



CONTRACT/AGREEMENT MODIFICATION

A. Employer/Service Provider/Contractor Name: Central Florida Community Action Agency, Inc.		C. Contract/Agreement No.: PY-23-LOA-1 D. Modification No: 1 E. Type of Contract: MOU/LOA			
B. Address: 411 N. Main Street Suite 210 Gainesville, FL 32601		F. CareerSource Citrus Levy Marion 2703 NE 14 th Street Ocala, FL 34470			
G. Funding Changes: ☐ Increase ☐ Decrease from: \$ _____ to \$ _____ ☒ Unchanged					
H. In consideration of the contract/agreement and representation contained herein, the parties agree that the above numbered contract/agreement is modified as follows: On October 26, 2023 CareerSource Citrus Levy Marion facilitated an MOU and a Commercial Sublease Agreement. This agreement is effective until modified, extended or terminated and shall be reviewed annually. This modification serves to extend the agreement through June 30, 2029. All contracts are reviewed annually. All terms and conditions shall remain the same unless a change is agreed upon by both parties.					
Occupation Title /DOT Code/SVP Code		Initial Wage/Hour	Hourly Cost Factor Reimbursement (%)	Hours of Training	Trainee Cost
Title: DOT Code: SVP Code:					Wages: Educ: Total:
I. This modification is effective on <u>July 1, 2026</u> or the date on which the modification has been signed by both parties, whichever is later. Except as hereby modified, all terms and conditions of said contract /agreement remain unchanged in full force and effect.					
J. The parties hereto have duly executed this Modification and in signing and dating same, thereby validating this modification. The parties also certify that each possesses legal authority to contract and bind their respective organizations in their capacity as a signatory official.					
Approved for Employer/Provider/Contractor: By: <u></u> Signature <u>Dr. Caroline W Ruff-Looney</u> Typed/Printed Name <u>May ,07, 2026</u> Date			Approved for CareerSource Citrus Levy Marion By: <u></u> <u>2026.05.11</u> Signature <u>09:33:14-04'00'</u> <u>Rusty Skinner</u> Typed/Printed Name Date		

CareerSource Citrus Levy Marion is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed above may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. If you need accommodations, please call 352-840-5700, ext. 7878 or e-mail accommodations@careersourceclm.com at least three business days in advance. Additionally, program information may be made available in Spanish upon request. A proud partner of the American Job Center Network.



MEMORANDUM OF UNDERSTANDING

Between

Citrus Levy Marion Regional Workforce Development Board, Inc.

DBA CareerSource Citrus Levy Marion

And

Central Florida Community Action Agency, Inc.

1. Purpose of this Memorandum of Understanding

The Workforce Innovation and Opportunity Act (WIOA) requires that a Memorandum of Understanding (MOU) be developed and executed between the local Workforce Development Board, in this case, CareerSource Citrus Levy Marion (CSCLM) and the Career Center Partners. This Act requires specific programs to make their services available through a one-stop delivery system and encourages increasing access through additional partnerships with optional partners. Additionally, WIOA requires CSCLM and the One-Stop system partners to establish an agreement concerning the operations of the one-stop system and to establish the framework for providing services to employers, employees, job seekers and others needing workforce services. Furthermore, this mutual agreement details how each required partner will support and contribute to the overall infrastructure costs of the One-Stop system.

Florida's one-stop delivery system, the CareerSource Network, is a locally-driven system which develops strategic partnerships and provides streamlined and integrated programs and services to the businesses and citizens of Florida.

Florida's strategic vision for WIOA implementation will be realized by accomplishing these three goals:

- A. Enhance alignment and market responsiveness of workforce, education and economic development systems through improved service integration that provides businesses with skilled, productive, and competitive talent and Floridians with employment, education, training, and support services that reduce welfare dependence and increase opportunities for self-sufficiency, high-skill and high-wage careers and lifelong learning.

- B. Promote accountable, transparent, and data-driven workforce investment through performance measures, monitoring and evaluation that informs strategies, drives operational excellence, leads to the identification and replication of best practices and empowers an effective and efficient workforce delivery system.
- C. Improve career exploration, educational attainment and skills training for in-demand industries and occupations for Florida youth that lead to enhanced employment, career development, credentialing and post-secondary education opportunities.

These objectives will be accomplished locally by providing all customers access to high-quality career centers within a one-stop system that connects them with the full range of services available in their communities, whether they are customers seeking to find jobs, build basic educational or occupational skills, earn a postsecondary certificate or degree, or obtain guidance on how to make career choices, or are businesses and employers seeking skilled workers.

The purpose of this MOU is to establish or enhance a cooperative working relationship between CSCLM and Central Florida Community Action Agency, Inc. to define our respective roles and responsibilities in achieving the policy objectives.

2. System Partners

MOUs will be developed with system partner programs that are provided physically within the center, provided through cross-training of partner staff, or provided through direct linkage from technology. The partner programs and targeted population programs available in CSCLM will be:

Locally Operated by CSCLM through agreement with DEO

- A. WIOA Title I Adult, Dislocated Worker and Youth*
- B. WIOA Title III Wagner-Peyser*
- C. Veterans Employment and Training*
- D. Trade Act*
- E. Unemployment* (Primarily provided at State level)
- F. Temporary Assistance for Needy Families*
- G. Supplemental Nutrition Act Program (SNAP)

Locally Operated by CSCLM through agreement with DOL

- H. YouthBuild*

MOU Provided at State Level

- I. WIOA Title II Adult Education and Literacy*
- J. WIOA Title IV Vocational Rehabilitation*
- K. Carl Perkins Career and Technical Education*

MOU with CSCLM

- L. Title V Older Americans Act aka SSCEP*
- M. Job Corps*

- N. Community Action Agencies*
- O. Housing Authorities*
- P. Agencies serving Individuals with disabilities
- Q. Agencies serving youth with barriers to employment
- R. Early Learning Coalitions
- S. Homeless Continuum of Care organizations
- T. Veteran Agencies
- U. Economic Development
- V. Support Service Providers
- W. Others as determined to be beneficial to serving both employers and job seekers.

* denotes those that are "required" partners

3. One-Stop System Description

As designated by CareerSource Florida on behalf of the Governor, CSCLM is the local workforce board and the regional planning area, under Title I of the WIOA. Currently CSCLM has been provided permission to provide and act as the One-Stop Operator and Career Services Provider.

The CSCLM area consists of the counties of Citrus, Levy and Marion with Career Centers located in Lecanto, Chiefland, and Ocala. The Ocala Career center located at 2703 NE 14th Street is the comprehensive center for CSCLM. A professional placement center is located at the College of Central Florida Campus in Ocala for specialized recruitment and placement of professionals throughout the region and in partnership with our training partners. CSCLM also has two mobile units to assist in providing services to remote and rural areas within the region.

All of our centers provide seamless access to workforce programs for both the job seeker and the employer. Our system is linked through Employ Florida, the State's talent matching system, to provide a system wide approach for job seeking and job placement.

Our centers provide access to a multitude of services that can be obtained through either self-service or with assistance from staff. By blending and weaving our various funding streams we are able to provide services to customers without pushing a customer from program to program but handling in a customer driven manner based on individual strategies.

The One-Stop System is the result of the partnerships developed within our region that links the programs and services provided at the Career Centers and at other partner locations that provide the full complement of services needed by our customers.

This MOU will increase our ability to serve mutual customers, reduce duplication of efforts and expand our abilities to provide services throughout the One-Stop System either in one of our Career Centers, electronically at your location, or as an affiliate site.

4. General Responsibilities of One-Stop System Partners:

- A. The One-Stop System partner agrees to participate in joint planning, plan development, and modification of activities to result in:

- I. Continuous partnership building;
- II. Continuous planning responsive to State and Federal requirements;
- III. Responsive to specific local and economic conditions including employer needs;
- IV. Solutions to common data collection and reporting needs;
- B. Make available to customers through the One-Stop System the services that are applicable to the partners programs
- C. Participate in the operation of the One-Stop System consistent with the agreed upon "service integration" following in the next part, number 5.
- D. Participate in capacity building and staff development activities
- E. Insure that all partners and staff are cross-trained to understand programs and specific "service integration" goals as specified in the next part, number 5.

5. Service Integration Plan and Goals:

CSCLM and Central Florida Community Action Agency, Inc. agree to the following:

This agreement establishes that the duly authorized agent of the recipient agrees to satisfy the requirements of 34 CFR 361.505 and 34 CFR 361.720.

This agreement formalizes the existing partnership between CSCLM and Central Florida Community Action Agency, Inc. to provide employment and training services to our mutual customers. CSCLM and Central Florida Community Action Agency, Inc. recognize that blended services provided by all required and optional partners contributes to the One Stop "system" and neither independently creates the "system". The combination of services provides employment and education counseling and access to partner programs through direct referral and electronic access points with each office. CSCLM customers are counseled on all aspects of employment and education options available through educational entities and funding assistance provided through Titles I, II, and IV funds under the WIOA. Appropriate referrals for intra-agency assistance are made between agencies through established contacts within each department and will be made in writing via e-mail between those contacts. Central Florida Community Action Agency, Inc. may refer training program completers and those customers in need of additional financial assistance to CSCLM for assessment and counseling regarding their individual needs.

Both agencies agree to maintain full programmatic accessibility and compliance with all applicable laws to ensure that individuals have equal ability to access available services as further discussed in sections 8 and 9 of this document. This access includes full ADA compliance, use of assistive technology and provision of accommodations that may be necessary for individuals with additional barriers.

CSCLM and Central Florida Community Action Agency, Inc. shall:

1. Provide Release of Information to participants to include sharing information between agencies for the purposes of determining eligibility for shared customers
2. Co-manage shared participants in order to bundle services and provide wrap around support to better serve the customer and enhance the performance of both agencies.
3. Determine the menu of services available between both agencies and strategically align the services for each customer resulting in better usage of the resources.
4. Provide referrals to each other for customers and participants that each agency works with that needs further assistance
5. Share eligibility documentation to streamline intake and service provision.

6. Work together with the common goal of increasing outcomes for both agencies.
7. Use the strengths of both agencies to explore opportunities to provide skills training with wrap around support for targeted groups of citizens (i.e. foster youth, veterans, SNAP) that can ultimately support the talent needs of businesses.
8. Provide training to agency staff of both organizations to better understand the mission and specific programs and services that each provides.
9. Share information on any special events that will promote the success of shared customers (i.e. hiring events, job clubs, workshops, specialized coaching).
10. CSCLM will make available all no-cost, online training programs for priority access.

6. Resource and Cost Sharing

This MOU between CSCLM and Central Florida Community Action Agency, Inc. is an agreement of service integration and monetary infrastructure contribution.

7. Data Access and Sharing

To facilitate integration of services, partners are encouraged to provide cross-access or protected information from systems of customer data within the applicable federal and state privacy laws and regulations governing the partner programs. All state and federal confidentiality regulations regarding the creation, maintenance and/or use of records shall be in effect. Client records and/or information may be shared among partners subject to these confidentiality requirements. Data sharing arrangements will be included in section 5.

Client information shall be shared solely for the purpose of eligibility, enrollment, referral, or provision of services. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.

8. Access for Individuals with Barriers to Employment

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

9. Non-Discrimination

As required by federal and state law, participating agencies will assure that no person shall be discriminated against in consideration for or receipt of partner agency services and/or employment based upon sex, disability, race, color, age, religion, national origin, political affiliation, belief, veteran status, familial status, sexual orientation, gender identity, pregnancy, or genetic information.

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

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

10. Duration, Modification, and Termination of the Partner MOU

It is mutually understood that this MOU shall not become effective until signed. This MOU shall remain in effect until modified, extended or terminated in accordance with this section. Regardless of duration, this MOU shall be reviewed annually. The MOU may be amended at any time in writing and will be effective when signed by both entities. Either party may cancel its participation in whole or in part and any time with thirty (30) days written notice. This MOU will be in effect until: June 30, 2025.

11. Infrastructure and Cost Sharing

CSCLM and Central Florida Community Action Agency, Inc. have entered into a formal sub-lease agreement (attached). The sub-lease agreement is based on square footage and FTE rates in the comprehensive center (14th Street, Ocala, FL).

Rental Pricing for 14th Street

- Center has 15,687 Square Feet
- Center is a State Building with rent of \$3,202.75 per month
- Main cost of building is overhead expenses to operate. These come to \$11,470 per month.
- Total to maintain and operate building is \$14,673 per month.
- There are a total of 53 offices and work stations in the center.

Calculation:

Total Cost	\$14,673	Divide by 53	\$277 per workstation
	\$277.00	Times 5	\$1,385 total rent
	\$1,385	Times 12	\$16,620 annual rent

Included In Calculation:

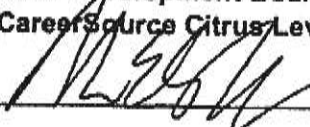
Shared Use Space	Shared Services
7 Conference Rooms/Labs	Call Center
Hallways	Welcome Desk Staff
Restrooms	Copiers & Copier Supplies
Break Room	Phone System
Storage Space	Utilities
Resource Area	Maintenance & Janitorial
Welcome Area	

Optional In Addition:

IT Management & Support	\$72.00 per month

11. Signatures

Citrus Levy Marion Regional
Workforce Development Board, Inc.
d/b/a CareerSource Citrus Levy Marion

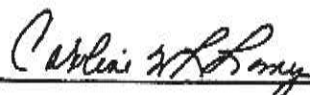
By: 

Name: THOMAS E. SKINNER JR

Title: CEO

Date: 10/23/23

Central Florida Community Action
Agency, Inc.

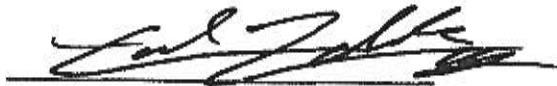
By: 

Name: Caroline W Ruff-Looney

Title: CEO

Date: July 10, 2023

Chief Elected Official

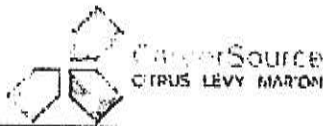
By: 

Name: Carl Zalot

Title: Commissioner

Date: 10/26/23

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COMMERCIAL SUBLEASE AGREEMENT

BY AND BETWEEN:

CareerSource Citrus Levy Marion (aka Citrus, Levy Marion Regional Workforce Development Board, Inc. in the Master Lease)

(the "Sublandlord")

PARTY OF THE FIRST PART

-AND-

Central Florida Community Action Agency, Inc., a Florida not for profit corporation.

(the "subtenant")

PART OF THE SECOND PART

BACKGROUND

- A. This agreement (the "Sublease") to sublet real property according to the terms specified below.
- B. The master lease (the "Master Lease") has an annual renewal date of July 1, 2023 and is between the Department of Economic Opportunity (the Landlord") and the Sublandlord with respect to the following lands and any improvements on those lands (the Premises"): 2703 NE 14th Street, Ocala, FL 34470
- C. The subtenant is willing to undertake certain obligations of the Master Lease.

