

CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 07/23/2021

Contract/Lease Control #: C18-2629-BCC

Procurement#: NA

Contract/Lease Type: AGREEMENT

Award To/Lessee: TRI-COUNTY COMMUNITY COUNCIL, INC.

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 07/01/2021

Expiration Date: 06/30/2024

Description of: MOU

Department: BCC

Department Monitor: HOFSTAD

Monitor's Telephone #: 850-651-7515

Monitor's FAX # or E-mail: JHOFSTAD@MYOKALOOSA.COM

Closed:

Cc: BCC RECORDS

**PROCUREMENT/CONTRACT/LEASE
INTERNAL COORDINATION SHEET**

Procurement/Contract/Lease Number: C18-2629-BCC Tracking Number: 4/370-41
Procurement/Contractor/Lessee Name: Tri-County Community Council Grant Funded: YES NO
Purpose: Renewal
Date/Term: 6-30-24
Department #: _____
Account #: _____
Amount: _____
Department: BCC Dept. Monitor Name: Hofstad

1. GREATER THAN \$100,000
2. GREATER THAN \$50,000
3. \$50,000 OR LESS

Purchasing Review

Procurement or Contract/Lease requirements are met:
Debra Mize Date: 7-13-21
Purchasing Manager or designee Jeff Hyde, DeRita Mason, Jesica Darr, Angela Etheridge

2CFR Compliance Review (if required)

Approved as written: _____ Grant Name: _____
no federal link Date: _____
Grants Coordinator

Risk Management Review

Approved as written: _____ Date: 7-14-2024
see email attached
Risk Manager or designee Lisa Price

County Attorney Review

Approved as written: _____ Date: 7-13-21
see attached email
County Attorney Lynn Hoshihara, Kerry Parsons or Designee

Department Funding Review

Approved as written: _____ Date: _____

IT Review (if applicable)

Approved as written: _____ Date: _____

DeRita Mason

From: Kerry Parsons
Sent: Tuesday, July 13, 2021 8:27 AM
To: DeRita Mason; Lynn Hoshihara
Cc: Lisa Price
Subject: Re: CareerSource MOU's

The CareerSource MOUs are approved for legal purposes.

Kerry A. Parsons
Chief Assistant County Attorney
Okaloosa County, Florida

From: DeRita Mason
Sent: Tuesday, July 13, 2021 6:57:18 AM
To: Kerry Parsons; Lynn Hoshihara
Cc: Lisa Price
Subject: FW: CareerSource MOU's

Please review and approve for the July 20th meeting.
Thank you,

DeRita Mason



DeRita Mason, CFPB, NIGP-CPF
Senior Contracts and Lease Coordinator
Okaloosa County Purchasing Department
5479A Old Bethel Road
Crestview, Florida 32536
(850) 689-5960
dmason@myokaloosa.com

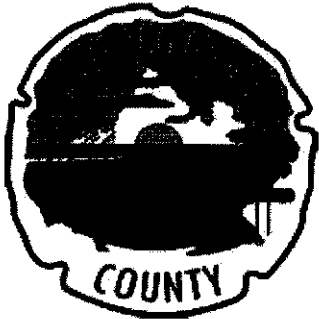
"Please note: Due to Florida's very broad public records laws, most written communications to or from County employees regarding County business are public records, available to the public and media upon request. Therefore, this written e-mail communication, including your e-mail address, may be subject to public disclosure."

DeRita Mason

From: Lisa Price
Sent: Wednesday, July 14, 2021 9:57 AM
To: DeRita Mason
Subject: RE: CareerSource MOU's

Approved by Risk.

Lisa Price
Risk Management
Public Records & Contracts Specialist
302 N Wilson Street, Suite 301
Crestview, FL. 32536
(850) 689-5979
lprice@myokaloosa.com



"We are forever indebted to those who have given their lives that we might be free."
Ronald Reagan

For all things Wellness please visit:
<http://www.myokaloosa.com/wellness>

Due to Florida's very broad public records laws, most written communications to or from county employees regarding county business are public records, available to the public and media upon request. Therefore, this written e-mail communication, including your e-mail address, may be subject to public disclosure.

From: DeRita Mason <dmason@myokaloosa.com>
Sent: Tuesday, July 13, 2021 6:57 AM
To: Kerry Parsons <kparsons@myokaloosa.com>; Lynn Hoshihara <lhoshihara@myokaloosa.com>
Cc: Lisa Price <lprice@myokaloosa.com>
Subject: FW: CareerSource MOU's

Please review and approve for the July 20th meeting.
Thank you,

MEMORANDUM OF UNDERSTANDING

BETWEEN

**CAREERSOURCE OKALOOSA WALTON
AND
TRI-COUNTY COMMUNITY COUNCIL, INC.**

I. PARTIES

This Memorandum of Understanding ("MOU") is made pursuant to the Workforce Innovation and Opportunity Act (WIOA) of 2014 ("the Act"), and is entered into between **CareerSource Okaloosa Walton (CSOW)**, hereinafter referred to as **CSOW**; and the **Tri-County Community Council, Inc.**, hereinafter referred to as **The Partner**; administers the **Community Services Block Grant Employment and Training Activities**.

II. PURPOSE

- A. The Act is an affirmation of the work that has been done in Florida to build the workforce development system. The cornerstone of the Act is its one-stop customer service delivery system. The One-Stop system assures coordination between the activities authorized in and linked to the Act.
- B. The primary purpose of this Memorandum of Understanding (MOU) is to establish the roles and responsibilities of the Local CareerSource Board, the chief elected official (CEO), and the One-Stop partners as it relates to managing the American Job Center network. In short, this MOU is a description of how the agencies come together to operationalize their respective roles and responsibilities to ensure a seamless and effective "One-Stop" delivery system.
- C. More specifically, this MOU describes the cooperative workforce employment and training efforts of CSOW and The Partner; and the actions to be taken by each to assure the coordination of their efforts in accordance with Federal and state issued requirements to establish and maintain an effective and successful American Job Center network.
- D. This MOU is also intended to coordinate resources and services between all Partners in order to prevent duplication of services and ensure the effective and efficient delivery of workforce services in Okaloosa and Walton Counties. In addition, this MOU will establish joint processes and procedures that will enable Partners to integrate with the current one-stop service delivery system resulting in a seamless and comprehensive array of education, human service, job training, and other workforce development services to its citizens, including persons with disabilities, within Okaloosa and Walton Counties.
- E. The parties to this MOU 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.

- F. WIOA provides that CSOW may negotiate an umbrella MOU or an individual MOU for one or more of its One-Stop partners.

III. GOVERNANCE, OPERATIONS, AND SERVICE DELIVERY ROLES

- A. WIOA has established specific governance, operations, and service delivery roles within the American Job Center network. In accordance with 20 CFR 678.420, 34 CFR 361.420, and 34 CFR 463.420, each required One-Stop partner program must:

1. Provide access to its programs or activities through the American Job Center network, in addition to any other appropriate locations (i.e., affiliated, or specialized sites).
2. Use a portion of its funds, to the extent consistent with the relevant authorizing statute and with the Uniform Guidance at 2 CFR parts 200, 2900, and 3474 (requiring, among other things, that costs are allowable, reasonable, necessary, and allocable) to:
 - a. Provide applicable career services; and
 - b. Work collaboratively with the Local CareerSource Board to establish and maintain the One-Stop delivery system. This includes jointly funding the One-Stop infrastructure costs through partner contributions.
3. Enter into an MOU that meets the requirements of 20 CFR 678.500(b), 34 CFR 361.500(b), and 34 CFR 463.500(b) with the Local CareerSource Board relating to the operation of the American Job Center network.
4. Participate in the operation of the American Job Center network consistent with the terms of the MOU, requirements of authorizing laws and implementing regulations, Federal cost principles, and all other applicable legal requirements; and
5. Provide representation on the Local CareerSource Board as required, and participate in Board committees, as needed.

IV. WIOA VISION FOR THE AMERICAN JOB CENTERS OR CAREER CENTERS: *(Reference: Training and Employment Guidance Letter (TEGL) 16-16)*

- A. Through the American Job Centers, the partner programs and their direct service providers must ensure businesses and all job seekers—a shared client base across the multiple programs—have access to information and services that lead to positive

educational and employment outcomes. Under WIOA, American Job Centers and partner staff strive to:

1. Provide job seekers with the skills and credentials necessary to secure and advance in employment with wages that sustain themselves and their families.
2. Provide access and opportunities to job seekers, including individuals with barriers to employment, as defined in section 3(24) of WIOA, such as individuals with disabilities, individuals who are English language learners, and individuals who have low levels of literacy, to prepare for, obtain, retain, and advance in high-quality jobs and high demand careers.
3. Enable businesses and employers to easily identify and hire skilled workers and access other human resource assistance, including education and training for their current workforce, which may include assistance with pre-screening applicants, writing job descriptions, offering rooms for interviewing, and consultation services on topics like succession planning and career ladder development, and other forms of assistance.
4. Participate in rigorous evaluations that support continuous improvement of American Job Centers by identifying which strategies work better for different populations; and
5. Ensure that high-quality integrated data inform decisions made by policy makers, employers, and job seekers.

V. ONE-STOP PARTNERS, PROGRAMS, AND SERVICES

A. One-Stop Partners and Programs

1. All required partners must sign a joint MOU with CSOW, with the agreement of the chief elected official. The required One-Stop partners and programs in Okaloosa and Walton Counties include (*Reference: WIOA Section 121(b)(1)(B) and 20 CFR 678.400*):

a. Department of Labor

(1) Workforce Development Activities (WIOA Title I).

- (a) Youth Workforce Investment Activities.**
- (b) Adult and Dislocated Worker Employment and Training Activities.**

Note: Program Administrator – CareerSource Okaloosa Walton

(2) Wagner-Peyser (WP) Act Employment Services (WIOA Title III).

- (3) Trade Adjustment Assistance (TAA) Program.
- (4) Unemployment Compensation (UC) Programs.
- (5) Jobs for Veterans State Grant (JVSG) Programs.

Note: Program Administrator – CareerSource Okaloosa Walton

- (6) The Senior Community Service Employment Program (SCSEP).

Note: Program Administrator – The National Caucus and Center on Black Aged, Inc.

b. Department of Education

- (1) Adult Education and Literacy Act Programs (WIOA Title II).

*Note: Program Administrators: (1) Northwest Florida State College.
(2) Emerald Coast Technical College.*

- (2) Career and technical education programs at the post-secondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006.

Note: Program Administrators: (1) Northwest Florida State College; (2) Emerald Coast Technical College; and (3) Okaloosa Technical College.

- (3) The State Vocational Rehabilitation Services Program authorized under Title I of the Rehabilitation Act Of 1973 (29 U.S.C.720 et seq.), as amended by WIOA Title IV.

Note: Program Administrator: DOE-Division of Vocational Rehabilitation

c. Department of Health and Human Services

- (1) Temporary Assistance for Needy Families (TANF) authorized under part A of title IV of the Social Security Act.

Note: Program Administrator – CareerSource Okaloosa Walton

- (2) Community Services Block Grant (CSBG)- Employment and training activities.

Note: Program Administrator – Tri-County Community Council, Inc.

2. Additional One-Stop Partners and Programs

- a. Florida Department of Education - Division of Blind Services

Note: Program Administrator: DOE-Division of Blind Services

- b. Social Security Administration - Ticket-to-Work self-sufficiency program.

Note: Program Administrator – CareerSource Okaloosa Walton

- c. Department of Agriculture - Supplemental Nutrition and Assistance Program (SNAP).

