow-up activities will consist of phone calls, social media contacts, letters to the participants and/or employers, job-site visits, and home visits if necessary, for a period of twelve (12) months. All required documentation will be entered in the Employ Florida Management System (EF), hard-copied to the participants' folders, and scanned into a retrievable, secured database. Should the contract expire while participants are in required follow-up, the ECPS is equipped with personnel, equipment, and ability to continue in follow-up activities.

**10. Provide a timeline for implementation of services beginning July 1, 2025. The timeline should address hiring of staff, recruitment of participants, and beginning of program services.**

July 1, 2025 will be the day of full implementation for the ECPS WIOA Youth Program grant. Staff will be in place and trained. There will be no lag in services, as a seamless process is in place.

**D. STAFF QUALIFICATIONS**

**1. List the staff positions that will be involved in the programs/services, his/her experience, educational levels, what duties he/she will perform and his/her qualifications. Keep in mind WIOA Youth Services is largely a case management model with direct service provisions.**

There are two (2) employee salaries and benefits budgeted within the WIOA Youth Services Grant:

One (1) ECPS WIOA Coordinator-- one-hundred percent (100%)

One (1) ECPS WIOA Administrative Secretary-- one-hundred percent (100%)

**Program Coordinator.** The duties of the ECPS WIOA Youth Program Coordinator will include, but not limited to coordinating and supervising the district-wide WIOA Youth Services Program including recruiting, testing, coordinating, securing intake eligibility documentation, and case management for WIOA Youth Services. Other duties will include, but are not limited to: contacting local businesses for the purpose of recruiting work experience sites, communicating with job sites supervisors and staff, managing CareerSource Escarosa, Inc. required documentation, preparing and implementing the WIOA contract, managing the WIOA project budget, and overseeing staff ensuring they remain in compliance with this grant, CareerSource Escarosa, and the ECPS.

The ECPS WIOA Youth Program Coordinator is staffed by a qualified, certified educator capable of performing the required duties. All WIOA staff will be under the direct supervision and management of GSTC administration.

**Administrative Secretary.** The Administrative Secretary I is experienced in secretarial/clerical duties, specializing in HR/Payroll with the Escambia County School District. The duties of this position are as follows: generate correspondence, minutes, reports, memorandums, documentation, spreadsheets, and informational reports to assist the program coordinator. Under

this proposal, the Administrative Secretary I will assist in the management of the Employ Florida Marketplace (EF) system, answer phones, take messages, provide information to callers, and direct calls and messages to appropriate persons. Additional duties shall include assisting in follow-up, processing incentive documentation, payroll, and other related duties. The Administrative Secretary I shall also compile and maintain accurate and up-to-date records such as mailing lists, expense information, travel, payroll, invoices, and perform bookkeeping, and other duties as deemed necessary by the coordinator.

**2. Provide salary/wages of all staff proposed for implementation of this program.**

	<b>Coordinator</b>	<b>Secretary / Bookkeeper</b>
<b>Annual Salary</b>	\$66,559	\$60,003
<b>Retirement @ 8%</b>	\$9,338	\$13,057
<b>FICA/MEDI</b>	\$5,092	\$4,590
<b>Worker Comp 1.19%</b>	\$799	\$720
<b>Health</b>	\$6,384	\$11,483
<b>Life</b>	\$168	\$152
<b>Dental</b>	\$152	\$152
<b>TOTAL</b>	\$88,492	\$90,157

<b>Grand Total</b>	<b>\$178,649</b>
--------------------	------------------

**3. All contracts will be approved by Escarosa in May 2025, with services to begin July 1, 2025. Within what timelines will your organization have staff hired/available to begin technical assistance/training, if required, and/or to deliver services as specified within the proposal?**

This request is for a continuation of services as well as increased offerings for the School District of Escambia WIOA Youth Program. July 1, 2025 will be the day of full implementation for the ECPS WIOA Youth Program grant. Staff will be in place and trained. Any changes in current staffing will be filled with qualified, capable, experienced personnel, dedicated to the continuation of the high quality WIOA Youth services Program. Our goal is to provide a seamless transition.