IN CONSIDERATION OF the Sublandlord subletting and the Subtenant renting the Subleased Premises, both parties agree to keep, perform, and fulfill the promises, conditions, and agreements below:

Subleased Premises

- 1. The Sublandlord leases to the Subtenant the portion of the Premises ("the "Subleased Premises") described as follows: 4 work spaces (combined offices/cubicles based on availability, plus a non-exclusive right to use the common spaces (i.e., hallways, bathrooms, kitchen, and conference rooms).

Term

2. The first term (the "First Term") of this Sublease commences at 12:00am on July 1, 2023 and ends at 11:59pm on June 30, 2024. Upon agreement of both parties, this sublease can be renewed annually. Each term following first term ("Renewal Term") will commence July 1 and ends on June 30 of the following year.
3. The provisions of this Sublease are subject to the terms and restrictions of the Master Lease.

Rent

4. Subject to the provisions of this Sublease, the rent for the Sublease Premises is \$16,620 annually (the "Rent") payable \$1,385 per month on the first day of the month.
5. The Subtenant will pay the Rent to the Sublandlord at 3003 SW College Road, Suite 205, Ocala, FL 34474 or at such other place as a Sublandlord may later designate on or before the first of each and every month, or as otherwise agreed between the Sublandlord and Subleasee.

Use of Sublease Premises

6. Except as otherwise provided in the sublease, the Subtenant and the agents and employees of the Subtenant will only use the Sublease Premises for a purpose consistent with the permitted use allowed in the Master Lease. Further, the Subtenant agrees to comply with all other applicable provisions of the Master Lease and will not do anything that would constitute a violation of any part of the condition of the Master Lease. Sublandlord represents that it has received the consent to the Sublease from the Lease Landlord and that it has agreed that the Subtenant's use is primarily for a public purpose as described in the Master Lease.

Utilities

7. All payments for utilities and other similar charges for the Subleased Premises are included in the Rent.
8. The Subtenant agrees to surrender and deliver to the Sublandlord, and the Subleased Premises and all furniture and decorations owned by the Sublandlord or Landlord within the Subleased Premises in as good a condition as they were at the beginning of the Term, reasonable wear and tear excepted. The subtenant will be liable to the Sublandlord and the Landlord for any damages occurring to the Subleased Premises or the Contents of the Subleased Premises or to the Building caused by the Subtenant or the Subtenant's guests or invitees.
9. The Subtenant will immediately report all general maintenance issues and needed repairs to the Sublandlord.

Insurance

10. The Subtenant, at the expense of the Subtenant, will carry insurance similar to that required of the Sublandlord under the Master Lease. The Subtenant will include the Sublandlord and the Landlord as additional insured parties on all policies of the insurance.
11. The Subtenant will provide proof of such insurance to the Sublandlord and the Landlord upon issuance of renewal of such insurance.

Alterations and Improvements

12. With prior written consent of the Sublandlord, the subtenant may make approve alterations and improvements to the Subleased Premises.
13. Any alterations and improvements must comply with all applicable construction laws and regulations regarding property improvements.
14. The Subtenant will ensure that the Sublease Premises remain free and clear of any and all liens arising out of work performed or the material used in making such improvements to the Subleased Premises.

Taxes

15. The Sublandlord and the Landlord confirm that the Subtenant is exempt from real estate taxes on the sublease. The Subtenant will pay any privilege, excise and other taxes duly assessed against the business of the Subtenant, the Subleased Premises, and any personal property on or about the Subleased Premises. The Subtenant will avoid the assessment of any late fees or penalties.

Event of Default

16. The Subtenant will default under this Sublease if any or more of the following event (the "Event of Default") occurs:
 - a. The Subtenant fails to pay the Rent to the Sublandlord of any amount when due or within any grace period, if any.
 - b. The Subtenant fails to perform any of its obligations under this Sublease or any applicable obligation under the Master Lease.
 - c. The Subtenant becomes insolvent, commits an act of bankruptcy, becomes bankrupt, takes the benefit of any legislation that may be in force for bankrupt or insolvent debtors, becomes involved in a voluntary or involuntary winding up, dissolution or liquidation proceeding, or if a receiver will be appointed for the affairs of the Subtenant.
 - d. The Subtenant abandons the Subleased Premises or any part of the Subleased Premises without notice to Sublandlord for longer than 30 consecutive days.
 - e. The Subtenant uses the Subleased Premises for any unpermitted or illegal purposes.

- f. The Subtenant fails to commence, diligently pursue, and complete the Subtenant's work to be performed pursuant to this Sublease pertaining to the Subleased Premises.
- g. The Subleased Premises, or any part of the Subleased Premises, is completely or partially damaged by fire or other casualty that is due to the Subtenant's negligence, willful act, or that of the Subtenant's employee, family, agent, or guest.
- h. Any other event or default provided in the Master Lease or the Act.

Remedies

- 17. Upon the occurrence of any Event of Default, the Sublandlord has any or all of the following remedies:
 - a. Terminate the Sublease upon the greater of any notice required in the Master Lease or the Act whereupon this sublease will then immediately become forfeited and void.
 - b. The Sublandlord may, but is not obligated, to perform on behalf of the Subtenant, any obligation of this Sublease or the Master Lease which the Subtenant has failed to perform. The Sublandlord may seek reimbursement from the Subtenant for the actual cost of such performance.
 - c. The Sublandlord may reenter the Subleased Premises or any part of the Subleased Premises and in the name of the whole repossess any enjoy the same as of its former state anything contained within the Subleased Premises provided however, upon notice of default Subtenant shall have a reasonable opportunity to remove personal property owned by Subtenant provided such removal does not damage the leased premises.
 - d. Any other remedy provided in the Master Lease or the Act.
- 18. No reference to or exercise of any specific right or remedy by the Sublandlord will prejudice or preclude the Sublandlord from any other remedy whether allowed by law or in equity or expressly provided for in this Sublease or the Master Lease. No such remedy will be exclusive or dependent upon any other such remedy, but the Sublandlord may from time to time exercise any one or more of such remedies independently or in combination.
- 19. Upon the expiration, termination or cancellation of the Master Lease or this Sublease, all obligations of the parties under the Sublease will be extinguished.
- 20. Any improvements remaining on the Subleased Premises upon termination will revert to the Sublandlord and will be free of any encumbrance at the time of such reversion.

Surrender of Premises

- 21. At the expiration of the Term of this Sublease, the Subtenant will quit and surrender the Premises in as good a state and condition as they were at the commencement of this Lease, reasonable use, wear, and damages by the elements excepted.

Governing Law

22. It is the intention of the parties to this Sublease that the tenancy created by this sublease and the performance under this Sublease and all suits and special proceedings under this Sublease, be construed in accordance with and governed to the exclusion of the law of any form by the laws of Florida without regard to the jurisdiction in which any action or special proceeding may be instituted.
23. If there is a conflict between any provision of the Sublease and the applicable legislation of Florida (the "Act"), the Act will prevail, and such provisions of the Sublease will be amended or deleted as necessary in order to comply with the Act. Further, any provision that are required by the Act are incorporated by reference into this Sublease.
24. In the event that any of the provisions of this Sublease will be held to be invalid or unenforceable in whole or in part, those provisions to the extent enforceable and all other provisions will nevertheless continue to be valid and enforceable as though the invalid or unenforceable parts had not been included in this Sublease and the remaining provisions had been executive by both parties subsequent to the expungement of the invalid provision.

Assignment and Subletting

25. The Subtenant will not assign, transfer, or further sublet the Subleased Premises or any part of the Subleased Premises without the prior written consent of the Sublandlord or Landlord.

Notices

26. Unless otherwise specifically provided in the Sublease, all notices from the Subtenant to the Sublandlord will be served or sent to the Sublandlord at the following address: CareerSource Citrus Levy Marion, 3003 SW College Road, Suite 205, Ocala, FL 34474.
27. Unless otherwise specifically provided in the Sublease, all notices from the Sublandlord to the Subtenant will be served or sent to the Subtenant at the following Address: 411 N. Main Street, Suite 210, Gainesville, FL 32601.
28. All notices to be given under this Sublease will be in writing and will be served personally or sent by certified or registered mail using the United States Postal Service.

Master Lease

29. Except as otherwise expressly provided in this Sublease, the Subtenant will perform all applicable duties and obligations of the Sublandlord under the Master Lease from July 1, 2023 until the end of the Term of this Sublease.
30. Except as otherwise expressly provided in this Sublease, the Subtenant will have, as to the Subtenant, all applicable rights, and remedies that the Landlord has with respect to the Sublandlord in the Master Lease.

31. This Sublease contains all of the conditions and terms made between the parties to this Sublease and may not be modified orally or in any other manner other than by agreement in writing signed by all parties to this Sublease or their respective successors in interest.
32. This Sublease incorporates and is subject to the Master Lease, a copy of which has been or will be later provided to the Subtenant and which is incorporated as if it were set out in this Sublease.

General Provisions

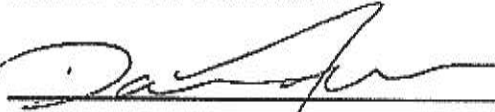
33. In the event of any legal action concerning this Sublease, the losing party will pay to the prevailing party reasonable attorney's fees and court costs to be fixed by the court and such judgment will be entered.
34. The Sublandlord may enter the Subleased Premises upon 24 hours' notice for any of the following reasons:
 - a. To inspect the Subleased Premises;
 - b. To maintain the subleased Premises; or
 - c. To make repairs that the Sublandlord is obligated to perform.
35. This Sublease will extend to and be binding upon and inure to the benefit of the respective heirs, executors, administrators, successors and assigns as the case may be of each party to this Sublease. All covenants are to be construed as conditions of this Sublease.
36. All sums payable by the Subtenant to the Sublandlord under any provision of this Sublease will be deemed to be Additional Rent and will be recovered by the Sublandlord as rental arrears.
37. Where there is more than one Subtenant executing this Sublease, all Subtenants are jointly and severally liable for each other's acts, omissions, and liabilities under this Sublease.
38. The Subtenant will be charged an additional amount of \$25 for each N.S.F. check or check returned by the Subtenant's financial institution.
39. All schedules to this Sublease are incorporated into and form an integral part of this Sublease.
40. Headings are inserted for the convenience of the parties only and are not to be considered when interpreting this Sublease. Words in the singular mean and include the plural and vice versa. Words in the masculine include the feminine and vice versa. The words "Sublandlord" and "Subtenant" as used in this Sublease include the plural as well as the singular; no regard for gender is intended by the language in this Sublease.
41. This Sublease may be executed in counterparts.
42. Time is of the essence in this Sublease.
43. The Sublandlord and the Subtenant have no interest or other rights of ownership in each other. The parties to this Sublease are not agents for each other. Under no circumstances will this Sublease be construed as creating a partnership or joint venture between the parties to this Sublease.

44. Each signatory to this Sublease acknowledges receipt of an execute copy of this Sublease.
45. This Sublease will not be valid and binding on the Sublandlord and Subtenant unless and until it has been completely executed by and delivered to both parties and the Landlord had consented to this Sublease.
46. Notwithstanding anything else contained herein to the contrary, Sublandlord acknowledges that the Subtenant receives the majority of its operating funds from federal grants administered by the State of Florida Department of Economic Opportunity. In the event the Subtenant is defunded and/or has its funds significantly decreased anytime during the Term or any Renewal Term, upon 60 days' notice Tenant may elect to terminate this Lease and be relieved thereafter from all obligations hereunder or, at Subtenants election, decrease the net rentable office space together with a commensurate reduction in Rent. This Sublease may be cancelled by Sublandlord in the event such party experiences a decrease in its annual funding exceeding fifteen percent (15%) of its prior year's funding.
47. This Sublease may be cancelled for convenience by either party upon thirty (30) days written notice of cancellation directed from the party cancelling this sublease to the other party. In the event of cancellation by either party, rent shall be due and payable through the last day of Subtenant's occupancy of the property.

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IN WITNESS WHEREOF the Sublandlord and the Subtenant have duly affixed their signatures under hand and seal of this 16th day of October, 2023.

Witness as to Sublandlord



Witness Signature

Dale French

Witness (Print Name)



Witness Signature

MAYRA CARRION

Witness (Print Name)

CareerSource Citrus Levy Marlon



Rusty Skinner

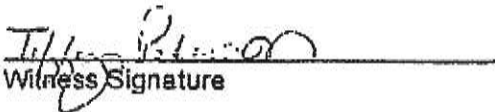
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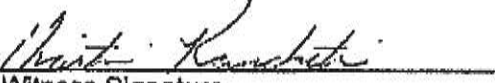
Witness as to Subtenant



Witness Signature

Tiffany Peterson

Witness (Print Name)



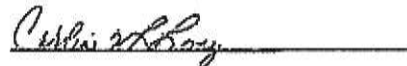
Witness Signature

Christine Ronchetti

Witness (Print Name)

Subtenant:

Central Florida Community Action
Agency, Inc.



Print: Caroline W Ruff-Looney 09/22/2023

**Memorandum of Understanding
for Workforce Development Partners**

By and between CareerSource Citrus Levy Marion

And

The School Board of Citrus County, FL, as the
Governing Board for Withlacoochee Technical College

Section 1. Parties

This Memorandum of Understanding ("MOU") is entered into between CareerSource Citrus Levy Marion, ("CSCLM"); and the School Board of Citrus County, ("Partner"). CSCLM and the School Board of Citrus County are collectively referred to as the "Parties" and individually as a "Party."

Section 2. Purpose

The Workforce Innovation and Opportunity Act of 2014 ("WIOA") Sec. 121(c)(1) requires the local workforce development board, with the agreement of the Chief Local Elected Officials (CLEOs), to develop and enter into a MOU between the local workforce development board and the One-Stop Partners concerning the operation of the one-stop delivery system in a local area.

The purpose of this MOU is to describe the cooperative workforce training and employment efforts of CSCLM and Partner and the actions to be taken by each to establish and maintain an effective and successful one-stop delivery system. The infrastructure funding agreement establishes a financial plan, including terms and conditions, to fund the services and operating costs of the one-stop delivery system.

This MOU establishes how resources will be coordinated, prevents duplication of services, and ensures the effective and efficient delivery of workforce services in the counties represented by CSCLM to enable the Partner to integrate with the one-stop delivery system.

The Parties 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.

Section 3. Partners in the One-Stop Delivery System

Pursuant to 20 CFR 678.400, required one-stop partners are the entities responsible for administering the following programs and activities in the local area:

1. Programs authorized under title I of WIOA, including:
 - a. Adults
 - b. Dislocated workers
 - c. Youth
 - d. Job Corps
 - e. YouthBuild
 - f. Native American programs
 - g. Migrant and seasonal farmworker programs

2. The Wagner-Peyser Act Employment Service program authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), as amended by WIOA title III
3. The Adult Education and Family Literacy Act (AEFLA) program authorized under title II of WIOA
4. The Vocational Rehabilitation (VR) program authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by WIOA title IV (Division of Vocational Rehabilitation)
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6. The Senior Community Service Employment Program (SCSEP) authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.) (Florida Department of Elder Affairs)
7. Career and technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.) (Perkins V)
8. Trade Adjustment Assistance activities authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.)
9. Jobs for Veterans State Grants programs authorized under chapter 41 of title 38, U.S.C.
10. Employment and training activities carried out under the Community Services Block Grant (42 U.S.C. 9901 et seq.)
11. Employment and training activities carried out by the Department of Housing and Urban Development
12. Programs authorized under State unemployment compensation laws (in accordance with applicable Federal law) (Reemployment Services and Eligibility Assessment Program) (RESEA)
13. Programs authorized under sec. 212 of the Second Chance Act of 2007 (34 U.S.C. 10631)
14. Temporary Assistance for Needy Families (TANF) authorized under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) (Florida Department of Children and Families)

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- A. One-Stop Services. The following services will be provided through the local one-stop delivery system:
 1. Business Services:
 - a. Make labor exchange activities and labor market information available to local employers.
 - b. Develop relationships and networks with large and small employers and their intermediaries.
 - c. Develop, convene, or implement industry/sector partnerships.

