

FIRST AMENDMENT
to the
THIRD RENEWAL
of the
SUBAWARD AGREEMENT BETWEEN WORKNET PINELLAS, INC. dba
CAREERSOURCE PINELLAS
and
PINELLAS EDUCATION FOUNDATION INC. dba PINELLAS EDUCATION
FOUNDATION

This First Amendment to the Third Renewal (“Amendment”) is entered into as of June 21, 2023, between **Worknet Pinellas, Inc. dba CareerSource Pinellas**, a Florida not-for-profit corporation (“CareerSource Pinellas”) and **Pinellas County Education Foundation, Inc. dba Pinellas Education Foundation**, a Florida not-for-profit corporation (“Subrecipient”) and amends the Third Renewal between CareerSource Pinellas and Subrecipient dated July 1, 2022.



Whereas, the parties entered into the Subaward Agreement (the “Agreement”) on July 1, 2019 for services to be performed by Subrecipient for a period of one year and the Agreement has been renewed and extended by the First Renewal, Second Renewal and Third Renewal.

Whereas, the Third Renewal extended the term of the Agreement through June 30, 2023 and the parties now desire to further extend the term of the Agreement.

Now, therefore, in consideration of the above and mutual covenants contained herein, the parties agree that:

1. The Term of the Agreement is hereby extended through December 31, 2023.
2. All other terms and conditions of the Agreement as renewed and extended remain in full force and effect.

Duly-authorized representatives of the parties are executing this Amendment effective on the date first set forth above.

WorkNet Pinellas, Inc. dba CareerSource Pinellas By:  Steven Meier Chief Executive Officer	Pinellas County Education Foundation, Inc. dba Pinellas Education Foundation By:  Terry Boelm Interim Chief Executive Officer
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**THIRD RENEWAL
TO SUBAWARD AGREEMENT
BETWEEN WORKNET PINELLAS, INC. dba CAREERSOURCE PINELLAS
AND
PINELLAS EDUCATION FOUNDATION**

THIS THIRD RENEWAL is made and entered into as of July 01, 2022, by and between WORKNET PINELLAS, INC. dba CAREERSOURCE PINELLAS, a Florida not-for-profit corporation (“CareerSource Pinellas”) and PINELLAS EDUCATION FOUNDATION, (“Subrecipient”) and amends and renews the Subaward Agreement by and between CareerSource Pinellas and Subrecipient dated July 1, 2019.

WHEREAS, CareerSource Pinellas and Subrecipient entered into the Agreement dated July 1, 2019 for services to be performed by Subrecipient for a period of one year; and

WHEREAS, CareerSource Pinellas and Subrecipient entered into a renewal Agreement dated July 1, 2021 for services to be performed by Subrecipient through June 30, 2022 (collectively the Subaward Agreement and renewals are referred to as the “Agreement”); and

WHEREAS, the parties desire to renew the Term of the Agreement for an additional one (1) year Term, pursuant to Section 5.9 and amend the Agreement as set forth below.

NOW, THEREFORE, in consideration of the above and mutual covenants contained herein, the parties agree that:

1. The Agreement Term shall be extended for an additional one-year period. Such extension shall extend the Agreement Term through June 30, 2023.
2. Exhibit A, Statement of Work, shall be deleted in its entirety and replaced with the attached Exhibit A.
3. Exhibit B, Reporting Requirements and Performance Measures, shall be deleted in its entirety and replaced with the attached Exhibit B.
4. Exhibit C, Budget, shall be deleted in its entirety and replaced with the attached Exhibit C.
5. Exhibit E, Subaward Data, shall be deleted in its entirety and replaced with the attached Exhibit E.
6. Exhibit G, Certifications and Assurances, shall be deleted in its entirety and replaced with the attached Exhibit G.
7. A new Exhibit J, Individual Non-Disclosure and Confidentiality Certification Form is added.
8. Section 3.4 De-obligation and Failure to Perform shall be deleted in its entirety and replaced with the following:
9. **3.4 De-obligation for Non-Performance**

A Notice of Intent to De-obligate contract funds will be issued to the Subrecipient that has not:

- a) Expended at least 35% of each program funds by December 1, 2022
- b) Expended at least 75% of each program funds by March 1, 2023
- c) Expended at least 90% of each program funds by May 31, 2023

Expenditures should represent accrued expenditures and include actual disbursements plus payables as of the end date of the period under review. Payables are generally limited to legal obligations where goods and services have been received and accepted, but disbursement of funds has not yet occurred. The Subrecipient will have an opportunity to protest the de-obligation. All protests must be submitted in writing to the CareerSource Pinellas's CEO and must be received no later than 15 calendar days after the date of the Notice of Intent to De-obligate. Protests received will be considered and acted upon by the CareerSource CEO within 30 calendar days of the Notice of Intent to De-obligate.

10. A new section 4.35 is added as follows:

Section 4.35 Mandatory Reporting

In compliance with sections 39.201 and 415.1034 of the Florida Statutes, if Subrecipient, its agents, employees, and contractors performing services under this Agreement, knows or has reasonable cause to suspect that a child, aged person, or disabled adult is or has been abused, neglected, or exploited, the Consultant agrees to immediately report such knowledge or suspicion to the Florida Abuse Hotline by calling 1-800-96ABUSE, or via the web reporting option at <https://www.myflfamilies.com/service-programs/abuse-hotline/> or via fax at 1-800-914-0004.

11. Section 5.3.3 is hereby replaced in its entirety with the following:

Section 5.3.3 Records Available to the Public

To the extent required by Section 119.0701 of the Florida Statutes, the Subrecipient shall:

- a) Keep and maintain public records required by CareerSource Pinellas to perform the Services under this Agreement.
- b) Upon request from CareerSource Pinellas' custodian of public records, provide CareerSource Pinellas with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 of the Florida Statutes or otherwise provided by law.
- c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if the Subrecipient does not transfer the records to CareerSource Pinellas.

d) Upon completion of the Agreement, transfer, at no cost to CareerSource Pinellas, all public records in possession of the Subrecipient or keep and maintain public records required by CareerSource Pinellas to perform the service. If the Subrecipient transfers all public records to CareerSource Pinellas upon completion of the Agreement, the Subrecipient shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Subrecipient keeps and maintains public records upon completion of the Agreement, the Subrecipient shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to CareerSource Pinellas, upon request from CareerSource Pinellas custodian of public records, in a format that is compatible with the information technology systems of CareerSource Pinellas.

e) If the Subrecipient has questions regarding the application of chapter 119, Florida statutes, to the Subrecipient’s duty to provide public records relating to this agreement, contact CareerSource Pinellas’ Custodian of Public Records at 13805 58th St. N, Suite 2-140, Clearwater, FL 33760, Email address: SMeier@CareerSourcePinellas.com.