## **E. ORGANIZATIONAL CAPABILITIES**

### **1. Previous Experience:**

**a. Describe your organizations history and experience in administering employment and training services, providing policy interpretation and other related items for WIOA programs; or, if no WIOA experience in the services proposed, describe other experience which is comparable for the activities requested.**

The ECPS has a rich history of serving disadvantaged youth. For the past thirty-seven (37) years, the ECPS served youth participants under the following programs: Job Training Partnership Act (JTPA), Private Industry Council (PIC), and the Workforce Investment Act (WIA). ECPS has also provided employment and training services for participants enrolled in GSTC. The ECPS has greatly expanded its offerings for Adult General Education and in turn increasing the enrollment in ABE/GED.

**b. Provide any reports which may include an annual report to document past performance and outcomes of previous programs administered by your organization which are related to employment and/or training related activities.**

The ECPS has thirty-seven (37) years of performance contracts on file with CareerSource Escarosa, Inc. These reports may be reviewed online by looking on the CareerSource Escarosa website. The ECPS continues to work under a performance contract at this time.

## **F. BUDGET INFORMATION (Proposal Instruction Package Attachment D)**

### **1. Personnel**

**Provide cost estimates for staff to be involved in the above services. These costs should relate to the number of hours personnel will spend working directly in the program. This may reflect full-time (1.0 position) or part-time (.5) positions. Fringe benefits should be shown as a separate line-item within this category.**

One (1) ECPS WIOA Coordinator-- one-hundred percent (100%) (1.0)

One (1) ECPS WIOA Administrative Secretary-- one-hundred percent (100%) (1.0)

The Program Coordinator will interview all students entering the WIOA Program. The ECPS WIOA Youth Services staff will consist of a mix of a continuation of the existing personnel, and new personnel. Any changes in current staffing will be filled with qualified, experienced personnel capable of continuing the WIOA Youth program at its current standards and will be in

place to provide a seamless transition.

	Coordinator	Secretary / Bookkeeper
Annual Salary	\$66,559	\$60,003
Retirement @ 8%	\$9,338	\$13,057
FICA/MEDI	\$5,092	\$4,590
Worker Comp 1.19%	\$799	\$720
Health	\$6,384	\$11,483
Life	\$168	\$152
Dental	\$152	\$152
<b>TOTAL</b>	<b>\$88,492</b>	<b>\$90,157</b>

<b>Grand Total</b>	<b>\$178,649</b>
--------------------	------------------

All cost estimates for staff involved in project services are estimated based on the positions' regular rate of pay with experience on the district's salary schedule. The table below indicates estimated salaries and benefits to be paid for WIOA personnel through the WIOA Youth Services Grant.

**To support the 20% work experience requirement, you may use staff time that is spent on developing work experience sites, work experience agreements, and monitoring of work experience activities. Please identify what portion of staff costs will be specific to the work experience expenditure requirement. (TEGL 23 – 14)**

ECPS WIOA Youth Program will utilize the work experience component as an offering for all eligible youth and is the centerpiece of program expenditures for WIOA youth.

Coordinator: Forty percent (40%) of staff cost (\$35,396)  
 Secretary/Bookkeeper: Ten percent (10%) of staff cost (\$ 9,015)  
 \$44,411

**2. Personnel Support Expenses**

**Provide the budget and a brief narrative to support the line-items identified to support personnel activities (i.e., travel, supplies, etc.) in the Budget Summary. This shall include how the amounts were calculated and on what data the amounts were derived.**

**Total Travel \$ 4,000**

This item represents the reimbursement for in-county and out-of-county travel expenses for two (2) project personnel based on previous travel expenses incurred through worksite development,

WIOA related in-service, and other WIOA related travels. It includes the Program Coordinator an opportunity for professional development to attend the Workforce Summit Annual Conference.