- d. Provide 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.

2. Job Seeker Services:

a. Provide basic career services, including:

1. Determinations of whether the individual is eligible to receive assistance;
2. Outreach, intake, and orientation;
3. Opportunity for individuals to apply for TANF assistance and non-assistance benefits and services;
4. Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive services needs;
5. Labor exchange services, including job search and placement assistance, including career counseling as specified in 20 CFR 678.430(a)(4);
6. Referrals to and coordination of activities with other programs and services, including those within the one-stop delivery system and, when appropriate, other workforce development programs;
7. Workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including:
 - a. Job vacancy listings in labor market areas;
 - b. Information on job skills necessary to obtain the vacant jobs listed; and
 - c. Information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for those jobs;
8. Performance information and program cost information on eligible providers of education, training, and workforce services by program and type of providers;
9. Information about how the local area is performing on local performance accountability measures;
10. Information about the availability of supportive services or assistance and appropriate referrals to such, 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 TANF, and other

supportive services and transportation provided through that program;

11. Information and meaningful assistance to individuals seeking assistance in filing a claim for unemployment compensation; and
12. Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA.

b. Provide individualized career services, including:

1. Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers;
2. Development of an individual employment plan;
3. Group and/or individual counseling;
4. Career planning;
5. Short-term pre-vocational services;
6. Internships and work experiences that are linked to careers;
7. Workforce preparation activities;
8. Financial literacy services;
9. Out-of-area job search assistance and relocation assistance; and
10. English language acquisition and integrated education and training programs.
11. Provide follow-up services, as appropriate, including counseling regarding the workplace, for participants in adult or dislocated worker workforce investment activities who are placed in unsubsidized employment, for up to 12 months after the first day of employment.
12. Provide employment services and related support being provided by the TANF program that qualify as career services.

c. Training Services:

1. Occupational skills training, including training for nontraditional employment;
2. On-the-job training;
3. Incumbent worker training;
4. Programs that combine workplace training with related instruction, which may include cooperative education programs;
5. Training programs operated by the private sector;

6. Skills upgrading and retraining;
7. Entrepreneurial training;
8. Transitional jobs;
9. Job readiness training;
10. Adult education and literacy activities;
11. Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

d. Youth Services:

12. 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 or for a recognized postsecondary credential;
 13. Alternative secondary school services, or dropout recovery services, as appropriate;
 14. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience;
 15. Occupational skill training;
 16. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
 17. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;
 18. Supportive services;
 19. Adult mentoring;
 20. Follow-up services;
 21. Comprehensive guidance and counseling;
 22. Financial literacy education;
 23. Entrepreneurial skills training;
 24. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area; and
 25. Activities that help youth prepare for and transition to postsecondary education and training.
3. Access to programs and activities carried out by one-stop partners listed in 20 CFR §§ 678.400 through 678.410, including the Employment

Service program authorized under the Wagner-Peyser Act, as amended by WIOA title III (Wagner-Peyser Act Employment Service program).

- B. Access to Services. The Parties will make their program services accessible to job seekers, whether they are physically housed within a career center or provided virtually through the one-stop delivery system by:
1. Exchanging participant's eligibility requirements for their workforce funding streams, identifying their program career services, and designating services and activities that may be appropriate for integration into the one-stop delivery system.
 2. Jointly developing and participating in cross-training of frontline staff to assure an understanding of the activities, support services, and constraints applicable to joint partner workforce funding streams.
 3. Coordinating outreach and recruitment through links on each other's websites.
- C. Coordinating Services. The Parties shall coordinate and deliver program services (including workforce services) as appropriate through the one-stop delivery system by:
1. Seeking opportunities to share resources and reduce duplication of activities to streamline services for customers and improve frontline staff efficiency such as co-locating in a comprehensive or affiliate one-stop location site and by establishing direct linkages through technology as provided in 20 CFR 678.305(d).
 2. Working together on enhancing employer engagement to build a demand-driven system, improve business services, and match participants with work-based learning opportunities.
 3. Promoting continuous improvement through the coordination of staff training to provide frontline staff with information and knowledge regarding each other's services.
 4. Participating in the one-stop delivery system consistent with the terms of this MOU and the requirements of federal and state laws authorizing the program or activities and any related grant agreements.
- D. Cross Referral. The Parties will implement policies and procedures that encourage the referral of customers to each other as appropriate by:
1. Reviewing their individual program policies, procedures, and processes to align them to the extent allowed by each program's specific laws and regulations, to better serve customers through cross referral, sequential, or co-enrollment as may best benefit the customer.
 2. Using established methods for follow-up and reporting to each other on the services provided to the customer and the outcomes obtained.
- E. Information Sharing. The Parties agree that the collection, use, and disclosure of participant records, including, but not limited to, customers' personally identifiable information (PII), is subject to various requirements set forth in federal and state privacy laws. Partner acknowledges that the execution of this

MOU, by itself, does not function to satisfy all of these requirements. The Parties agree to comply with the following, as applicable: 29 CFR 38.41, governing the collection and maintenance of equal opportunity data and other information; 20 USC 1232g and 34 CFR Part 99 (the Family Educational Rights and Privacy Act and implementing regulations); 34 CFR 361.38 (Vocational Rehabilitation and Blind Services confidentiality regulations); and 20 CFR Part 603 (regulations governing confidentiality and disclosure of state unemployment compensation information).

- F. Each Party will train its staff in the protection, use, and disclosure requirements governing PII and any other confidential data for all applicable programs.
- G. Accessibility. The Parties will ensure access for workers, youth, and individuals with barriers to employment, including the use of technological tools, in each of the one-stop centers and affiliate locations. The Parties will offer priority for services to recipients of public assistance, other low-income individuals, or individuals who are skills deficient for individualized career services and training services funded with WIOA adult funds. Job seekers and businesses must be able to access all information relevant to them via visits to One-Stop centers as well as through electronic means and direct linkages to workforce partner programs. The Parties will provide reasonable accommodations for individuals with disabilities in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Assistive technology, accessible formats, and language translation services will be made available and used as needed. The local workforce development board will either colocate WIOA youth program staff at One-Stop centers and/or ensure One-Stop centers and staff are trained to serve youth and equipped to advise youth to increase youth access to services and connect youth to the program that best aligns with their needs.

Section 5. Funding of Infrastructure and Operating Costs

Costs of the infrastructure of the One-Stop career centers will be funded in accordance with Attachment 1 – Infrastructure Funding Agreement, incorporated herein by reference. As required by 20 CFR 678.755, the Parties agree that the infrastructure and shared services budget will be periodically reconciled against actual costs incurred and adjusted accordingly to ensure that it reflects a cost allocation methodology that demonstrates how infrastructure costs are charged to each partner in proportion to its use of the one-stop center and relative benefit received, and that complies with 2 CFR part 200.

Section 6. Term

This MOU is effective upon the date of the last required signature, or July 1, 2026, whichever is later, through June 30, 2028, unless the MOU is terminated by either Party in accordance with the terms set forth herein.

Section 7. Modification and Renewal

- A. This MOU will be reviewed, and if substantial changes have occurred, renewed, not less than once every 3-year period to ensure appropriate funding and delivery of services.

- B. The MOU must be updated not less than every 3 years to reflect any changes in the signatory official of CSCLM, one-stop partners, and chief elected officials, or one-stop infrastructure funding.
- C. This MOU may be amended or modified by mutual consent of the Parties, by the issuance of a written amendment executed by the Parties.
- D. The Parties have included, via Attachment 2 to this MOU, other provisions that are consistent with WIOA title I, the authorizing statutes and regulations of one-stop partner programs, and the WIOA regulations.

Section 8. Termination

- A. Either Party may terminate this MOU for convenience by giving 30 days' written notice pursuant to Section 9 (Notice).
- B. In the event of termination, the Parties will convene within 60 days to renegotiate a mutually acceptable replacement MOU, if required by law to do so.

Section 9. Notice

- A. All notices required to be given to CSCLM under this MOU shall be sufficient when emailed, hand-delivered, or mailed to CSCLM at its office located at 2703 NE 14th St., Ocala, FL 34470, addressed to the President/CEO.
- B. All notices required to be given to Partner under this MOU shall be sufficient when emailed, hand-delivered, or mailed to Partner at its office located at 1007 W Main St, Inverness, FL 34450.

Section 10. Nondiscrimination

The Parties agree to comply with the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); on the basis of disability under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); on the basis of sex under title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); or on the basis of race, color, or national origin under title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.). The Parties agree that no individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any program or activity relating to the operation of the one-stop delivery system because of race, color, religion, sex (except as otherwise permitted under title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.

Section 11. Confidentiality

The Parties agree to abide by all applicable federal, state, and local laws and regulations regarding confidential information, including, but not limited to: 20 CFR part 603, 45 CFR 205.50, 20 USC 1232g and 34 CFR part 99, and 34 CFR 361.38. Each Party will ensure that the collection and use of any information, systems, or records that contain personally identifiable information ("PII") and other confidential/exempt information will be limited to purposes that support the programs and activities described in this MOU and will comply with applicable law. Each Party will ensure that access to software systems and files under its control that contain PII or other personal or confidential information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities described

herein and will comply with applicable law. Each Party expressly agrees to take measures to ensure that no PII or other personal or confidential information is accessible by unauthorized individuals.

To the extent that confidential information needs to be shared amongst the Parties for the Parties' performance of their obligations under this MOU, and to the extent that such sharing is permitted by applicable law, any required data sharing agreements will be created and required confidentiality and ethical certifications will be signed by authorized individuals.

Section 12. Dispute Resolution

If an issue arises involving this MOU, Parties will make every effort to reach a resolution in a timely and efficient manner. Any party may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing. If not resolved, the issue and the efforts to resolve will be documented and forwarded to the Executive Director of the local workforce development board and the Director of the partner agency. A joint decision will be issued within 60 calendar days of receipt. A partner that is dissatisfied with the decision may file the dispute with the Florida Department of Commerce ("FloridaCommerce") and the Florida Department of Education ("DOE") for resolution. FloridaCommerce and DOE may remand the issue back to the Executive Director of the local area and to the director of the partner agency or impose other remedies to resolve the issue.

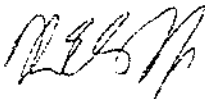
Section 13. Signatures

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

The MOU must contain the signatures of the Chief Local Elected Official(s). The MOU must be updated at least once every three years and included in the local board's WIOA Workforce Services' plan.

Approved by:

CareerSource Citrus Levy Marion

Signature:  2026.05.13
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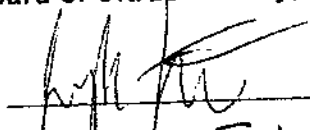
Thomas E. Skinner, Jr.

Chief Executive Officer

Date: _____

Approved by Partner:

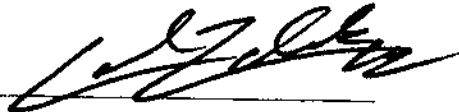
School Board of Citrus County, FL

Signature: 
NAME **Joseph C. Faherty**
Chairman

TITLE

Date: _____

Approved by Chief Local Elected Official:

Signature: _____

Commissioner Carl Zalak

Marion County, Florida

Date: 7/14/2024

Attachment 2

PARTNER-SPECIFIC

CSCLM and WTC agree to the following:

This agreement establishes that the duly authorized agent of the recipient agrees to satisfy the requirements of 34 CFR 361.505 and 34 CFR 361.720.

This agreement formalizes the existing partnership between CSCLM and WTC to provide adult education and workforce services for their mutual customers. CSCLM and WTC recognize that blended services provided by all required and optional partners contribute to the One-Stop "system," and that neither independently creates the "system." The combination of services provides employment and educational counseling and access to partner programs through direct referral and electronic access points within each office. CSCLM customers are counseled on all aspects of employment and education options available through educational entities and funding assistance provided through Titles I, II, and IV funds under WIOA. Appropriate referrals for intra-agency assistance are made between agencies through established contacts within each department and will be made in writing via email between those contacts. WTC may refer training program completers and those customers in need of additional financial assistance to CSCLM for assessment and counseling regarding their individual needs.

Both agencies agree to maintain full programmatic accessibility and compliance with all applicable laws to ensure that individuals have equal ability to access available services, as further described in Section 4(G) of the MOU. This access includes full ADA compliance, use of assistive technology, and provision of accommodations that may be necessary for individuals with additional barriers.

A one-stop partner may appeal to the State regarding infrastructure costs using the process described in 34 CFR 463.750. Changes to the one-stop partner's infrastructure cost contributions will result in an updated MOU reflecting the final one-stop partner infrastructure cost contributions.

Both parties acknowledge and agree to the requirements of the Infrastructure Funding Agreement (IFA), as detailed in Section 5 and Attachment 1 of the MOU.

Infrastructure Funding Agreement Terms

CSCLM and WTC operate with lean budgets and have a long-standing relationship that has been established to braid and blend funding to maximize the impact of resources within the One-Stop system. The parties agree that infrastructure support for proportionate benefit from the One-Stop system is provided through the following in-kind contributions:

1. Use of digital technology for shared customers to access online resources provided by CSCLM.
2. Provision of CSCLM outreach materials to the general public.
3. Educational support and counseling to CSCLM-referred and enrolled students.
4. Access to classes in targeted occupations to enhance the local talent pipeline.

5. Access to meeting space within WTC's facilities to meet with students to discuss CSCLM services and programmatic enrollment. Space usage provides expansion of services for CSCLM and reduces additional costs of itinerant space when needed.
6. Ongoing partnership for outreach and connection of adult learners to the One-Stop system for the benefit of talent pipeline establishment.
7. Scheduled tours and visits to the Citrus and/or Marion County Career Center by students at Withlacoochee Technical College in targeted technical classes, to promote the availability of workforce services to emerging talent pools.
8. CSCLM staff to connect directly with GED and ESOL students on campus to promote the partnership and availability of workforce services.

Memorandum of Understanding
for Workforce Development Partners
By and between CareerSource Citrus Levy Marion
And
College of Central Florida

Section 1. Parties

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 - a. Job vacancy listings in labor market areas;
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8. Performance information and program cost information on eligible providers of education, training, and workforce services by program and type of providers;
9. Information about how the local area is performing on local performance accountability measures;
10. Information about the availability of supportive services or assistance and appropriate referrals to such, 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 TANF, and other supportive services and transportation provided through that program;

11. Information and meaningful assistance to individuals seeking assistance in filing a claim for unemployment compensation; and
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- 24. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area; and
- 25. Activities that help youth prepare for and transition to postsecondary education and training.

