

**DATE:** August 6, 2024

**TO:** Local Workforce Development Board 1: Escarosa

**FROM:** Keantha B. Moore, Chief, Bureau of One-Stop and Program Support

*Keantha B. Moore*

**SUBJECT:** Related Party Contract Review Notification

The above-referenced local workforce development board (LWDB) submitted the following related party contract(s) to FloridaCommerce for reporting purposes or prior approval:

Contracting Entity	Service Type	Contract Amount
School Board of Escambia County	WIOA Youth Services	\$250,000

FloridaCommerce reviewed the documents provided to ensure compliance with Section 15 of the grantee-subgrantee agreement between FloridaCommerce and the LWDB, as well as CareerSource Florida Strategic Policy (2012.05.24.A.2), as amended.

Based on the amount of the contract and the outcome of FloridaCommerce's review, the contract(s) is determined to be:

- Compliant** – The above-referenced contract(s) did not require prior approval by FloridaCommerce but was determined to meet the statutory requirements. The contract(s) must be published on the LWDB's website within 10 days after approval by the LWDB and must remain on the website for at least one year after the contract is terminated.
- Approved** – The above-referenced contract(s) was determined to meet the criteria for approval. The LWDB may proceed with the contracting process with the contracting entity. The contract(s) must be published on the LWDB's website within 10 days after approval by FloridaCommerce and must remain on the website for at least one year after the contract is terminated.
- Denied** – The contract(s) submitted was determined not to meet the criteria for approval.

Please contact the FloridaCommerce team at [worfor@commerce.fl.gov](mailto:worfor@commerce.fl.gov) with any questions.

Escambia County  
Clerk's Original

10/17/2024 CAR I-3

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

**CONTRACT RENEWAL #2  
WIOA-2024-2025-03  
CONTRACT PERIOD: JULY 1, 2024-JUNE 30, 2025**

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

**Workforce Innovation and Opportunity Act (WIOA) Youth Program  
Data Universal Numbering System (DUNS) Number: 618275960  
Federal Award Identification Number (FAIN): AA322101855A12  
Catalog of Federal Domestic Assistance (CFDA) Number: 17.259  
Research & Development (R&D): No**

Workforce Escarosa, Inc. (Escarosa), dba CareerSource Escarosa agrees to renew its contract with The School Board of Escambia County, Florida for youth services. This contract renewal corresponds with amendments made to Contract #WIOA-2022-2023-01/Contract Renewal #1/Modification #1 to Contract Renewal #1 as follows:

**II. METHOD AND TIME PAYMENT, #1, and #2.**

1. CSE shall pay an aggregate amount not to exceed \$250,000.00 as shown on the copy of the budget summary hereto attached and made a part of this contract. If during the term of the contract, Contractor determines that submitted line items need to be adjusted, then these adjustments may be made if prior written approval is obtained from CSE. The total amount allowed of \$250,000.00 cannot be over expended.

2. The amount of this contract may be modified based upon funding amounts for WIOA program year 2024-2025.

**III. COMPENSATION AND TIME PERIOD, paragraph I**

This service provider contract shall become effective on July 1, 2024 and continue to midnight on June 30, 2025.

**IX. TOTAL AMOUNT ALLOWABLE UNDER THIS CONTRACT**

The total amount of funds accessible by Contractor under this contract is \$250,000.00 payable only upon receipt of stipulated items in Section II of this contract. The total amount of funds attached to

Verified By:   
Date: 10/20/2024



**CAREERSOURCE ESCAROSA**  
**PROPOSED LINE ITEM BUDGET**  
**WORKFORCE INNOVATION AND OPPORTUNITY ACT YOUTH**  
**PROGRAM AGENCY: The School District of Escambia County**

	ADMINISTRATION	DIRECT PROGRAM COSTS	TOTAL
<b>Salaries and Benefits</b>			
Salaries	\$129,235		
Benefits	51,835		
Temporary Services			
<b>Total Salaries and Benefits</b>	<b>\$181,070</b>		
<b>Travel</b>			
Travel	\$2,500		
Training	500		
<b>Total Travel</b>	<b>\$3,000</b>		
<b>Office Expenses</b>			
Communication			
Telephone			
Cell Phones			
Equipment			
Equipment (Purchased)			
Equipment Rental			
Maintenance & Repair			
Insurance			
Office Supplies	1,000		
Postage	100		
Printing	100		
Professional Fees (Other than Audit & Legal)			
Rent			
Utilities			
<b>Total Office Expenses</b>	<b>\$1,200</b>		

<b>Participant Costs</b>				
Assessments (& GED Tuition, CTE First 250 Hours, High Demand CTE Tuition)			\$3,000	
Educational Materials & Supplies			1,300	
Incentives			4,000	
Transportation			500	
Uniforms & Tools (& Fingerprinting)			\$2,200	
<b>Total Participants Costs</b>			\$11,000	
<b>Total Work Experience (Youth Wages)</b>			\$41855	
<b>SUB-TOTAL EXPENSES</b>		\$185,270	\$52,855	
Approved Negotiated Indirect Rate	4.99%	\$9,244	\$2,631	
OR Administrative Rate	0%			
<b>TOTAL EXPENSES</b>		\$194,514	\$55,486	250,000

**DATE:** August 6, 2024

**TO:** Local Workforce Development Board 1: Escarosa

**FROM:** Keantha B. Moore, Chief, Bureau of One-Stop and Program Support *Keantha B. Moore*

**SUBJECT:** Related Party Contract Review Notification

The above-referenced local workforce development board (LWDB) submitted the following related party contract(s) to FloridaCommerce for reporting purposes or prior approval:

Contracting Entity	Service Type	Contract Amount
Santa Rosa County School District	WIOA Youth Services	\$300,000

FloridaCommerce reviewed the documents provided to ensure compliance with Section 15 of the grantee-subgrantee agreement between FloridaCommerce and the LWDB, as well as CareerSource Florida Strategic Policy (2012.05.24.A.2), as amended.