Note: Program Administrator – CareerSource Okaloosa Walton

B. One-Stop Services

1. WIOA places a great deal of importance on effectively serving those individuals with barriers to employment, such as individuals with disabilities. WIOA establishes basic career services that must be available to all One-Stop customers. At a minimum, the basic career services listed below must be provided through the One-Stop delivery system:
 - a. These services include referrals to partner programs, initial assessments, and labor exchange services.
 - b. Determinations of whether the individual is eligible to receive assistance from the adult, dislocated worker, or youth programs.
 - c. Outreach, intake (including worker profiling), and orientation to information and other services available through the One-Stop delivery system.
 - d. Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and need for supportive services.
 - e. Labor exchange services, including:
 - (1) Job search and placement assistance, and, when needed by an individual, career counseling, including:
 - (a) Provision of information on in-demand industry sectors and occupations (as defined in sec. 3(23) of WIOA); and
 - (b) Provision of information on nontraditional employment; and,
 - (2) Appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services other than those traditionally offered through the One-Stop delivery system.
 - f. Provision of referrals to and coordination of activities with other programs and services, including programs and services within the One-Stop delivery system and, when appropriate, other workforce development programs;

- g. Provision of workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including:
 - (1) Job vacancy listings in labor market areas.
 - (2) Information on job skills necessary to obtain the vacant jobs listed; and,
 - (3) Information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for those jobs.
- h. Provision of performance information and program cost information on eligible providers of training services by program and type of providers.
- i. Provision of information, in usable and understandable formats and languages, about how the local area is performing on local performance accountability measures, as well as any additional performance information relating to the area's One-Stop delivery system.
- j. Provision of information, in usable and understandable formats and languages, relating to the availability of supportive services or assistance, and appropriate referrals to those services and assistance, including: child care; child support; medical or child health assistance available through the State's Medicaid program and Children's Health Insurance Program; benefits under SNAP; assistance through the earned income tax credit; and assistance under a State program for Temporary Assistance for Needy Families, and other supportive services and transportation provided through that program;
- k. Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA; and
- l. Provision of information and assistance regarding filing claims for unemployment compensation, by which the Career Center must provide meaningful assistance to individuals seeking assistance in filing a claim for unemployment compensation.
 - (1) Meaningful assistance means:
 - (a) Providing assistance on-site using staff who are well-trained in unemployment compensation claims filing and the rights and responsibilities of claimants; or
 - (b) Providing assistance by phone or via other technology, as long as the assistance is provided by trained and available staff and within a reasonable time.
 - (c) The costs associated with providing this assistance may be paid for by the State's unemployment insurance program, or the WIOA adult or dislocated worker programs, or some combination thereof these funding sources.

C. One-Stop Youth Services

1. 20 CFR 678.500 requires CareerSource Okaloosa Walton to include in the MOU a description of youth services to be provided through the One-Stop delivery system, including the way the services will be coordinated and delivered through the system. The elements will be linked to one or more of the indicators of performances described in WIOA section 116.
2. This section contains a description for each of the 14 WIOA youth program elements. The 14 youth elements will be delivered through the CareerSource Okaloosa Walton's youth program. In the case where resources may not be available to carry out the functions of any of the 14 elements, the youth participant will be referred to another agency for the appropriate services.
3. 20 CFR 681.460 requires local programs to make each of the following 14 services available to youth participants:
 - a. 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 postsecondary credential.
 - b. Alternative secondary school services, or dropout recovery services, as appropriate.
 - c. 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:
 - (1) Summer employment opportunities and other employment opportunities available throughout the school year.
 - (2) Pre-apprenticeship programs.
 - (3) Internships and job shadowing; and
 - (4) On-the-job training opportunities.
 - d. Occupational skill training, which includes priority consideration for training programs that lead to recognized postsecondary credentials that align with in-demand industry sectors or occupations in the local area involved, if the Local WDB determines that the programs meet the quality criteria described in WIOA sec. 123.
 - e. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.

- f. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors.
- g. Supportive services, including the services listed in 20 CFR 681.570.
- h. Adult mentoring for a duration of at least 12 months, that may occur both during and after program participation.
- i. Follow-up services for not less than 12 months after the completion of participation, as provided in 20 CFR 681.580.
- j. 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.
- k. Financial literacy education.
- l. Entrepreneurial skills training.
- m. 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; and
- n. Activities that help youth prepare for and transition to postsecondary education and training.

VI. PROVISION OF SERVICES

- A. CareerSource Okaloosa Walton (CSOW) has been designated by the chief elected official as the administrative entity, grant recipient, and fiscal agent for the Workforce Innovation and Opportunity Act (WIOA) of 2014.
- B. WIOA requires partner programs to make their services available through the One-Stop delivery system and encourages increasing access through additional partnerships with optional partners. Additionally, WIOA requires CSOW and the One-Stop system partners to develop a memorandum of understanding concerning the operations of the One-Stop system; and establishes the framework for providing services to employers, employees, job seekers and others needing workforce services.
- C. **CSOW agrees to perform the following functions under this MOU:**
 - 1. Review this MOU at least every three years and solicit feedback from The Partner regarding improvements, changes, and/or additions.
 - 2. 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 delivery system.

3. Agree to provide the following office needs as space allows: Cubicle space, chair, applicable computer/hardware and general software, telephone access, utilities, server/internet connectivity and maintenance and other general office usage needs as applicable.
4. Maintain the statewide "CSOW" branding for each career center.
5. Maintain the U.S. Department of Labor American Job Center (AJC) branding for each career center.
6. Maintain and operate at least one comprehensive One-Stop career center within the local workforce development area 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 training to The Partner staff members in an effort for all partners in the One-Stop delivery system to understand each partner organization, their services, and their goals.
8. Share Labor Market Information (LMI) and employer/customer data such as performance outcomes to the extent allowed by law.
9. Commit to a unified, collaborative marketing strategy that will effectively inform job seekers, training and education seekers, employers, and the community at large about the services available through the One-Stop system in Okaloosa and Walton counties.
10. Provide space for The Partner's meetings and/or co-location as space and funding permits.
11. Model for the One-Stop delivery system CareerSource Florida's core values:
 - a. **Integrity.** We will do the right thing, always.
 - b. **Focus.** We remain disciplined by paying constant attention to our vision, mission, and goals.
 - c. **Collaboration.** We work as a team with people inside the organization and maintain important alliances with partners.
 - d. **Diversity.** We value people and realize that a broader range of perspectives generates better solutions.
 - e. **Action.** We get things done, efficiently and effectively, now.
 - f. **Accountability.** We take personal responsibility and do what is required to reach our goals, together.
 - g. **Communication.** We are honest and communicate openly throughout every level of the organization and with stakeholders.

- h. **Innovation.** We constantly seek new and better ways to deliver services.
- i. **Excellence.** We excel at what we do, striving for quality performance individually and as a team.
- j. **Leadership.** We lead the way in implementing globally effective workforce development services by empowering our people to be leaders.

12. Abide by all applicable CareerSource Florida's policies, rules, and procedures, and applicable Florida statutes and rules.

D. The Partner agrees to perform the following functions under this MOU:

1. Coordinate with CSOW to provide access to its workforce services and programs through the One-Stop delivery 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 CSOW 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 delivery system.
3. Provide CSOW with program outcome information for performance data tracking, as made available through reliable sources.
4. Provide feedback to CSOW management regarding the performance of the partnership, including its effectiveness and success.
5. Participate in career center periodic meetings to provide updates on The Partner's programs and procedures to CSOW and other partner staff.

VII. METHODS FOR REFERRALS

- A. Internal cross-referral procedures will be developed and/or reassessed based upon availability of funding, services and program needs to ensure that high quality and convenient services are available to potentially eligible customers of the One-Stop system.
- B. CSOW expects to receive referrals from One-Stop partner programs, and to refer customers to Partner programs. To utilize staff in each program efficiently, responsibilities will be delineated. CSOW accepts that because all program participants may receive individualized services through their respective program, some overlap may occur. Task sharing between programs will ultimately be worked out through communication, cooperation, and collaboration between Program staff, such as career planners or career advisors.

- C. All planned services provided by CSOW or The Partner program(s) for participants will be provided by the respective Program staff. All career services provided will be consistent with those identified in this MOU. All the basic career services included in WIOA will be made available for One-Stop customers, including program participants receiving services through the One-Stop delivery system.
- D. To ensure participants receive every opportunity to be successful in their job search efforts, career center staff will offer the below services to participants enrolled in a One-Stop system program through direct services or referral where appropriate and allowable:
 - 1. Referral to housing assistance & other supportive services.
 - 2. Referrals to the CSOW Veterans Team for services.
 - 3. Career Coaching and job search assistance.
 - 4. Personalized instruction to prepare for specific job interviews.
 - 5. Occupational training where applicable.
 - 6. Intervene with potential employers on behalf of specific program participants where appropriate.
 - 7. Transportation assistance where allowable.
 - 8. Child Care referrals as needed.
 - 9. Referrals as needed for state licensing/certifications required for employment.

VIII. ONE-STOP OPERATING BUDGET

Note: The Operating Budget will be developed and agreed to by August 31st of each Program Year and will be incorporated into this MOU as Appendix A.

- A. The One-Stop operating budget of the career center or American Job Center is the financial plan to which the One-Stop partners, CEO, and CSOW agree in the MOU to achieve their goals of delivering services in Okaloosa and Walton Counties. The operating budget, when developed, will describe how the costs of services provided; and the operating costs of the One-Stop system will be funded, including the infrastructure costs for the One-Stop system (*WIOA sec. 121(c)(2)(A) and 20 CFR 678.500(b), 34 CFR 361.500(b), and 34 CFR 463.500(b)*).
- B. The One-Stop operating budget consists of costs that are specifically identified in the statute. For example, **infrastructure costs**, as defined in WIOA sec. 121(h)(4); and **additional costs**, which must include applicable career services and may include shared operating costs and shared services that are related to the operation of the One-Stop delivery system, but do not constitute **infrastructure costs**. Career services are provided by CSOW staff and Department of Economic Opportunity (DEO) jointly managed staff all funded by WIOA, TAA, UC, Veteran's Services, Wagner Peyser, and

Welfare Transition. Career services by nature of their programs are also provided by Vocational Rehabilitation and SCSEP personnel co-located in the One Stop Center. One-Stop **infrastructure costs** include the annual lease, liability and property insurance, telephone, software and internet network expense, utilities, facility maintenance, equipment leasing and maintenance, and office supplies. **Additional costs** are described in WIOA sec. 121(i) and include the IT contract and consulting expense, participant tracking technology contract expense, and a portion of the CSOW IT staff technician's salary and benefits. Cost allocation methodology is based on Full Time Equivalents (FTE's) located in the One-Stop and for those partners who are co-located in the One-Stop. **Full One-Stop center usage costs** include all **infrastructure costs** and **additional cost** line items. For all other partners who are not located in the One-Stop, but who through technology access CSOW information and services, the methodology for determining each partner's fair share of **infrastructure** and **additional costs** of the One-Stop center includes only those line items relevant for access.

- C. CSOW will ensure the One-Stop operating budget is annually reconciled against actual costs incurred and adjusted accordingly. This reconciliation process will ensure the budget reflects a cost allocation methodology that demonstrates how infrastructure costs are charged to each partner in proportion to the partner's use of the One-Stop center and relative benefit received.
- D. The One-Stop operating budget may be further refined by the One-Stop partners, as needed, to assist in tracking their contributions.

IX. INFRASTRUCTURE FUNDING AGREEMENTS (IFA)

Note: The Infrastructure Funding Agreement will be developed and agreed to by August 31st of each Program Year and will be incorporated into this MOU as Appendix B.