- 3. Access to programs and activities carried out by one-stop partners listed in 20 CFR §§ 678.400 through 678.410, including the Employment Service program authorized under the Wagner-Peyser Act, as amended by WIOA title III (Wagner-Peyser Act Employment Service program).

B. Access to Services. The Parties will make their program services accessible to job seekers, whether they are physically housed within a career center or provided virtually through the one-stop delivery system by:

1. Exchanging participant's eligibility requirements for their workforce funding streams, identifying their program career services, and designating services and activities that may be appropriate for integration into the one-stop delivery system.
2. Jointly developing and participating in cross-training of frontline staff to assure an understanding of the activities, support services, and constraints applicable to joint partner workforce funding streams.
3. Coordinating outreach and recruitment through links on each other's websites.

C. Coordinating Services. The Parties shall coordinate and deliver program services (including workforce services) as appropriate through the one-stop delivery system by:

1. Seeking opportunities to share resources and reduce duplication of activities to streamline services for customers and improve frontline staff efficiency such as co-locating in a comprehensive or affiliate one-stop location site and by establishing direct linkages through technology as provided in 20 CFR 678.305(d).
2. Working together on enhancing employer engagement to build a demand-driven system, improve business services, and match participants with work-based learning opportunities.
3. Promoting continuous improvement through the coordination of staff training to provide frontline staff with information and knowledge regarding each other's services.
4. Participating in the one-stop delivery system consistent with the terms of this MOU and the requirements of federal and state laws authorizing the program or activities and any related grant agreements.

D. Cross Referral. The Parties will implement policies and procedures that encourage the referral of customers to each other as appropriate by:

1. Reviewing their individual program policies, procedures, and processes to align them to the extent allowed by each program's specific laws and regulations, to better serve customers through cross referral, sequential, or co-enrollment as may best benefit the customer.
2. Using established methods for follow-up and reporting to each other on the services provided to the customer and the outcomes obtained.

E. Information Sharing. The Parties agree that the collection, use, and disclosure of participant records, including, but not limited to, customers' personally identifiable information (PII), is subject to various requirements set forth in federal and state privacy laws. Partner acknowledges that the execution of this MOU, by itself, does not function to satisfy all of these requirements. The Parties agree to comply with the following, as applicable: 29 CFR 38.41, governing the collection and maintenance of equal opportunity data and other

information; 20 USC 1232g and 34 CFR Part 99 (the Family Educational Rights and Privacy Act and implementing regulations); 34 CFR 361.38 (Vocational Rehabilitation and Blind Services confidentiality regulations); and 20 CFR Part 603 (regulations governing confidentiality and disclosure of state unemployment compensation information).

- F. Each Party will train its staff in the protection, use, and disclosure requirements governing PII and any other confidential data for all applicable programs.
- G. Accessibility. The Parties will ensure access for workers, youth, and individuals with barriers to employment, including the use of technological tools, in each of the one-stop centers and affiliate locations. The Parties will offer priority for services to recipients of public assistance, other low-income individuals, or individuals who are skills deficient for individualized career services and training services funded with WIOA adult funds. Job seekers and businesses must be able to access all information relevant to them via visits to One-Stop centers as well as through electronic means and direct linkages to workforce partner programs. The Parties will provide reasonable accommodations for individuals with disabilities in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Assistive technology, accessible formats, and language translation services will be made available and used as needed. The local workforce development board will either colocate WIOA youth program staff at One-Stop centers and/or ensure One-Stop centers and staff are trained to serve youth and equipped to advise youth to increase youth access to services and connect youth to the program that best aligns with their needs.

Section 5. Funding of Infrastructure and Operating Costs

Costs of the infrastructure of the One-Stop career centers will be funded in accordance with Attachment 1 – Infrastructure Funding Agreement, incorporated herein by reference. As required by 20 CFR 678.755, the Parties agree that the infrastructure and shared services budget will be periodically reconciled against actual costs incurred and adjusted accordingly to ensure that it reflects a cost allocation methodology that demonstrates how infrastructure costs are charged to each partner in proportion to its use of the one-stop center and relative benefit received, and that complies with 2 CFR part 200.

Section 6. Term

This MOU is effective upon the date of the last required signature, or July 1, 2026, whichever is later, through June 30, 2028, unless the MOU is terminated by either Party in accordance with the terms set forth herein.

Section 7. Modification and Renewal

- A. This MOU will be reviewed, and if substantial changes have occurred, renewed, not less than once every 3-year period to ensure appropriate funding and delivery of services.
- B. The MOU must be updated not less than every 3 years to reflect any changes in the signatory official of CSCLM, one-stop partners, and chief elected officials, or one-stop infrastructure funding.
- C. This MOU may be amended or modified by mutual consent of the Parties, by the issuance of a written amendment executed by the Parties.

- D. The Parties have included, via Attachment 2 to this MOU, other provisions that are consistent with WIOA title I, the authorizing statutes and regulations of one-stop partner programs, and the WIOA regulations.

Section 8. Termination

- A. Either Party may terminate this MOU for convenience by giving 30 days' written notice pursuant to Section 9 (Notice).
- B. In the event of termination, the Parties will convene within 60 days to renegotiate a mutually acceptable replacement MOU, if required by law to do so.

Section 9. Notice

- A. All notices required to be given to CSCLM under this MOU shall be sufficient when emailed, hand-delivered, or mailed to CSCLM at its office located at 2703 NE 14th St., Ocala, FL 34470, addressed to the President/CEO.
- B. All notices required to be given to Partner under this MOU shall be sufficient when emailed, hand-delivered, or mailed to Partner at its office located at 3001 SW College Rd, Ocala, FL 34474.

Section 10. Nondiscrimination

The Parties agree to comply with the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); on the basis of disability under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); on the basis of sex under title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); or on the basis of race, color, or national origin under title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.). The Parties agree that no individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any program or activity relating to the operation of the one-stop delivery system because of race, color, religion, sex (except as otherwise permitted under title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.

Section 11. Confidentiality

The Parties agree to abide by all applicable federal, state, and local laws and regulations regarding confidential information, including, but not limited to: 20 CFR part 603, 45 CFR 205.50, 20 USC 1232g and 34 CFR part 99, and 34 CFR 361.38. Each Party will ensure that the collection and use of any information, systems, or records that contain personally identifiable information ("PII") and other confidential/exempt information will be limited to purposes that support the programs and activities described in this MOU and will comply with applicable law. Each Party will ensure that access to software systems and files under its control that contain PII or other personal or confidential information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities described herein and will comply with applicable law. Each Party expressly agrees to take measures to ensure that no PII or other personal or confidential information is accessible by unauthorized individuals.

To the extent that confidential information needs to be shared amongst the Parties for the Parties' performance of their obligations under this MOU, and to the extent that

such sharing is permitted by applicable law, any required data sharing agreements will be created and required confidentiality and ethical certifications will be signed by authorized individuals.

Section 12. Dispute Resolution

If an issue arises involving this MOU, Parties will make every effort to reach a resolution in a timely and efficient manner. Any party may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing. If not resolved, the issue and the efforts to resolve will be documented and forwarded to the Executive Director of the local workforce development board and the Director of the partner agency. A joint decision will be issued within 60 calendar days of receipt. A partner that is dissatisfied with the decision may file the dispute with the Florida Department of Commerce ("FloridaCommerce") and the Florida Department of Education ("DOE") for resolution. FloridaCommerce and DOE may remand the issue back to the Executive Director of the local area and to the director of the partner agency or impose other remedies to resolve the issue.

Section 13. Signatures

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

The MOU must contain the signatures of the Chief Local Elected Official(s). The MOU must be updated at least once every three years and included in the local board's WIOA Workforce Services' plan.

Approved by:

CareerSource Citrus Levy Marion

Signature:  2026.05.13
08:52:09 -04'00'

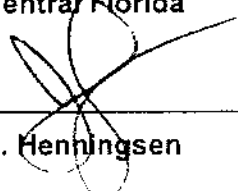
Thomas E. Skinner, Jr.

Chief Executive Officer

Date: _____

Approved by Partner:

College of Central Florida

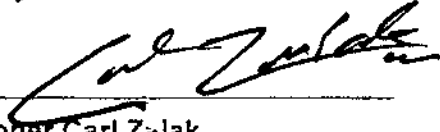
Signature:  _____

Dr. James D. Henningsen

President

Date: 3/31/24

Approved by Chief Local Elected Official:

Signature: 
Commissioner Carl Zalak

Marion County, Florida

Date: 5/18/2026

Infrastructure Funding Agreement Template

Citrus Levy Marion Regional Workforce Development Board, Inc.

I. Purpose

This Infrastructure Funding Agreement (IFA) is entered into by and between the Citrus Levy Marion Regional Workforce Development Board, Inc. and

CareerSource Citrus Levy Marion partners. This IFA provides information on the shared infrastructure cost and/or in-kind arrangements. All partners to this IFA recognize that infrastructure costs are applicable to all required partners, whether they are physically located in the career center or not.

The sharing and allocations of infrastructure costs among CareerSource Citrus Levy Marion partners are governed by the Workforce Innovation and Opportunity Act (WIOA) Sec. 121(b), its implementing regulations and the Federal Cost Principles contained in the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards at 2 CFR part 200 (Uniform Guidance). Infrastructure costs are defined as non-personnel costs that are necessary for the general operation of the American Job Center (AJC), including, but not limited to:

1. Rental of the facilities;
2. Utilities and maintenance;
3. Equipment, including assessment-related products and assistive technology for individuals with disabilities; and,
4. Technology to facilitate access to the AJC, including technology used for the center's planning and outreach activities.

IFAs must include the following elements:

1. The period of time in which the IFA is effective. This may be a different time period than the duration of the MOU.
2. Identification of an infrastructure and shared services budget that will be periodically reconciled against actual costs incurred and adjusted accordingly to ensure that it reflects a cost allocation methodology that demonstrates how infrastructure costs are charged to each partner in proportion to its use of the one-stop center and relative benefit received, and that complies with 2 CFR part 200 (or any corresponding similar regulation or ruling).
3. Identification of all one-stop partners, CEO(s), and LWDB participating in the IFA.
4. Steps the LWDB, CEO(s), and one-stop partners used to reach consensus or an assurance that the local area followed the guidance for the State funding process.
5. Description of the process to be used among partners to resolve issues during the MOU duration period when consensus cannot be reached.

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

II. Infrastructure Budget

The Infrastructure Budget is comprised of the following sections:

1. Total Partner Contribution – By cost category, this section provides total AJC costs by partner programs for each cost category to include: infrastructure costs, additional costs, shared-direct costs and non-shared direct costs
2. Total Operating Costs Budget: this section provides total AJC costs by cost category, cost pool, cost item, and location.

Infrastructure Budget (Career Center NAME/Location): <u>CareerSource CLM/14th Street</u>		
Cost Category	Cost Detail	Cost
Rent	Comprehensive Center	\$49,100.28
Rental of Facilities	n/a	
Subtotal: Rental Costs		\$49,100.28
Utilities and Maintenance		
Electric	Annually	\$42,501.15
Gas	n/a	n/a
Water	included w/electric	n/a
Internet	Annually	\$12,339.96
Telephones	Annually	\$19,754.55
Facility Maintenance	Annual Janitorial	\$16,370.88
Security	Surveillance	\$708.79
Subtotal: Utilities and Maintenance Costs		
Equipment		
Assessment tools/products	n/a	n/a
Assistive Technology (Access and Accommodation)	n/a	n/a
Copiers	n/a	n/a
Fax Machines	n/a	n/a
Computers		\$26,809.00
Other tangible equipment utilized to serve career center customers (<i>Specify equipment</i>)	n/a	n/a
Subtotal: Equipment Costs		\$26,809.00
Technology to Facilitate Access to the (Career Center NAME) 14th Street Center		
Technology used for planning and outreach activities (<i>Specify technology</i>)	n/a	n/a
Cost of creation/maintenance of the career center that provides direct service access to (Career Center NAME)	n/a	n/a

Subtotal: Technology to Facilitate Access Costs		
Supplies to Support the General Operation of the Career Center (Local Option)		
Supplies, as defined in <u>20 CFR 200.1</u> . <i>Specify Supplies Not Specific to a Co-located Partner (e.g., Printing; Postage; Office Supplies)</i>	All supply costs	\$32,002.29
Subtotal: Supplies to Support the General Operation of the Career Center		\$32,002.29
Common Identifier Costs (Local Option)		
Signage	n/a	n/a
Updating Templates/Materials	n/a	n/a
Subtotal: Common Identifier		
Summary of Total Infrastructure Costs to Be Shared By Partners		
Cost Category		Total Cost
Subtotal: Rental Costs		\$49,100.28
Subtotal: Utilities and Maintenance Costs		\$58,872.03
Subtotal: Equipment Costs		0
Subtotal: Technology to Facilitate Access Costs		0
Subtotal: Supplies to Support the General Operation of the Career Center		\$32,002.29
Subtotal: Common Identifier Costs		0
Total Infrastructure Costs		\$139,974.60

III. Cost Allocation Methodology

Partner Contributions – By Allocation Base (Local Workforce Development Board NAME)						
Partner Program	Staff/FTE Cost	Customers Served	Square Footage/Office Space Cost	Internet Connections Cost	Telephone Lines Cost	Total
Adult, Dislocated Worker (DW), and Youth Programs	700,916.05 12 FTE	502	60,480.00	4002.15	6406.88	771,805.08
Job Corps						
YouthBuild	120,991.3 FTE	48	Included in WIOA	Included in WIOA	Included in WIOA	120,991.00
Native American Programs						
Migrant and Seasonal Farmworker						
Wagner-Peyser	289,899.09 FTE	18,801	35,000.00	1945.49	3114.45	345,315.61
Adult Education and Family Literacy			MTC: 2,531.00 CF: 64,733.00			\$2,531.00
State Unemployment Insurance (UI)	40,000.00 FTE	50	2,520.00	166.76	266.95	42,953.71
Trade Adjustment Assistance (TAA)						
Jobs for Veterans State Grants (Vets)	133,924.32	120	20,160.00	667.03	1,067.81	155,819.16
Division of Vocational Rehabilitation						
Division of Blind Services						
Senior Community Service Employment Programs (SCSEP)						
The Strengthening Career and Technical Education for the 21 st Century Act (Perkins V)						
Housing and Urban Development--- Employment and Training Programs						
Community Services Block Grants						

Programs authorized under sec. 212 of the Second Change Act of 2007						
Temporary Assistance for Needy Families (TANF)	290,690.90	270	15,120	335.51	1601.72	

Any cost allocation methodology selected must adhere to the following:

1. Be consistent with the federal laws authorizing each partner's program (including any local administrative cost requirements).
2. Comply with federal cost principles in the Uniform Guidance.
3. Include only costs that are allowable, reasonable, necessary, and allocable to each program partner.
4. Be based on the proportionate use and if benefit is received by each partner.

The types of costs that are allowed are through cash, non-cash and third party in-kind contributions.

Cash Contributions can be identified as payments towards rent, utilities, assistive technology equipment, signage, and even office supplies. It must be those components that support the general operation of the AJC.

