

**MEMORANDUM OF UNDERSTANDING ONE-STOP CAREER CENTER SYSTEM  
Community Action Program Committee, Inc. and Workforce Escarosa, Inc.**

**I. PARTIES**

This Memorandum of Understanding ("MOU"), is made pursuant to the Workforce Innovation and Opportunity Act (WIOA) of 2014 and Rehabilitation Act of 1973, 29 U.S. Code section 721(a), and is entered into by **Community Action Program Committee, Inc.** (hereafter referred to as the Partner) and **Workforce Escarosa, Inc. d/b/a CareerSource Escarosa**, (hereafter referred to as CareerSource Escarosa).

**II. PURPOSE**

The purpose of this MOU is to describe the cooperative workforce training, employment and economic development efforts of CareerSource Escarosa and the Partner and the actions to be taken by each to assure the coordination of their efforts in accordance with state-issued requirements in order to establish and maintain an effective and successful One-Stop System.

This agreement is intended to coordinate resources, to prevent duplication and ensure the effective and efficient delivery of workforce services in Escambia and Santa Rosa counties. In addition, this agreement will establish joint processes and procedures that will enable the Partner to integrate with the current One-Stop service delivery system resulting in a seamless and comprehensive array of education, human services, job training, and other workforce development services within Escambia and Santa Rosa counties, Florida.

The parties to this document agree to coordinate and perform the activities and services described herein within the scope of legislative requirements governing the parties' respective programs, services, and agencies.

**III. DESCRIPTION/ACCESS TO SERVICES**

A. The local area workforce board d/b/a CareerSource Escarosa has been designated by the Chief Elected Officials of Escambia and Santa Rosa counties as the administrative entity, grant recipient and fiscal agent. CareerSource Escarosa and the Partner will provide access and delivery of services in accordance with 34 CFR §463.500(1), WIOA, Subtitle B, Chapter 1 §121(c)(2)(A)(I). The duly authorized agent of the recipient agrees to satisfy the requirements of 34CFR §361.505 and 34CFR §361.720. CareerSource Escarosa will perform the following functions:

1. Review this MOU annually and solicit feedback from the Partner regarding improvements, changes, and/or additions.
2. Coordinate with the Partner to provide access to workforce services and programs through the One-Stop System in accordance with published policies

Date: 7/2/2024 Verified By: [Signature]

and procedures which include the manner in which the services will be coordinated and delivered through the One-Stop System. Workforce services and programs include, but are not limited to, the allowable activities described in the WIOA and related legislation for: WIOA adult, dislocated worker and youth programs; Wagner-Peyser; Unemployment Insurance (UI); Veterans programs; Trade Adjustment Assistance (TAA); Temporary Assistance for Needy Families (TANF) program; adult education and family literacy; Perkins Act programs; and Vocational Rehabilitation.

3. Coordinate with the Partner to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the One-Stop System.
4. Coordinate with the Partner for the funding of the infrastructure costs of the One-Stop Career Centers in accordance with 20 CFR §678.700 through §678.755 of the federal regulations promulgated under WIOA and the funding of shared services and operating costs in accordance with 20 CFR §678.760 of the WIOA and any state infrastructure funding mechanism requirements issued by the State of Florida.
5. Maintain the statewide "CareerSource" branding of each center.
6. Maintain and operate at least one comprehensive One-Stop career center within the local workforce development area (Region 1: Escambia and Santa Rosa counties) that shall be open to the public from 8:00 a.m. until 4:00 p.m., Monday through Friday (excluding recognized holidays and emergency situations.).
7. Provide an area for the Partner's meetings and/or co-location as space permits.
8. Model CareerSource Escarosa core values and maintain a professional working environment.
9. Abide by all of its policies, rules, and procedures and applicable Florida statutes and rules.
10. Include the following in infrastructure funding agreements :
  - a. The period of time the infrastructure funding agreement is effective which may be a different time period than the duration of this MOU.
  - b. Identification of an infrastructure and shared services budget that will be periodically reconciled against actual costs incurred and adjusted accordingly to ensure that it reflects a cost allocation methodology that demonstrates how infrastructure costs are charged to each partner in proportion to its use of the

one-stop center and relative benefit received, and that complies with 2 CFR part 200 (or any corresponding similar regulation or ruling).