12. A new section 5.3.4 is added as follows:

5.3.3 Access to Workforce Information Systems

Employees of Subrecipient, and agents and contractors of Subrecipient, granted access to workforce information systems, including systems containing confidential information, must complete **Exhibit J** to this Agreement, “Individual Non-Disclosure and Confidentiality Certification Form,” prior to accessing said workforce information systems. A copy of each completed form shall be retained by CareerSource Pinellas.

13. A new section 4.33 is added as follows:

4.33 Certification Regarding Environmental Tobacco Smoke

Pursuant to Public Law 103-227, Part C, Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by any entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs whether directly or through State or local governments.

14. Section 5.6.1 Requirement to Audit shall be deleted and replaced with the following:

5.6.1 Requirement to Audit

Sub recipient shall provide for the conduct of an external audit of the program funded by this Agreement and any amendments hereto if total aggregate expenditures of federal funds received from any source total \$750,000 or more in any fiscal year ended after December 31, 2015. The audit shall be conducted in accordance with and in compliance with State of Florida requirements, federal circulars and 29 CFR 96 (fka OMB A-133), as applicable, depending upon Sub-recipient's organizational structure.

15. All other terms and conditions of the Agreement are hereby fully affirmed as if set forth herein.

Duly-authorized representatives of the Parties are executing this Third Renewal effective on the date first set forth above.

WorkNet Pinellas, Inc. dba CareerSource Pinellas

Pinellas Education Foundation

By: **Steven Meier**
Digitally signed by Steven Meier
DN: cn=Steven Meier, o, ou,
email=smeier@careersourcepinellas.com, c=US
Date: 2022.07.29 13:28:44 -0400

By: Stacy Baier

Steven Meier
Interim Chief Executive Officer/ CFO

Name: Stacy Baier
Title: President

EXHIBIT A STATEMENT OF WORK

Pinellas Education Foundation, Inc. (Subrecipient) will serve as the primary partner for the provision of Workforce Development Youth Services for CareerSource Pinellas

Introduction

The Workforce Innovation and Opportunity Act (WIOA) offers an integrated and comprehensive range of services consisting of workforce development activities benefiting employers, job seekers, and communities. The purposes of WIOA are to:

- increase, particularly for individuals with barriers to employment, access to and opportunities for the employment, education, training, and support services needed to succeed in the labor market;
- support the alignment of workforce investment, education, and economic development systems for a comprehensive, accessible, and high-quality workforce development system;
- improve the quality and labor market relevance of workforce investment, education, and economic development efforts to provide individuals with the skills and credentials necessary to secure and advance in employment with family-sustaining wages, and to provide; employers with the skilled workers needed to succeed in a global economy;
- promote improvement in the structure and delivery of services through the workforce development system to better address the educational and training needs of workers, job seekers, and employers;
- increase the prosperity of workers and employers; the economic growth of communities, regions, and states; and the global competitiveness of the United States; and
- provide workforce investment activities, through state and local workforce development systems, that increase participants' employment, retention, earnings, and attainment of recognized postsecondary credentials, and as a result, improve the quality of the workforce, reduce dependency on public assistance, increase economic self-sufficiency, meet the skills requirements of employers, and enhance the productivity and competitiveness of the nation.

Youth Connect

As the Primary Youth Services Partner, Subrecipient agrees to follow the direction set forth by the One-Stop Committee as approved by the Board of Directors of CareerSource Pinellas.

Subrecipient will be instrumental in carrying out the directions set forth by the CareerSource Pinellas. Subrecipient will deliver a continuum of age-appropriate activities to WIOA-eligible, out-of-school (OSY) youth between the ages of 16 and 24. In addition, Subrecipient will provide age-appropriate activities to any in-school youth carried forward from PY 2022-2023 or newly enrolled during the contract period under available In School Youth (ISY) funding maintaining a 5% ISY level of expenditure unless a waiver is requested through CareerSource Pinellas.

Subrecipient will build and maintain partnerships with foster care and DJJ providers within the Pinellas county community.

Funds requested will be used to support programs and services that incorporate the 14 required WIOA program elements.

Requirements- OSY Youth must be between the ages of 16 and 24. ISY Youth must be between the ages of 14 and 21. Both OSY and ISY must meet the appropriate definition of their respective school status and all youth eligibility guidelines as outlined in Training and Employment Guidance Letter WIOA No. 21-16 and any other DEO or DOL guidance. Determining participant eligibility will be the responsibility of the Subrecipient Youth Coordinators and must meet the standards set forth by the Workforce Innovation and Opportunities Act and approved by CareerSource Pinellas staff.

Additionally, Subrecipient will follow any additional guidelines, definitions, eligibility, and/or documentation requirements that the CareerSource Pinellas board may establish such as eligibility documentation requirement for the "requires additional assistance to complete an educational program, or to obtain or retain employment" criterion of OSY eligibility. In addition, the CareerSource Board may modify the criteria and guidelines set forth in this contract based on further guidance regarding implementation of the Workforce Innovation and Opportunities Act.

On July 1, 2015, all WIA title I youth participants who were enrolled in a WIA Title I program prior to July 1, 2015, must be transitioned (or "grandfathered") into WIOA, even if the participant would not otherwise be eligible for WIOA. Subrecipient must not complete an eligibility re-determination for participants already determined eligible and enrolled in WIA. Furthermore, these participants must be allowed to complete the WIA services ("grandfathered services") specified in the participants' individual service strategy and/or individual employment plan as of June 30,2015.

Effective July 1, 2015, grantees must make all new eligibility determinations under the WIOA framework for participant enrolling on or after that date and must follow all WIOA requirements. Participants enrolled on or after July 1, 2015, may only access services allowable under WIOA.

WIOA Youth Eligibility

To be eligible to receive WIOA youth services, an individual must:

- be a citizen or noncitizen authorized to work in the United States;
- meet Military Selective Service registration requirements (males only); and
- be an ISY or OSY, as defined by WIOA §129(a)(l)(B)--(C).