Non-Cash Contributions are expenditures acquired by partners on behalf of the AJC, and goods/services such as janitorial services, printing, or even consulting and contracting service can be contributed by a partner program and used by the AJC.

Third-Party In-Kind Contributions are made by a third party and include space, equipment, technology, non-personnel services, or other areas to support the infrastructure costs associated with AJC operations. There are two types of third-party in-kind contributions: 1) General contributions to AJC operations. This type is not made on the behalf of any individual AJC partner. 2) Contributions made specifically on behalf of an AJC partner program.

IV. Partners

Partners funding the costs of infrastructure according to the IFA are the same as identified in the partners section of the MOU (Parties to the MOU).

Local Workforce Development Board: Name, Title, Address, Telephone, Email	
Chief Elected Official(s): List All Chief Elected Officials and Name, Title, Address, Telephone, Email	
CareerSource Citrus Levy Marion, 2703 NE 14th Street, Ocala, FL 34470	
Carl Zalk, 601 SE 25th Avenue, Ocala, FL 34470, 352-438-2300, carlzalk@marioncounty.org; Janet Bled, 110 N. Ardora Avenue, Room 100, Inverness, FL 34450, 352-341-5542, janetbled@citruscountylevel.com; Mike, 310 Street St, Bronson, FL 32571, 352-496-5214, madda@citruscountylevel.com	
Required WIOA & (Career Center NAME) Partner	Point of Contact Information
Adult, Dislocated Worker (DW), and Youth Programs	Dale French - dfrench@careersourceclm.com
Job Corps	
YouthBuild	Dale French - dfrench@careersourceclm.com
Native American Programs	
Migrant and Seasonal Farmworker	
Wagner-Peyser	Dale French - dfrench@careersourceclm.com
Adult Education and Family Literacy	Denise Grosso - denise.grosso@marion.k12.in.us
State Unemployment Insurance (UI)	Dale French - dfrench@careersourceclm.com
Trade Adjustment Assistance (TAA)	
Jobs for Veterans State Grants (Vets)	Dale French - dfrench@careersourceclm.com
Division of Vocational Rehabilitation	
Division of Blind Services	Daniel O'Connor - daniel.o'connor@dbs.fldoe.org
Senior Community Service Employment Programs (SCSEP)	
Carl D. Perkins Career and Technical Education Programs	
Housing and Urban Development---	

Employment and Training Programs	Dale French - dfrench@careersourceclm.com
Community Services Block Grants	
Program authorized under sec. 212 of the Second Chance Act of 2007	
Temporary Assistance for Needy Families (TANF)	Dale French - dfrench@careersourceclm.com
Additional Partners Approved by the LWDB and CEO(s)	

V. Term of Agreement

This agreement will remain in effect from July 1, 2026 to June 30, 2028. It shall be reviewed by the parties as necessary or at least once per year as part of the LWDB's Local Plan update.

VI. Signatures

Printed Name	Signature	Date
Representing: WIOA Title I: Adult, Dislocated Worker and Youth Programs		

Printed Name	Signature	Date
Representing: WIOA Title I: Job Corps Programs		

Printed Name	Signature	Date
Representing: WIOA Title I: YouthBuild Program		

Printed Name	Signature	Date
Representing: WIOA Title I: Native American Programs		

Printed Name	Signature	Date
Representing: WIOA Title I: National Farmworker Jobs Program		

Printed Name	Signature	Date
Representing: <u>Carl D. Perkins Career and Technical Education</u>	<u>Program</u>	

Printed Name	Signature	Date
Representing: _____	<u>Program</u>	

*Add a signature line for each additional partner included.

Infrastructure Funding Agreement Signatory Page

Citrus Levy Marion Regional Workforce Development Board, Inc. D/B/A CareerSource Citrus Levy Marion

(Local Workforce Development Board NAME)

We affirm that the Local Workforce Development Board and the Chief Elected Official of the local area, in partnership, have developed and now submit this Memorandum of Understanding Signature Page and Infrastructure Funding Agreement in compliance with the provisions of the Workforce Innovation and Opportunity Act and instructions issued by the Governor under the authority of the Act.

5/13/2026

Submission Date

Workforce Development Board Chair

Carl Flanagan
Typed or Printed Name

Chair
Typed or Printed Title

Carl Flanagan
Signature

5/13/2026
Date

Chief Elected Official

Carl Zald
Typed or Printed Name

Chair
Typed or Printed Title

[Signature]
Signature

5/18/2026
Date

Exhibit A

In-Kind Donation from the School Board of Marion County

The School Board of Marion County will assist CSCLM in strategic planning and staff development through the donation of use of Brewster Hall located in the main campus of the Marion Technical College for the purpose of two staff training and development meetings and one board of directors meeting annually. The use of this facility constitutes an in-kind contribution of rental fees equating to \$2,531.00.

In-kind support will be given to Career Source for the following, as required above.

Brewster Hall not for profit rates as follows:

\$295.00/3 hrs., \$66.00 each additional hour plus \$46.00 per hour utilities.

Two-day use (8 hrs. per day) of Brewster Hall of staff training and development meeting purposes:

$\$295.00 + \$330.00 + \$368.00 = \$993.00 \times 2 = \$1,986.00$

One half-day use of Brewster Hall for Board of Directors annual meeting:

$\$295.00 + \$66.00 + \$184.00 = \545.00

Grand total: \$2,531.00

NOTE:

Dates to be requested by Dale French at CareerSource ASAP to be put on calendar.

No food or beverage has been requested. Career Source to provide their own.

Attachment 2: PARTNER-SPECIFIC TERMS AND COMMITMENTS

CSCLM and the College of Central Florida agree to the following:

This agreement establishes that the duly authorized agent of the recipient agrees to satisfy the requirements of 34 CFR 361.505 and 34 CFR 361.720.

This agreement formalizes the existing partnership between CSCLM and the College to provide employment and training services for their mutual customers. CSCLM and the College recognize that blended services provided by all required and optional partners contribute to the One-Stop "system," and that neither independently creates the "system." The combination of services provides employment and educational counseling and access to partner programs through direct referral and electronic access points within each office. CSCLM customers are counseled on all aspects of employment and education options available through educational entities and funding assistance provided through Titles I, II, and IV funds under WIOA. Appropriate referrals for intra-agency assistance are made between agencies through established contacts within each department and will be made in writing via email between those contacts. The College may refer training program completers and those customers in need of additional financial assistance to CSCLM for assessment and counseling regarding their individual needs.

Both agencies agree to maintain full programmatic accessibility and compliance with all applicable laws to ensure that individuals have equal ability to access available services, as further described in Section 4(G) of the MOU. This access includes full ADA compliance, use of assistive technology, and provision of accommodations that may be necessary for individuals with additional barriers.

A one-stop partner may appeal to the State regarding infrastructure costs using the process described in 34 CFR 463.750. Changes to the one-stop partner's infrastructure cost contributions will result in an updated MOU reflecting the final one-stop partner infrastructure cost contributions.

Both parties acknowledge and agree to the requirements of the Infrastructure Funding Agreement (IFA), as detailed in Section 5 and Attachment 1 of the MOU.

The College of Central Florida shall:

1. Maintain and provide updated information to customers interested in CSCOM career services.
2. Provide office space for CSCLM staff to create an integrated job placement and employment counseling office on the campus of the College, in accordance with the Infrastructure Funding Agreement set forth in Attachment 1.
3. Allow CSCLM staff to make regular contact with CF students and graduates during school hours to provide information on CSCLM services.
4. Partner with CSCLM staff in the creation and execution of internship opportunities for students.
5. Promote to and make students aware of CSCLM resources available on the campus through routine student communications.
6. Coordinate placement and employment tracking efforts with co-located CSCLM staff.

CareerSource Citrus Levy Marion agrees to:

1. Provide staffing for integrated office locations.
2. Assist mutual customers with educational assistance needs in the form of employment counseling and financial resources.
3. Partner with CF staff in the creation and execution of internship opportunities for students.
4. Promote to and make students aware of CSCLM resources available on the campus through routine student communications.
5. Coordinate placement and employment tracking efforts with co-located CF staff.
6. Provide the opportunity for CF employees to participate in CSCLM sponsored training and staff development for the purpose of sharing information and resources.
7. Assist CF staff to attain performance goals through joint collaboration of services available through the One-Stop system to meet the common employment and training goals of all involved parties.

All partners within the Citrus Levy Marion One-Stop system operate with lean budgets and have long standing relationships that have been established to braid and blend funding to maximize the impact of resources within the American Job Center but provide support of its operations through in-kind contributions that have a positive monetary impact on the day-to-day operations and expand the breadth of services available. CSCLM and the College of Central Florida agree that infrastructure support for proportionate benefit from the One-Stop system is provided in the following methods, as outlined here and in Attachment 1.

Location	Sq. Ft	Rate per Sq. Ft	Occupancy	Total Annual Cost
College of Central Florida	3,407	\$19.00	Annual	\$64,733.00

Memorandum of Understanding
for Workforce Development Partners
By and between CareerSource Citrus Levy Marion
And
School Board of Marion County

Section 1. Parties

This Memorandum of Understanding ("MOU") is entered into between CareerSource Citrus Levy Marion, ("CSCLM"); and the School Board of Marion County, ("Partner"). CSCLM and the School Board of Marion County are collectively referred to as the "Parties" and individually as a "Party."

Section 2. Purpose

The Workforce Innovation and Opportunity Act of 2014 ("WIOA") Sec. 121(c)(1) requires the local workforce development board, with the agreement of the Chief Local Elected Officials (CLEOs), to develop and enter into a MOU between the local workforce development board and the One-Stop Partners concerning the operation of the one-stop delivery system in a local area.

The purpose of this MOU is to describe the cooperative workforce training and employment efforts of CSCLM and Partner and the actions to be taken by each to establish and maintain an effective and successful one-stop delivery system. The infrastructure funding agreement establishes a financial plan, including terms and conditions, to fund the services and operating costs of the one-stop delivery system.

This MOU establishes how resources will be coordinated, prevents duplication of services, and ensures the effective and efficient delivery of workforce services in the counties represented by CSCLM to enable the Partner to integrate with the one-stop delivery system.

The Parties 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.

Section 3. Partners in the One-Stop Delivery System

Pursuant to 20 CFR 678.400, required one-stop partners are the entities responsible for administering the following programs and activities in the local area:

1. Programs authorized under title I of WIOA, including:
 - a. Adults
 - b. Dislocated workers
 - c. Youth
 - d. Job Corps
 - e. YouthBuild

- f. Native American programs
- g. Migrant and seasonal farmworker programs
- 2. The Wagner-Peyser Act Employment Service program authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), as amended by WIOA title III
- 3. The Adult Education and Family Literacy Act (AEFLA) program authorized under title II of WIOA
- 4. The Vocational Rehabilitation (VR) program authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by WIOA title IV (Division of Vocational Rehabilitation)
- 5. The Vocational Rehabilitation (VR) program authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by WIOA title IV (Division of Blind Services)
- 6. The Senior Community Service Employment Program (SCSEP) authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.) (Florida Department of Elder Affairs)
- 7. Career and technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.) (Perkins V)
- 8. Trade Adjustment Assistance activities authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.)
- 9. Jobs for Veterans State Grants programs authorized under chapter 41 of title 38, U.S.C.
- 10. Employment and training activities carried out under the Community Services Block Grant (42 U.S.C. 9901 et seq.)
- 11. Employment and training activities carried out by the Department of Housing and Urban Development
- 12. Programs authorized under State unemployment compensation laws (in accordance with applicable Federal law) (Reemployment Services and Eligibility Assessment Program) (RESEA)
- 13. Programs authorized under sec. 212 of the Second Chance Act of 2007 (34 U.S.C. 10631)
- 14. Temporary Assistance for Needy Families (TANF) authorized under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) (Florida Department of Children and Families)

Section 4. Provision of Services

- A. One-Stop Services. The following services will be provided through the local one-stop delivery system:
 - 1. Business Services:
 - a. Make labor exchange activities and labor market information available to local employers.
-

- b. Develop relationships and networks with large and small employers and their intermediaries.
- c. Develop, convene, or implement industry/sector partnerships.
- d. Provide 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.
- e. [Add other services provided as set forth in 20 CFR 678.435(b) and (c) and as reflected in the local plan per subsection (d).]

-2. Job Seeker Services:

- a. Provide basic career services, including:
 - 1. Determinations of whether the individual is eligible to receive assistance;
 - 2. Outreach, intake, and orientation;
 - 3. Opportunity for individuals to apply for TANF assistance and non-assistance benefits and services;
 - 4. Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive services needs;
 - 5. Labor exchange services, including job search and placement assistance, including career counseling as specified in 20 CFR 678.430(a)(4);
 - 6. Referrals to and coordination of activities with other programs and services, including those within the one-stop delivery system and, when appropriate, other workforce development programs;
 - 7. Workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including:
 - a. Job vacancy listings in labor market areas;
 - b. Information on job skills necessary to obtain the vacant jobs listed; and
 - c. Information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for those jobs;
 - 8. Performance information and program cost information on eligible providers of education, training, and workforce services by program and type of providers;
 - 9. Information about how the local area is performing on local performance accountability measures;

10. Information about the availability of supportive services or assistance and appropriate referrals to such, 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 TANF, and other supportive services and transportation provided through that program;
11. Information and meaningful assistance to individuals seeking assistance in filing a claim for unemployment compensation; and
12. Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA.

b. Provide individualized career services, including:

1. Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers;
2. Development of an individual employment plan;
3. Group and/or individual counseling;
4. Career planning;
5. Short-term pre-vocational services;
6. Internships and work experiences that are linked to careers;
7. Workforce preparation activities;
8. Financial literacy services;
9. Out-of-area job search assistance and relocation assistance; and
10. English language acquisition and integrated education and training programs.
11. Provide follow-up services, as appropriate, including counseling regarding the workplace, for participants in adult or dislocated worker workforce investment activities who are placed in unsubsidized employment, for up to 12 months after the first day of employment.
12. Provide employment services and related support being provided by the TANF program that qualify as career services.

c. Training Services:

1. Occupational skills training, including training for nontraditional employment;

2. On-the-job training;
3. Incumbent worker training;
4. Programs that combine workplace training with related instruction, which may include cooperative education programs;
5. Training programs operated by the private sector;
6. Skills upgrading and retraining;
7. Entrepreneurial training;
8. Transitional jobs;
9. Job readiness training;
10. Adult education and literacy activities;
11. Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

d. Youth Services:

12. 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 or for a recognized postsecondary credential;
 13. Alternative secondary school services, or dropout recovery services, as appropriate;
 14. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience;
 15. Occupational skill training;
 16. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
 17. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;
 18. Supportive services;
 19. Adult mentoring;
 20. Follow-up services;
 21. Comprehensive guidance and counseling;
 22. Financial literacy education;
 23. Entrepreneurial skills training;
-

24. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area; and

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

3. Access to programs and activities carried out by one-stop partners listed in 20 CFR §§ 678.400 through 678.410, including the Employment Service program authorized under the Wagner-Peyser Act, as amended by WIOA title III (Wagner-Peyser Act Employment Service program).