- A. The IFA is an integral part of the CSOW overall One-Stop operating budget. The IFA contains all the **infrastructure costs**. The other component of the CSOW One-Stop operating budget consists of **additional costs**, which include applicable career services, and may include shared operating costs and shared services. While each of these components covers different cost categories, the CSOW One-Stop operating budget would be incomplete if any of these cost categories were omitted. All the components are necessary to maintain a fully functioning and successful local One-Stop delivery system.
- B. The overall One-Stop operating budget must be included in the MOU. IFAs are a mandatory component of the local MOU, as described in WIOA sec. 121(c); 20 CFR 678.500 and 678.755, 34 CFR 361.500 and 361.755; and 34 CFR 463.500 and 463.755. CSOW will work with each One-Stop partner, and CEO to negotiate the IFA costs along with additional costs, when developing the One-Stop operating budget for the local One-Stop delivery system.
- C. Career services are provided by CSOW staff and Department of Economic Opportunity (DEO) jointly managed staff all funded by WIOA, TAA, UC, Veteran's Services, Wagner Peyser, and Welfare Transition. Career services by nature of their programs are also provided by Vocational Rehabilitation and SCSEP personnel co-located in the One-Stop Center. One-Stop **infrastructure costs** include the annual lease, liability and property insurance, telephone, software and internet network expense, utilities, facility

maintenance, equipment leasing and maintenance, and office supplies. **Additional costs** are described in WIOA sec. 121(i) and include the IT contract and consulting expense, participant tracking technology contract expense, and a portion of the CSOW IT staff technician's salary and benefits. Cost allocation methodology is based on Full Time Equivalents (FTE's) located in the One-Stop and for those partners who are co-located in the One-Stop. **Full One-Stop Center usage costs** include all **infrastructure costs** and **additional cost** line items. For all other partners who are not located in the One-Stop, but who through technology access CSOW information and services, the methodology for determining each partner's fair share of **infrastructure** and **additional costs** of the One-Stop center includes only those line items relevant for access. It is the responsibility of CSOW to determine if any services provided by any partner can be exchanged for any portion of that partner's fair share and considered their in-kind contribution.

X. CONFIDENTIALITY OF RECORDS

If either Partner to this MOU obtains access to any records, files, or other information of the other Partner in connection with, or during the performance of this MOU, then that Partner 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 Partner.

XI. TERM

The Term of this MOU shall commence on July 1, 2021, or the date last executed by both parties, whichever is later, through June 30, 2024. The Partners agree to review this MOU annually, and if substantial changes have occurred, renew the MOU as prescribed by Section XII below, but not less than once every 3-year period to ensure appropriate funding and delivery of services.

XII. RENEWALS, AMENDMENTS, AND MODIFICATIONS

- A. 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.
- B. WIOA requires renewal of the MOU in certain circumstances. Renewal of the MOU requires all partners to review and agree to all elements of the MOU and re-sign the MOU. For example, any substantial changes, such as changes in One-Stop partners, or a change due to the election of a new CEO, will require renewal of the MOU.
- C. Amendment or modification of the MOU only requires the Partners to review and agree to the elements of the MOU that changed.
 1. Non-substantive changes to the MOU, such as minor revisions to the budget or adjustments made due to the annual reconciliation of the budget, do not require renewal of the MOU or,
 2. When a new IFA is created, the MOU must be updated. For example, a change to

the One-Stop partner's infrastructure cost contributions requires updating the MOU and does not require renewal of the MOU.

XIII. 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.

XIV. THIRD PARTY BENEFICIARY

The Partners expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this MOU. None of the Partners intend to benefit a third party directly or substantially by this MOU. The Partners agree that there are no third-party beneficiaries to this MOU and that no third party shall be entitled to assert a claim against any of the Partners based upon this MOU.

XV. GOVERNANCE

The accountability and responsibility for the One-Stop system rest with CSOW. Pursuant to the Act, CSOW shall conduct oversight with respect to the One-Stop delivery system. Any dispute concerning this MOU will be resolved in accordance with CSOW's Grievance/Complaint and Hearing/Appeal Procedures.

XVI. DISPUTE RESOLUTION

- A. If an issue arises involving this MOU, 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, the issue and the resolution will be documented in writing.
- B. If not resolved, the issue and the efforts to resolve will be documented and forwarded to the Executive Director of CSOW and the designated Partner's representative. A joint decision shall be issued within 60 calendar days of receipt.
- C. If dissatisfied with the decision, the dispute may be filed with the State of Florida's Department of Economic Opportunity (DEO) to review concerns and determine resolution. DEO may remand the issue back to the CSOW Executive Director and to the Partner(s) or impose other remedies to resolve the issue.

XVII. SIGNATURES


IN WITNESS WHEREOF, the Partner and CSOW have caused this MOU to be duly executed as of the date set forth below.

APPROVED BY:
CareerSource Okaloosa/Walton

APPROVED BY PARTNER:
Tri-County Community Council,
Inc.

By: <u>Michelle Burns</u>	By: <u>Joel Paul Jr.</u>
Name: <u>Michele Burns</u>	Name: <u>Joel Paul Jr.</u>
Title: <u>Executive Director</u>	Title: <u>Executive Director</u>
Date: <u>3/19/21</u>	Date: <u>4.15.2021</u>

APPROVED BY:
Chief Elected Official for Okaloosa and Walton Counties

By: <u>Carolyn N. Ketchel</u>	
Name: <u>Carolyn N. Ketchel</u>	
Title: <u>Chairman</u>	
Date: <u>July 20, 2021</u>	

CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 11/19/2019

Contract/Lease Control #: C18-2629-BCC

Procurement#: NA

Contract/Lease Type: AGREEMENT

Award To/Lessee: TRI-COUNTY COMMUNITY COUNCIL, INC.

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 09/20/2017

Expiration Date: 06/30/2021

Description of Contract/Lease: MEMORANDUM OF UNDERSTANDING (MOU)

Department: BCC

Department Monitor: HOFSTAD

Monitor's Telephone #: 850-651-7515

Monitor's FAX # or E-mail: JHOFSTAD@MYOKALOOSA.COM

Closed:

Cc: Finance Department Contracts & Grants Office

Agenda Item #10200

PROCUREMENT/CONTRACT/LEASE
INTERNAL COORDINATION SHEET

Procurement/Contract/Lease Number: go. TSD C18-2629-BCC Tracking Number: 371120

Procurement/Contractor/Lessee Name: Career Source Okaloosa Walton Grant Funded: YES NO

Purpose: Career Source Okaloosa Walton - IFA between Career source and various partners

Date/Term: Expiration: June 30, 2020 1. GREATER THAN \$100,000

Amount: Budgeting Costs-N/A 2. GREATER THAN \$50,000

Department: BCC 3. \$50,000 OR LESS

Dept. Monitor Name: Roland Sims

Purchasing Review

Procurement or Contract/Lease requirements are met:
Jessica Darr via Coordination Date: 14 Nov '19
 Purchasing Director or designee Jeff Hyde, DeRita Mason, Jessica Darr

2CFR Compliance Review (if required)

Approved as written: N/A Date: N/A
 Grants Coordinator Danielle Garcia

Risk Management Review

Approved as written: See Email dated Nov 14 @ 9:23 A.M. 2019 Date: 14 Nov 19
Karen Donaldson
 Edith Gibson or Karen Donaldson

County Attorney Review

Approved as written: See Email dated Nov 14 @ 1:32 p.m. Date: 14 Nov 19
Kerry Parsons
 County Attorney Gregory T. Stewart, Lynn Hoshihara, Kerry Parsons or Designee

Following Okaloosa County approval:

Clerk Finance

Document has been received: _____ Date: _____
 Finance Manager or designee

Jesica Darr

From: Karen Donaldson
Sent: Thursday, November 14, 2019 9:23 AM
To: Jesica Darr
Subject: RE: Urgent request _ cob Today please 10200 RE: Non BCC agency 10200 CareerSource Okaloosa Walton - Infrastructure Funding Agreement (IFA)

Jesica

This is approved by risk. There is no insurance element.

Thank you

Karen Donaldson

Karen Donaldson
Public Records and Contracts Specialist
Okaloosa County Risk Management
5479-B Old Bethel Rd.
Crestview, Fl. 32536
850.683.6207
KDonaldson@myokaloosa.com



Please note: Due to Florida's very broad public records laws, most written communications to or from county employees regarding county business are public records, available to the public and media upon request. Therefore, this written e-mail communication, including your e-mail address, may be subject to public disclosure.

From: Jesica Darr <jdarr@myokaloosa.com>
Sent: Thursday, November 14, 2019 8:46 AM
To: Karen Donaldson <kdonaldson@myokaloosa.com>; kparsons@ngn-tally.com
Cc: Lynn Hoshihara <lhoshihara@myokaloosa.com>; Jeffrey Hyde <jhyde@myokaloosa.com>; Jesica Darr <jdarr@myokaloosa.com>
Subject: Urgent request _ cob Today please 10200 RE: Non BCC agency 10200 CareerSource Okaloosa Walton - Infrastructure Funding Agreement (IFA)

Kerry and Karen,

Good Morning!

I have an urgent request from the BCC administrator.

Jesica Darr

From: Parsons, Kerry <KParsons@ngn-tally.com>
Sent: Thursday, November 14, 2019 1:32 PM
To: Roland Sims; Jesica Darr
Cc: Lynn Hoshihara; Jeffrey Hyde
Subject: RE: Urgent request _ cob Today please 10200 RE: Non BCC agency 10200 CareerSource Okaloosa Walton - Infrastructure Funding Agreement (IFA)

I was able to find it through the link Roland provided. This is approved for legal purposes.

From: Roland Sims [rosims@myokaloosa.com]
Sent: Thursday, November 14, 2019 12:37 PM
To: Jesica Darr
Cc: Lynn Hoshihara; Parsons, Kerry; Jeffrey Hyde
Subject: RE: Urgent request _ cob Today please 10200 RE: Non BCC agency 10200 CareerSource Okaloosa Walton - Infrastructure Funding Agreement (IFA)

Jessica,

This is all that I have pulled from the Purchasing website.

It has a hodgepodge of IFA's some expiring in 2020 and some 2019.

http://www.co.okaloosa.fl.us/sites/default/files/contracts/contra_pdf/C18-2693-BCC.pdf

This is something that CareerSource routinely brings to the Board amongst other items.

Some many hands have delved into this over the years, from the Deputy County Administrator Kay G. through to Clerk of Courts Staff.

There has always been a grey area as we are kind of a pass through for them as well as their budget.

We started the need for coordination per Kay Godwin's request a few years back.

They are a not-for-profit agency created and managed within Florida Statutes.

http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=0400-0499/0445/Sections/0445.004.html

If you have any suggestions moving forward I am all ears?

Roland Sims Jr.

Executive Assistant II
Okaloosa County Administrator's Office
1250 N Eglin Pkwy, Suite 102 | Shalimar, FL 32579
P: 850.651.7515 | Fax: 850.651.7551
MyOkaloosa.com | [Facebook](#) | [Twitter](#) |



Signature page for the One-Stop Operating Budget (**Appendix A**) and the Infrastructure Funding Agreement (**Appendix B**) to the Workforce Innovation and Opportunity Act (WIOA) Memoranda of Understanding (MOU) dated August 20, 2019, between **CareerSource Okaloosa Walton (CSOW)**, also referred to as **CSOW**; and the **Tri-County Community Council, Inc.**, also referred to as **The Partner**.

I. TERM FOR INFRASTRUCTURE COSTS

The Term for this Infrastructure Funding Agreement shall commence on July 1, 2019, through June 30, 2020. The Term for subsequent Infrastructure Funding Agreements shall commence on the first day of the Program/Fiscal Year (Currently) July 1 through last day of the Program/Fiscal Year (Currently) June 30. A new Infrastructure Funding Agreement will be developed for each subsequent Program/Fiscal Year.