Out-of-School Youth

An OSY is an individual who is:

- Not younger than 16 and not older than 24 years;
- Not attending school (as defined by State law), other than adult education provided under Title II of WIOA, YouthBuild programs, and Job Corps programs; and
 - One or more of the following:
 - A school dropout, as defined by the state (a youth attending an alternative school at the time of enrollment is not a considered a dropout) and WIOA Section 203(7);
 - Within the age of compulsory school attendance (6-18), but has not attended school for at least the most recent complete school year's calendar quarter;

- A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either:
- basic skills deficient, as defined by WIOA §3(5); or
 - An English language learner;
 - Subject to the juvenile or adult justice system;
 - A homeless individual, a homeless child or youth, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under §477 of the Social Security Act (42 USC §677), or in an out-of-home placement;
 - Pregnant or parenting;
 - Disabled; or
 - A low-income individual who requires additional assistance to enter or complete an educational program or to obtain or retain employment.

Low-Income

Based on the current understanding of WIOA eligibility guidelines, WIOA allows a low-income exception in which 5 percent of all ISY youth participants in a workforce area may be participants who ordinarily would be required to be low-income for eligibility purposes and who meet all other eligibility criteria for WIOA youth except the low-income criterion. CareerSource Pinellas Board will calculate the 5 percent based on the percent of all youth served by the Board's WIOA youth program in a given program year.

An individual who meets any *one* of the following criteria satisfies the low-income requirement for WIOA youth services:

- Receives, or in the past six months has received, or is a member of a family that is receiving or in the past six months has received, assistance through SNAP, TANF, or the SSI program, or state or local income-based public assistance.
- Receives an income or is a member of a family receiving an income that, in relation to family size, is not in excess of the current combined DOL 70 percent Lower Living Standard Income Level and HHS Poverty Guidelines identified on the WIOA Income Guidelines web page at <http://www.twc.state.tx.us/workforce-investment-act-eligibility-income-guidelines> (the *Glossary Desk Reference* defines *family* and items excluded when calculating income).
- Is a homeless individual as defined in §41403(6) of the Violence Against Women Act of 1994, or a homeless child or youth as defined in §725(2) of the McKinney-Vento Homeless Assistance Act.
- Receives or is eligible to receive a free or reduced-price lunch under the Richard B. Russell National School Lunch Act.
- Is a foster youth, as defined in Florida Family Code, on behalf of whom state or local government payments are made.
- Is an individual with a disability whose own income meets:
 - WIOA's income requirements, even if the individual's family income does not meet the income requirements; or
 - the income eligibility criteria for payments under any federal, state, or local public assistance program.

Basic Skills Deficient

An individual who meets either of the following criteria satisfies the basic skills deficient requirement for WIOA youth services:

- Is a youth who has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or
- Is a youth who is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society.

In assessing basic skills, Subrecipient must use assessment instruments that are valid and appropriate for the target population, and must provide reasonable accommodation in the assessment process, if necessary, for individuals with disabilities.

High Poverty Area

A youth living in a high poverty area automatically meets the low-income criterion. A high poverty area is a Census tract, a set of contiguous Census tracts, Indian Reservation, tribal land, or Native Alaskan Village or county that has a poverty rate of at least 25 percent, as set every five years using American Community Survey 5-Year data.

Unlike under the definition of an in-school youth (ISY) under WIOA, low income is not a requirement to meet eligibility for most categories of OSY under WIOA. However, low income is now a criterion for youth who need additional assistance to enter or complete an educational program or to obtain or retain employment. Also, WIOA has made youth with a disability a separate eligibility criterion, and has changed the age criterion for OSY eligibility to youth not younger than 16 and not older than 24 years at the time of enrollment.

Additionally, WIOA includes a new OSY criterion: a youth who is within the age of compulsory school attendance but has not attended school for at least the most recent school year's calendar quarter.

The Board may establish definitions and eligibility documentation requirements for the "requires additional assistance to complete an educational program, or to obtain or retain employment or program participation" criterion of ISY and OSY eligibility.

WIOA Youth Program Design

The design framework of local youth programs must:

- Provide for an objective assessment of each youth participant, including a review of the academic and occupational skill levels and service needs, for the purpose of identifying appropriate services and career pathways for participants and informing the individual service strategy. The objective assessment must include a review of:
 - basic skills;
 - occupational skills;
 - work experience and employability;
 - interests;
 - aptitudes;
 - support service needs; and
 - developmental needs.

A new assessment of a participant is not required if the Board determines that it is appropriate to use a recent assessment of the participant conducted as part of another education or training program.

- Develop, and update as needed, an individual service strategy for each youth participant that:
 - is directly linked to one or more indicators of performance (as described in WIOA§116(b)(2)(A)(ii));
 - identifies appropriate career pathways that include education and employment goals;
 - considers career planning and the results of the objective assessment; and
 - prescribes achievement objectives and services for the participant; and
- Provide case management of youth participants, including follow-up services. Subrecipient must ensure staff:
 - provide youth participants with information regarding the full array of applicable or appropriate services available through CareerSource or other providers or partners; and
 - refer youth participants to appropriate training and educational programs that have the capacity to serve them either on a sequential or concurrent basis.

**Regular updates to the ISS are required periodically and any time the customer's plan changes or in any instance where priority of activity(s) change.

In order to meet the basic skills and training needs of applicants who do not meet the eligibility requirements of a particular program or who cannot be served by the program, Subrecipient must ensure that youth are referred for further assessment, as necessary, or referred to appropriate programs to meet the skills and training needs of the youth.

Youth Program Elements

Subrecipient must ensure that the following 14 services are available to youth participants:

1. Tutoring, study-skills training, instruction, and evidence based-dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential.
2. Alternative secondary school services, or dropout recovery services, as appropriate.
3. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences:
 - Summer employment opportunities and other employment opportunities available throughout the school year;
 - Pre-apprenticeship programs-a program or set of strategies designed to prepare individuals to enter and succeed in a registered apprenticeship program and has a documented partnership with at least one, if not more, registered apprenticeship programs;
 - Internships and job shadowing;

- OJT opportunities, as defined in WIOA §3(44)

Work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate, and may take place in the private for-profit sector, the nonprofit sector, or the public sector. Labor standards apply in any work experience in which an employee/employer relationship, as defined by FLSA or applicable state law, exists. Paid work experience solely supported by Subrecipient will be a minimum 20% of all spending.

4. Occupational skills 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 workforce area involved, if the Board determines that the programs meet the quality criteria described in WIOA §123.