c. Identification of all one-stop partners, chief elected officials and LWDB participating in the infrastructure funding arrangement.

d. Steps the LWDB, chief elected officials and one-stop partners used to reach consensus or an assurance that the local area followed the guidance for the state funding process.

e. Description of the process to be used among partners to resolve issues during the MOU duration period when consensus cannot be reached.

f. Description of the periodic modification and review process to ensure equitable benefit among one-stop partners.

g. Signatures of individuals with authority to bind the signatories to an IFA, including all partners, chief elected officials and LWDBs participating in an IFA.

11. Use federal guidelines, and Career Source Florida Administrative Policy Number 106 to Allocate Infrastructure Costs pursuant to the following process:

a. Identify One-Stop career center operating costs, including infrastructure costs and additional costs.

b. Develop the operating budget that includes an infrastructure costs budget and additional costs budget.

c. Develop the cost allocation methodology, including the identification of cost pools and allocation bases.

d. Determine estimated partner contributions.

e. Prepare and agree to the IFAs.

B. The Partner will perform the following functions:

1. Coordinate with CareerSource Escarosa to provide access to its workforce services and programs through the One-Stop System in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-Stop System.

2. Coordinate with CareerSource Escarosa to ensure that the needs of job seekers, youth, and individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the One-Stop System.

3. Coordinate with CareerSource Escarosa for the funding of the infrastructure costs of the One-Stop career centers in accordance with 20 CFR §678.700 through §678.755 and the funding of shared services and operating costs in accordance with 20 CFR §678.760 and any infrastructure funding mechanisms issued by the State of Florida. The duly authorized agent of the recipient agrees to satisfy the requirements of 34 CFR §361.505 and 34 CFR §361.720.
4. Provide all logistical support necessary for its staff located within the local area to be fully integrated within the One-Stop System.
5. Provide CareerSource Escarosa with outcome numbers for performance data tracking, on request.
6. Participate in local recruiting events and share information with one another on placement and performance.
7. Provide feedback to CareerSource Escarosa management regarding the performance of the One-Stop collaboration, including its effectiveness and success.
8. Participate in career center periodic meetings to provide updates on the Partner's programs and procedures to CareerSource staff.
9. Provide a key leadership representative of the Partner for representation in the CareerSource Escarosa WIOA Partner's Council Meeting and participate in quarterly meetings.
10. Provide the following services to CareerSource Escarosa staff and customers and provide a quarterly report on services that includes specifics. The quarterly report will include numbers and monetary values of each service. **The value of in-kind, if applicable, will be determined during the development stage of the Infrastructure Funding Agreement.**
  - A. Through a referral process, provide CareerSource customers wrap-around services focused on eliminating barriers to employment and/or education. Those services are as follows:
    1. GED Class Registration and GED Testing
    2. Work tools, uniforms, boots, bus tickets, and/or gas cards for newly employed clients.
    3. Job- and Life-skill certification training programs offered through agency Partner. Family Supportive services focused on stability and sustainability

(case management, etc.).

B. Offer CareerSource case managers an opportunity to train at sponsored case management training events. The cost per attendee will be recorded on the quarterly report.

#### **IV. ALLOCATION OF INFRASTRUCTURE COSTS**

A. Cost Allocation Methodology Infrastructure costs per the annual budget are allocated by full time equivalent for Partners and programs that are physically located in the One-Stop Center. Partners who have elected not to have their representatives in the One-Stop Center but offer a technology option to serve customers will be calculated using .20 FTE, which is equivalent to one workday per week. This will be done in an effort to remedy the imbalance of non-physically represented Partners, and to comply with the requirement of Partners' contributions having to be in proportion to the Partners' use of the one-stop center and relative benefit received.