**Total Office Expense \$2,550.00**

(Communication)

This item represents the cost of a district contracted cell phone and that will be used to communicate with participants through telephone, text, and email. (\$1,500)

(Supply expenses)

This item represents the cost of office supplies and materials for staff based on a history of supply expenses. (\$1,150)

(Equipment expenses)

This item represents the cost of a copier/printer to be centrally located and used by the ECPS WIOA Youth staff. (\$0.00)

**3. Participant Costs \$81,543**

<b>Activity</b>	<b>Unduplicated Participants</b>	<b>Cost</b>
<b>Training &amp; Adult Ed Tuition</b>		
Adult Education Tuition (GED, ABE)	40	\$ 3,000
Initial 250 hour CTE Tuition	4	\$ 3,500
Testing (CASAS, Pre/Post GED, PSAV, etc.)	40	\$ 3,000
Incentives	55	\$ 4,000
Transportation	20	\$ 500
Educational Materials & Supplies	40	\$ 2,000
Paid WIOA Work Experience	40	\$63,543
Background Checks	30	\$ 2,000
<b>TOTAL ACTIVITY COSTS</b>		<b>\$81,543</b>

**Training & Adult Ed Tuition \$9,500.00**

Educational materials may include thumb drives, job required clothing and/or safety gear, tools, books, consumable paper goods, office supplies, writing instruments, costs related to GED attainment, TABE or CASAS testing fees, ABE/GED class fees, costs related to certification courses, and other costs related to secondary education needs and the career success of the participant, co-enrollment for two-hundred-fifty (250) hours, all work experience activities, incentives, background checks, and transportation.

**Possible Incentives Total Incentives \$ 4,000**

- One-hundred dollar (\$100) gift card for each eligible participant earning a standard high school diploma, an adult high school diploma, or a GED certificate.

- Fifty-dollar (\$50) gift card for each eligible participant earning an approved postsecondary adult vocational program Occupational Completion Point (OCP) designating that the participant has achieved a “work ready” skill (as approved by coordinator).
- One-hundred dollar (\$100) gift card for each eligible participant earning a WIOA Youth Program approved certificate of completion in a Vocational/Technical program (as approved by coordinator).
- Fifty-dollar (\$50) gift card for each industrial certification deemed “job ready” such as Child Care Certification, Forklift Certification, etc. (as approved by coordinator)
- Twenty-Five dollar (\$25) gift card for earning a Measurable Skills Gain (MSG) not listed above.
- Fifty-dollar (\$50) gift card for receiving a certificate in a certified Financial Literacy Program.
- Awards for all incentives are based upon funding availability.

**Work Experience is \$63,543 (greater than 20% of Grant total)**

The workplace salaries are based on twenty (20) new OSY and continued services for OSY being brought forward from the current funding to project the cost of the Paid WIOA Youth Work Activity. To more accurately project cost, participants are shown as entering a work experience activity per quarter. Florida minimum wage for school districts is \$15.00 per hour.

Total Grant Request	Total Staff Time Used for Work Activity Development	Total Work Experience Payroll	Percentage of Grant Dedicated to Work Experience
\$280,050	\$35,730	\$63,543	35%
	Total-----	\$99,273	

**Total Grant Budget \$280,050. Total work experience projection \$63,543 equals 23% without allowing for personnel work activity percentages.**

**4. Indirect and Administrative Costs**

**If the administration is to be charged, exact amounts must be shown for direct and indirect charges. The percentage as it relates to the completed package must be shown.**

<b>WIOA Grant Subtotal</b>	<b>\$266,741</b>
<b>Total Indirect Costs at 4.99%</b>	<b>\$ 13,309</b>
<b>Total ECPS WIOA Youth RFP</b>	<b>\$280,050</b>

**CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION  
CONTRACTS/SUBCONTRACTS**

This certification is required by the regulation implementing Executive Order 12549, Debarment and Suspension, signed February 18, 1986. The guidelines were published in the May 29, 1987 Federal Register (52 Fed. Reg., pages 20360-20369).

- (1) The prospective provider certifies, by signing this certification, that neither he nor his principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in contracting with the Department of Health and Human Resources by any federal department or agency.
  
- (2) Where the prospective provider is unable to certify to any of the statements in this certification, such prospective provider shall attach an explanation to this certification.