B. Access to Services. The Parties will make their program services accessible to job seekers, whether they are physically housed within a career center or provided virtually through the one-stop delivery system by:

1. Exchanging participant's eligibility requirements for their workforce funding streams, identifying their program career services, and designating services and activities that may be appropriate for integration into the one-stop delivery system.
2. Jointly developing and participating in cross-training of frontline staff to assure an understanding of the activities, support services, and constraints applicable to joint partner workforce funding streams.
3. Coordinating outreach and recruitment through links on each other's websites.

C. Coordinating Services. The Parties shall coordinate and deliver program services (including workforce services) as appropriate through the one-stop delivery system by:

1. Seeking opportunities to share resources and reduce duplication of activities to streamline services for customers and improve frontline staff efficiency such as co-locating in a comprehensive or affiliate one-stop location site and by establishing direct linkages through technology as provided in 20 CFR 678.305(d).
2. Working together on enhancing employer engagement to build a demand-driven system, improve business services, and match participants with work-based learning opportunities.
3. Promoting continuous improvement through the coordination of staff training to provide frontline staff with information and knowledge regarding each other's services.
4. Participating in the one-stop delivery system consistent with the terms of this MOU and the requirements of federal and state laws authorizing the program or activities and any related grant agreements.

D. Cross Referral. The Parties will implement policies and procedures that encourage the referral of customers to each other as appropriate by:

1. Reviewing their individual program policies, procedures, and processes to align them to the extent allowed by each program's specific laws and regulations, to better serve customers through cross referral, sequential, or co-enrollment as may best benefit the customer.

2. Using established methods for follow-up and reporting to each other on the services provided to the customer and the outcomes obtained.

E. Information Sharing. The Parties agree that the collection, use, and disclosure of participant records, including, but not limited to, customers' personally identifiable information (PII), is subject to various requirements set forth in federal and state privacy laws. Partner acknowledges that the execution of this MOU, by itself, does not function to satisfy all of these requirements. The Parties agree to comply with the following, as applicable: 29 CFR 38.41, governing the collection and maintenance of equal opportunity data and other information; 20 USC 1232g and 34 CFR Part 99 (the Family Educational Rights and Privacy Act and implementing regulations); 34 CFR 361.38 (Vocational Rehabilitation and Blind Services confidentiality regulations); and 20 CFR Part 603 (regulations governing confidentiality and disclosure of state unemployment compensation information).

F. Each Party will train its staff in the protection, use, and disclosure requirements governing PII and any other confidential data for all applicable programs.

G. Accessibility. The Parties will ensure access for workers, youth, and individuals with barriers to employment, including the use of technological tools, in each of the one-stop centers and affiliate locations. The Parties will offer priority for services to recipients of public assistance, other low-income individuals, or individuals who are skills deficient for individualized career services and training services funded with WIOA adult funds. Job seekers and businesses must be able to access all information relevant to them via visits to One-Stop centers as well as through electronic means and direct linkages to workforce partner programs. The Parties will provide reasonable accommodations for individuals with disabilities in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Assistive technology, accessible formats, and language translation services will be made available and used as needed. The local workforce development board will either colocate WIOA youth program staff at One-Stop centers and/or ensure One-Stop centers and staff are trained to serve youth and equipped to advise youth to increase youth access to services and connect youth to the program that best aligns with their needs.

Section 5. Funding of Infrastructure and Operating Costs

Costs of the infrastructure of the One-Stop career centers will be funded in accordance with Attachment 1 – Infrastructure Funding Agreement, incorporated herein by reference. As required by 20 CFR 678.755, the Parties agree that the infrastructure and shared services budget will be periodically reconciled against actual costs incurred and adjusted accordingly to ensure that it reflects a cost allocation methodology that demonstrates how infrastructure costs are charged to each partner in proportion to its use of the one-stop center and relative benefit received, and that complies with 2 CFR part 200.

Section 6. Term

This MOU is effective upon the date of the last required signature, or July 1, 2026, whichever is later, through June 30, 2028, unless the MOU is terminated by either Party in accordance with the terms set forth herein.

Section 7. Modification and Renewal

- A. This MOU will be reviewed, and if substantial changes have occurred, renewed, not less than once every 3-year period to ensure appropriate funding and delivery of services.
- B. The MOU must be updated not less than every 3 years to reflect any changes in the signatory official of CSCLM, one-stop partners, and chief elected officials, or one-stop infrastructure funding.
- C. This MOU may be amended or modified by mutual consent of the Parties, by the issuance of a written amendment executed by the Parties.
- D. The Parties may choose to include, via addendum to this MOU, other provisions that are consistent with WIOA title I, the authorizing statutes and regulations of one-stop partner programs, and the WIOA regulations.

Section 8. Termination

- A. Either Party may terminate this MOU for convenience by giving 30 days' written notice pursuant to Section 9 (Notice).
- B. In the event of termination, the Parties will convene within 60 days to renegotiate a mutually acceptable replacement MOU, if required by law to do so.

Section 9. Notice

- A. All notices required to be given to CSCLM under this MOU shall be sufficient when emailed, hand-delivered, or mailed to CSCLM at its office located at 2703 NE 14th St., Ocala, FL 34470, addressed to the President/CEO.
- B. All notices required to be given to Partner under this MOU shall be sufficient when emailed, hand-delivered, or mailed to Partner at its office located at 1014 SW 7th Rd., Ocala, FL 34471.

Section 10. Nondiscrimination

The Parties agree to comply with the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); on the basis of disability under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); on the basis of sex under title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); or on the basis of race, color, or national origin under title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.). The Parties agree that no individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any

program or activity relating to the operation of the one-stop delivery system because of race, color, religion, sex (except as otherwise permitted under title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.

Section 11. Confidentiality

The Parties agree to abide by all applicable federal, state, and local laws and regulations regarding confidential information, including, but not limited to: 20 CFR part 603, 45 CFR 205.50, 20 USC 1232g and 34 CFR part 99, and 34 CFR 361.38. Each Party will ensure that the collection and use of any information, systems, or records that contain personally identifiable information ("PII") and other confidential/exempt information will be limited to purposes that support the programs and activities described in this MOU and will comply with applicable law. Each Party will ensure that access to software systems and files under its control that contain PII or other personal or confidential information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities described herein and will comply with applicable law. Each Party expressly agrees to take measures to ensure that no PII or other personal or confidential information is accessible by unauthorized individuals.

To the extent that confidential information needs to be shared amongst the Parties for the Parties' performance of their obligations under this MOU, and to the extent that such sharing is permitted by applicable law, any required data sharing agreements will be created and required confidentiality and ethical certifications will be signed by authorized individuals.

Section 12. Dispute Resolution

If an issue arises involving this MOU, Parties will make every effort to reach a resolution in a timely and efficient manner. Any party may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing. If not resolved, the issue and the efforts to resolve will be documented and forwarded to the Executive Director of the local workforce development board and the Director of the partner agency. A joint decision will be issued within 60 calendar days of receipt. A partner that is dissatisfied with the decision may file the dispute with the Florida Department of Commerce ("FloridaCommerce") and the Florida Department of Education ("DOE") for resolution. FloridaCommerce and DOE may remand the issue back to the Executive Director of the local area and to the director of the partner agency or impose other remedies to resolve the issue.

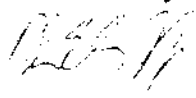
Section 13. Signatures

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

The MOU must contain the signatures of the Chief Local Elected Official(s). The MOU must be updated at least once every three years and included in the local board's WIOA Workforce Services plan.

Approved by:

CareerSource Citrus Levy Marion

Signature:  Digitally signed by
Thomas E. Skinner
Date: 2026.03.13
~~03.24.19 04:00~~

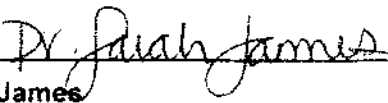
Thomas E. Skinner, Jr.

Chief Executive Officer

Date: _____

Approved by Partner:

School Board of Marion County

Signature: 

Dr. Sarah James

Board Chair

Date: 4/14/20

Signature: 

Dr. Danielle Brewer, Ed.D.

Interim Superintendent

Date: 4/10/20

Approved by Chief Local Elected Official:

Signature: 

Commissioner Carl Zalak

Marion County, Florida

Date: 5/18/2026

Infrastructure Funding Agreement Template

Citrus Levy Marion Regional Workforce Development Board, Inc.

I. Purpose

This Infrastructure Funding Agreement (IFA) is entered into by and between the Citrus Levy Marion Regional Workforce Development Board, Inc. and

CareerSource Citrus Levy Marion partners. This IFA provides information on the shared infrastructure cost and/or in-kind arrangements. All partners to this IFA recognize that infrastructure costs are applicable to all required partners, whether they are physically located in the career center or not.

The sharing and allocations of infrastructure costs among CareerSource Citrus Levy Marion partners are governed by the Workforce Innovation and Opportunity Act (WIOA) Sec. 121(b), its implementing regulations and the Federal Cost Principles contained in the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards at 2 CFR part 200 (Uniform Guidance). Infrastructure costs are defined as non-personnel costs that are necessary for the general operation of the American Job Center (AJC), including, but not limited to:

1. Rental of the facilities;
2. Utilities and maintenance;
3. Equipment, including assessment-related products and assistive technology for individuals with disabilities; and,
4. Technology to facilitate access to the AJC, including technology used for the center's planning and outreach activities.

IFAs must include the following elements:

1. The period of time in which the IFA is effective. This may be a different time period than the duration of the MOU.
2. Identification of an infrastructure and shared services budget that will be periodically reconciled against actual costs incurred and adjusted accordingly to ensure that it reflects a cost allocation methodology that demonstrates how infrastructure costs are charged to each partner in proportion to its use of the one-stop center and relative benefit received, and that complies with 2 CFR part 200 (or any corresponding similar regulation or ruling).
3. Identification of all one-stop partners, CEO(s), and LWDB participating in the IFA.
4. Steps the LWDB, CEO(s), and one-stop partners used to reach consensus or an assurance that the local area followed the guidance for the State funding process.
5. Description of the process to be used among partners to resolve issues during the MOU duration period when consensus cannot be reached.

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

II. Infrastructure Budget

The Infrastructure Budget is comprised of the following sections:

1. Total Partner Contribution – By cost category, this section provides total AJC costs by partner programs for each cost category to include: infrastructure costs, additional costs, shared-direct costs and non-shared direct costs
2. Total Operating Costs Budget: this section provides total AJC costs by cost category, cost pool, cost item, and location.

Infrastructure Budget (Career Center NAME/Location): CareerSource CLM/14th Street		
Cost Category	Cost Detail	Cost
Rent	Comprehensive Center	\$49,100.28
Rental of Facilities	n/a	
Subtotal: Rental Costs		\$49,100.28
Utilities and Maintenance		
Electric	Annually	\$42,501.15
Gas	n/a	n/a
Water	included w/electric	n/a
Internet	Annually	\$12,339.96
Telephones	Annually	\$19,754.55
Facility Maintenance	Annual Janitorial	\$16,370.88
Security	Surveillance	\$708.79
Subtotal: Utilities and Maintenance Costs		
Equipment		
Assessment tools/products	n/a	n/a
Assistive Technology (Access and Accommodation)	n/a	n/a
Copiers	n/a	n/a
Fax Machines	n/a	n/a
Computers		\$26,809.00
Other tangible equipment utilized to serve career center customers (<i>Specify equipment</i>)	n/a	n/a
Subtotal: Equipment Costs		\$26,809.00
Technology to Facilitate Access to the (Career Center NAME) 14th Street Center		
Technology used for planning and outreach activities (<i>Specify technology</i>)	n/a	n/a
Cost of creation/maintenance of the career center that provides direct service access to (Career Center NAME)	n/a	n/a

Subtotal: Technology to Facilitate Access Costs		
Supplies to Support the General Operation of the Career Center (Local Option)		
Supplies, as defined in 2 CFR 200.94. <i>Specify Supplies Not Specific to a Co-located Partner (e.g., Printing; Postage; Office Supplies)</i>	All supply costs	\$32,002.29
Subtotal: Supplies to Support the General Operation of the Career Center		\$32,002.29
Common Identifier Costs (Local Option)		
Signage	n/a	n/a
Updating Templates/Materials	n/a	n/a
Subtotal: Common Identifier		
Summary of Total Infrastructure Costs to Be Shared By Partners		
Cost Category	Total Cost	
Subtotal: Rental Costs	\$49,100.28	
Subtotal: Utilities and Maintenance Costs	\$58,872.03	
Subtotal: Equipment Costs	0	
Subtotal: Technology to Facilitate Access Costs	0	
Subtotal: Supplies to Support the General Operation of the Career Center	\$32,002.29	
Subtotal: Common Identifier Costs	0	
Total Infrastructure Costs	\$139,974.60	

III. Cost Allocation Methodology

Partner Contributions – By Allocation Base (Local Workforce Development Board NAME)						
Partner Program	Staff/FTE Cost	Customers Served	Square Footage/Office Space Cost	Internet Connections Cost	Telephone Lines Cost	Total
Adult, Dislocated Worker (DW), and Youth Programs	700,916.05 12 FTE	502	60,480.00	4002.15	6406.88	771,805.08
Job Corps						
YouthBuild	120,991.3 FTE	48	Included in WIOA	Included in WIOA	Included in WIOA	120,991.00
Native American Programs						
Migrant and Seasonal Farmworker						
Wagner-Peyser	288,688.08 5 FTE	18,801	35,000.00	1945.49	3114.45	345,315.61
Adult Education and Family Literacy						
State Unemployment Insurance (UI)	40,000.00 5 FTE	50	2,520.00	166.76	266.95	42,953.71
Trade Adjustment Assistance (TAA)						
Jobs for Veterans State Grants (Vets)	133,924.32	120	20,160.00	667.03	1,067.81	155,819.16
Division of Vocational Rehabilitation						
Division of Blind Services						
Senior Community Service Employment Programs (SCSEP)						
The Strengthening Career and Technical Education for the 21 st Century Act (Perkins V)						
Housing and Urban Development--- Employment and Training Programs						
Community Services Block Grants						

Programs authorized under sec. 212 of the Second Change Act of 2007						
Temporary Assistance for Needy Families (TANF)	290,690.90	270	15,120	336.51	1601.72	

Any cost allocation methodology selected must adhere to the following:

1. Be consistent with the federal laws authorizing each partner's program (including any local administrative cost requirements).
2. Comply with federal cost principles in the Uniform Guidance.
3. Include only costs that are allowable, reasonable, necessary, and allocable to each program partner.
4. Be based on the proportionate use and if benefit is received by each partner.

The types of costs that are allowed are through cash, non-cash and third party in-kind contributions.

Cash Contributions can be identified as payments towards rent, utilities, assistive technology equipment, signage, and even office supplies. It must be those components that support the general operation of the AJC.

Non-Cash Contributions are expenditures acquired by partners on behalf of the AJC, and goods/services such as janitorial services, printing, or even consulting and contracting service can be contributed by a partner program and used by the AJC.

Third-Party In-Kind Contributions are made by a third party and include space, equipment, technology, non-personnel services, or other areas to support the infrastructure costs associated with AJC operations. There are two types of third-party in-kind contributions: 1) General contributions to AJC operations. This type is not made on the behalf of any individual AJC partner. 2) Contributions made specifically on behalf of an AJC partner program.