Occupational skills training is an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Priority consideration must be given to training programs that lead to recognized postsecondary credentials that align with in-demand industry sectors or occupations in the workforce area. Such training must:

- be outcome oriented and focused on an occupational goal specified in the individual service strategy;
- be of sufficient duration to impart the skills needed to meet the occupational goal; and
- result in attainment of a recognized postsecondary credential

5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.
6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors:

Leadership development opportunities are opportunities that encourage responsibility, confidence, employability, self-determination, and other positive social behaviors, such as:

- exposure to postsecondary educational possibilities;
- community and service learning projects;
- peer-centered activities, including peer mentoring and tutoring;
- organizational and teamwork training, including team leadership training;
- training in decision making, including determining priorities and problem solving;
- citizenship training, including life skills training such as parenting and work behavior training;
- civic engagement activities that promote the quality of life in a community; and
- other leadership activities that place youth in a leadership role such as serving on youth leadership committees, such as a Standing Youth Committee.

- Positive social and civic behaviors are outcomes of leadership opportunities that are incorporated by Boards as part of their menu of services and that focus on areas that may include the following:
 - Positive attitude development;
 - Self-esteem building;
 - Openness to work with individuals from diverse backgrounds;
 - Maintaining healthy lifestyles, including being alcohol and drug free;
 - Maintaining positive social relationships with responsible adults and peers and contributing to the well-being of one's community, including voting;
 - Maintaining a commitment to learning and academic success;
 - Avoiding delinquency;
 - Postponing parenting;
 - Responsible parenting, including child support education;
 - Positive job attitudes and work skills; and
 - Keeping informed in community affairs and current events.
7. Support services, as defined in WIOA §3(59), which enable an individual to participate in WIOA activities. These services must be issued in compliance with CareerSource Florida Administrative Policy Supportive Services and Needs-Based Payments and in compliance with CareerSource Pinellas Administrative Policy with Local Operating Procedures. Services include, but are not limited to, the following:
- Linkages to community services;
 - Assistance with transportation;
 - Assistance with child care and dependent care;
 - Assistance with housing;
 - Needs-related payments;
 - Assistance with educational testing;
 - Reasonable accommodations for youth with disabilities;
 - Referrals to health care; and
 - Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear.
8. Adult mentoring for a duration of at least 12 months that may occur both during and after program participation.
Adult mentoring for youth must:
- be a formal relationship between a youth participant and an adult mentor that includes structured activities in which the mentor offers guidance, support, and encouragement to develop the competence and character of the youth;
 - include a mentor who is an adult other than the assigned youth case manager;
 - at a minimum, match the youth with an individual mentor with whom the youth interacts on a face-to-face basis. Group mentoring activities and mentoring through electronic means are allowable as part of mentoring activities.
Mentoring may include workplace mentoring in which the local program matches a youth participant with an employer or employee of a company.
9. Follow-up services for not fewer than 12 months after the completion of participation.

Follow-up services are critical services provided after a youth's exit from the program to

help ensure the youth is successful in employment and/or postsecondary education and training. Follow-up services for youth may include:

- leadership development opportunities and support services;
- regular contact with a youth participant's employer, including assistance in addressing work-related problems;
- assistance in securing better-paying jobs, career pathway development, and further education or training;
- work-related peer support groups;
- adult mentoring; and
- services necessary to ensure the success of youth participants in employment and/or postsecondary education.

All youth participants must receive some form of follow-up services for a minimum duration of 12 months. Follow-up services may be provided beyond 12 months at the Board's discretion. The types of services provided and the duration of services must be determined based on the needs of the individual, and therefore, the type and intensity of follow-up services may differ for each participant. However, follow-up services must include more than only a contact attempted or made for securing documentation in order to report a performance outcome. Documentation of Youth services must be included in an exit letter mailed to the participant as well as ensuring the participant is timely placed in the correct SARA track. The timely SARA track assignment will ensure follow up services are offered through automation.

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

Comprehensive guidance and counseling is individualized counseling to participants that includes career and academic counseling, drug and alcohol abuse counseling, mental health counseling, and referral to partner programs, as appropriate. When referring participants to necessary counseling that cannot be provided by the Board, the Board must coordinate with the community-based organization in order to ensure continuity of service.

11. Financial literacy education

The financial literacy education program element includes activities that:

- support the ability of participants to create budgets, initiate checking and savings accounts, and make informed financial decisions;
- support participants in learning how to effectively manage spending, credit, and debt, including student loans, consumer credit, and credit cards;
- teach participants about the significance of credit reports and credit scores, what their rights are regarding their credit and financial information, how to determine the accuracy of a credit report and how to correct inaccuracies, and how to improve or maintain good credit;
- support a participant's ability to understand, evaluate, and compare financial products, services, and opportunities and to make informed financial decisions;

- educate participants about identity theft, ways to protect themselves from identify theft, and how to resolve cases of identity theft and in other ways understand their rights and protections related to personal identity and financial data;
- support activities that address the particular financial literacy needs of non--English- speaking participants, including providing support through the development and distribution of multilingual financial literacy and education materials;
- provide financial education that is age appropriate and timely, and provides opportunities to put lessons into practice, such as by access to safe and affordable financial products that enable money management and savings; and
- implement other approaches to help participants gain the knowledge, skills, and confidence to make informed financial decisions that enable them to attain greater financial health and stability by using high quality, age appropriate, and relevant strategies and channels, including, when possible, timely and customized information, guidance, tools, and instruction.

12. Entrepreneurial skills training

Entrepreneurial skills training provides the basics of starting and operating a small business. Such training must develop the skills associated with entrepreneurship, including, but not limited to, the ability to:

- take initiative;
- creatively seek out and identify business opportunities;
- develop budgets and forecast resource needs;
- understand various options for acquiring capital and the trade-offs associated with each option; and
- communicate effectively and market oneself and one's ideas.

Approaches to teaching youth entrepreneurial skills include, but are not limited to, the following:

- Entrepreneurship education that introduces the values and basics of starting and running a business. Entrepreneurship education programs often guide youth through the development of a business plan and may also include simulations of business start-up and operation.
- Enterprise development, which provides support and services that incubate and help youth develop their own businesses. Enterprise development programs go beyond entrepreneurship education by helping youth access small loans or grants needed to begin business operation and by providing more individualized attention to the development of viable business ideas.
- Experiential programs that provide youth with experience in the day-to-day operation of a business. These programs may involve the development of a youth-run business that young people participating in the program work in and manage. Or, they may facilitate placement in apprentice or internship positions with adult entrepreneurs in the community.