 _____ Signature	04/24/25 _____ Date
 Keith Leonard, Superintendent _____ Name and Title of Authorized Signee	
 Escambia County Public Schools _____ Agency	

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

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

1. This sworn statement is submitted to Careersource Escarosa, Inc.  
(print name of the public entity)  
by Keith Leonard, Superintendent of Escambia County Public Schools  
(print individual's name and title)

for Escambia County Public Schools of Escambia County, Florida  
(print name of entity submitting sworn statement)

whose business address is 75 North Pace Boulevard, Pensacola, Florida 32505

and, if applicable, its Federal Employer Identification Number (FEIN) is 59-6000 597

If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement \_\_\_\_\_

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

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

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime; or

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

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

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

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

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY

ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Keith Leonard  
(signature)

4-24-2025  
(date)

STATE OF Florida  
COUNTY OF Escambia

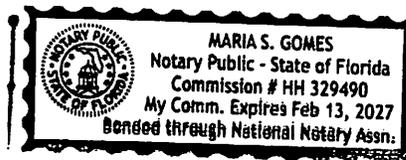
PERSONALLY APPEARED BEFORE ME, the undersigned authority,

Keith Leonard who, after first being sworn by me, affixed his/her signature in the  
(name of individual signing)

space provided above on this 24 day of April, 2025.

Maria S. Gomes  
NOTARY PUBLIC

My commission expires: 2/13/2027



Workforce Innovation and Opportunity Act (WIOA) Trade Adjustment Act (TAA), Welfare Transition (WT/TANF) and Wagner-Peyser (WP) Program participants and other interested parties (e.g., contractors, One-Stop partners, One-Stop operators, and employers) affected by decision or actions of the local workforce system have a right to file grievances/complaints with the local area Workforce Board. The grievance/complaint should be filed with CareerSource Escarosa, in accordance with the below listed procedures. In the event you submit a grievance/complaint not under the authority of CareerSource Escarosa, CareerSource Escarosa will notify you within 5 working days from the receipt of the grievance/complaint of the relevant agency responsible for the grievance/complaint.

### **Sexual Harassment Policy**

An individual or entity desiring a copy of the CareerSource Escarosa Sexual Harassment Policy should write or call CareerSource Escarosa, 6913 N. 9<sup>th</sup> Ave., Pensacola, FL 32504; telephone number (850) 607-8700.

### **Criminal Fraud and Abuse**

Incidents of criminal fraud and abuse can be reported through the U. S. Department of Labor, Office of Inspector General Hotline Portal at the following link: <https://oigportal.oig.dol.gov/eCasePortal/Forms/Complaints.aspx?templateName=Hotline>

Reports or complaints alleging fraud and abuse may also be reported through the USDOL Hotline at 1-800-347-3756.

### **Reporting Discrimination Complaints**

Forms for filing discrimination complaints can be found at the following website:

<https://www.floridajobs.org/office-directory/office-for-civil-rights/about-our-services/discrimination-complaints>

You may file a discrimination complaint by completing the Complaint Information Form found at the above referenced website or by sending information listed on form in writing as directed below:

**WIOA/TAA** complaints may be filed with CareerSource Escarosa's Equal Opportunity Officer or the U.S. Department of Labor's Civil Rights Center, with a copy mailed to Florida Department of Commerce and EEOC Tampa Area Office.

CareerSource Escarosa  
Attn: Mrs. Janay Sims EOO  
6913 N. 9<sup>th</sup> Ave.  
Pensacola, FL 32504

or

U.S. Department of Labor  
Civil Rights Center  
200 Constitution Avenue, N.W., Room N-4123  
Washington, DC 20210

Florida Department of Commerce  
Office for Civil Rights, MSC 150  
107 East Madison Street,  
Tallahassee, FL 32399-4129

and

Equal Employment Opportunity Commission (EEOC)  
Tampa Area Office  
501 East Polk Street, Suite 100  
Tampa, FL 33602  
813-710-9340 or TTY 1-800-669-6820

**WT** complaints may be filed with the U. S. Department of Health and Human Services via the OCR Complaint Portal at the following address:

<https://ocrportal.hhs.gov/ocr/smartscreen/main.jsf>

Instructions for filing a complaint in writing by mail, fax or email can be found at the above OCR Complaint Portal address. Copies of written complaints are to be mailed to the Florida Department of Commerce and EEOC Tampa Area Office, as well (see addresses above).