Based on the amount of the contract and the outcome of FloridaCommerce's review, the contract(s) is determined to be:

- Compliant** – The above-referenced contract(s) did not require prior approval by FloridaCommerce but was determined to meet the statutory requirements. The contract(s) must be published on the LWDB's website within 10 days after approval by the LWDB and must remain on the website for at least one year after the contract is terminated.
- Approved** – The above-referenced contract(s) was determined to meet the criteria for approval. The LWDB may proceed with the contracting process with the contracting entity. The contract(s) must be published on the LWDB's website within 10 days after approval by FloridaCommerce and must remain on the website for at least one year after the contract is terminated.
- Denied** – The contract(s) submitted was determined not to meet the criteria for approval.

Please contact the FloridaCommerce team at [worfor@commerce.fl.gov](mailto:worfor@commerce.fl.gov) with any questions.

**CONTRACT BETWEEN  
WORKFORCE ESCAROSA, INC. dba CAREERSOURCE ESCAROSA  
AND  
SANTA ROSA COUNTY SCHOOL DISTRICT  
FOR  
YOUTH SERVICES**

**CONTRACT RENEWAL #2  
WIOA-2024-2025-02  
CONTRACT PERIOD: JULY 1, 2024-JUNE 30, 2025**

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

**Workforce Innovation and Opportunity Act (WIOA) Youth Program  
Data Universal Numbering System (DUNS) Number: 618275960  
Federal Award Identification Number (FAIN): AA322101855A12  
Catalog of Federal Domestic Assistance (CFDA) Number: 17.259  
Research & Development (R&D): No**

Workforce Escarosa, Inc. (Escarosa), dba CareerSource Escarosa agrees to renew its contract with Santa Rosa County School District for youth services. This contract renewal corresponds with amendments made to Contract #WIOA-2022-2023-01/Contract Renewal #1/Modification #1 to Contract Renewal #1 as follows:

**II. METHOD AND TIME PAYMENT, #1, and #2.**

1. CSE shall pay an aggregate amount not to exceed \$300,000.00 as shown on the copy of the budget summary hereto attached and made a part of this contract. If during the term of the contract, Contractor determines that submitted line items need to be adjusted, then these adjustments may be made if prior written approval is obtained from CSE. The total amount allowed of \$300,000.00 cannot be over expended.
2. The amount of this contract may be modified based upon funding amounts for WIOA program year 2024-2025.

**III. COMPENSATION AND TIME PERIOD, paragraph 1**

This service provider contract shall become effective on July 1, 2024 and continue to midnight on June 30, 2025.

**IX. TOTAL AMOUNT ALLOWABLE UNDER THIS CONTRACT**

The total amount of funds accessible by Contractor under this contract is \$300,000.00 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.

All other terms and conditions of Contract #WIOA-2022-2023-01/Contract Renewal #1/Modification #1 to Contract Renewal #1 shall remain in full force and effect and be performed at the level specified in it.

**XLVIII. AUTHORIZATION FOR SIGNATURE**

IN WITNESS WHEREOF, said parties hereto have entered into this contract with retroactive effective dates of July 1, 2024 through June 30, 2025.

**SANTA ROSA COUNTY  
SCHOOL DISTRICT**

By:   
Dr. Karen Barber, Superintendent

Date: 8/9/24

**WORKFORCE ESCAROSA, INC.  
DBA CAREERSOURCE ESCAROSA**

By:   
Lloyd Reshard, Chair

Date: 7-18-2024

**DATE:** August 6, 2024

**TO:** Local Workforce Development Board 1: Escarosa

**FROM:** Keantha B. Moore, Chief, Bureau of One-Stop and Program Support *Keantha B. Moore*

**SUBJECT:** Related Party Contract Review Notification

The above-referenced local workforce development board (LWDB) submitted the following related party contract(s) to FloridaCommerce for reporting purposes or prior approval:

Contracting Entity	Service Type	Contract Amount
Locklin Technical College	Training Provider	\$112,000

FloridaCommerce reviewed the documents provided to ensure compliance with Section 15 of the grantee-subgrantee agreement between FloridaCommerce and the LWDB, as well as CareerSource Florida Strategic Policy (2012.05.24.A.2), as amended.

Based on the amount of the contract and the outcome of FloridaCommerce's review, the contract(s) is determined to be:

- Compliant** – The above-referenced contract(s) did not require prior approval by FloridaCommerce but was determined to meet the statutory requirements. The contract(s) must be published on the LWDB's website within 10 days after approval by the LWDB and must remain on the website for at least one year after the contract is terminated.
- Approved** – The above-referenced contract(s) was determined to meet the criteria for approval. The LWDB may proceed with the contracting process with the contracting entity. The contract(s) must be published on the LWDB's website within 10 days after approval by FloridaCommerce and must remain on the website for at least one year after the contract is terminated.
- Denied** – The contract(s) submitted was determined not to meet the criteria for approval.

Please contact the FloridaCommerce team at [worfor@commerce.fl.gov](mailto:worfor@commerce.fl.gov) with any questions.



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**FW: (EXT) FW: (EXT) Jim Boyden - CareerSource Escarosa - WIOA Program - Training Provider Renewal Request**

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From Boyden, Jim <JBoyden@Careersourceescarosa.com>

Date Thu 1/29/2026 9:11 AM

To Sims, Janay <JSims@Careersourceescarosa.com>

 1 attachment (245 KB)

WIOA Training Agreement 7.12.2024.pdf;

Janay,

This is the email with the attachment of the 2024-2026 Locklin Technical College Training Provider Agreement. As you can see, he titled the document "WIOA Training Agreement 7.12.2024.pdf". However, he signed the document with the date of "7.12.2023". Please let me know if you need anything else. Thank you!