II. AGREEMENT/PAYMENTS

The Partners agree to the infrastructure costs outlined in **Appendix B**; and to the Term for this Infrastructure Funding Agreement. Payments may be made monthly, quarterly, or annually at the beginning of each agreed upon period as invoiced by CSOW.

III. SIGNATURES

IN WITNESS WHEREOF, the Partner and CSOW have caused this Infrastructure Funding Agreement to be duly executed as of the date set forth below.

APPROVED BY: CareerSource Okaloosa/Walton	APPROVED BY PARTNER: Tri-County Community Council, Inc.
By: <u><i>Michele Burns</i></u>	By: <u><i>Joel Paul Jr.</i></u>
Name: <u>Michele Burns</u>	Name: <u>Joel Paul Jr.</u>
Title: <u>Executive Director</u>	Title: <u>Executive Director</u>
Date: <u>September 5, 2019</u>	Date: <u>October 29, 2019</u>

APPROVED BY:
Chief Elected Official for Okaloosa and Walton Counties

By: *Charles K. Windes, Jr.*

Name: Charles K. Windes, Jr.

Title: Chairman

Date: NOV 19 2019



CONTRACT #: C18-2629-BCC
TRI-COUNTY COMMUNITY COUNCIL, INC.
MOU_IFA
EXPIRES: 06/30/2021

**Infrastructure Funding Agreement (Appendix B) to the
Workforce Innovation and Opportunity Act (WIOA)
Memoranda of Understanding (MOU)
Program Year 2019-2020**

**Infrastructure Costs and Additional OS Expense
Annualized**

2019 2020 based on 2018 2019

Infrastructure Expense	Ft. Walton One Stop	Technology Usage
	Full Center Usage	Access Only
Lease	\$217,868	
Liability/Property/Other Insurance	\$14,413	
IT Consulting Contract	\$29,902	\$29,902
IT Technician Portion of Salaries and Benefits 10%	\$4,574	\$4,574
Telephone	\$16,026	
Software and Internet	\$1,704	\$1,704
Utilities	\$20,027	
Facilities Maintenance	\$4,433	
Equipment Leasing & Maintenance	\$8,282	
Supplies	\$15,579	
Atlas Complete Technology	\$20,866	\$20,866
Total Infrastructure Costs	\$353,673	\$57,046
Additional One Stop Costs		
Career Services Salaries and Benefits	\$454,716	
UCT Tax	\$741	
Temp Services and Background Checks	\$11,860	
Record Storage	\$1,155	
Postage	\$502	
Outreach	\$5,795	
Travel and Professional Development	\$21,493	
Participant Expense	\$300,746	
Equipment	\$211,401	
Fees and Licensing (Atlas Excluded)	\$3,270	
Total Additional One Stop Expense	\$1,011,679	
Total/Total Infrastructure and Additional One Stop Costs	\$1,365,352	

33.0 FTE in FWB One Stop (CSOW/DEO/VR/SEP/VA Work Studies) (1320 Hours)

MOU's			
	Fair Share	Exchange Value	Balance to CSOW
Voc Rehab with 1 FTE in OS (\$353,673/33.0)	\$10,717		\$10,717
SEP with .5 FTE in OS ((\$353,673/33.0)/2)	\$5,359	\$5,359	\$0
	Access Fee	Exchange Value	Balance to CSOW
NWFLSC (Perkins and Literacy Programs)-No FTE in OS (\$57,046/33.0)	\$1,729	\$0	\$1,729
OTC--No FTE in OS (\$57,046/33.0)	\$1,729	\$0	\$1,729
ECTC--No FTE in OS (\$57,046/33.0)	\$1,729	\$0	\$1,729
FI Division of Blind Services-No FTE in OS (\$57,046/33.0)	\$1,729	\$1,729	\$0
FI Division of Blind Services--Services provided to 6 CSOW Referrals @ Average of \$144.08 Per Referral = \$865. Bal of \$865 provided by On Site Services			
Community Services Block Grant (Tri County)--No FTE in OS (\$57,046/33.0)	\$1,729	\$1,729	\$0
Community Services Block Grant (Tri County)--Services provided to 30 CSOW Referrals @ Average of \$57.63 per Referral = \$1,729			

\$15,902

CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 10-05-2017

Contract/Lease Control #: C18-2629-BCC

Procurement#: NA

Contract/Lease Type: AGREEMENT

Award To/Lessee: TRI-COUNTY COMMUNITY COUNCIL, INC.

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 09/20/2017

Expiration Date: 06/30/2019 W/ AUTO 1 YR RENEWALS

Description of Contract/Lease: MOU

Department: BCC

Department Monitor: HOFSTAD

Monitor's Telephone #: 850-651-7515

Monitor's FAX # or E-mail: JHOFSTAD@CO.OKALOOSA.FL.US

Closed:

Cc: Finance Department Contracts & Grants Office

CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 08/26/2019

Contract/Lease Control #: C18-2629-BCC

Procurement#: NA

Contract/Lease Type: AGREEMENT

Award To/Lessee: TRI-COUNTY COMMUNITY COUNCIL, INC.

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 09/20/2017

Expiration Date: 06/30/2021

Description of Contract/Lease: MOU

Department: BCC

Department Monitor: HOFSTAD

Monitor's Telephone #: 850-651-7515

Monitor's FAX # or E-mail: JHOFSTAD@MYOKALOOSA.COM

Closed:

Cc: Finance Department Contracts & Grants Office

MEMORANDUM OF UNDERSTANDING

BETWEEN

**CAREERSOURCE OKALOOSA WALTON
AND
TRI-COUNTY COMMUNITY COUNCIL, INC.**

I. PARTIES

This Memorandum of Understanding ("MOU"), is made pursuant to the Workforce Innovation and Opportunity Act (WIOA) of 2014 ("the Act") and is entered into between **CareerSource Okaloosa Walton (CSOW)**, hereinafter referred to as **CSOW**; and the **Tri-County Community Council, Inc.**, hereinafter referred to as **The Partner**; administers the **Community Services Block Grant Employment and Training Activities**.

II. PURPOSE

- A. The Act is an affirmation of the work that has been done in Florida to build the workforce development system. The cornerstone of the Act is its one-stop customer service delivery system. The One-Stop system assures coordination between the activities authorized in and linked to the Act.
- B. The primary purpose of this Memorandum of Understanding (MOU) is to establish the roles and responsibilities of the Local CareerSource Board, the chief elected official (CEO), and the One-Stop partners as it relates to managing the American Job Center network. In short, this MOU is a description of how the agencies come together to operationalize their respective roles and responsibilities to ensure a seamless and effective "one-stop" delivery system.
- C. More specifically, this MOU describes the cooperative workforce employment and training efforts of CSOW and The Partner; and the actions to be taken by each to assure the coordination of their efforts in accordance with Federal and state issued requirements to establish and maintain an effective and successful American Job Center network.
- D. This MOU is also intended to coordinate resources and services between all Partners to prevent duplication of services and ensure the effective and efficient delivery of workforce services in Okaloosa and Walton Counties. In addition, this MOU will establish joint processes and procedures that will enable Partners to integrate with the current one-stop service delivery system resulting in a seamless and comprehensive array of education, human service, job training, and other workforce development services to its citizens, including persons with disabilities, within Okaloosa and Walton Counties.
- E. The parties to this MOU 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.

- F. WIOA provides that CSOW may negotiate an umbrella MOU or an individual MOU for one or more of its one-stop partners.

III. GOVERNANCE, OPERATIONS, AND SERVICE DELIVERY ROLES

- A. WIOA has established specific governance, operations, and service delivery roles within the American Job Center network. In accordance with 20 CFR 678.420, 34 CFR 361.420, and 34 CFR 463.420, each required one-stop partner program must:

1. Provide access to its programs or activities through the American Job Center network, in addition to any other appropriate locations (i.e., affiliated or specialized sites);
2. Use a portion of its funds, to the extent consistent with the relevant authorizing statute and with the Uniform Guidance at 2 CFR parts 200, 2900, and 3474 (requiring, among other things, that costs are allowable, reasonable, necessary, and allocable) to:
 - a. Provide applicable career services; and
 - b. Work collaboratively with the Local CareerSource Board to establish and maintain the one-stop delivery system. This includes jointly funding the one-stop infrastructure costs through partner contributions.
3. Enter into an MOU that meets the requirements of 20 CFR 678.500(b), 34 CFR 361.500(b), and 34 CFR 463.500(b) to partner with the Local CareerSource Board on the operation of the American Job Center network;
4. Participate in the operation of the American Job Center network consistent with the terms of the MOU, requirements of authorizing laws and implementing regulations, Federal cost principles, and all other applicable legal requirements; and
5. Provide representation on the Local CareerSource Board as required, and participate in Board committees, as needed.

IV. WIOA VISION FOR THE AMERICAN JOB CENTERS OR CAREER CENTERS: (Reference TEGL 16-16)

- A. Through the American Job Centers, partner programs and their direct service providers ensure businesses and all job seekers—a shared client base across the multiple programs—have access to information and services that lead to positive educational and employment outcomes. Under WIOA, American Job Centers or Career Centers and partner staff should strive to:

1. Provide job seekers with the skills and credentials necessary to secure and advance in employment with wages that sustain themselves and their families;
2. Provide access and opportunities to job seekers, including individuals with barriers to employment, as defined in section 3(24) of WIOA, such as individuals with disabilities, individuals who are English language learners, and individuals who have low levels of literacy, to prepare for, obtain, retain, and advance in high-quality jobs and high-demand careers;
3. Enable businesses and employers to easily identify and hire skilled workers and access other human resource assistance, including education and training for their current workforce, which may include assistance with pre-screening applicants, writing job descriptions, offering rooms for interviewing, and consultation services on topics like succession planning and career ladder development, and other forms of assistance.
4. Participate in rigorous evaluations that support continuous improvement of American Job Centers by identifying which strategies work better for different populations; and
5. Ensure that high-quality integrated data inform decisions made by policy makers, employers, and job seekers.

V. ONE-STOP PARTNER PROGRAMS AND SERVICES

A. Programs

1. All required partners must sign a joint MOU with CSOW with the agreement of the chief elected official. The required One-Stop partners in Okaloosa and Walton Counties and programs include (*Reference: Section 121(b)(1)(B) and 20 CFR 678.400*):

a. Department of Labor

- (1) Workforce Development Activities (WIOA Title I);
 - (a) Youth Workforce Investment Activities;
 - (b) Adult and Dislocated Worker Employment and Training Activities.

Note: Program Administrator – CareerSource Okaloosa Walton

- (2) Wagner-Peyser (WP) Act Employment Services (WIOA Title III);
- (3) Trade Adjustment Assistance (TAA) Program;

(4) Unemployment Compensation (UC) Programs;

(5) Jobs for Veterans State Grant (JVSG) Programs;

Note: Program Administrator – CareerSource Okaloosa Walton

(6) The Senior Community Service Employment Program (SCSEP);

Note: Program Administrator – The National Caucus and Center on Black Aged, Inc.

b. Department of Education

(1) Adult Education and Literacy Act Programs (WIOA Title II);

*Note: Program Administrators: (1) Northwest Florida State College;
(2) Emerald Coast Technical College*

(2) Career and technical education programs at the post-secondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006;

Note: Program Administrators: (1) Northwest Florida State College; (2) Emerald Coast Technical College; and (3) Okaloosa Technical College

(3) The State Vocational Rehabilitation Services Program authorized under Title I of the Rehabilitation Act Of 1973 (29 U.S.C.720 et seq.), as amended by WIOA Title IV.