Regional Office: U. S. Department of Health and Human Services  
Office of Civil Rights, Inspector General  
Sam Nunn Atlanta Federal Center  
61 Forsyth Street, SW, Suite 3B70  
Atlanta, GA 30303

WP complaints may be filed with the CareerSource Escarosa's Equal Opportunity Officer or the U.S. Department of Labor, Civic Rights Center (see addresses above).

You may contact **The Florida Commission on Human Relations, 4075 Esplanade Way, Room 110, Tallahassee, FL 32399, (850) 488-7082** to file a discrimination complaint within 365 days from date of the alleged violation.

Communication impaired persons filing a complaint should call the Florida Relay Service Voice (statewide) 711, TDD ASCII (800) 955-1339 and TDD Baudot (800) 955-8771.

### **Filing a Grievance/Complaint and request for Hearing/Appeal with CareerSource Escarosa**

An **WIOA/TAA/WT** individual or entity, adversely affected by an CareerSource Escarosa action, to include but not limited to: displacement of employee; denial or termination as a **WIOA** training provider; denial of eligibility as a **WIOA OJT** or customized training provider; participant sanctioned for using controlled substances; termination of program eligibility or sanctioning for non-compliance with work activities, may submit a Grievance/Complaint or hearing request. Submissions should be concise and clearly written or typed; state the facts, laws, procedures, etc. that the grievant/complainant believes to be relevant for review; and must include a legible address where official notices may be mailed to the grievant/complainant.

For Hearing Request, include the words **REQUEST FOR A HEARING** at the top of the first page in capital letters; and specifically state the type of violation and nature of the action that is the subject of the grievance. The grievance shall be no longer than five pages (exhibits and attachments are not included in the five-page limit) and submitted to CareerSource Escarosa, Executive Director, 6913 N. 9<sup>th</sup> Ave., Pensacola, FL 32504. If possible CareerSource Escarosa will attempt to resolve the grievance/complaint informally. If the matter cannot be resolved informally, CareerSource Escarosa must establish a hearing date, complete the hearing and issue a decision within a 60-calendar day time frame from the date the grievance/complaint was filed. When the matter is not resolved informally, you will be notified by certified mail return receipt at least 15 calendar days prior to the hearing. The written hearing notice will include: hearing procedures, date, time, and place of the hearing; pertinent sections of the **WIOA, WT**, and any federal regulations involved. Affected parties may be represented at the hearing by an attorney or other representative, and may present witnesses or documentary evidence at the hearing. The parties will receive a written decision of the hearing within **30 calendar days** after the hearing by certified mail return receipt requested. Individuals alleging a labor standards violation may submit the grievance/complaint to binding arbitration procedure if the affected parties are covered by a collective bargaining agreement.

**WP** participants may file discrimination complaints against the Florida Department of Commerce (Florida Commerce) or its employees of complaints alleging discrimination by an employer. Special handling procedures are required for complaints filed by Migrant and Seasonal Farm Workers (MSFW). CareerSource Escarosa shall attempt to resolve the MSFW complaint. If the MSFW complaints cannot be resolved within five working days of receipt of complaint by CareerSource Escarosa, the complaint form and copies of all documents in the complaint file are forwarded to the Florida Department of Commerce (Florida Commerce), Monitor Advocate Office, MSC 150, 107 East Madison St, Tallahassee, FL 32399-4133. Attention: Senior Monitor Advocate.

**\*Note:** Individuals with a disability needing special accommodations shall call CareerSource Escarosa at (850) 607-8700 or fax at (850) 473-0935 at least five working days prior to the hearing and state what special accommodation requirements are needed in order to participate in the hearing.