**Jim Boyden**

WIOA Career Advisor

CareerSource ESCAROSA

6913 North 9<sup>th</sup> Avenue

Pensacola, FL 32504

p: (850) 607-8717

f: (850) 607-8852



[www.careersourceescarosa.com](http://www.careersourceescarosa.com) | [@follow us](#)

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Equal opportunity employer/program and a proud partner of the **American Job Center Network**. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers in this email may be reached by persons using TTY: (877) 889-5627 – TDD: (800) 955-8771.

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**From:** Hines, Keith C. <HinesK@santarosa.k12.fl.us>

**Sent:** Friday, July 12, 2024 7:42 AM

**To:** Boyden, Jim <JBoyden@Careersourceescarosa.com>

**Subject:** RE: (EXT) FW: (EXT) Jim Boyden - CareerSource Escarosa - WIOA Program - Training Provider Renewal Request

Jim,

I apologize for the delay. This summer has been a roller coaster ride and I let this fall between the cracks.

I hope that you have a great day.



**Keith Hines**

Director



5330 Berryhill Road, Milton FL 32570

[www.locklintech.com](http://www.locklintech.com)

850.983.5700 Ext. 1106

**From:** Boyden, Jim <[JBoyden@Careersourceescarosa.com](mailto:JBoyden@Careersourceescarosa.com)>

**Sent:** Thursday, June 27, 2024 5:30 PM

**To:** Hines, Keith C. <[HinesK@santarosa.k12.fl.us](mailto:HinesK@santarosa.k12.fl.us)>

**Cc:** Sims, Janay <[JSims@Careersourceescarosa.com](mailto:JSims@Careersourceescarosa.com)>

**Subject:** (EXT) FW: (EXT) Jim Boyden - CareerSource Escarosa - WIOA Program - Training Provider Renewal Request

**CAUTION!!! This Message originated OUTSIDE the district. CAUTION!!!**

Hi Keith,

A gentle reminder that I have not received the completed ITA Agreement (attached), nor have I received the training provider application (see the link below). We need to receive these as soon as you can. Our Board meeting to approve your renewal is early in July. When completed, please send to me and to Janay Sims (copied on this email). She is the person gathering the documents for the Board meeting. I will be out of the office until July 8. If you have any questions, please contact her. Thanks! 😊

**Jim Boyden**

WIOA Program Manager

Workforce Innovation and Opportunity Act

CareerSource Escarosa

6913 North 9th Avenue

Pensacola, FL 32504

P: 850 607-8717

F: 850.607.8852



[www.careersourceescarosa.com](http://www.careersourceescarosa.com)



**CAREERSOURCE ESCAROSA  
TRAINING PROVIDER AGREEMENT  
WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)**

This agreement is made and executed in duplicates by and between Workforce Escarosa, Inc. dba CareerSource Escarosa, located at 6913 N. 9<sup>th</sup> Avenue, Pensacola, Florida, 32504, hereinafter called CSE, and the Eligible Training Provider, Radford M. Locklin Technical College, located at 5330 Berryhill Road, Milton, Florida 32570 thereinafter called the Training Institution.

**I. PROVISIONS OF THE AGREEMENT**

The two parties to this agreement do hereby agree:

1. This agreement requires training providers to complete the "Initial Eligibility" period of at least one year, or successfully apply under the initial implementation of this policy as a training provider. All eligible training providers must submit applications for "Continued Eligibility" every 2 years to maintain their eligibility.
2. This agreement requires provider applications for "Continued Eligibility" to be submitted three (3) months before eligibility expires. Once a provider is on the Eligible Training Provider List (ETPL), the "Continued Eligibility" application is required. Entities that carry out apprenticeships and On-the-Job Training (OJT) are exempt.
3. This agreement requires that each "Continued Eligibility" applicant shall supply the following information:
  - a. Verification the provider is licensed, certified, or otherwise authorized under Florida law to provide training services programs. This applies to in-state and out-of-state providers.
  - b. If an out-of-state provider, attachment 2 also applies. A training provider is exempt from providing verification unless its license, certification or authorization status has changed since its last application.
  - c. Total number of:
    - Persons enrolled in the program.
    - WIOA participants enrolled in the program.
    - Persons completing the program.
    - WIOA participants completing the program.
    - Persons awarded a recognized Postsecondary Credential (or another credential, if applicable)
    - WIOA participants awarded a Recognized Postsecondary Credential (or other credential, if applicable).
    - Persons employed after completing the program
    - WIOA participants employed after completing the program.