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

14. Activities that help youth prepare for and transition to postsecondary education and training.

Subrecipient will have the discretion to determine what specific program services a youth participant receives based on each participant's objective assessment and individual service strategy. Subrecipient is not required to provide every program service to all youth participants. However, Subrecipient will make every effort to ensure participants have access to the 14 program service elements outlined in WIOA.

Youth Services Orientation:

All Youth entering the One-Stop centers will be introduced to the resources available through Employ Florida (EF) and CareerSource Pinellas as well as Subrecipient and a multitude of other coordinated service providers in Pinellas County regarding the full extent of services available. Subrecipient will provide a staff member to be "on call" should youth needing services appear in the American Job Center as well as space within the common areas of the center can be reserved by Subrecipient. Subrecipient may assist Subrecipient participants within the center with job searching and EF activities such as but not limited to EF registration, resume development, self and staff assisted EF job referrals, documentation of services are recorded with the EF tracking system.

Individualized Comprehensive Assessment:

In addition to income eligibility and academic assessment all program participants will be assessed under WIOA Youth Objective Assessment in terms of occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs. Upon completion of this comprehensive assessment, an Individual Service Strategy (ISS) or Individual Employment Plan (IEP) will be developed based on the WIOA 14 program service elements.

An objective assessment of skill levels and service needs of each participant will be completed prior to enrollment. This assessment will include an examination of basic skills, occupational skills, educational background, prior work experience, employability, interests, aptitudes, attitudes toward work, motivation, behavioral patterns affecting potential employment, and family situation. The assessment will also include an evaluation of the participant's barriers to employment including financial resources and supportive service needs.

Staff will use a full array of options including structured interviews, career guidance instruments, basic skills tests, and behavioral observation:

Basic Skills assessment:

Each youth will be required to take a DEO approved assessment prior to enrollment into the Youth Connect program. CASAS and TABE are the most utilized assessment tools. TABE test can be administered in a variety of methods that may include, but are not limited to, Youth Career Trainer at each Youth Connect location, by CareerSource Pinellas at the American Job Center as scheduled by Subrecipient or at any locally approved training provider with the capacity. Customer may also be referred to the Adult Education centers, Pinellas Technical College or CareerSource if those locations are preferable. Participants scoring more than 2 grades below the Department of Education recommended Math and Reading scores should not be considerate for enrollment into the program without additional suitability documents such as school entrance exams or secondary assessment tools. If all suitability assessments are below expectations youth will be referred to the Adult Education centers to remediate or will be provided with information regarding free online practice classes for

self-remediation. Follow remediation customers are welcome and encouraged to re-test for later enrollment consideration.

Youth Connect staff will monitor customer's progress and will review enrollment application after targeted TABE grade levels in Math and Reading are achieved.

Assessment of educational background and occupational skills:

For all Youth Connect applicants that are enrolled in alternative education staff will review school grades and attendance records prior to enrollment into the program. Staff will also verify attendance, class progress, youths' attitude and motivation toward achieving their goal with GED instructors to make sure the youth is serious about getting their GED diplomas. Staff will obtain either verbal or written recommendation from the GED instructor prior to enrolling youth into the Youth Connect program.

High school dropouts who desire to enroll in Occupational skills training will be considered for assistance with skills training only after they obtain GED diploma or, in limited cases, after they have completed GED preparation program, passed pre-GED exam and signed up for the test.

Needs and barriers:

At the initial interview prior to enrollment into the program, Youth Connect staff will identify applicant's needs and barriers to successful program completion or employment. If, after review of the applicant's barriers, staff feels that youth will not be able to successfully complete training program or secure employment, youth application will be pended until those barriers are resolved.

To monitor background issues, Youth Connect staff will monitor candidate's offender background within various local and state Management Information systems. If a youth has any background records, but the information obtained by staff is not sufficient to determine suitability for training or employment, youth may be asked to provide additional court records prior to enrollment into the program. Upon receipt of all offender information, Youth Connect staff will determine youth's suitability and ability to finish training and obtain certifications or licensing, or secure employment in that field. If staff determines that desired occupation is not suitable for that youth, youth will be offered to review other training/employment options or will be referred to other services at CareerSource, or other agencies.

If during the initial interview applicant states or is found to be homeless, Youth Connect staff will assist youth in resolving that obstacle prior to enrollment into the program. Youth will be provided with the list of temporary housing places or will be asked to contact relatives or friends who may offer a temporary place to stay until youth can complete program, secure employment and is able to provide his/her own housing.

If applicant is a parenting youth, staff will verify that childcare is in place and that youth will be able to participate in all activities assigned by the Youth Connect staff. If youth does not have childcare services in place prior to enrollment into the program, youth will be referred to DCF to apply for TANF benefits, or to Early Learning Coalition, or will need to provide written verification from her family member, relative or friend that they will provide childcare services until youth completes training or assigned work readiness activities.

If during the initial interview staff identifies that youth is pregnant, staff will verify that youth will be able to complete training program prior to the baby's due date, and that youth has plans regarding

childcare after the baby is born. If the due date falls in the middle of the training program, enrollment will be delayed until baby is born and youth is able to participate in training and job placement activities.

Drug abuse: At the initial intake, staff will discuss with the applicant that the Youth Connect program has a zero-tolerance policy regarding illegal drugs usage and that a random drug test may be administered during the year. If during a random drug test, a youth receives a positive drug test result, all financial and job placement assistance may be terminated, and youth will be referred to other community service agencies for drug abuse counseling. Financial assistance can be restored if youth proves that he/she remains drug free (by taking drug test at his/her own expense and having negative results).

Work Readiness Assessment:

The Work Readiness assessment will be performed at the initial interview and employment strategies will be developed and outlined in the ISS. Some of the factors that Youth Coordinators will verify include: if youth has reliable transportation, internet access, e-mail address, complete and professional resume, references, etc. Youth will be asked to complete a Work Readiness survey that will be used by the Youth Career Coordinator to identify deficiencies in employability skills and assign youth to the appropriate work readiness activities.