### **Right to Appeal**

An individual, or entity, adversely affected by CareerSource Escarosa actions or decisions can file an appeal with the State WIOA/TAA Administrative entity. An appeal may be made to the federal level (USDOL) if the state has not conducted a hearing or made a decision regarding the grievance/complaint **within the mandated 60-calendar day timeframe**, or if either party is dissatisfied with the state hearing decision. If Florida Department of Commerce Administrative Entity in conjunction with State Board staff determines that a grievance/complaint filed at the State level should have been decided at the local level, then the grievance/complaint may be remanded back to CareerSource Escarosa.

**Filing a Grievance/Complaint and request for Hearing/Appeal at the State Level**

Because of the many types of grievances/complaints and level of hearing/appeals allowed under WIOA/TAA/WT regulations, Florida Department of Commerce staff working in conjunction with the State Board staff will be responsible for reviewing and determining the appropriate processing of requests/appeals filed at the State level. The following procedures should be followed when filing a grievance/complaint and/or requesting a hearing/appeal regarding a CareerSource Escarosa decision. The request and/or grievance /complaint for a hearing appeal should be clearly identified at top of the first page, i.e., REQUEST FOR HEARING. The written hearing request should not exceed five pages (not including attachments) and should state the facts, procedures, etc. that the grievant/complainant believes to be relevant for review and, if applicable, shall include any written decision made by CareerSource Escarosa and an address where official notices may be mailed to the grievant/complainant. The request shall be sent by certified mail return receipt to Florida Department of Commerce, Office of General Counsel, MSC 150, 107 East Madison Street, Tallahassee, FL, 32399-4128. The grievant/complainant and CareerSource Escarosa will be contacted at least 5 working days of receipt of the complaint to attempt an informal resolution. If informal methods do not resolve the issue, then a hearing will be scheduled. The complainant/ grievant will be notified of the specific procedures for the hearing and will receive a decision within 60 calendar days from receipt.

**State and Federal Level Appeal Process**

If the Florida Department of Commerce has not reached a decision on the appeal of a local decision or the grievant disagrees with the decision, the grievant/complainant can file an appeal to USDOL no later than 60 calendar days of receipt of the decision being appealed. That request is submitted by certified mail, return receipt to Secretary USDOL, Attention: ASET, Washington, D.C. 20210. A copy of the appeal must be simultaneously provided to Florida Department of Commerce (address above). Actions that may not be appealed to USDOL include: sanctions applied at the local level for using a controlled substance; sanction for non-compliance with work activities; or denial of eligibility as a WIOA/TAA training provider. WP states that non-ES related complaints (employment, discrimination, health and safety, etc.) must be forwarded as soon as possible after being received, to Florida Commerce, Office of General Counsel, MSC 150, 107 East Madison St, Tallahassee, FL, 32399-4128, or to the appropriate federal agency with a copy of the complaint sent to Florida Department of Commerce Office of General Counsel. If the WP complaint is not resolved within 15 working days, then the complaint and associated file documents are forwarded to the Florida Department of Commerce, Office of One-Stop and Program Support, MSC 105, 107 East Madison St, Tallahassee FL 32399-4133, Attention: ES Complaint Coordinator.

**I certify that I have read and understand my rights and responsibilities as enumerated above.**

04/24/25

Participant/Service Provider/ Employee/ Employer or Other Signature & Date

**As a representative of CareerSource Escarosa, I verify that the above-signed individual has read the Grievance Hearing/Appeal Procedures and has indicated an understanding of it.**

CareerSource Escarosa Representative Signature & Date

### CERTIFICATION OF EQUAL OPPORTUNITY AND EQUAL ACCESS

Name of the Organization/Entity: Escambia County Public Schools

The information in this Proposal accurately represents the entity/organization to receive this contract and its proposed operating plans and budget for proposed project.

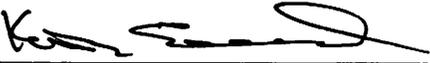
I acknowledge that I have read and understand the requirements and provisions of the Request for Proposal (RFP) and that my entity/organization is prepared to implement the activities as specified in this proposal.