#### **B. Costs Reconciliation and Allocation**

The One-Stop Operating Budget is subject to change based upon increases or decreases in infrastructure cost contained within. The actual infrastructure costs will be reconciled with those projected annually at the end of the fiscal year (June 30). Increases and decreases will be calculated and included in a separate invoice including reconciliation documentation, once the difference is determined.

**The Infrastructure Funding Agreement will be developed and agreed to by September 30<sup>th</sup> of each Program Year and will be incorporated into this MOU as Attachment "A". In case the IFA is not fully executed by September 30<sup>th</sup>, the current IFA will remain in effect until the new IFA is fully executed.**

#### **V. STEPS UTILIZED TO REACH CONSENSUS**

The Partners and CareerSource Escarosa conferred regarding the involvement of each Partner at the CareerSource Centers. The appropriate allocation bases were discussed, and those bases included were agreed upon as the most appropriate. CareerSource Escarosa proposed the initial Partner Contribution Amounts as described above and the Partners concurred with their proposal. Finally, the parties discussed the best mechanisms by which to review and reconcile actual expenses in the future and agreed to the term included in the Cost Reconciliation and Allocation Base Update section above.

#### **VI. DISPUTE AND IMPASSE RESOLUTION**

All parties will actively participate in local IFA negotiations in a good faith effort to reach agreement. Any disputes shall first be attempted to be resolved informally. Should informal resolution efforts fail, then the following Dispute Resolution process must be followed:

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

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

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

4. If Partners in a local area have employed the dispute resolution process and have failed to reach consensus on an issue pertaining to the IFA, then an impasse is declared, and the State Funding Mechanism (SFM) is triggered, and the IFA will be appealed through the process established by the governor for this purpose.

5. The One-Stop Partner may appeal to the State of Florida regarding infrastructure costs, using the process described in 34 CFR §463.750, that result in a change to the One-Stop Partner's infrastructure cost contributions, updating this MOU to reflect changes to the final One-Stop Partner infrastructure cost contributions.

#### **VII. METHODS OF REFERRAL**

Internal cross-referral procures will be developed and/or reassessed based upon availability of funding, services, and program need to ensure that high quality and convenient services are available to potentially eligible customers to the One-Stop system in a matter which satisfies the requirements of 34 CFR §463.500(3), Subtitle B, Chapter 1 §121(c)(2)(iii).

#### **VIII. CONFIDENTIALITY OF RECORDS**

In the event that either party to this MOU obtains access to any records, files, or other information of the other party in connection with, or during the performance of this MOU, then that party shall keep all such records, files or other information confidential, and shall comply with all laws and regulations concerning the confidentiality of such records, files or other information to the same extent as such laws and regulations apply to the other party; provided however, that the Partner shall not be prohibited from releasing any records deemed a public record and required to be released pursuant to Chapter 119, Florida Statutes.

**IX. TERM**

A. In accordance with 34CFR §463.500(5)(6)(d), WIOA, Subtitle B, Chapter 1 §121(c)(2)(A)(v), this MOU is effective July 1, 2024 through June 30, 2027.

This MOU:

1. Will be reviewed, and if substantial changes have occurred, renewed, not less than once every 3-year period, to ensure appropriate funding and delivery of services.
2. Must be updated not less than every three (3) years to reflect any changes in the signatory official of the Partner, One-Stop Partners, and Chief Elected Official(s), or one-stop infrastructure funding.
3. Will not be considered executed without the signature of all parties.
4. May be terminated for convenience at any time by either party upon thirty (30) days written notice.

Neither this MOU nor any provision hereof may be changed, waived, discharged or terminated orally, but only by an instrument in writing signed by each of the parties to this agreement.