Work Readiness and Job Placement Services:

As program participants near 80% completion of their selected occupational training, remediation, GED or Diploma program or as the result of Subrecipient assessment indicates need, assessment of work readiness and services needed to assist participant with placement following their training will take place and be included in their ISS/IEP. Services anticipated would be a current resume(s); active participation, posted resume and training on the self-service areas of the EF MIS system; and/or completion of any Youth Connect or CareerSource workshop(s) applicable to the job-seeking participant. These services are to be tracked and documented in EF by Subrecipient staff. Subrecipient is responsible for supporting Wagner Pyser (WP) and WIOA primary indicators through completion of EF WP data entry.

Pinellas YouthBuild Recruitment:

Assist with outreach and referral of any suitable and eligible young adults between the ages of 16 to 24 years old during contract year.

Tobacco Free Florida (TFF):

Administered through the Florida Department of Health, Tobacco Free Florida are free services designed to assist Floridians quit tobacco use. TFF offers free nicotine replacement aides, tools, and tips to quit, quitting guide, access to a Quit Coach and support groups. TFF referrals are completed in conjunction with participants wanting to end dependence on tobacco. Referrals are tracked in EF by utilizing the deigned TFF EF codes on fully registered EF participants.

Educational and Training Services:

Educational and Training services are primarily intended to assess the youth's goals, barriers to desire educational goals and provide steps to goal attainment. Direct or referred services may take the form of:

- Adult Basic Education (ABE) - classes to upgrade the youth's basic skills for entry into a high school diploma, general education development (GED), technical training or occupational skills training program.
- English for Speakers of Other Languages (ESOL) - classes to upgrade proficiency with the English language.
- General Education Development (GED)- classes to prepare youth for the testing and obtainment Florida-awarded GED certificate.
- Vocational Preparatory Instruction (VPI) – classes for a youth in receipt of a high school diploma or GED and remediation is needed to provide basic skills sufficiency for a targeted occupation or occupational training program.
- Advanced Training, Occupational Training or Skills Upgrade within a specific occupation- class(es) to prepare a youth to obtain an industry recognized certification or diploma and/or employment within a Pinellas targeted or growth occupation (TOL).

On the Job Training (OJT) Opportunities for Older youth:

On the job training services are primarily intended to offer training in an actual work situation that allow youth to develop specific occupational skills or to obtain specialized skills required by an individual employer, that will lead youth to economic stability and self-sufficiency. OJT may be sequenced with or accompanied by other types of training such as vocational training and basic skills training.

Youth Connect staff will refer to the CareerSource Business Services Team local employers who are committed to hiring youth and interested in providing occupational training via OJT to youth in exchange for training cost reimbursement at guidelines established by WIOA and who are willing to provide long term employment for youth upon successful completion of the OJT training. OJT opportunities will be limited in duration as appropriate to the occupation and as defined by the associated ONET's standard vocational training period (SVP). Other factors may also impact the duration of the OJT such as the participant's current skills and work experience, the content of the training being offered, any employment barriers of the participant, and the Individual Employment Plan (IEP) of the participant. Target duration will be not to exceed 8 weeks, but exception may be justified and documented. OJT worksites will be monitoring according to state and federal guidance.

Paid work experience (PWE):

PWE is a planned, structured learning experience that takes place in a workplace for a limited period of time. It is used teach good work habits and basic work skills and provide the participant the opportunity to develop basic occupational related skills, with a goal to obtain a permanent, unsubsidized job placement.

Youth Connect staff will market the PWE program and will refer to the CareerSource Business Services Team who will recruit interested local employers who are committed to help participants receive high quality experience and training and will match participants with these employers. Subrecipient will be responsible for maintaining oversight of the case during the work experience, complete all required forms and complete the PWE EF data entry for PWE enrollments. Duration of Paid work experience will follow the guidelines established by WIOA. PWE worksites will be monitoring according to state and federal guidance.

Placement Services:

Subrecipient will work with Subrecipient students to ensure activities and services provided lead to the obtainment and retention of unsubsidized employment.

WIOA Follow Up Services:

Upon program exit, follow up services to assist youth with employment retention or post-secondary completion through the first, second, third and fourth quarters after the quarter of program exit.

The EF system will be updated by Subrecipient with mandatory follow ups.

Subrecipient staff will be responsible for ensuring customers are timely placed in the appropriate follow up service SARA track to meet DEO WIOA Youth monitoring requirements.

WP Services:

WIOA youth will be registered within the EF WP program when appropriate to facilitate youth accessing services and staff providing WP services on “as needed” basis. CareerSource Pinellas WP Policy with Local Operating Procedure (LOP) and Work Instruction can be utilized as an ongoing resource. Completion of the EF WP entries must in compliance with DEO guidance and completed in order to support and benefit WIOA primary indicators.

EXHIBIT B: REPORTING REQUIREMENTS AND PERFORMANCE MEASURES

Monthly Youth Services Report:

Subrecipient will provide to the CEO a consolidated monthly Youth Connect Report due the 10th business day of the subsequent month. The report will include the following information:

Youth Connect:

In-School Youth/ Out-of-School Youth (add a column to tracker to identify ISY or OSY for each reporting element below)

1. Number of Youth enrolled in program.
2. Number of Youth who have obtained a Measurable Skills Gain.
3. Number who have obtained a credential/diploma.
4. Number placed into employment by occupation.
5. Number enrolled into military.
6. Number enrolled into apprenticeship program.
7. Number enrolled into post-secondary education/training component.
8. Number of Youth active during year in training (numerator) and Number of Youth active during the year (denominator). Calculation equals a percentage or Training Engagement Rate.
9. Number of Youth completing training who attained an MSG and Credential (numerator) and Number of Youth ended training. Calculation equals a percentage or Training Successful Completion Rate.
10. Number of Youth attained a MSG during the program year (numerator) and Number of Youth active in training during year (denominator). Calculation equals a percentage or MSG Attainment Rate.
11. Number of Youth attained a Credential during the program year (numerator) and Number of Youth active in training during year (denominator). Calculation equals a percentage or Credential Attainment Rate.
12. Number of Youth closed with employment or other Positive Youth Outcome (numerator) and Number of Youth closed (denominator). Calculation equals a percentage or Youth Positive Outcome Rate; and
13. Maintain an overall average Wage at Placement of \$12.00.
14. Number of Youth targeted for PWE.
15. Number of Youth starting PWE.
16. Number of Youth completing PWE.
17. Number of Youth retained following completion of PWE.
18. Number of Youth completing an apprenticeship program.
19. Number of Youth WIOA Follow Ups completed timely (numerator) and Number of Youth WIOA total Follow Ups (denominator). Calculation equals a percentage or Youth Quarterly Follow-Up Rate.
20. Number of completed Tobacco Free Florida Referrals