I understand that I will be held accountable for the information provided by my organization in this proposal and that this information may become the terms and conditions of the contract.

I certify that the governing provisions regarding independent pricing and open competition have been upheld; that all work unless otherwise noted represents an original work product; and that all legally responsible persons in the bidder's organization have upheld same.

As a condition to the award of financial assistance under funding received from the Department of Labor, the proposing agency assures, with respect to operation of the Workforce Investment Act (WIA)/Workforce Transition (WT) funded program(s) or activity(ies) and all agreements of arrangements to carry out the specific funded program(s) or activity(ies), that it will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Investment Act of 1998; Personal Responsibility and Work Opportunity Reconciliation Act of 1996; Workforce Florida Act of 2000; Title IV of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; Title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 37. The United States and the State of Florida has the right to seek judicial enforcement of this issuance.

I certify that I am authorized to sign this proposal on behalf of the above referenced entity/organization.

  
\_\_\_\_\_

Signature

Keith Leonard  
\_\_\_\_\_  
Printed or Typed Name

04/24/25  
\_\_\_\_\_

Date

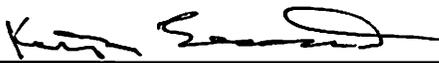
Superintendent  
\_\_\_\_\_  
Title

**CERTIFICATION REGARDING LOBBYING**  
**CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE**  
**AGREEMENT**

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

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

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

  
\_\_\_\_\_  
Signature

04/24/25  
\_\_\_\_\_  
Date

Keith Leonard  
\_\_\_\_\_  
Name of Authorized Individual

\_\_\_\_\_  
Application or Contract Number

Escambia County Public Schools, 75 North Pace Boulevard, Pensacola, Florida 32505  
\_\_\_\_\_  
Name of Address of Organization

## DRUG-FREE WORKPLACE

**Identical Tie Bids:** Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedure for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace; the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 898 or of any for a violation occurring in the workplace no later than 5 days after such conviction.
- 5) Impose a sanction on, or require that satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

  
\_\_\_\_\_  
AUTHORIZED SIGNATURE

04/24/25

\_\_\_\_\_  
DATE

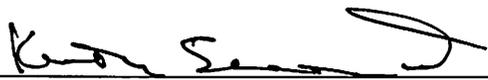
**CERTIFICATION REGARDING THE FLORIDA CLEAN INDOOR AIR ACT**

Pursuant To the Florida Clean Indoor Air Act (FCIAA), Chapter 386.201-286-212 Florida Statutes, the undersigned, in representing Escambia Public Schools, attests and certifies that the Contractor will comply with the Florida Clean Indoor Air Act.

The purpose of the Florida Clean Indoor Air Act is to protect the public health, comfort, and environment by creating areas in public places and at public meetings that are reasonably free from tobacco smoke by providing a uniform statewide maximum code.

Workforce Escarosa, Inc. dba CareerSource Escarosa has elected as outlined in s.386.205(3)(4), F,S for all Workforce Escarosa administrative spaces and Escarosa Career Centers to be smoke free facilities.

By signing this certification, the contractor agrees to adhere to the Florida Clean Indoor Air Act while in Workforce Escarosa administrative offices or Escarosa Career Center(s).

  
\_\_\_\_\_  
Signature

04/24/25  
\_\_\_\_\_  
Date

Keith Leonard  
\_\_\_\_\_  
Printed or Typed Name

Superintendent  
\_\_\_\_\_  
Title

**WORKFORCE ESCAROSA, INC.  
dba CAREERSOURCE ESCAROSA**

**ADA FACILITY ACCESSIBILITY ASSURANCE FORM**

This verifies that my organization, Escambia County Public Schools, meets the requirements as outlined in the Facility Accessibility Survey requirements provided by the United States Department of Labor (USDOL) and the Office of Civil Rights and Minority Affairs (OCRMA), regarding the American Disabilities Act.

  
\_\_\_\_\_  
Signature

04/24/25  
\_\_\_\_\_  
Date