Note: Program Administrator: DOE-Division of Vocational Rehabilitation

(4) Florida Department of Education - Division of Blind Services

Note: Program Administrator: DOE-Division of Blind Services

c. Department of Health and Human Services

(1) Temporary Assistance for Needy Families (TANF) authorized under part A of title IV of the Social Security Act;

Note: Program Administrator – CareerSource Okaloosa Walton

(2) Community Services Block Grant (CSBG) - Employment and training activities.

Note: Program Administrator – Tri-County Community Council, Inc.

2. Additional One-Stop Partners

a. Social Security Administration - Ticket-to-Work self-sufficiency program.

Note: Program Administrator – CareerSource Okaloosa Walton

- b. Department of Agriculture - Supplemental Nutrition and Assistance Program (SNAP).

Note: Program Administrator – CareerSource Okaloosa Walton

B. Services

1. WIOA places a great deal of importance on effectively serving those individuals with barriers to employment, such as individuals with disabilities. WIOA establishes basic career services that should be available to all one-stop customers. At a minimum, the basic career services listed below must be provided through the one-stop delivery system:
 - a. These services include referrals to partner programs, initial assessments, and labor exchange services;
 - b. Determinations of whether the individual is eligible to receive assistance from the adult, dislocated worker, or youth programs;
 - c. Outreach, intake (including worker profiling), and orientation to information and other services available through the one-stop delivery system;
 - d. Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and need for supportive services;
 - e. Labor exchange services, including:
 - (1) Job search and placement assistance, and, when needed by an individual, career counseling, including:
 - (a) Provision of information on in-demand industry sectors and occupations (as defined in sec. 3(23) of WIOA); and
 - (b) Provision of information on nontraditional employment; and,
 - (2) Appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services other than those traditionally offered through the one-stop delivery system;
 - f. Provision of referrals to and coordination of activities with other programs and services, including programs and services within the one-stop delivery system and, when appropriate, other workforce development programs;

- g. Provision of workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including:
 - (1) Job vacancy listings in labor market areas;
 - (2) Information on job skills necessary to obtain the vacant jobs listed; and,
 - (3) Information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for those jobs.
- h. Provision of performance information and program cost information on eligible providers of training services by program and type of providers;
- i. Provision of information, in usable and understandable formats and languages, about how the local area is performing on local performance accountability measures, as well as any additional performance information relating to the area's one-stop delivery system;
- j. Provision of information, in usable and understandable formats and languages, relating to the availability of supportive services or assistance, and appropriate referrals to those services and assistance, including: child care; child support; medical or child health assistance available through the State's Medicaid program and Children's Health Insurance Program; benefits under SNAP; assistance through the earned income tax credit; and assistance under a State program for Temporary Assistance for Needy Families, and other supportive services and transportation provided through that program;
- k. Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA; and
- l. Provision of information and assistance regarding filing claims for unemployment compensation, by which the Career Center must provide meaningful assistance to individuals seeking assistance in filing a claim for unemployment compensation.
 - (1) Meaningful assistance means:
 - (a) Providing assistance on-site using staff who are well-trained in unemployment compensation claims filing and the rights and responsibilities of claimants; or
 - (b) Providing assistance by phone or via other technology, as long as the assistance is provided by trained and available staff and within a reasonable time.
 - (c) The costs associated in providing this assistance may be paid for by the State's unemployment insurance program, or the WIOA adult or dislocated worker programs, or some combination thereof these funding sources.

VI. PROVISION OF SERVICES

- A. CareerSource Okaloosa Walton (CSOW) has been designated by the chief elected official as the administrative entity, grant recipient, and fiscal agent for the Workforce Innovation and Opportunity Act (WIOA) of 2014.
- B. WIOA requires partner programs to make their services available through the one-stop delivery system and encourages increasing access through additional partnerships with optional partners. Additionally, WIOA requires CSOW and the One-Stop system partners to develop a memorandum of understanding concerning the operations of the one-stop system; and establishes the framework for providing services to employers, employees, job seekers and others needing workforce services.
- C. CSOW agrees to perform the following functions under this MOU:
1. Review this MOU annually and solicit feedback from The Partner regarding improvements, changes, and/or additions.
 2. 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 delivery system.
 3. Agree to provide the following office needs as space allows: Cubicle space, chair, applicable computer/hardware and general software, telephone access, utilities, server/internet connectivity and maintenance and other general office usage needs as applicable.
 4. Maintain the statewide “CSOW” branding for each career center.
 5. Maintain the U.S. Department of Labor American Job Center (AJC) branding for each career center.
 6. Maintain and operate at least one comprehensive One-Stop career center within the local workforce development area 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 training to the partner staff members in an effort for all partners in the one-stop delivery system to understand each partner organization, their services, and their goals.
 8. Share Labor Market Information (LMI) and employer/customer data such as performance outcomes to the extent allowed by law.
 9. Commit to a unified, collaborative marketing strategy that will effectively inform job seekers, training and education seekers, employers, and the community at large about the services available through the one-stop system in Okaloosa and Walton counties.

10. Provide space for The Partner's meetings and/or co-location as space and funding permits.

11. Model for the one-stop delivery system CareerSource Florida's core values:

- a. **Integrity.** We will do the right thing, always;
- b. **Focus.** We remain disciplined by paying constant attention to our vision, mission and goals;
- c. **Collaboration.** We work as a team with people inside the organization and maintain important alliances with partners;
- d. **Diversity.** We value people and realize that a broader range of perspectives generates better solutions;
- e. **Action.** We get things done, efficiently and effectively, now;
- f. **Accountability.** We take personal responsibility and do what is required to reach our goals, together;
- g. **Communication.** We are honest and communicate openly throughout every level of the organization and with stakeholders;
- h. **Innovation.** We constantly seek new and better ways to deliver services;
- i. **Excellence.** We excel at what we do, striving for quality performance individually and as a team;
- j. **Leadership.** We lead the way in implementing globally effective workforce development services by empowering our people to be leaders.

12. Abide by all applicable CareerSource Florida's policies, rules, and procedures; and applicable Florida statutes and rules.

D. The Partner agrees to perform the following functions under this MOU:

1. Coordinate with CSOW to provide access to its workforce services and programs through the one-stop delivery system in accordance with published policies and procedures, which include the way the services will be coordinated and delivered through the one-stop system.
2. Coordinate with CSOW 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 delivery system.
3. Provide CSOW with program outcome information for performance data tracking, as made available through reliable sources.

4. Provide feedback to CSOW management regarding the performance of the partnership, including its effectiveness and success.
5. Participate in career center periodic meetings to provide updates on The Partner's programs and procedures to CSOW and other partner staff.

VII. METHODS FOR REFERRALS

- A. Internal cross-referral procedures will be developed and/or reassessed based upon availability of funding, services and program needs to ensure that high quality and convenient services are available to potentially eligible customers of the one-stop system.
- B. CSOW expects to receive referrals from One-Stop Partner programs, and to refer customers to Partner programs. To utilize staff in each program efficiently, responsibilities will be delineated. CSOW accepts that because all program participants may receive individualized services through their respective program, some overlap may occur. Task sharing between programs will ultimately be worked out through communication, cooperation, and collaboration between Program staff, such as career planners or case managers.
- C. All planned services provided by CSOW or The Partner program(s) for participants will be provided by the respective Program staff. All career services provided will be consistent with those identified in this MOU. All basic career services included in WIOA will be made available for One-Stop customers, including program participants receiving services through the one-stop delivery system.
- D. To ensure participants receive every opportunity to be successful in their job search efforts, career center staff will offer the below services to participants enrolled in a one-stop system program through direct services, or referral where appropriate and allowable:
 1. Referral to housing assistance & other supportive services.
 2. Referrals to the CSOW Veterans Team for services.
 3. Career Coaching and job search assistance.
 4. Personalized instruction to prepare for specific job interviews.
 5. Occupational Training where applicable.
 6. Intervene with potential employers on behalf of specific program participants where appropriate.
 7. Transportation assistance where allowable.
 8. Child Care referrals as needed.

9. Referrals as needed for state licensing/certifications required for employment.

VIII. ONE-STOP OPERATING BUDGET

Note: The Operating Budget will be developed and agreed to by August 31st each Program Year; and will be incorporated into this MOU as Appendix A. The new Operating Budget will be effective starting on July 1st of the Program Year.

- A. The one-stop operating budget of the career center or American Job Center is the financial plan to which the One-Stop partners, CEO, and CSOW agree in the MOU to achieve their goals of delivering services in Okaloosa and Walton Counties. The operating budget, when developed, will describe how the costs of services provided; and the operating costs of the One-Stop system will be funded, including the infrastructure costs for the one-stop system (WIOA sec. 121(c)(2)(A) and 20 CFR 678.500(b), 34 CFR 361.500(b), and 34 CFR 463.500(b)).
- B. The One-Stop operating budget consists of costs that are specifically identified in the statute. For example, infrastructure costs, as defined in WIOA sec. 121(h)(4); and additional costs, which must include applicable career services and may include shared operating costs and shared services that are related to the operation of the One-Stop Delivery System, but do not constitute infrastructure costs. Career services are provided by CSOW staff and Department of Economic Opportunity (DEO) jointly managed staff all funded by WIOA, Trade Adjustment Assistance (TAA), Unemployment Compensation (UC), Veteran's Services, Wagner-Peyser, Reemployment Services and Eligibility Assessment (RESEA) program, Supplemental Nutrition Assistance Program (SNAP), and Welfare Transition. Career services by nature of their programs are also provided by Vocational Rehabilitation and Senior Community Service Employment Program (SCSEP) personnel co-located in the One-Stop Center. One-Stop infrastructure costs include the annual lease, liability and property insurance, telephone, software and internet network expense, utilities, facility maintenance, equipment leasing and maintenance, and office supplies. Additional costs are described in WIOA sec. 121(i) and include the IT contract and consulting expense, participant tracking technology contract expense, and a portion of the CSOW IT staff technician's salary and benefits. Cost allocation methodology is based on Full Time Equivalents (FTE's) located in the One-Stop and for those partners who are co-located in the One-Stop. Full One-Stop center usage costs include all infrastructure costs and additional cost line items. For all other partners who are not located in the One-Stop, but who through technology access CSOW information and services, the methodology for determining each partner's fair share of infrastructure and additional costs of the One-Stop center includes only those line items relevant for access.
- C. CSOW will ensure the One-Stop operating budget is annually reconciled against actual costs incurred and adjusted accordingly. This reconciliation process will ensure the budget reflects a cost allocation methodology that demonstrates how infrastructure costs are charged to each partner in proportion to the partner's use of the One-Stop center and relative benefit received.
- D. The One-Stop operating budget may be further refined by the One-Stop partners, as needed, to assist in tracking their contributions.

IX. INFRASTRUCTURE FUNDING AGREEMENTS (IFA)

Note: The Infrastructure Funding Agreement will be developed and agreed to by August 31st each Program Year; and will be incorporated into this MOU as Appendix B. The new IFA will be effective starting on July 1st of the Program Year.