- Information on cost of attendance, including costs of tuition and fees, for participants completing the program.
  - Information on cost of attendance, including costs of tuition and fees, for participants completing the program.
  - Information on Recognized Postsecondary Credentials (or other credentials, if applicable) received by such participants.
  - Whether the credential can be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder.
  - Description of how the provider will ensure access to the training services programs throughout the State, including in rural areas, and using technology (if applicable).
  - Whether the provider has developed the training in partnership or collaboration with a business or industry (identifying the business or industry).
  - Identify the in-demand industry sectors and occupations which best fit with the training programs.
  - A description of the prerequisites of skills and knowledge required prior to the commencement of training.
  - Verification of the training program is for an occupation on the Local Targeted Occupation List (LTOL).
4. The Training Institution agrees to honor an approved Individual Training Account (ITA) Voucher issued by or on behalf of CareerSource Escarosa. The Training Institution agrees to provide the education and training services as indicated on the ITA and to invoice CareerSource Escarosa for the training and services delivered. CareerSource Escarosa will make payment for the invoiced costs for all ITAs issued by its designated Service Provider in accordance with the agreed upon ITA amount. Payment will be made to the Training Institution within 30 days of receipt of the invoice.
  5. Issuance of an ITA will be based upon eligibility of the participant, customer choice, and appropriateness of training based on a comprehensive assessment of the participant. All services are contingent upon funding availability.
  6. An ITA will specify the name of the CareerSource Escarosa approved participant and the specific occupational skills training (OST) program for which enrollment is authorized. The ITA will itemize the ITA, and other financial caps and balances; indicate semester/term tuition costs and estimate other training-related expenses.
  7. Eligible individuals referred to the Training Institution may only be enrolled in the approved OST program as specified on the ITA. The Training Institution shall deliver OST in accordance with the approved training program as included in the vendor application. The Training Institution shall notify CareerSource Escarosa of any changes in the required courses, costs of the program, length of the training program, or licensing requirements within 10 working days of said changes.
  8. All applicable add/drop deadlines and requirements of the Training Institution will also apply to the ITA. The Training Institution shall, in conformity with the general refund policies of the institution, refund any tuition and fees which have been paid for individuals who drop out of courses prior to the deadline for drops and withdrawals. Refunds will be made directly to CareerSource Escarosa.

9. If the CareerSource Escarosa participant is eligible for PELL grant funds, PELL grant funds may be paid to the participant to assist the participant with everyday expenses so that the participant's ability to attend training is enhanced. CareerSource Escarosa will provide a 30-day notice to the Training Institution prior to changing the use of PELL grant funds. In addition, the Training Institution shall evaluate the participant for other financial aid normally available to other students, in a manner consistent with all other students. Students eligible under the Workforce Innovation and Opportunity Act (WIOA) may not be discriminated against based solely on their eligibility for WIOA when being considered for other financial assistance. This shall include financial assistance programs under Title IV of the Higher Education Act (HEA). The Training Institution shall ensure that WIOA funds provided are in addition to other funds. It is the responsibility of the Training Institution to provide internal controls to prevent any duplicative payments of tuition with federal funds.
10. ITAs will be issued for a specific period (normally one semester, or quarter) and will be capped at up to \$9,000 per program. Each ITA will specify the cap amount for the specific program in which the individual will enroll.
11. Each WIOA applicant interested in an Occupational Skills Training (OST) program that costs more than CareerSource Escarosa's ITA financial cap will be referred to the training institution for financial information, advice, and assistance. The training provider and applicant will jointly develop and sign a financial plan that covers the full cost of the training, especially that portion exceeding the ITA's \$9,000 per program cap. All possible funding sources (e.g., Pell Grant, other federal/state educational grants, scholarships, etc.) should be considered. Student loans should be the exception to the rule and then applied only as a last resort. The training provider must ensure that each CareerSource Escarosa participant is fully advised of his/her obligation towards all grants, scholarships, loans, etc. and the impact of his/her not meeting those obligations. The CareerSource Escarosa participant will then provide a copy of the financial plan to their assigned WIOA career manager for final approval prior to an ITA being issued.
12. The Training Institution shall refer any individual who is unable to continue the training specified back to CareerSource Escarosa for other services.
13. The Training Institution agrees to make available for review during normal business hours any records pertaining to this agreement to any duly authorized monitor, auditor, or other representative of the United States Department of Labor (USDOL), CareerSource Florida, The Florida Department of Commerce, and CareerSource Escarosa.
14. CareerSource Escarosa will notify the Training Institution of any changes in legislation, regulations or state directives that may impact this Agreement.

**II. PERFORMANCE PAYMENTS**

All approved Private for Profit or Private Non-Profit Eligible Training Providers are required to be licensed by the Commission for Independent Education (CIE). CIE can be contacted at (850) 245-3200 or online at <http://www.fldoe.org/cie/> This requirement does not apply to public educational institutions such as universities, state colleges, junior colleges, vo-tech centers operated by public educational districts.

In addition, all Training Institutions must agree to provide student-based information on performance and student's outcomes to the Florida Education Training and Placement Information Program (FETPIP), through CIE. Failure to do so will result in the Training Institution being removed from the Eligible Training Provider List (ETPL) for CareerSource Escarosa. Performance reports as required by FETPIP must also be provided to CareerSource Escarosa annually (no later than June 30 of any year). (See Attachment II).


Out of State Public Educational Institutions (e.g., Universities, Community/State Colleges, Vocational/Technical Centers) are not required to report performance to FETPIP. They are however, required to provide performance information within 45 days at the end of CareerSource Escarosa's Fiscal Year (June 30) which stipulates the number of students (both WIOA and non-sponsored WIOA students) enrolled in each approved program; the number of completers, and the number of placements for each approved training program.

**III. SIGNATURE**

IN WITNESS WHEREOF, the agents of the Training Institution and CareerSource Escarosa hereby certify that they have full authority to, and in accordance therewith on behalf of their respective principals, have executed this Individual Training Account Agreement.

TRAINING INSTITUTION

CAREERSOURCE ESCAROSA

By: 

By: \_\_\_\_\_

Title: Director

Title: \_\_\_\_\_

Date: 7.12.2023

Date: \_\_\_\_\_

**Boyden, Jim**

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**From:** Sims, Janay  
**Sent:** Thursday, August 8, 2024 9:14 AM  
**To:** Hines, Keith C.  
**Cc:** Boyden, Jim  
**Subject:** Training Provider Agreement  
**Attachments:** Locklin ITA Agreement. Review 4.26.24 LR Partial Sign.pdf

Good morning, Mr. Hines,

You will find attached the Training Provider Agreement for Radford M. Locklin Technical College. Please have signed as appropriate, and forward a copy back to me for CSE's files.