IV. Partners

Partners funding the costs of infrastructure according to the IFA are the same as identified in the partners section of the MOU (Parties to the MOU).

Local Workforce Development Board: Name, Title, Address, Telephone, Email	
Chief Elected Official(s): List All Chief Elected Officials and Name, Title, Address, Telephone, Email	
CareerSource Citrus Levy Marion, 2703 NE 14th Street, Ocala, FL 34470	
Carl Zalak, 901 SE 25th Avenue, Ocala, FL 34470, 352-438-2300, carl.zalak@marioncountyll.org, Janet Barak, 110 N Apopka Avenue, Room 100, Inverness, FL 34450, 352-341-6560, janet.barak@citrusbooc.com, Tim Hodge, 310 School St, Bronson, FL 32621, 352-486-5218, hodge-tm@levycounty.org	
Required WIOA & (Career Center NAME) Partner	Point of Contact Information
Adult, Dislocated Worker (DW), and Youth Programs	Dale French - dfrench@careersourceclm.com
Job Corps	
YouthBuild	Dale French - dfrench@careersourceclm.com
Native American Programs	
Migrant and Seasonal Farmworker	
Wagner-Peyser	Dale French - dfrench@careersourceclm.com
Adult Education and Family Literacy	
State Unemployment Insurance (UI)	Dale French - dfrench@careersourceclm.com
Trade Adjustment Assistance (TAA)	
Jobs for Veterans State Grants (Vets)	Dale French - dfrench@careersourceclm.com
Division of Vocational Rehabilitation	
Division of Blind Services	
Senior Community Service Employment Programs (SCSEP)	
Carl D. Perkins Career and Technical Education Programs	
Housing and Urban Development---	

Employment and Training Programs	Dale French - dfrench@careersourceclm.com
Community Services Block Grants	
Program authorized under sec. 212 of the Second Chance Act of 2007	
Temporary Assistance for Needy Families (TANF)	Dale French - dfrench@careersourceclm.com
Additional Partners Approved by the LWDB and CEO(s)	

V. Term of Agreement

This agreement will remain in effect from July 1, 2026 to June 30, 2027. It shall be reviewed by the parties as necessary or at least once per year as part of the LWDB's Local Plan update.

VI. Signatures

Printed Name	Signature	Date
Representing: WIOA Title I: Adult, Dislocated Worker and Youth Programs		

Printed Name	Signature	Date
Representing: WIOA Title I: Job Corps Programs		

Printed Name	Signature	Date
Representing: WIOA Title I: YouthBuild Program		

Printed Name	Signature	Date
Representing: WIOA Title I: Native American Programs		

Printed Name	Signature	Date
Representing: WIOA Title I: National Farmworker Jobs Program		

Printed Name	Signature	Date
Representing: <u>Carl D. Perkins Career and Technical Education</u>	<u>Program</u>	

Printed Name	Signature	Date
Representing: _____	<u>Program</u>	

*Add a signature line for each additional partner included.

Infrastructure Funding Agreement Signatory Page

Citrus Levy Marion Regional Workforce Development Board, Inc. D/B/A CareerSource Citrus Levy Marion

(Local Workforce Development Board NAME)

We affirm that the Local Workforce Development Board and the Chief Elected Official of the local area, in partnership, have developed and now submit this Memorandum of Understanding Signature Page and Infrastructure Funding Agreement in compliance with the provisions of the Workforce Innovation and Opportunity Act and instructions issued by the Governor under the authority of the Act.

5/13/2026

Submission Date

Workforce Development Board Chair

Carl Flanagan
Typed or Printed Name

Chair
Typed or Printed Title

Carl Flanagan
Signature

5/13/2026
Date

Chief Elected Official

Carl Zolack
Typed or Printed Name

Chair
Typed or Printed Title

[Signature]
Signature

5/18/2026
Date

**Memorandum of Understanding
for Workforce Development Partners**

By and between CareerSource Citrus Levy Marion

And

National Caucus and Center on Black Aging, Inc. (NCBA)

Section 1. Parties

This Memorandum of Understanding ("MOU") is entered into between CareerSource Citrus Levy Marion, ("CSCLM"); and the National Caucus and Center on Black Aging, Inc., ("Partner"). CSCLM and the National Caucus and Center on Black Aging, Inc., are collectively referred to as the "Parties" and individually as a "Party."

Section 2. Purpose

The Workforce Innovation and Opportunity Act of 2014 ("WIOA") Sec. 121(c)(1) requires the local workforce development board, with the agreement of the Chief Local Elected Officials (CLEOs), to develop and enter into a MOU between the local workforce development board and the One-Stop Partners concerning the operation of the one-stop delivery system in a local area.

The purpose of this MOU is to describe the cooperative workforce training and employment efforts of CSCLM and Partner and the actions to be taken by each to establish and maintain an effective and successful one-stop delivery system. The infrastructure funding agreement establishes a financial plan, including terms and conditions, to fund the services and operating costs of the one-stop delivery system.

This MOU establishes how resources will be coordinated, prevents duplication of services, and ensures the effective and efficient delivery of workforce services in the counties represented by CSCLM to enable the Partner to integrate with the one-stop delivery system.

The Parties 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.

Section 3. Partners in the One-Stop Delivery System

Pursuant to 20 CFR 678.400, required one-stop partners are the entities responsible for administering the following programs and activities in the local area:

1. Programs authorized under title I of WIOA, including:
 - a. Adults
 - b. Dislocated workers
 - c. Youth
 - d. Job Corps
 - e. YouthBuild
 - f. Native American programs
 - g. Migrant and seasonal farmworker programs
2. The Wagner-Peyser Act Employment Service program authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), as amended by WIOA title III

3. The Adult Education and Family Literacy Act (AEFLA) program authorized under title II of WIOA
4. The Vocational Rehabilitation (VR) program authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by WIOA title IV (Division of Vocational Rehabilitation)
5. The Vocational Rehabilitation (VR) program authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by WIOA title IV (Division of Blind Services)
6. The Senior Community Service Employment Program (SCSEP) authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.) (Florida Department of Elder Affairs)
7. Career and technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.) (Perkins V)
8. Trade Adjustment Assistance activities authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.)
9. Jobs for Veterans State Grants programs authorized under chapter 41 of title 38, U.S.C.
10. Employment and training activities carried out under the Community Services Block Grant (42 U.S.C. 9901 et seq.)
11. Employment and training activities carried out by the Department of Housing and Urban Development
12. Programs authorized under State unemployment compensation laws (in accordance with applicable Federal law) (Reemployment Services and Eligibility Assessment Program) (RESEA)
13. Programs authorized under sec. 212 of the Second Chance Act of 2007 (34 U.S.C. 10631)
14. Temporary Assistance for Needy Families (TANF) authorized under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) (Florida Department of Children and Families)

Section 4. Provision of Services

- A. One-Stop Services. The following services will be provided through the local one-stop delivery system:
 1. Business Services:
 - a. Make labor exchange activities and labor market information available to local employers.
 - b. Develop relationships and networks with large and small employers and their intermediaries.
 - c. Develop, convene, or implement industry/sector partnerships.
 - d. Provide 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.

2. Job Seeker Services:

a. Provide basic career services, including:

1. Determinations of whether the individual is eligible to receive assistance;
2. Outreach, intake, and orientation;
3. Opportunity for individuals to apply for TANF assistance and non-assistance benefits and services;
4. Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive services needs;
5. Labor exchange services, including job search and placement assistance, including career counseling as specified in 20 CFR 678.430(a)(4);
6. Referrals to and coordination of activities with other programs and services, including those within the one-stop delivery system and, when appropriate, other workforce development programs;
7. Workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including:
 - a. Job vacancy listings in labor market areas;
 - b. Information on job skills necessary to obtain the vacant jobs listed; and
 - c. Information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for those jobs;
8. Performance information and program cost information on eligible providers of education, training, and workforce services by program and type of providers;
9. Information about how the local area is performing on local performance accountability measures;
10. Information about the availability of supportive services or assistance and appropriate referrals to such, 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 TANF, and other supportive services and transportation provided through that program;

11. Information and meaningful assistance to individuals seeking assistance in filing a claim for unemployment compensation; and
 12. Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA.
- b. Provide individualized career services, including:
1. Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers;
 2. Development of an individual employment plan;
 3. Group and/or individual counseling;
 4. Career planning;
 5. Short-term pre-vocational services;
 6. Internships and work experiences that are linked to careers;
 7. Workforce preparation activities;
 8. Financial literacy services;
 9. Out-of-area job search assistance and relocation assistance; and
 10. English language acquisition and integrated education and training programs.
 11. Provide follow-up services, as appropriate, including counseling regarding the workplace, for participants in adult or dislocated worker workforce investment activities who are placed in unsubsidized employment, for up to 12 months after the first day of employment.
 12. Provide employment services and related support being provided by the TANF program that qualify as career services.
- c. Training Services:
1. Occupational skills training, including training for nontraditional employment;
 2. On-the-job training;
 3. Incumbent worker training;
 4. Programs that combine workplace training with related instruction, which may include cooperative education programs;
 5. Training programs operated by the private sector;
 6. Skills upgrading and retraining;
 7. Entrepreneurial training;

- 8. Transitional jobs;
 - 9. Job readiness training;
 - 10. Adult education and literacy activities;
 - 11. Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.
- d. Youth Services:
- 12. 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 or for a recognized postsecondary credential;
 - 13. Alternative secondary school services, or dropout recovery services, as appropriate;
 - 14. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience;
 - 15. Occupational skill training;
 - 16. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
 - 17. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;
 - 18. Supportive services;
 - 19. Adult mentoring;
 - 20. Follow-up services;
 - 21. Comprehensive guidance and counseling;
 - 22. Financial literacy education;
 - 23. Entrepreneurial skills training;
 - 24. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area; and
 - 25. Activities that help youth prepare for and transition to postsecondary education and training.
3. Access to programs and activities carried out by one-stop partners listed in 20 CFR §§ 678.400 through 678.410, including the Employment Service program authorized under the Wagner-Peyser Act, as amended by WIOA title III (Wagner-Peyser Act Employment Service program).

- B. Access to Services. The Parties will make their program services accessible to job seekers, whether they are physically housed within a career center or provided virtually through the one-stop delivery system by:
1. Exchanging participant's eligibility requirements for their workforce funding streams, identifying their program career services, and designating services and activities that may be appropriate for integration into the one-stop delivery system.
 2. Jointly developing and participating in cross-training of frontline staff to assure an understanding of the activities, support services, and constraints applicable to joint partner workforce funding streams.
 3. Coordinating outreach and recruitment through links on each other's websites.
- C. Coordinating Services. The Parties shall coordinate and deliver program services (including workforce services) as appropriate through the one-stop delivery system by:
1. Seeking opportunities to share resources and reduce duplication of activities to streamline services for customers and improve frontline staff efficiency such as co-locating in a comprehensive or affiliate one-stop location site and by establishing direct linkages through technology as provided in 20 CFR 678.305(d).
 2. Working together on enhancing employer engagement to build a demand-driven system, improve business services, and match participants with work-based learning opportunities.
 3. Promoting continuous improvement through the coordination of staff training to provide frontline staff with information and knowledge regarding each other's services.
 4. Participating in the one-stop delivery system consistent with the terms of this MOU and the requirements of federal and state laws authorizing the program or activities and any related grant agreements.
- D. Cross Referral. The Parties will implement policies and procedures that encourage the referral of customers to each other as appropriate by:
1. Reviewing their individual program policies, procedures, and processes to align them to the extent allowed by each program's specific laws and regulations, to better serve customers through cross referral, sequential, or co-enrollment as may best benefit the customer.
 2. Using established methods for follow-up and reporting to each other on the services provided to the customer and the outcomes obtained.
- E. Information Sharing. The Parties agree that the collection, use, and disclosure of participant records, including, but not limited to, customers' personally identifiable information (PII), is subject to various requirements set forth in federal and state privacy laws. Partner acknowledges that the execution of this MOU, by itself, does not function to satisfy all of these requirements. The Parties agree to comply with the following, as applicable: 29 CFR 38.41, governing the collection and maintenance of equal opportunity data and other

information; 20 USC 1232g and 34 CFR Part 99 (the Family Educational Rights and Privacy Act and implementing regulations); 34 CFR 361.38 (Vocational Rehabilitation and Blind Services confidentiality regulations); and 20 CFR Part 603 (regulations governing confidentiality and disclosure of state unemployment compensation information).

- F. Each Party will train its staff in the protection, use, and disclosure requirements governing PII and any other confidential data for all applicable programs.
- G. Accessibility. The Parties will ensure access for workers, youth, and individuals with barriers to employment, including the use of technological tools, in each of the one-stop centers and affiliate locations. The Parties will offer priority for services to recipients of public assistance, other low-income individuals, or individuals who are skills deficient for individualized career services and training services funded with WIOA adult funds. Job seekers and businesses must be able to access all information relevant to them via visits to One-Stop centers as well as through electronic means and direct linkages to workforce partner programs. The Parties will provide reasonable accommodations for individuals with disabilities in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Assistive technology, accessible formats, and language translation services will be made available and used as needed. The local workforce development board will either colocate WIOA youth program staff at One-Stop centers and/or ensure One-Stop centers and staff are trained to serve youth and equipped to advise youth to increase youth access to services and connect youth to the program that best aligns with their needs.

Section 5. Funding of Infrastructure and Operating Costs

Costs of the infrastructure of the One-Stop career centers will be funded in accordance with Attachment 1 – Infrastructure Funding Agreement, incorporated herein by reference. As required by 20 CFR 678.755, the Parties agree that the infrastructure and shared services budget will be periodically reconciled against actual costs incurred and adjusted accordingly to ensure that it reflects a cost allocation methodology that demonstrates how infrastructure costs are charged to each partner in proportion to its use of the one-stop center and relative benefit received, and that complies with 2 CFR part 200.

Section 6. Term

This MOU is effective upon the date of the last required signature, or July 1, 2026, whichever is later, through June 30, 2028, unless the MOU is terminated by either Party in accordance with the terms set forth herein.

Section 7. Modification and Renewal

- A. This MOU will be reviewed, and if substantial changes have occurred, renewed, not less than once every 3-year period to ensure appropriate funding and delivery of services.
- B. The MOU must be updated not less than every 3 years to reflect any changes in the signatory official of CSCLM, one-stop partners, and chief elected officials, or one-stop infrastructure funding.
- C. This MOU may be amended or modified by mutual consent of the Parties, by the issuance of a written amendment executed by the Parties.

- D. The Parties may choose to include, via addendum to this MOU, other provisions that are consistent with WIOA title I, the authorizing statutes and regulations of one-stop partner programs, and the WIOA regulations.

Section 8. Termination

- A. Either Party may terminate this MOU for convenience by giving 30 days' written notice pursuant to Section 9 (Notice).
- B. In the event of termination, the Parties will convene within 60 days to renegotiate a mutually acceptable replacement MOU, if required by law to do so.