- A. The IFA is an integral part of the CSOW overall One-Stop operating budget. The IFA contains all of the infrastructure costs. The other component of the CSOW One-Stop operating budget consists of additional costs, which include applicable career services, and may include shared operating costs and shared services. While each of these components covers different cost categories, the CSOW One-Stop operating budget would be incomplete if any of these cost categories were omitted. All of the components are necessary to maintain a fully functioning and successful local one-stop delivery system.
- B. The overall One-Stop operating budget must be included in the MOU. IFAs are a mandatory component of the local MOU, as described in WIOA sec. 121(c); 20 CFR 678.500; 678.755, 34 CFR 361.500 and 361.755; and 34 CFR 463.500 and 463.755. CSOW will work with each One-Stop partner, and CEO to negotiate the IFA costs along with additional costs, when developing the One-Stop operating budget for the local one-stop delivery system.
- C. Career services are provided by CSOW staff and Department of Economic Opportunity (DEO) jointly managed staff all funded by WIOA, Trade Adjustment Assistance (TAA), Unemployment Compensation (UC), Veteran's Services, Wagner-Peyser, Reemployment Services and Eligibility Assessment (RESEA) program, Supplemental Nutrition Assistance Program (SNAP), and Welfare Transition. Career services by nature of their programs are also provided by Vocational Rehabilitation and Senior Community Service Employment Program (SCSEP) personnel co-located in the One-Stop Center. One-Stop infrastructure costs include the annual lease, liability and property insurance, telephone, software and internet network expense, utilities, facility maintenance, equipment leasing and maintenance, and office supplies. Additional costs are described in WIOA sec. 121(i) and include the IT contract and consulting expense, participant tracking technology contract expense, and a portion of the CSOW IT staff technician's salary and benefits. Cost allocation methodology is based on Full Time Equivalent (FTE's) located in the One-Stop and for those partners who are co-located in the One-Stop. Full One-Stop Center usage costs include all infrastructure costs and additional cost line items. For all other partners who are not located in the One-Stop, but who through technology access CSOW information and services, the methodology for determining each partner's fair share of infrastructure and additional costs of the One-Stop Center includes only those line items relevant for access. It is the responsibility of CSOW to determine if any services provided by any partner can be exchanged for any portion of that partner's fair share and considered their in-kind contribution.
- D. Similar to MOUs, CSOW may negotiate an umbrella IFA or individual IFAs for one or more of its One-Stop centers.

X. CONFIDENTIALITY OF RECORDS

In the event that either Partner to this MOU obtains access to any records, files, or other information of the other Partner in connection with, or during the performance of this MOU, then that Partner 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 Partner.

XI. TERM

The Term of this MOU shall commence on July 1, 2019, or the date last executed by both parties, whichever is later, through June 30, 2021, and will automatically renew annually for successive one-year terms. The Partners agree to review this MOU no less than once each Program Year; or, if substantial changes have occurred, this MOU will be renewed to ensure appropriate funding and delivery of services. This MOU must be renewed not less than once every three years.

Note: Unless cancelled, this MOU will remain in effect until the new MOU is fully executed.

XII. RENEWALS, AMENDMENTS, AND MODIFICATIONS

- A. 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.
- B. WIOA requires renewal of the MOU in certain circumstances. Renewal of the MOU requires all partners to review and agree to all elements of the MOU and re-sign the MOU. For example, any substantial changes, such as changes in one-stop partners, or a change due to the election of a new CEO, will require renewal of the MOU.
- C. Amendment or modification of the MOU only requires the Partners to review and agree to the elements of the MOU that changed.
 - 1. Non-substantive changes to the MOU, such as minor revisions to the budget or adjustments made due to the annual reconciliation of the budget, do not require renewal of the MOU or,
 - 2. When a new IFA is created, the MOU must be updated. For example, a change to the One-Stop partner's infrastructure cost contributions requires updating the MOU and does not require renewal of the MOU.

XIII. 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.

XIV. THIRD PARTY BENEFICIARY

The Partners expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this MOU. None of the Partners intend to directly or substantially benefit a third party by this MOU. The Partners agree that there are no third-party beneficiaries to this MOU and that no third party shall be entitled to assert a claim against any of the Partners based upon this MOU.

XV. GOVERNANCE

The accountability and responsibility for the one-stop system rest with CSOW. Pursuant to the Act, CSOW shall conduct oversight with respect to the One-Stop delivery system. Any dispute concerning this MOU will be resolved in accordance with CSOW's Grievance/Complaint and Hearing/Appeal Procedures.

XVI. DISPUTE RESOLUTION

- A. If an issue arises involving this MOU, 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, the issue and the resolution will be documented in writing.
- B. If not resolved, the issue and the efforts to resolve will be documented and forwarded to the Executive Director of CSOW and the designated Partner's representative. A joint decision shall be issued within 60 calendar days of receipt.
- C. If dissatisfied with the decision, the dispute may be filed with the State of Florida's Department of Economic Opportunity (DEO) to review concerns and determine a resolution. DEO may remand the issue back to the CSOW Executive Director and to the Partner(s) or impose other remedies to resolve the issue.

XVII. SIGNATURES

IN WITNESS WHEREOF, the Partner and CSOW have caused this MOU to be duly executed as of the date set forth below.

MOU – CareerSource Okaloosa Walton and Tri-County Community Council, Inc.

Signature page for the Workforce Innovation and Opportunity Act (WIOA) Memoranda of Understanding (MOU), shared responsibilities for the operations of the American Job Center Network Career Centers:

APPROVED BY: CareerSource Okaloosa/Walton	APPROVED BY PARTNER: Tri-County Community Council, Inc.
By: <u>Michele Burns</u>	By: <u>Joel Paul Jr.</u>
Name: <u>Michele Burns</u>	Name: <u>Joel Paul Jr.</u>
Title: <u>Executive Director</u>	Title: <u>Executive Director</u>
Date: <u>5/28/19</u>	Date: <u>6/6/19</u>

APPROVED BY:
Chief Elected Official for Okaloosa and Walton Counties

By: Charles K. Windes, Jr.

Name: Charles K. Windes, Jr.

Title: Chairman, Okaloosa County Board of County Commissioners

Date: AUG 20 2019



Username Password

[Forgot Username?](#) [Forgot Password?](#) [Log In](#) [Create an Account](#)

ALERT: The U.S. Small Business Administration (SBA) updated its Table of Small Business Size Standards adopting the Office of Management and Budget's 2017 revision of the North American Industry Classification System (NAICS) effective October 1, 2017. The revised NAICS Codes and their corresponding size standards will be available in SAM for use in entity registrations starting October 7, 2017. The updated table of size standards is available now on SBA's website at www.sba.gov/size.

Entity Dashboard

- Entity Overview
- Entity Registration
 - Core Data
 - Assertions
 - Reps & Certs
 - POCs
- Exclusions
 - Active Exclusions
 - Inactive Exclusions
 - Excluded Family Members

[RETURN TO SEARCH](#)

Tri-county Community Council, Inc.

302 N Oklahoma St
Bonifay, FL, 32425-2224,
UNITED STATES

DUNS: 070865001 CAGE Code: 5N8M5
Status: Active

Expiration Date: 09/21/2018

Purpose of Registration: Federal Assistance Awards Only

Entity Overview

Entity Registration Summary

Name: Tri-county Community Council, Inc.
Business Type: Business or Organization
Last Updated By: Joel Paul
Registration Status: Active
Activation Date: 09/21/2017
Expiration Date: 09/21/2018

Exclusion Summary

Active Exclusion Records? No



- Search Records
- Data Access
- Disclaimers
- Check Status
- Accessibility
- FAPIS.gov
- About
- Privacy Policy
- GSA.gov/IAE
- Help
- USA.gov

IBM v1.P.2.20170623-1606
WWWG

This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

PROCUREMENT/CONTRACT/LEASE INTERNAL COORDINATION SHEET

Procurement/Contract/Lease Number: MA Tracking Number: _____
Procurement/Contractor/Lessee Name: Careersource Grant Funded: YES ___ NO ___
Purpose: MOU
Date/Term: 6-30-2020
Amount: _____
Department: BCC
Dept. Monitor Name: Hofstad

1. GREATER THAN \$50,000
2. GREATER THAN \$25,000
3. \$25,000 OR LESS

Purchasing Review

Procurement or Contract/Lease requirements are met:
Oliver Moore
Purchasing Director or designee: _____ Date: 8-23-17
Greg Kisela, Charles Powell, DeRita Mason, Matthew Young

2CFR Compliance Review (if required)

Approved as written:
Renee Biby
Grants Coordinator: _____ Date: 8/24/2017
Renee Biby

Risk Management Review

Approved as written: see email attached
Risk Manager or designee: _____ Date: 8-24-17
Laura Porter or Krystal King

County Attorney Review

Approved as written: see email attached
County Attorney: _____ Date: 8-24-17
Gregory T. Stewart, Lynn Hoshihara, Kerry Parsons or Designee

Following Okaloosa County approval:

Contracts & Grants Office

Document has been received:

Contracts & Grants Manager: _____ Date: _____
Marcella Eubanks, Mindy Kovalsky, Ashley Endris

DeRita Mason

From: Krystal King
Sent: Thursday, August 24, 2017 9:08 AM
To: DeRita Mason; Parsons, Kerry; Renee (Gayla) Biby
Cc: Laura Porter; Lynn Hoshihara
Subject: RE: Memorandum of Understanding (MOU) pursuant to the Workforce Innovation - CareerSource

Risk Management approved.

Krystal King
Okaloosa County
Risk Management
(850)689-5977
Fax (850)689-5973

Please note: Due to Florida's very broad public records laws, most written communications to or from County employees regarding County business are public records available to the public and media upon request. Therefore, this written email communication including your email address, may be subject to public disclosure.

From: DeRita Mason
Sent: Wednesday, August 23, 2017 2:56 PM
To: Parsons, Kerry <KParsons@ngn-tally.com>; Renee (Gayla) Biby <rbiby@co.okaloosa.fl.us>
Cc: Krystal King <kking@co.okaloosa.fl.us>; Laura Porter <lporter@co.okaloosa.fl.us>; Lynn Hoshihara <lhoshihara@co.okaloosa.fl.us>
Subject: FW: Memorandum of Understanding (MOU) pursuant to the Workforce Innovation - CareerSource

Please review and approve. Thanks

From: Greg Kisela
Sent: Wednesday, August 23, 2017 2:34 PM
To: DeRita Mason <dmason@co.okaloosa.fl.us>
Subject: Fwd: Memorandum of Understanding (MOU) pursuant to the Workforce Innovation - CareerSource

DeRita: Can you route these through coordination?

Greg

Sent from my iPhone

Begin forwarded message:

From: "Roland Sims" <rosims@co.okaloosa.fl.us>
To: "Greg Stewart" <gstewart@co.okaloosa.fl.us>, "Greg Kisela" <gkisola@co.okaloosa.fl.us>
Subject: Memorandum of Understanding (MOU) pursuant to the Workforce Innovation - CareerSource

Good Morning All,

Please find attached MOU 3, MOU 4 and MOU 5.

DeRita Mason

From: Parsons, Kerry <KParsons@ngn-tally.com>
Sent: Thursday, August 24, 2017 3:33 PM
To: DeRita Mason
Subject: FW: Memorandum of Understanding (MOU) pursuant to the Workforce Innovation - CareerSource

From: Parsons, Kerry
Sent: Thursday, August 24, 2017 4:28 PM
To: 'Roland Sims'
Cc: 'Greg Stewart'
Subject: RE: Memorandum of Understanding (MOU) pursuant to the Workforce Innovation - CareerSource

Hey Roland:

I have reviewed the three CareerSource MOUs. None of the MOUs are between the County and the other entities, they are solely between CareerSource (which the County is a part of) and the entities, so none will legally bind the County. That being said, I'm assuming because they sent the MOUs to us for signature that this years Chief local elected official for CareerSource is our Chairman as opposed to Walton's Chairman (it rotates yearly). As such I reviewed to make sure it was legally sufficient for the Chair to sign and they are sufficient for legal purposes. Not sure you need to put these on the BOCC's agenda since they do not bind the County, but if that has been the County's practice in the past, it won't hurt to add them onto the agenda.

Please let me know if you have any questions.

Have a good day,
Kerry

From: Greg Stewart [<mailto:gstewart@co.okaloosa.fl.us>]
Sent: Wednesday, August 23, 2017 12:59 PM
To: Parsons, Kerry
Subject: Fwd: Memorandum of Understanding (MOU) pursuant to the Workforce Innovation - CareerSource

More for review

Sent from my iPhone

Begin forwarded message:

From: "Roland Sims" <rosims@co.okaloosa.fl.us>
To: "Greg Stewart" <gstewart@co.okaloosa.fl.us>, "Greg Kisela" <gkisela@co.okaloosa.fl.us>
Subject: Memorandum of Understanding (MOU) pursuant to the Workforce Innovation - CareerSource

Good Morning All,

Please find attached MOU 3, MOU 4 and MOU 5.