Thank you and have a great day!

**Janay Sims**  
Executive Secretary

CareerSource ESCAROSA  
6913 North 9<sup>th</sup> Avenue  
Pensacola, Florida 32504  
P: 850.607.8893  
F: 850.473.0935

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[www.careersourceescarosa.com](http://www.careersourceescarosa.com)



**CAREERSOURCE ESCAROSA  
TRAINING PROVIDER AGREEMENT  
WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)**

This agreement is made and executed in duplicates by and between Workforce Escarosa, Inc. dba CareerSource Escarosa, located at 6913 N. 9<sup>th</sup> Avenue, Pensacola, Florida, 32504, hereinafter called CSE, and the Eligible Training Provider Locklin Technical College, located at 5330 Berryhill Rd, Milton, FL32570 thereafter called the Training Institution.

**I. PROVISIONS OF THE AGREEMENT**

The two parties to this agreement do hereby agree:

1. This agreement requires training providers to complete the "Initial Eligibility" period of at least one year, or successfully apply under the initial implementation of this policy as a training provider. All eligible training providers must submit applications for "Continued Eligibility" every 2 years to maintain their eligibility.
2. This agreement requires provider applications for "Continued Eligibility" to be submitted three (3) months before eligibility expires. Once a provider is on the Eligible Training Provider List (ETPL), the "Continued Eligibility" application is required. Entities that carry out apprenticeships and On-the-Job Training (OJT) are exempt.
3. This agreement requires that each "Continued Eligibility" applicant shall supply the following information:
  - a. Verification the provider is licensed, certified, or otherwise authorized under Florida law to provide training services programs. This applies to in-state and out-of-state providers.
  - b. A training provider is exempt from providing verification unless its license, certification or authorization status has changed since its last application.
  - c. Total number of:
    - Persons enrolled in the program.
    - WIOA participants enrolled in the program.
    - Persons completing the program.
    - WIOA participants completing the program.
    - Persons awarded a recognized Postsecondary Credential (or another credential, if applicable)
    - WIOA participants awarded a Recognized Postsecondary Credential (or other credential, if applicable).
    - Persons employed after completing the program
    - WIOA participants employed after completing the program.

- Information on cost of attendance, including costs of tuition and fees, for participants completing the program.
  - Information on Recognized Postsecondary Credentials (or other credentials, if applicable) received by such participants.
  - Whether the credential can be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder.
  - Description of how the provider will ensure access to the training services programs throughout the State, including in rural areas, and using technology (if applicable).
  - Whether the provider has developed the training in partnership or collaboration with a business or industry (identifying the business or industry).
  - Identify the in-demand industry sectors and occupations which best fit with the training programs.
  - A description of the prerequisites of skills and knowledge required prior to the commencement of training.
  - Verification of the training program is for an occupation on the Local Targeted Occupation List (LTOL).
4. The Training Institution agrees to honor an approved Individual Training Account (ITA) Voucher issued by or on behalf of CareerSource Escarosa. The Training Institution agrees to provide the education and training services as indicated on the ITA and to invoice CareerSource Escarosa for the training and services delivered. CareerSource Escarosa will make payment for the invoiced costs for all ITAs issued by its designated Service Provider in accordance with the agreed upon ITA amount. Payment will be made to the Training Institution within 30 days of receipt of the invoice.
  5. Issuance of an ITA will be based upon eligibility of the participant, customer choice, and appropriateness of training based on a comprehensive assessment of the participant. All services are contingent upon funding availability.
  6. An ITA will specify the name of the CareerSource Escarosa approved participant and the specific occupational skills training (OST) program for which enrollment is authorized. The ITA will itemize expenditures, and other financial caps and balances; indicate semester/term tuition costs and estimate other training-related expenses.
  7. Eligible individuals referred to the Training Institution may only be enrolled in the approved OST program as specified on the ITA. The Training Institution shall deliver OST in accordance with the approved training program as included in the vendor application. The Training Institution shall notify CareerSource Escarosa of any changes in the required courses, costs of the program, length of the training program, or licensing requirements within 10 working days of said changes.
  8. All applicable add/drop deadlines and requirements of the Training Institution will also apply to the ITA. The Training Institution shall, in conformity with the general refund policies of the institution, refund any tuition and fees which have been paid for individuals who drop out of courses prior to the deadline for drops and withdrawals. Refunds will be made directly to CareerSource Escarosa.

9. If the CareerSource Escarosa participant is eligible for PELL grant funds, PELL grant funds may be paid to the participant to assist the participant with everyday expenses so that the participant's ability to attend training is enhanced. CareerSource Escarosa will provide a 30-day notice to the Training Institution prior to changing the use of PELL grant funds. In addition, the Training Institution shall evaluate the participant for other financial aid normally available to other students, in a manner consistent with all other students. Students eligible under the Workforce Innovation and Opportunity Act (WIOA) may not be discriminated against based solely on their eligibility for WIOA when being considered for other financial assistance. This shall include financial assistance programs under Title IV of the Higher Education Act (HEA). The Training Institution shall ensure that WIOA funds provided are in addition to other funds. It is the responsibility of the Training Institution to provide internal controls to prevent any duplicative payments of tuition with federal funds.
10. ITAs will be issued for a specific period (normally one semester, or quarter) and will be capped at up to \$9,000 per program. Each ITA will specify the cap amount for the specific program in which the individual will enroll.
11. Each WIOA applicant interested in an Occupational Skills Training (OST) program that costs more than CareerSource Escarosa's ITA financial cap will be referred to the training institution for financial information, advice, and assistance. The training provider and applicant will jointly develop and sign a financial plan that covers the full cost of the training, especially that portion exceeding the ITA's \$9,000 per program cap. All possible funding sources (e.g., Pell Grant, other federal/state educational grants, scholarships, etc.) should be considered. The training provider must ensure that each CareerSource Escarosa participant is fully advised of his/her obligation towards all grants, scholarships, loans, etc. and the impact of his/her not meeting those obligations. The CareerSource Escarosa participant will then provide a copy of the financial plan to their assigned WIOA career manager for final approval prior to an ITA being issued.
12. The Training Institution shall refer any individual who is unable to continue the training specified back to CareerSource Escarosa for other services.
13. The Training Institution agrees to make available for review during normal business hours any records pertaining to this agreement to any duly authorized monitor, auditor, or other representative of the United States Department of Labor (USDOL), CareerSource Florida, The Florida Department of Commerce, and CareerSource Escarosa.
14. CareerSource Escarosa will notify the Training Institution of any changes in legislation, regulations or state directives that may impact this Agreement.