**X. MERGER**

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

**XI. ACCESS FOR INDIVIDUALS WITH BARRIERS TO EMPLOYMENT**

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

**XII. NON-DISCRIMINATION**

As required by federal and state law, participating agencies will assure that no person shall be discriminated against in consideration for or receipt of One-Stop Partner agency services and/or employment on the basis of race, ethnicity, national origin, color, gender/sex, age, religion, marital status, pregnancy, disability, sexual orientation, gender identity, or genetic information.

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

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

**XIII. THIRD PARTY BENEFICIARY**

This MOU is for the benefit of CareerSource Escarosa and the Partner, and the Chief Elected Officials of Escambia and Santa Rosa Counties, and no third party is an intended beneficiary.

**XIV. GOVERNANCE**

The accountability and responsibility for the One-Stop System's organizational activity and accomplishments will rest with CareerSource Escarosa and the region's Chief Elected Officials. Pursuant to the Workforce Innovation and Opportunity Act of 2014, the local Board in Partnership with the CEOs shall conduct oversight with respect to the One-Stop System.

**XV. NO PARTNERSHIP OR JOINT VENTURE**

This Agreement is styled as a "One-Stop Partner Agreement" for purposes of compliance with the Workforce Innovation and Opportunity Act of 2014 and the Federal regulations promulgated thereunder. The use of the term "Partner" herein is not a designation of a business entity and refers only to the collaboration of the parties to this agreement to provide public services under the ACT and shall in no way signify that the parties agree or purport to be bound under the Partnership laws of the State of Florida set forth in Chapter 620, Florida Statutes. Nothing herein contained shall constitute a business Partnership between or joint venture by the parties hereto or constitute any party the agent of the others. No party shall hold itself out contrary to the terms of this paragraph and no party shall become liable by any representation, act or omission of the other in any manner contrary to the provisions hereof.

**XVI. SIGNATURES**

CareerSource Escarosa:

*Kathaleen L Cole*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Kathaleen Cole, Chair  
Printed Name

\_\_\_\_\_  
05/16/2024  
Date

Community Action Program  
Committee, Inc.:

*[Signature]*  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Douglas Brown, Executive Director  
Printed Name

\_\_\_\_\_  
6/21/2024  
Date

Chief Local Elected Official - Region I:  
Escambia County Board of County Commissioners

*[Signature]*  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Steven Barry, Chairman  
Printed Name

\_\_\_\_\_  
7/9/2024  
Date



PAM CHILDERS  
Clerk of the Circuit Court

By: *[Signature]*  
\_\_\_\_\_  
Deputy Clerk

Approved as to form and legal sufficiency.

By/Title: Christopher R. Shaffer, ACA

Date: 05-14-2024





**COMMUNITY ACTION PROGRAM COMMITTEE, INC. (CAPC)  
BOARD OF DIRECTORS / POLICY COUNCIL**

**AGENDA ITEM:**

Approval of the Memorandum of Agreement between Community Action Program Committee, Inc. and CareerSource Escarosa.

**DATE:**

June 12, 2024

**PREPARED BY:**

Delicia D. Straughter, Support Services Director

**STATEMENT OF THE ISSUE:**

Approval and execution of the Memorandum of Agreement between Community Action Program Committee, Inc. and Workforce Escarosa, Inc. DBA CareerSource Escarosa.

**BACKGROUND:**

Community Action Program Committee, Inc. (CAPC) is continuing and strengthening our partnership with CareerSource Escarosa, providing education and employment support services to CareerSource clients.

**ANALYSIS:**

This Memorandum of Agreement between CAPC and CareerSource Escarosa should be approved because doing so aligns with CAPC's mission by allowing us to continue partnership with an organization that provides services that works in unison with our own as we endeavor to move individuals and families towards self-sustainability.

**RECOMMENDATION:**

Approve the Memorandum of Agreement between CAPC and CareerSource Escarosa.