If possible could I please have these Coordinated for the September 5th BCC Meeting.



Contract # C18-2629-BCC
TRI-COUNTY COMMUNITY COUNCIL, INC.
MOU
EXPIRES: 06/30/2019 W/1 YR AUTO RENEWALS

MEMORANDUM OF UNDERSTANDING

BETWEEN

CAREERSOURCE OKALOOSA WALTON

AND

TRI-COUNTY COMMUNITY COUNCIL, INC.

Signature Coordination

MEMORANDUM OF UNDERSTANDING

BETWEEN

**CAREERSOURCE OKALOOSA WALTON
AND
TRI-COUNTY COMMUNITY COUNCIL, INC.**

I. PARTIES

This Memorandum of Understanding ("MOU"), is made pursuant to the Workforce Innovation and Opportunity Act (WIOA) of 2014 ("the Act"), and is entered into between **CareerSource Okaloosa Walton (CSOW)**, hereinafter referred to as **CSOW**; and the **Tri-County Community Council, Inc.**, hereinafter referred to as **The Partner**; administers the **Community Services Block Grant Employment and Training Activities**.

II. PURPOSE

- A. The Act is an affirmation of the work that has been done in Florida to build the workforce development system. The cornerstone of the Act is its one-stop customer service delivery system. The One-Stop system assures coordination between the activities authorized in and linked to the Act.
- B. The primary purpose of this Memorandum of Understanding (MOU) is to establish the roles and responsibilities of the Local CareerSource Board, the chief elected official (CEO), and the One-Stop partners as it relates to managing the American Job Center network. In short, this MOU is a description of how the agencies come together to operationalize their respective roles and responsibilities to ensure a seamless and effective "one-stop" delivery system.
- C. More specifically, this MOU describes the cooperative workforce employment and training efforts of CSOW and The Partner; and the actions to be taken by each to assure the coordination of their efforts in accordance with Federal and state issued requirements in order to establish and maintain an effective and successful American Job Center network.
- D. This MOU is also intended to coordinate resources and services between all Partners in order to prevent duplication of services and ensure the effective and efficient delivery of workforce services in Okaloosa and Walton Counties. In addition, this MOU will establish joint processes and procedures that will enable Partners to integrate with the current one-stop service delivery system resulting in a seamless and comprehensive array of education, human service, job training, and other workforce development services to its citizens, including persons with disabilities, within Okaloosa and Walton Counties.
- E. The parties to this MOU 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.

- F. WIOA provides that CSOW may negotiate an umbrella MOU or an individual MOU for one or more of its one-stop partners.

III. GOVERNANCE, OPERATIONS, AND SERVICE DELIVERY ROLES

- A. WIOA has established specific governance, operations, and service delivery roles within the American Job Center network. In accordance with 20 CFR 678.420, 34 CFR 361.420, and 34 CFR 463.420, each required one-stop partner program must:

1. Provide access to its programs or activities through the American Job Center network, in addition to any other appropriate locations (i.e., affiliated or specialized sites);
2. Use a portion of its funds, to the extent consistent with the relevant authorizing statute and with the Uniform Guidance at 2 CFR parts 200, 2900, and 3474 (requiring, among other things, that costs are allowable, reasonable, necessary, and allocable) to:
 - a. Provide applicable career services; and
 - b. Work collaboratively with the Local CareerSource Board to establish and maintain the one-stop delivery system. This includes jointly funding the one-stop infrastructure costs through partner contributions.
3. Enter into an MOU that meets the requirements of 20 CFR 678.500(b), 34 CFR 361.500(b), and 34 CFR 463.500(b) with the Local CareerSource Board relating to the operation of the American Job Center network;
4. Participate in the operation of the American Job Center network consistent with the terms of the MOU, requirements of authorizing laws and implementing regulations, Federal cost principles, and all other applicable legal requirements; and
5. Provide representation on the Local CareerSource Board as required, and participate in Board committees, as needed.

IV. WIOA VISION FOR THE AMERICAN JOB CENTERS OR CAREER CENTERS: (Reference TEGL 16-16)

- A. Through the American Job Centers, partner programs and their direct service providers ensure businesses and all job seekers—a shared client base across the multiple programs—have access to information and services that lead to positive educational and employment outcomes. Under WIOA, American Job Centers or Career Centers and partner staff strive to:

1. Provide job seekers with the skills and credentials necessary to secure and advance in employment with wages that sustain themselves and their families;
2. Provide access and opportunities to job seekers, including individuals with barriers to employment, as defined in section 3(24) of WIOA, such as individuals with disabilities, individuals who are English language learners, and individuals who have low levels of literacy, to prepare for, obtain, retain, and advance in high-quality jobs and high-demand careers;
3. Enable businesses and employers to easily identify and hire skilled workers and access other human resource assistance, including education and training for their current workforce, which may include assistance with pre-screening applicants, writing job descriptions, offering rooms for interviewing, and consultation services on topics like succession planning and career ladder development, and other forms of assistance.
4. Participate in rigorous evaluations that support continuous improvement of American Job Centers by identifying which strategies work better for different populations; and
5. Ensure that high-quality integrated data inform decisions made by policy makers, employers, and job seekers.

V. ONE-STOP PARTNER PROGRAMS AND SERVICES

A. Programs

1. All required partners must sign a joint MOU with CSOW with the agreement of the chief elected official. The required One-Stop partners in Okaloosa and Walton Counties and programs include (*Reference: Section 121(b)(1)(B) and 20 CFR 678.400*):

- a. **Department of Labor**

- (1) Workforce Development Activities (WIOA Title I);

- (a) Youth Workforce Investment Activities;

- (b) Adult and Dislocated Worker Employment and Training Activities.

Note: Program Administrator – CareerSource Okaloosa Walton

- (2) Wagner-Peyser (WP) Act Employment Services (WIOA Title III);

- (3) Trade Adjustment Assistance (TAA) Program;

(4) Unemployment Compensation (UC) Programs;

(5) Jobs for Veterans State Grant (JVSG) Programs;

Note: Program Administrator – CareerSource Okaloosa Walton

(6) The Senior Community Service Employment Program (SCSEP);

Note: Program Administrator – The National Caucus and Center on Black Aged, Inc.

b. Department of Education

(1) Adult Education and Literacy Act Programs (WIOA Title II);

*Note: Program Administrators: (1) Northwest Florida State College;
(2) Emerald Coast Technical College*

(2) Career and technical education programs at the post-secondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006;

Note: Program Administrators: (1) Northwest Florida State College; (2) Emerald Coast Technical College; and (3) Okaloosa Technical College

(3) The State Vocational Rehabilitation Services Program authorized under Title I of the Rehabilitation Act Of 1973 (29 U.S.C.720 et seq.), as amended by WIOA Title IV.

Note: Program Administrator: DOE-Division of Vocational Rehabilitation

(4) Florida Division of Blind Services.

Note: Program Administrator: DOE-Division of Blind Services

c. Department of Health and Human Services

(1) Temporary Assistance for Needy Families (TANF) authorized under part A of title IV of the Social Security Act;

Note: Program Administrator – CareerSource Okaloosa Walton

(2) Community Services Block Grant (CSBG) - Employment and training activities.

Note: Program Administrator – Tri-County Community Council, Inc.

2. Additional One-Stop Partners

a. Social Security Administration - Ticket-to-Work self-sufficiency program.

Note: Program Administrator – CareerSource Okaloosa Walton

- b. Department of Agriculture - Supplemental Nutrition and Assistance Program (SNAP).

Note: Program Administrator – CareerSource Okaloosa Walton

B. Services

1. WIOA places a great deal of importance on effectively serving those individuals with barriers to employment, such as individuals with disabilities. WIOA establishes basic career services that should be available to all one-stop customers. At a minimum, the basic career services listed below must be provided through the one-stop delivery system:
 - a. These services include referrals to partner programs, initial assessments, and labor exchange services;
 - b. Determinations of whether the individual is eligible to receive assistance from the adult, dislocated worker, or youth programs;
 - c. Outreach, intake (including worker profiling), and orientation to information and other services available through the one-stop delivery system;
 - d. Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and need for supportive services;
 - e. Labor exchange services, including:
 - (1) Job search and placement assistance, and, when needed by an individual, career counseling, including:
 - (a) Provision of information on in-demand industry sectors and occupations (as defined in sec. 3(23) of WIOA); and
 - (b) Provision of information on nontraditional employment; and,
 - (2) Appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services other than those traditionally offered through the one-stop delivery system;
 - f. Provision of referrals to and coordination of activities with other programs and services, including programs and services within the one-stop delivery system and, when appropriate, other workforce development programs;
 - g. Provision of workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including:

- (1) Job vacancy listings in labor market areas;
 - (2) Information on job skills necessary to obtain the vacant jobs listed;
and,
 - (3) Information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for those jobs.
- h. Provision of performance information and program cost information on eligible providers of training services by program and type of providers;
 - i. Provision of information, in usable and understandable formats and languages, about how the local area is performing on local performance accountability measures, as well as any additional performance information relating to the area's one-stop delivery system;
 - j. Provision of information, in usable and understandable formats and languages, relating to the availability of supportive services or assistance, and appropriate referrals to those services and assistance, including: child care; child support; medical or child health assistance available through the State's Medicaid program and Children's Health Insurance Program; benefits under SNAP; assistance through the earned income tax credit; and assistance under a State program for Temporary Assistance for Needy Families, and other supportive services and transportation provided through that program;
 - k. Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA; and
 - l. Provision of information and assistance regarding filing claims for unemployment compensation, by which the Career Center must provide meaningful assistance to individuals seeking assistance in filing a claim for unemployment compensation.
 - (1) Meaningful assistance means:
 - (a) Providing assistance on-site using staff who are well-trained in unemployment compensation claims filing and the rights and responsibilities of claimants; or
 - (b) Providing assistance by phone or via other technology, as long as the assistance is provided by trained and available staff and within a reasonable time.
 - (c) The costs associated with providing this assistance may be paid for by the State's unemployment insurance program, or the WIOA adult or dislocated worker programs, or some combination thereof these funding sources.

VI. PROVISION OF SERVICES

- A. CareerSource Okaloosa Walton (CSOW) has been designated by the chief elected

official as the administrative entity, grant recipient, and fiscal agent for the Workforce Innovation and Opportunity Act (WIOA) of 2014.

- B. WIOA requires partner programs to make their services available through the one-stop delivery system and encourages increasing access through additional partnerships with optional partners. Additionally, WIOA requires CSOW and the One-Stop system partners to develop a memorandum of understanding concerning the operations of the one-stop system; and establishes the framework for providing services to employers, employees, job seekers and others needing workforce services.
- C. CSOW agrees to perform the following functions under this MOU:
1. Review this MOU annually and solicit feedback from The Partner regarding improvements, changes, and/or additions.
 2. 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 delivery system.
 3. Agree to provide the following office needs as space allows: Cubicle space, chair, applicable computer/hardware and general software, telephone access, utilities, server/internet connectivity and maintenance and other general office usage needs as applicable.
 4. Maintain the statewide "CSOW" branding for each career center.
 5. Maintain the U.S. Department of Labor American Job Center (AJC) branding for each career center.
 6. Maintain and operate at least one comprehensive One-Stop career center within the local workforce development area 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 training to the partner staff members in an effort for all partners in the one-stop delivery system to understand each partner organization, their services, and their goals.
 8. Share Labor Market Information (LMI) and employer/customer data such as performance outcomes to the extent allowed by law.
 9. Commit to a unified, collaborative marketing strategy that will effectively inform job seekers, training and education seekers, employers, and the community at large about the services available through the one-stop system in Okaloosa and Walton counties.
 10. Provide space for The Partner's meetings and/or co-location as space and funding permits.