**II. PERFORMANCE PAYMENTS**

All approved Private for Profit or Private Non-Profit Eligible Training Providers are required to be licensed by the Commission for Independent Education (CIE). CIE can be contacted at (850) 245-3200 or online at <http://www.fldoe.org/cie/> This requirement does not apply to public educational institutions such as universities, state colleges, junior colleges, vo-tech centers operated by public educational districts.

In addition, all Training Institutions must agree to provide student-based information on performance and student's outcomes to the Florida Education Training and Placement Information Program (FETPIP), through CIE. Failure to do so will result in the Training Institution being removed from the Eligible Training Provider List (ETPL) for CareerSource Escarosa. Performance reports as required by FETPIP must also be provided to CareerSource Escarosa annually (no later than June 30 of any year). (See Attachment II).

Out of State Public Educational Institutions (e.g., Universities, Community/State Colleges, Vocational/Technical Centers) are not required to report performance to FETPIP. They are however, required to provide performance information within 45 days at the end of CareerSource Escarosa's Fiscal Year (June 30) which stipulates the number of students (both WIOA and non-sponsored WIOA students) enrolled in each approved program; the number of completers, and the number of placements for each approved training program.

**III. SIGNATURE**

IN WITNESS WHEREOF, the agents of the Training Institution and CareerSource Escarosa hereby certify that they have full authority to, and in accordance therewith on behalf of their respective principals, have executed this Individual Training Account Agreement.

TRAINING INSTITUTION  
By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

CAREERSOURCE ESCAROSA  
By: Lloyd Keenan

Title: Board Chair

Date: August 6, 2024

**DATE:** August 6, 2024

**TO:** Local Workforce Development Board 1: Escarosa

**FROM:** Keantha B. Moore, Chief, Bureau of One-Stop and Program Support *Keantha B. Moore*

**SUBJECT:** Related Party Contract Review Notification

The above-referenced local workforce development board (LWDB) submitted the following related party contract(s) to FloridaCommerce for reporting purposes or prior approval:

Contracting Entity	Service Type	Contract Amount
George Stone Technical College	Training Provider	\$315,000

FloridaCommerce reviewed the documents provided to ensure compliance with Section 15 of the grantee-subgrantee agreement between FloridaCommerce and the LWDB, as well as CareerSource Florida Strategic Policy (2012.05.24.A.2), as amended.

Based on the amount of the contract and the outcome of FloridaCommerce's review, the contract(s) is determined to be:

- Compliant** – The above-referenced contract(s) did not require prior approval by FloridaCommerce but was determined to meet the statutory requirements. The contract(s) must be published on the LWDB's website within 10 days after approval by the LWDB and must remain on the website for at least one year after the contract is terminated.
- Approved** – The above-referenced contract(s) was determined to meet the criteria for approval. The LWDB may proceed with the contracting process with the contracting entity. The contract(s) must be published on the LWDB's website within 10 days after approval by FloridaCommerce and must remain on the website for at least one year after the contract is terminated.
- Denied** – The contract(s) submitted was determined not to meet the criteria for approval.

Please contact the FloridaCommerce team at [worfor@commerce.fl.gov](mailto:worfor@commerce.fl.gov) with any questions.

# Escambia County Clerk's Original

10/17/2024 CARI

## CAREERSOURCE ESCAROSA TRAINING PROVIDER AGREEMENT WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)

This agreement is made and executed in duplicate by and between Workforce Escarosa, Inc. dba CareerSource Escarosa, located at 6913 N. 9<sup>th</sup> Avenue, Pensacola, Florida, 32504, hereinafter called CSE, and the School Board of Escambia County, Florida, through George Stone Technical College, located at 2400 Longleaf Drive, Pensacola, Florida, 32526, thereinafter called the Training Institution.

### I. PROVISIONS OF THE AGREEMENT

The two parties to this agreement do hereby agree:

1. This agreement requires training providers to complete the "Initial Eligibility" period of at least one year, or successfully apply under the initial implementation of this policy as a training provider. All eligible training providers must submit applications for "Continued Eligibility" every two (2) years to maintain their eligibility.
2. This agreement requires provider applications for "Continued Eligibility" to be submitted three (3) months before eligibility expires. Once a provider is on the Eligible Training Provider List (ETPL), the "Continued Eligibility" application is required. Entities that carry out apprenticeships and On-the-Job Training (OJT) are exempt.
3. This agreement requires that each "Continued Eligibility" applicant shall supply the following information:
  - a. Verification the provider is licensed, certified, or otherwise authorized under Florida law to provide training services programs. This applies to in-state and out-of-state providers.
  - b. A training provider is exempt from providing verification unless its license, certification or authorization status has changed since its last application.
  - c. Total number of:
    - Persons enrolled in the program.
    - WIOA participants enrolled in the program.
    - Persons completing the program.
    - WIOA participants completing the program.
    - Persons awarded a recognized Postsecondary Credential (or another credential, if applicable).
    - WIOA participants awarded a Recognized Postsecondary Credential (or other credential, if applicable).
    - Persons employed after completing the program.
    - WIOA participants employed after completing the program.
    - Information on cost of attendance, including costs of tuition and fees, for participants completing the program.