LOCAL YOUTH GOALS PY2022 -2023

Number	Performance Goals	Meets (at 90% or higher)	Exceeds (100% or higher)	
1	Enrollment Goal	90%	95%	Enrollment goal for PY 22-23 is 113 with 37 carried over from PY 21-22 for a total of 150 served.
2	Training Engagement Rate	60%	66%	
3	Training Successful Completion Rate	70%	75%	
4	MSG Attainment Rate	44.1%	49.0%	
5	Credential Attainment Rate	77.7	86.3%	
6	Youth Positive Outcome Rate or Wage at Placement	90%	100%	
7	Youth Quarterly Follow Up Q2 after exit Q4 after exit	76.1 70.2%	84.5 78.0%	
8	Paid Work Experience	20% or more of Youth funding (net of Admin expenses)		
9	Tobacco Free Florida	30% of new enrollments identified as eligible for a referral		

Performance: WIOA DOL Primary Indicators 2022 Negotiated Goals	
Performance Standard	Goal of Attainment
Youth Employment Rate (2nd Quarter After Program Exit)	84.5%
Youth Employment Rate (4th Quarter After Program Exit)	78.0%
Youth Median Wage (2nd Quarter After Program Exit)	\$3,500
Credential Attainment Rate (During Program participation or within One Year After Exit)	86.3%
Measurable Skills Gains (During Program participation or within One Year After Exit)	49.0%

DEO Monthly Management (MMR)	
WIOA In-School Youth Outcome Rate	TBD
WIOA Out-of-School Youth Outcome Rate	TBD

EXHIBIT C: BUDGET

Description	% of Salaries and Wages	Budgeted Amount	Out of School Youth	In-School Youth	Welfare Transition
Personnel Costs					
Salaries and Wages (Direct Salaries)		221,979.00	207,596.00	10,925.00	3,457.00
Payroll Taxes	8.50%	18,871.00	17,927.00	944.00	-
Worker's Compensation	0.54%	1,200.00	1,140.00	60.00	-
Fringe Benefits (Medical, dental, etc.)	27.47%	60,971.00	57,922.00	3,049.00	-
Total Personnel Costs		303,021.00	284,585.00	14,978.00	3,457.00
Travel Costs		150.00	139.00	7.00	4.00
Office Supplies		3,463.00	3,282.00	173.00	8.00
Postage		150.00	141.00	7.00	2.00
Communications		3,600.00	3,350.00	176.00	74.00
Other Student Expenses		16,813.98	15,736.00	828.00	250.00
Student Training Expenses		148,574.75	140,671.00	7,404.00	500.00
Supportive Service Expenses		1,500.00	1,188.00	63.00	250.00
Total Direct Costs		174,251.73	164,507.00	8,658.00	1,088.00
Total Personnel and Direct Costs		477,272.73	449,092.00	23,636.00	4,545.00
Indirect Costs (10% de minimis)		47,727.27	44,909.00	2,363.27	455.00
Total Costs		525,000.00	494,001.00	25,999.27	5,000.00
Pinellas Education Foundation Match		30,000.00	PWE Staff		59,912.40
			PWE Wages & Training		33,678.40
Total Program Expenditures		<u>555,000.00</u>		Total PWE	<u>93,590.80</u>
Note: Please include necessary supporting schedules to support the totals above.					
Please refer to CFR 200.412 for Classification of Costs between Direct and Indirect					

EXHIBIT E: SUBAWARD DATA

Subrecipient Company Name & Contact Information (Must match with DUNS)	Pinellas Education Foundation
Subrecipient Unique Entity Identifier:	7853140060000
Federal Award Identification Number (FAIN):	PY 2021-2023: AA-36313-21-55-A12 PY 2022-2024: TBD PY 2021: G-2201-FL-TANF PY 2022: TBD
Federal Award Date of Award to the Recipient by the Federal Agency:	PY 2022/FY2023
Subaward Period of Performance Start Date:	July 1, 2022
Subaward Period of Performance End Date:	June 30, 2023
Amount of Federal Funds Obligated by this Action by the Pass-Through Entity to the Subrecipient:	\$525,000
Name of Federal Awarding Agencies:	US Dept. of Labor and US Department of Health and Human Services
Name of Pass-Through Entity:	Florida Department of Economic Opportunity
Contact Information for CareerSource Pinellas Authorizing Official:	Steven Meier, Interim CEO 727-608-1709 smeier@careersourcepinellas.com
Contact Information for CareerSource Pinellas Programs:	Kristopher Lucas, COO 727-608-2702 klucas@careerourcepinellas.com
Assistance Listing Numbers and Name:	17.259 WIOA Formula Youth 93.558 Temporary Assistance for Needy Families
Identification of Whether Subaward is R&D:	No
Subrecipient Indirect Costs:	See <u>Exhibit C</u> – Approved Budget

EXHIBIT G: CERTIFICATIONS AND ASSURANCES

Certifications Regarding Debarment, Suspension, Ineligibility, Voluntary Exclusion, and Other Responsibility Matters

This certification is required by the regulations implemented in 2 CFR 200, Appendix II(I) and 2 CFR 215.13: Debarment and Suspension (implementing Executive Orders 12549 and 12689, Debarment and Suspension). CareerSource Pinellas cannot enter into contract with these types of providers if they are debarred or suspended by the federal government.

The terms “debarred,” “suspended,” “ineligible,” “person,” “principal,” and “voluntarily excluded,” as used in this certification, have meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.

1. The Subrecipient certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not within a three-year period preceding this Agreement been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph 1(b) of this certification;
 - d) Have not within a three-year period preceding this Agreement had one or more public transactions (Federal, State, or Local) terminated for cause or default;
2. This certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the Subrecipient knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The Subrecipient shall provide immediate written notice to CareerSource Pinellas CEO if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The Subrecipient agrees by executing this Agreement that should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 29 CFR part 98, subpart C, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
5. The Subrecipient further agrees by executing this Agreement that it will include this clause titled "*Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction*," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

6. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 29 CFR part 98, subpart C, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Excluded Parties List System (EPLS) from Federal Procurement and Non-procurement Programs at (<http://epls.arnet.gov/>).
7. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 29 CFR part 98, subpart C, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions

1. The prospective lower tier participant certifies, by submission of this proposal that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall provide an explanation.