11. Model for the one-stop delivery system CareerSource Florida's core values:

- a. **Integrity.** We will do the right thing, always;
- b. **Focus.** We remain disciplined by paying constant attention to our vision, mission, and goals;
- c. **Collaboration.** We work as a team with people inside the organization and maintain important alliances with partners;
- d. **Diversity.** We value people and realize that a broader range of perspectives generates better solutions;
- e. **Action.** We get things done, efficiently and effectively, now;
- f. **Accountability.** We take personal responsibility and do what is required to reach our goals, together;
- g. **Communication.** We are honest and communicate openly throughout every level of the organization and with stakeholders;
- h. **Innovation.** We constantly seek new and better ways to deliver services;
- i. **Excellence.** We excel at what we do, striving for quality performance individually and as a team;
- j. **Leadership.** We lead the way in implementing globally effective workforce development services by empowering our people to be leaders.

(d) Abide by all applicable CareerSource Florida's policies, rules, and procedures; and applicable Florida statutes and rules.

D. The Partner agrees to perform the following functions under this MOU:

1. Coordinate with CSOW to provide access to its workforce services and programs through the one-stop delivery 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 CSOW 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 delivery system.
3. Provide CSOW with program outcome information for performance data tracking, as made available through reliable sources.
4. Provide feedback to CSOW management regarding the performance of the partnership, including its effectiveness and success.

5. Participate in career center periodic meetings to provide updates on The Partner's programs and procedures to CSOW and other partner staff.

VII. METHODS FOR REFERRALS

- A. Internal cross-referral procedures 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 of the one-stop system.
- B. CSOW expects to receive referrals from one-stop partner programs and to refer customers to Partner programs. In order to utilize staff in each program efficiently, responsibilities will be delineated. CSOW accepts that because all program participants may receive individualized services through their respective program, some overlap may occur. Task sharing between programs will ultimately be worked out through communication, cooperation, and collaboration between Program staff, such as career planners or case managers.
- C. All planned services provided by CSOW or The Partner program(s) for participants will be provided by the respective Program staff. All career services provided will be consistent with those identified in this MOU. All of the basic career services included in WIOA will be made available for One-Stop customers, including program participants receiving services through the one-stop delivery system.
- D. To ensure participants receive every opportunity to be successful in their job search efforts, career center staff will offer the below services to participants enrolled in a one-stop system program through direct services or referral where appropriate and allowable:
 1. Referral to housing assistance & other supportive services.
 2. Referrals to the CSOW Veterans Team for services.
 3. Career Coaching and job search assistance.
 4. Personalized instruction to prepare for specific job interviews.
 5. Occupational Training where applicable.
 6. Intervene with potential employers on behalf of specific program participants where appropriate.
 7. Transportation assistance where allowable.
 8. Child Care referrals as needed.
 9. Referrals as needed for state licensing/certifications required for employment.

VIII. ONE-STOP OPERATING BUDGET

Note: The Operating Budget will be developed and agreed to by January 1, 2018, and will be incorporated into this MOU as Appendix A.

- A. The one-stop operating budget of the career center or American Job Center is the financial plan to which the one-stop partners, CEO, and CSOW agree in the MOU to achieve their goals of delivering services in Okaloosa and Walton Counties. The operating budget, when developed, will describe how the costs of services provided; and the operating costs of the one-stop system will be funded, including the infrastructure costs for the one-stop system (*WIOA sec. 121(c)(2)(A) and 20 CFR 678.500(b), 34 CFR 361.500(b), and 34 CFR 463.500(b)*).
- B. The one-stop operating budget consists of costs that are specifically identified in the statute. For example, infrastructure costs, as defined in *WIOA sec. 121(h)(4)*; and additional costs, which must include applicable career services and may include shared operating costs and shared services that are related to the operation of the one-stop delivery system, but do not constitute infrastructure costs. Career services are provided by CSOW staff and Department of Economic Opportunity (DEO) jointly managed staff all funded by WIOA, TAA, UC, Veteran's Services, Wagner-Peyser, and Welfare Transition. Career services by nature of their programs are also provided by Vocational Rehabilitation and SCSEP personnel co-located in the One Stop Center. One Stop infrastructure costs include the annual lease, liability and property insurance, telephone, software, and internet network expense, utilities, facility maintenance, equipment leasing and maintenance, and office supplies. Additional costs are described in *WIOA sec. 121(i)* and include the IT contract and consulting expense, participant tracking technology contract expense, and a portion of the CSOW IT staff technician's salary and benefits. Cost allocation methodology is based on Full-Time Equivalents (FTE's) located in the One-Stop and for those partners who are co-located in the One Stop. Full One-Stop center usage costs include all infrastructure costs and additional cost line items. For all other partners who are not located in the One-Stop, but who through technology access CSOW information and services, the methodology for determining each partner's fair share of infrastructure and additional costs of the One-Stop center includes only those line items relevant to access.
- C. CSOW will ensure the one-stop operating budget is annually reconciled against actual costs incurred and adjusted accordingly. This reconciliation process will ensure the budget reflects a cost allocation methodology that demonstrates how infrastructure costs are charged to each partner in proportion to the partner's use of the one-stop center and relative benefit received.
- D. The one-stop operating budget may be further refined by the one-stop partners, as needed, to assist in tracking their contributions.

IX. INFRASTRUCTURE FUNDING AGREEMENTS (IFA)

Note: The Infrastructure Funding Agreement will be developed and agreed to by January 1, 2018, and will be incorporated into this MOU as Appendix B.

- A. The IFA is an integral part of the CSOW overall one-stop operating budget. The IFA contains all of the infrastructure costs. The other component of the CSOW one-stop operating budget consists of additional costs, which include applicable career services, and may include shared operating costs and shared services. While each of these components covers different cost categories, the CSOW one-stop operating budget would be incomplete if any of these cost categories were omitted. All of the components are necessary to maintain a fully functioning and successful local one-stop delivery system.
- B. The overall one-stop operating budget must be included in the MOU. IFAs are a mandatory component of the local MOU, as described in WIOA sec. 121(c); 20 CFR 678.500; 678.755, 34 CFR 361.500 and 361.755; and 34 CFR 463.500 and 463.755. CSOW will work with each one-stop partner, and CEO to negotiate the IFA costs along with additional costs when developing the one-stop operating budget for the local one-stop delivery system.
- C. Career services are provided by CSOW staff and Department of Economic Opportunity (DEO) jointly managed staff all funded by WIOA, TAA, UC, Veteran's Services, Wagner-Peyser, and Welfare Transition. Career services by nature of their programs are also provided by Vocational Rehabilitation and SCSEP personnel co-located in the One-Stop Center. One-Stop infrastructure costs include the annual lease, liability and property insurance, telephone, software and internet network expense, utilities, facility maintenance, equipment leasing and maintenance, and office supplies. Additional costs are described in WIOA sec. 121(i) and include the IT contract and consulting expense, participant tracking technology contract expense, and a portion of the CSOW IT staff technician's salary and benefits. Cost allocation methodology is based on Full-Time Equivalents (FTE's) located in the One-Stop and for those partners who are co-located in the One-Stop. Full One-Stop Center usage costs include all infrastructure costs and additional cost line items. For all other partners who are not located in the One-Stop, but who through technology access CSOW information and services, the methodology for determining each partner's fair share of infrastructure and additional costs of the one-stop center includes only those line items relevant to access. It is the responsibility of CSOW to determine if any services provided by any partner can be exchanged for any portion of that partner's fair share and considered their in-kind contribution.

X. CONFIDENTIALITY OF RECORDS

In the event that either Partner to this MOU obtains access to any records, files, or other information of the other Partner in connection with, or during the performance of this MOU, then that Partner 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 Partner.

XI. TERM

The Term of this MOU shall commence on July 1, 2017, or the date last executed by both parties, whichever is later, through June 30, 2019, and will automatically renew annually for successive one-year terms. The Partners agree to review this MOU no less than once each

Program Year; or, if substantial changes have occurred, this MOU will be renewed to ensure appropriate funding and delivery of services. This MOU must be renewed not less than once every three years.

XII. RENEWALS, AMENDMENTS, AND MODIFICATIONS

- A. 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.
- B. WIOA requires renewal of the MOU in certain circumstances. Renewal of the MOU requires all partners to review and agree to all elements of the MOU and re-sign the MOU. For example, any substantial changes, such as changes in one-stop partners, or a change due to the election of a new CEO, will require renewal of the MOU.
- C. Amendment or modification of the MOU only requires the Partners to review and agree to the elements of the MOU that changed.
 - 1. Non-substantive changes to the MOU, such as minor revisions to the budget or adjustments made due to the annual reconciliation of the budget, do not require renewal of the MOU or,
 - 2. When a new IFA is created, the MOU must be updated. For example, a change to the one-stop partner's infrastructure cost contributions requires updating the MOU and does not require renewal of the MOU.

XIII. 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.

XIV. THIRD PARTY BENEFICIARY

The Partners expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this MOU. None of the Partners intend to directly or substantially benefit a third party by this MOU. The Partners agree that there are no third party beneficiaries to this MOU and that no third party shall be entitled to assert a claim against any of the Partners based upon this MOU.

XV. GOVERNANCE

The accountability and responsibility for the one-stop system rest with CSOW. Pursuant to the Act, CSOW shall conduct oversight with respect to the One-Stop delivery system. Any dispute concerning this MOU will be resolved in accordance with CSOW's

Grievance/Complaint and Hearing/Appeal Procedures.

XVI. DISPUTE RESOLUTION

- A. If an issue arises involving this MOU, 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, the issue and the resolution will be documented in writing.
- B. If not resolved, the issue and the efforts to resolve will be documented and forwarded to the Executive Director of CSOW and the designated Partner's representative. A joint decision shall be issued within 60 calendar days of receipt.
- C. If dissatisfied with the decision, the dispute may be filed with the State of Florida's Department of Economic Opportunity (DEO) to review concerns and determine resolution. DEO may remand the issue back to the CSOW Executive Director and to the Partner(s) or impose other remedies to resolve the issue.

XVII. SIGNATURES

IN WITNESS WHEREOF, the Partner and CSOW have caused this MOU to be duly executed as of the date set forth below.

MOU – CareerSource Okaloosa Walton and Tri-County Community Council, Inc.

Signature page for the Workforce Innovation and Opportunity Act (WIOA) Memoranda of Understanding (MOU), shared responsibilities for the operations of the American Job Center Network Career Centers:

APPROVED BY:
CareerSource Okaloosa/Walton

By: Michele Burns

Name: Michele Burns

Title: Executive Director

Date: June 28, 2017

APPROVED BY PARTNER:
Tri-County Community Council,
Inc.

By: Joel Paul Jr.

Name: Joel Paul Jr.

Title: Executive Director

Date: June 28, 2017

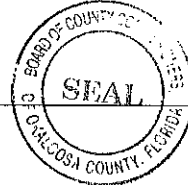
APPROVED BY:
Chief Elected Official for Okaloosa and Walton Counties

By: Carolyn N. Ketchel

Name: Carolyn N. Ketchel

Title: Chairman, Board of Okaloosa County Commissioners

Date: 9 | 28 | 17





MEMORANDUM OF UNDERSTANDING

BETWEEN

CAREERSOURCE OKALOOSA WALTON

AND

TRI-COUNTY COMMUNITY COUNCIL, INC.

Signature Coordination