Date: 10/24/2024 Verified By: [Signature]

- Information on Recognized Postsecondary Credentials (or other credentials, if applicable) received by such participants.
  - Whether the credential can be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder.
  - Description of how the provider will ensure access to the training services programs throughout the State, including in rural areas, and using technology (if applicable).
  - Whether the provider has developed the training in partnership or collaboration with a business or industry (identifying the business or industry).
  - Identify the in-demand industry sectors and occupations which best fit with the training programs.
  - A description of the prerequisites of skills and knowledge required prior to the commencement of training.
  - Verification of the training program is for an occupation on the Local Targeted Occupations List (LTOL).
4. The Training Institution agrees to honor an approved Individual Training Account (ITA) Voucher issued by or on behalf of CareerSource Escarosa. The Training Institution agrees to provide the education and training services as indicated on the ITA and to invoice CareerSource Escarosa for the training and services delivered. CareerSource Escarosa will make payment for the invoiced costs for all ITA's issued by its designated Service Provider in accordance with the agreed upon ITA amount. Payment will be made to the Training Institution within thirty (30) days of receipt of the invoice.
  5. Issuance of an ITA will be based upon eligibility of the participant, customer choice, and appropriateness of training based on a comprehensive assessment of the participant. All services are contingent upon funding availability.
  6. An ITA will specify the name of the CareerSource Escarosa approved participant and the specific occupational skills training (OST) program for which enrollment is authorized. The ITA will itemize expenditures and other financial caps and balances; indicate semester/term tuition costs and estimate other training-related expenses.
  7. Eligible individuals referred to the Training Institution may only be enrolled in the approved OST program as specified on the ITA. The Training Institution shall deliver OST in accordance with the approved training program as included in the vendor application. The Training Institution shall notify CareerSource Escarosa of any changes in the required courses, costs of the program, length of the training program, or licensing requirements within ten (10) working days of said changes.
  8. All applicable add/drop deadlines and requirements of the Training Institution will also apply to the ITA. The Training Institution shall, in conformity with the general refund policies of the institution, refund any tuition and fees which have been paid for individuals who drop out of courses prior to the deadline for drops and withdrawals. Refunds will be made directly to CareerSource Escarosa.

9. If the CareerSource Escarosa participant is eligible for PELL grant funds, PELL grant funds may be paid to the participant to assist the participant with everyday expenses so that the participant's ability to attend training is enhanced. CareerSource Escarosa will provide a thirty (30) day notice to the Training Institution prior to changing the use of PELL grant funds. In addition, the Training Institution shall evaluate the participant for other financial aid normally available to other students, in a manner consistent with all other students. Students eligible under the Workforce Innovation and Opportunity Act (WIOA) may not be discriminated against based solely on their eligibility for WIOA when being considered for other financial assistance. This shall include financial assistance programs under Title IV of the Higher Education Act (HEA). The Training Institution shall ensure that WIOA funds provided are in addition to other funds. It is the responsibility of the Training Institution to provide internal controls to prevent any duplicative payments of tuition with federal funds.
10. ITAs will be issued for a specific period (normally one (1) semester or quarter) and will be capped at up to nine thousand dollars (\$9,000) per program. Each ITA will specify the cap amount for the specific program in which the individual will enroll.
11. Each WIOA applicant interested in an Occupational Skills Training (OST) program that costs more than CareerSource Escarosa's ITA financial cap will be referred to the training institution for financial information, advice, and assistance. The training provider and applicant will jointly develop and sign a financial plan that covers the full cost of the training, especially that portion exceeding the ITA's nine thousand dollars (\$9,000) per program cap. All possible funding sources (e.g., Pell Grant, other federal/state educational grants, scholarships, etc.) should be considered. The training provider must ensure that each CareerSource Escarosa participant is fully advised of his/her obligation towards all grants, scholarships, loans, etc. and the impact of his/her not meeting those obligations. The CareerSource Escarosa participant will then provide a copy of the financial plan to their assigned WIOA career manager for final approval prior to an ITA being issued.
12. The Training Institution shall refer any individual who is unable to continue the training specified back to CareerSource Escarosa for other services.
13. The Training Institution agrees to make available for review during normal business hours any records pertaining to this agreement to any duly authorized monitor, auditor, or other representative of the United States Department of Labor (USDOL), CareerSource Florida, The Florida Department of Commerce, and CareerSource Escarosa.
14. CareerSource Escarosa will notify the Training Institution of any changes in legislation, regulations or state directives that may impact this Agreement.

## II. PERFORMANCE PAYMENTS

All approved Private for Profit or Private Non-Profit Eligible Training Providers are required to be licensed by the Commission for Independent Education (CIE). CIE can be contacted at (850) 245-3200 or online at <http://www.fl DOE.org/cie/>. This requirement does not apply to

public educational institutions such as universities, state colleges, junior colleges and vocational-technical centers operated by public educational districts.

In addition, all Training Institutions must agree to provide student-based information on performance and student's outcomes to the Florida Education Training and Placement Information Program (FETPIP), through CIE. Failure to do so will result in the Training Institution being removed from the Eligible Training Provider List (ETPL) for CareerSource Escarosa. Performance reports as required by FETPIP must also be provided to CareerSource Escarosa annually (no later than June 30 of any year).