Assurance Regarding Unpaid Delinquent Tax Liability or a Felony Conviction Under Any Federal Law

1. In accordance with P.L. 114-113 Sections 744 and 745 of Division E, Title VII, none of federal funds may be used to enter into a contract with any corporation that –
 - a. Was convicted of a felony criminal violation under Federal law within the preceding 24 months, where an awarding agency is aware of the conviction, unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interest of the Government, or
 - b. Has an unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government.
2. By executing this Agreement, the Subrecipient assures that –
 - a. The Subrecipient is not a corporation convicted of a felony criminal violation under Federal Law within the preceding 24 months.
 - b. The Subrecipient is not a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have

lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting tax liability.

State of Florida Requirements

1. If this Agreement is for goods or services of \$1 million or more, by executing this Agreement, Subrecipient certifies that it is not: (1) listed on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725 of the Florida Statutes, (2) engaged in a boycott of Israel, (3) listed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to section 215.473 of the Florida Statutes, or (4) engaged in business operations in Cuba or Syria. Pursuant to section 287.135(5) of the Florida Statutes, CareerSource Pinellas may immediately terminate this Agreement for cause if Subrecipient is found to have submitted a false certification as to the above or if Subrecipient is placed on the Scrutinized Companies that Boycott Israel List, is engaged in a boycott of Israel, has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, during the term of the Agreement. If CareerSource Pinellas determines that Subrecipient has submitted a false certification, CareerSource Pinellas will provide written notice to Subrecipient. Unless Subrecipient demonstrates in writing, within 90 calendar days of receipt of the notice, that CareerSource Pinellas' determination of false certification was made in error, SF shall bring a civil action against Subrecipient. If CareerSource Pinellas' determination is upheld, a civil penalty equal to the greater of \$2 million or twice the amount of this Agreement shall be imposed on Subrecipient, and Subrecipient will be ineligible to bid on any Agreement with a Florida agency or local governmental entity for three years after the date of CareerSource Pinellas' determination of false certification by Subrecipient. If federal law ceases to authorize the states to adopt and enforce this contracting prohibition, this section shall be null and void without further action of the Parties.
2. Subrecipient is in compliance with section 287.133(2)(a) of the Florida Statutes. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
3. Pursuant to section 287.134 of the Florida Statutes, Subrecipient has not been placed on the Discriminatory Vendor List maintained by the Florida Department of Management Services, and Subrecipient shall not contract or transact business with an entity that has been placed on the discriminatory vendor list for goods or services under this Agreement.

EXHIBIT J:
Individual Non-Disclosure and Confidentiality Certification Form

I understand that I will be exposed to certain confidential information for the limited purpose of performing my job. I understand that confidential records may include names (or other personally identifiable information), social security numbers, wage information, reemployment assistance information, employment information, and public assistance information. I understand that this information is confidential and may not be disclosed to others. Prior to receiving access to such information, and any information systems containing such information, I acknowledge and agree to abide by the following standards:

1. I will comply with all security requirements imposed as a condition of use for any system(s) to which I may be granted access.
2. I will use access to the system(s) only for purposes authorized by law within the course and scope of my employment to secure information to conduct program business.
3. I will not disclose my user identification, password, or other information needed to access the system(s) to any party nor shall I give any other individual access to secured information contained within the system(s).
4. If I become aware that any unauthorized individual has or may have obtained access to my user identification, password, or other information needed to access system(s) to which I have been granted access, I will immediately notify the CareerSource Pinellas Regional Security Officer.
5. I will store any physical documents containing confidential information in a place that is secure from access by unauthorized persons.
6. I will store and process information maintained in electronic format, such as magnetic tapes, discs, or external drives in such a way that unauthorized person cannot obtain the information by any means.
7. I will undertake precautions to ensure that only authorized personnel are given access to disclosed information stored in computer system(s).
8. I will not share with anyone any other information regarding access to the system(s) unless I am specifically authorized to do so by the Department of Economic Opportunity.
9. I will not access or request access to any social security numbers, personal information, wage information, employer information, reemployment assistance information, or employment data unless such access is necessary for the performance of my legitimate business duties.
10. I will not disclose any individual data to any parties who are not authorized to receive such data except in the form of reports containing only aggregate statistical information compiled in such a manner that it cannot be used to identify the individual(s) or employers involved.
11. I will not access or divulge information about any personal associates, including relatives, friends, significant others, co-workers, or anyone with whom I reside. I will not provide services to these individuals and will, instead, refer such individuals to other qualified service providers.
12. I will retain the confidential data only for that period of time necessary to perform my public duties. Thereafter, I will either arrange for the retention of such information consistent with federal or state record retention requirements or destroy such data, and any copies made, after the purpose for which the information is disclosed is served. I will do this in such a way so as to prevent the information from being reconstructed, copied, or used by any means. However, I

will not destroy or delete information from information system(s) when such destruction or deletion is outside the scope of my authority.

13. I understand that it is misdemeanor of the second degree to disclose confidential reemployment assistance information to unauthorized persons. I further understand that the Department of Economic Opportunity has process and procedures in place to detect unauthorized access to such information. I understand that it is the practice of the Department of Economic Opportunity to prosecute violations of to the fullest extent of the law.
14. I certify and affirm that I have either (1) received training on the confidential nature of the data to which I am being granted access to, the safeguards required for access privileges, and the penalties involved for any violations; or (2) have received written standards and instructions in the handling of confidential data from my employer or the Department of Economic Opportunity. I will comply with all confidentiality safeguards contained in such training, written standards, or instructions, including but not limited to, the following: a) protecting the confidentiality of my user identification and password; b) securing computer equipment, disks, and offices in which confidential data may be kept; and c) following procedures for the timely destruction or deletion of confidential data.
15. I understand that if I violate any of the confidentiality provisions set forth in the written standards, training, and/or instructions I have received, my user privileges may be immediately suspended or terminated. I also understand that applicable state and/or federal law may provide that any individual who discloses confidential information in violation of any provision of that section may be subject to criminal prosecution and if found guilty could be fined, be subject to imprisonment and dismissal from employment. I have been instructed that if I should violate the provisions of the law, I may receive one or more of these penalties.

Should I have any questions concerning the handling or disclosure of confidential information, I shall immediately ask my supervisor, regional security officer, or CareerSource Pinellas for guidance and comply with their instructions.

Employee Signature: _____

Date: _____

Print Employee Name: _____