Out of State Public Educational Institutions (e.g., Universities, Community/State Colleges, Vocational/Technical Centers) are not required to report performance to FETPIP. They are however, required to provide performance information within forty-five (45) days at the end of CareerSource Escarosa's Fiscal Year (June 30) which stipulates the number of students (both WIOA and non- sponsored WIOA students) enrolled in each approved program; the number of completers, and the number of placements for each approved training program.

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III. SIGNATURES

IN WITNESS WHEREOF, the agents of the Training Institution and CareerSource Escarosa hereby certify that they have full authority to, and in accordance therewith on behalf of their respective principals, have executed this Individual Training Account Agreement.

SCHOOL BOARD OF ESCAMBIA COUNTY, FLORIDA

DocuSigned by:

*Patricia Hightower*

Patricia Hightower, Chair  
9/19/2024 | 4:50 PM CDT

Date

Attest:

DocuSigned by:

*Keith Leonard*

40886E2EC086438

Keith Leonard, Superintendent

9/20/2024 | 8:46 AM CDT

Date

CAREERSOURCE ESCAROSA

*Lloyd Reshard*  
Lloyd Reshard, Board Chair

July 18, 2024

Date

APPROVED FOR LEGAL CONTENT

*Ellen Odom*

Ellen Odom, General Counsel  
ESCAMBIA COUNTY SCHOOL BOARD

DS

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD

SEP 17 2024

VERIFIED BY RECORDING SECRETARY

ESCAMBIA COUNTY, FLORIDA, a political subdivision of the State of Florida

By: *Steven Barry*  
Steven Barry, Chairman

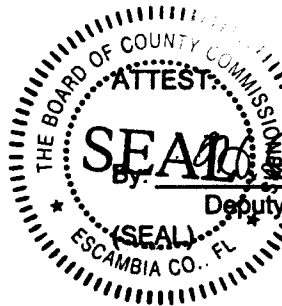
Date: 10/17/2024

BOCC Approved: 10/17/2024

Approved as to form and legal sufficiency.

By/Title: *Christopher R. Shaffer, CPA*

Date: 08-20-2024



Pam Childers  
Clerk of the Circuit Court

*Pam Childers*  
Deputy Clerk

**DATE:** August 6, 2024

**TO:** Local Workforce Development Board 1: Escarosa

**FROM:** Keantha B. Moore, Chief, Bureau of One-Stop and Program Support



**SUBJECT:** Related Party Contract Review Notification

The above-referenced local workforce development board (LWDB) submitted the following related party contract(s) to FloridaCommerce for reporting purposes or prior approval:

Contracting Entity	Service Type	Contract Amount
District Board of Trustees of Pensacola State College	Training Provider	\$150,000

FloridaCommerce reviewed the documents provided to ensure compliance with Section 15 of the grantee-subgrantee agreement between FloridaCommerce and the LWDB, as well as CareerSource Florida Strategic Policy (2012.05.24.A.2), as amended.

Based on the amount of the contract and the outcome of FloridaCommerce’s review, the contract(s) is determined to be:

- Compliant** – The above-referenced contract(s) did not require prior approval by FloridaCommerce but was determined to meet the statutory requirements. The contract(s) must be published on the LWDB’s website within 10 days after approval by the LWDB and must remain on the website for at least one year after the contract is terminated.
- Approved** – The above-referenced contract(s) was determined to meet the criteria for approval. The LWDB may proceed with the contracting process with the contracting entity. The contract(s) must be published on the LWDB’s website within 10 days after approval by FloridaCommerce and must remain on the website for at least one year after the contract is terminated.
- Denied** – The contract(s) submitted was determined not to meet the criteria for approval.

Please contact the FloridaCommerce team at [worfor@commerce.fl.gov](mailto:worfor@commerce.fl.gov) with any questions.

**CAREERSOURCE ESCAROSA  
TRAINING PROVIDER AGREEMENT  
WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)**

This agreement is made and executed in duplicates by and between Workforce Escarosa, Inc. dba CareerSource Escarosa, located at 6913 N. 9<sup>th</sup> Avenue, Pensacola, Florida, 32504, hereinafter called CSE, and the Eligible Training Provider, The District Board of Trustees of Pensacola State College, Florida, located at 1000 College Blvd, Pensacola, Florida 32504 thereinafter called the Training Institution.

**I. PROVISIONS OF THE AGREEMENT**

The two parties to this agreement do hereby agree:

1. This agreement requires training providers to complete the "Initial Eligibility" period of at least one year, or successfully apply under the initial implementation of this policy as a training provider. All eligible training providers must submit applications for "Continued Eligibility" every 2 years to maintain their eligibility.
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4. The Training Institution agrees to honor an approved Individual Training Account (ITA) Voucher issued by or on behalf of CareerSource Escarosa. The Training Institution agrees to provide the education and training services as indicated on the ITA and to invoice CareerSource Escarosa for the training and services delivered. CareerSource Escarosa will make payment for the invoiced costs for all ITAs issued by its designated Service Provider in accordance with the agreed upon ITA amount. Payment will be made to the Training Institution within 30 days of receipt of the invoice.
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**II. PERFORMANCE PAYMENTS**

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**III. SIGNATURE**

IN WITNESS WHEREOF, the agents of the Training Institution and CareerSource Escarosa hereby certify that they have full authority to, and in accordance therewith on behalf of their respective principals, have executed this Individual Training Account Agreement.

TRAINING INSTITUTION

By: [Signature]

Title: President

Date: 6-25-24

CAREERSOURCE ESCAROSA

By: Lloyd Reshard

Title: Board Chair

Date: August 6, 2024

Approved as to Form:

By: [Signature]  
Thomas J. Gilliam, Jr., General Counsel  
Pensacola State College