Section 9. Notice

- A. All notices required to be given to CSCLM under this MOU shall be sufficient when emailed, hand-delivered, or mailed to CSCLM at its office located at 2703 NE 14th St., Ocala, FL 34470, addressed to the President/CEO.
- B. All notices required to be given to Partner under this MOU shall be sufficient when emailed, hand-delivered, or mailed to Partner at its office located at 8100 Opportunity Dr., Milton, FL 32583.

Section 10. Nondiscrimination

The Parties agree to comply with the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); on the basis of disability under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); on the basis of sex under title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); or on the basis of race, color, or national origin under title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.). The Parties agree that no individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any program or activity relating to the operation of the one-stop delivery system because of race, color, religion, sex (except as otherwise permitted under title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.

Section 11. Confidentiality

The Parties agree to abide by all applicable federal, state, and local laws and regulations regarding confidential information, including, but not limited to: 20 CFR part 603, 45 CFR 205.50, 20 USC 1232g and 34 CFR part 99, and 34 CFR 361.38. Each Party will ensure that the collection and use of any information, systems, or records that contain personally identifiable information ("PII") and other confidential/exempt information will be limited to purposes that support the programs and activities described in this MOU and will comply with applicable law. Each Party will ensure that access to software systems and files under its control that contain PII or other personal or confidential information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities described herein and will comply with applicable law. Each Party expressly agrees to take measures to ensure that no PII or other personal or confidential information is accessible by unauthorized individuals.

To the extent that confidential information needs to be shared amongst the Parties for the Parties' performance of their obligations under this MOU, and to the extent that

such sharing is permitted by applicable law, any required data sharing agreements will be created and required confidentiality and ethical certifications will be signed by authorized individuals.

Section 12. Dispute Resolution

If an issue arises involving this MOU, Parties will make every effort to reach a resolution in a timely and efficient manner. Any party may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing. If not resolved, the issue and the efforts to resolve will be documented and forwarded to the Executive Director of the local workforce development board and the Director of the partner agency. A joint decision will be issued within 60 calendar days of receipt. A partner that is dissatisfied with the decision may file the dispute with the Florida Department of Commerce ("FloridaCommerce") and the Florida Department of Education ("DOE") for resolution. FloridaCommerce and DOE may remand the issue back to the Executive Director of the local area and to the director of the partner agency or impose other remedies to resolve the issue.

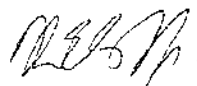
Section 13. Signatures

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

The MOU must contain the signatures of the Chief Local Elected Official(s). The MOU must be updated at least once every three years and included in the local board's WIOA Workforce Services' plan.

Approved by:

CareerSource Citrus Levy Marion

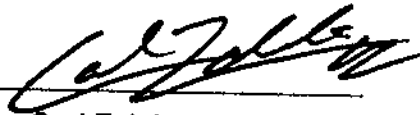
Signature:  2026.07.0
Thomas E. [unclear], [unclear] 8:09:04:12
Chief Executive Officer -04'00'
Date: _____

Approved by Partner:

National Caucus and Center on Black Aging, Inc.

Signature: 
NAME Samantha Roszell
TITLE Program Manager
Date: June 29, 2026

Approved by Chief Local Elected Official:

Signature: 

Commissioner Carl Zalak

Marion County, Florida

Date: 7/14/2020

Infrastructure Funding Agreement Template

Citrus Levy Marion Regional Workforce Development Board, Inc.

I. Purpose

This Infrastructure Funding Agreement (IFA) is entered into by and between the Citrus Levy Marion Regional Workforce Development Board, Inc. and

CareerSource Citrus Levy Marion partners. This IFA provides information on the shared infrastructure cost and/or in-kind arrangements. All partners to this IFA recognize that infrastructure costs are applicable to all required partners, whether they are physically located in the career center or not.

The sharing and allocations of infrastructure costs among CareerSource Citrus Levy Marion partners are governed by the Workforce Innovation and Opportunity Act (WIOA) Sec. 121(b), its implementing regulations and the Federal Cost Principles contained in the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards at 2 CFR part 200 (Uniform Guidance). Infrastructure costs are defined as non-personnel costs that are necessary for the general operation of the American Job Center (AJC), including, but not limited to:

1. Rental of the facilities;
2. Utilities and maintenance;
3. Equipment, including assessment-related products and assistive technology for individuals with disabilities; and,
4. Technology to facilitate access to the AJC, including technology used for the center's planning and outreach activities.

IFAs must include the following elements:

1. The period of time in which the IFA is effective. This may be a different time period than the duration of the MOU.
2. Identification of an infrastructure and shared services budget that will be periodically reconciled against actual costs incurred and adjusted accordingly to ensure that it reflects a cost allocation methodology that demonstrates how infrastructure costs are charged to each partner in proportion to its use of the one-stop center and relative benefit received, and that complies with 2 CFR part 200 (or any corresponding similar regulation or ruling).
3. Identification of all one-stop partners, CEO(s), and LWDB participating in the IFA.
4. Steps the LWDB, CEO(s), and one-stop partners used to reach consensus or an assurance that the local area followed the guidance for the State funding process.
5. Description of the process to be used among partners to resolve issues during the MOU duration period when consensus cannot be reached.

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

II. Infrastructure Budget

The Infrastructure Budget is comprised of the following sections:

1. Total Partner Contribution – By cost category, this section provides total AJC costs by partner programs for each cost category to include: infrastructure costs, additional costs, shared-direct costs and non-shared direct costs
2. Total Operating Costs Budget: this section provides total AJC costs by cost category, cost pool, cost item, and location.

Infrastructure Budget (Career Center NAME/Location): <u>Lecanto Offices</u>		
Cost Category	Cost Detail	Cost
Rent		\$48,960.00
Rental of Facilities		
Subtotal: Rental Costs		\$48,960.00
Utilities and Maintenance		
Electric		\$4,829.88
Gas		0.00
Water		\$715.95
Internet		\$4,387.36
Telephones		\$4,623.04
Facility Maintenance	Coverall Janitorial	\$9,590.00
Security		\$533.13
Subtotal: Utilities and Maintenance Costs		\$24,679.36
Equipment		
Assessment tools/products		\$1,200.00
Assistive Technology (Access and Accommodation)		
Copiers		
Fax Machines		
Computers		
Other tangible equipment utilized to serve career center customers (<i>Specify equipment</i>)		
Subtotal: Equipment Costs		\$1,200.00
Technology to Facilitate Access to the (Career Center NAME)		
Technology used for planning and outreach activities (<i>Specify technology</i>)		
Cost of creation/maintenance of the career center that provides direct service access to (Career Center NAME)		

Subtotal: Technology to Facilitate Access Costs		
Supplies to Support the General Operation of the Career Center (Local Option)		
Supplies, as defined in <u>2 CFR 200.94</u> .		
<i>Specify Supplies Not Specific to a Co-located Partner (e.g., Printing; Postage, Office Supplies)</i>		\$3,232.10
Subtotal: Supplies to Support the General Operation of the Career Center		\$3,232.10
Common Identifier Costs (Local Option)		
Signage		
Updating Templates/Materials		
Subtotal: Common Identifier		
Summary of Total Infrastructure Costs to Be Shared By Partners		
Cost Category		Total Cost
Subtotal: Rental Costs		\$48,960.00
Subtotal: Utilities and Maintenance Costs		\$24,679.36
Subtotal: Equipment Costs		\$1,200.00
Subtotal: Technology to Facilitate Access Costs		
Subtotal: Supplies to Support the General Operation of the Career Center		\$3,232.10
Subtotal: Common Identifier Costs		
Total Infrastructure Costs		\$78,071.46

III. Cost Allocation Methodology

Partner Contributions – By Allocation Base (Local Workforce Development Board NAME)						
Partner Program	Staff/FTE Cost	Customers Served	Square Footage/Office Space Cost	Internet Connections Cost	Telephone Lines Cost	Total
Adult, Dislocated Worker (DW), and Youth Programs	92,068.80 2 FTE	120	3,861.00	731.23	770.51	97,431.54
Job Corps						
YouthBuild						
Native American Programs						
Migrant and Seasonal Farmworker						
Wagner-Peyser	65,782.33 1 FTE	8,720.00	5,148.00	365.61	385.25	80,401.19
Adult Education and Family Literacy						
State Unemployment Insurance (UI)						
Trade Adjustment Assistance (TAA)						
Jobs for Veterans State Grants (Vets)	16,740.54 25 FTE	10	1,287.00	182.81	192.63	18,402.98
Division of Vocational Rehabilitation						
Division of Blind Services						
Senior Community Service Employment Programs (SCSEP)						
The Strengthening Career and Technical Education for the 21 st Century Act (Perkins V)						
Housing and Urban Development--- Employment and Training Programs						
Community Services Block Grants						

Programs authorized under sec. 212 of the Second Change Act of 2007						
Temporary Assistance for Needy Families (TANF)	37,315.20	57	1,287.00	365.61	385.25	39,353.06

Any cost allocation methodology selected must adhere to the following:

1. Be consistent with the federal laws authorizing each partner's program (including any local administrative cost requirements).
2. Comply with federal cost principles in the Uniform Guidance.
3. Include only costs that are allowable, reasonable, necessary, and allocable to each program partner.
4. Be based on the proportionate use and if benefit is received by each partner.

The types of costs that are allowed are through cash, non-cash and third party in-kind contributions.

Cash Contributions can be identified as payments towards rent, utilities, assistive technology equipment, signage, and even office supplies. It must be those components that support the general operation of the AJC.

Non-Cash Contributions are expenditures acquired by partners on behalf of the AJC, and goods/services such as janitorial services, printing, or even consulting and contracting service can be contributed by a partner program and used by the AJC.

Third-Party In-Kind Contributions are made by a third party and include space, equipment, technology, non-personnel services, or other areas to support the infrastructure costs associated with AJC operations. There are two types of third-party in-kind contributions: 1) General contributions to AJC operations. This type is not made on the behalf of any individual AJC partner. 2) Contributions made specifically on behalf of an AJC partner program.

IV. Partners

Partners funding the costs of infrastructure according to the IFA are the same as identified in the partners section of the MOU (Parties to the MOU).

Local Workforce Development Board: Name, Title, Address, Telephone, Email	
Chief Elected Official(s): List All Chief Elected Officials and Name, Title, Address, Telephone, Email	
CareerSource Citrus Levy Marion, 2703 NE 14th Street, Ocala, FL 34470	
Cari Zalak, 601 SE 25th Avenue, Ocala, FL 34470, 352-438-2300 cari.zalak@marioncountynyfl.org, Janet Barek, 110 N Apopka Avenue, Room 100, Inverness, FL 34450, 352-341-6560 janet.barek@citrusbooc.com Tim Hodge, 310 School St, Bronson, FL 32621, 352-486-5218, hodge-tm@levycounty.org	
Required WIOA & (Career Center NAME) Partner	Point of Contact Information
Adult, Dislocated Worker (DW), and Youth Programs	Dale French - dfrench@careersourceclm.com
Job Corps	
YouthBuild	Dale French - dfrench@careersourceclm.com
Native American Programs	
Migrant and Seasonal Farmworker	
Wagner-Peyser	Dale French - dfrench@careersourceclm.com
Adult Education and Family Literacy	
State Unemployment Insurance (UI)	Dale French - dfrench@careersourceclm.com
Trade Adjustment Assistance (TAA)	
Jobs for Veterans State Grants (Vets)	Dale French - dfrench@careersourceclm.com
Division of Vocational Rehabilitation	
Division of Blind Services	
Senior Community Service Employment Programs (SCSEP)	Samantha Rozzell - srozzell@myncba.com
Carl D. Perkins Career and Technical Education Programs	
Housing and Urban Development---	

Employment and Training Programs	Dale French - dfrench@careersourceclm.com
Community Services Block Grants	
Program authorized under sec. 212 of the Second Chance Act of 2007	
Temporary Assistance for Needy Families (TANF)	Dale French - dfrench@careersourceclm.com
Additional Partners Approved by the LWDB and CEO(s)	

V. Term of Agreement

This agreement will remain in effect from July 1, 2026 to June 30, 2028. It shall be reviewed by the parties as necessary or at least once per year as part of the LWDB's Local Plan update.

VI. Signatures

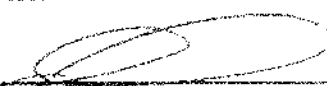
Printed Name	Signature	Date
Representing: WIOA Title I: Adult, Dislocated Worker and Youth Programs		

Printed Name	Signature	Date
Representing: WIOA Title I: Job Corps Programs		

Printed Name	Signature	Date
Representing: WIOA Title I: YouthBuild Program		

Printed Name	Signature	Date
Representing: WIOA Title I: Native American Programs		

Printed Name	Signature	Date
Representing: WIOA Title I: National Farmworker Jobs Program		

Printed Name	Signature	Date
Representing: <u>Carl D. Perkins Career and Technical Education</u>	<u>Program</u>	
<u>Samantha Russell</u>		<u>6/29/20</u>
Printed Name	Signature	Date
Representing: <u>SCSEP</u>	<u>Program</u>	

*Add a signature line for each additional partner included.

Infrastructure Funding Agreement Signatory Page

Citrus Levy Marion Regional Workforce Development Board, Inc. D/B/A CareerSource Citrus Levy Marion

(Local Workforce Development Board NAME)

We affirm that the Local Workforce Development Board and the Chief Elected Official of the local area, in partnership, have developed and now submit this Memorandum of Understanding Signature Page and Infrastructure Funding Agreement in compliance with the provisions of the Workforce Innovation and Opportunity Act and instructions issued by the Governor under the authority of the Act.

Submission Date

Workforce Development Board Chair

Chief Elected Official

Arno Proctor
Typed or Printed Name

Carl Zalak
Typed or Printed Name

CSCLM Board Chair
Typed or Printed Title

Commissioner
Typed or Printed Title

Signature

7-9-2026
Date

Signature

7/14/2020
Date

Attachment 2: PARTNER-SPECIFIC TERMS AND COMMITMENTS

CSCLM and NCBA agree to the following:

This agreement establishes that the duly authorized agent of the recipient agrees to satisfy the requirements of 34 CFR 361.505 and 34 CFR 361.720.

This agreement formalizes the existing partnership between CSCLM and NCBA to provide employment and training services for their mutual customers. CSCLM and NCBA recognize that blended services provided by all required and optional partners contribute to the One-Stop "system," and that neither independently creates the "system." The combination of services provides employment and educational counseling and access to partner programs through direct referral and electronic access points within each office. CSCLM customers are counseled on all aspects of employment and education options available through educational entities and funding assistance provided through Titles I, II, and IV funds under WIOA. Appropriate referrals for intra-agency assistance are made between agencies through established contacts within each department and will be made in writing via email between those contacts. NCBA may refer training program completers and those customers in need of additional financial assistance to CSCLM for assessment and counseling regarding their individual needs.

Both agencies agree to maintain full programmatic accessibility and compliance with all applicable laws to ensure that individuals have equal ability to access available services, as further described in Section 4(G) of the MOU. This access includes full ADA compliance, use of assistive technology, and provision of accommodations that may be necessary for individuals with additional barriers.

A one-stop partner may appeal to the State regarding infrastructure costs using the process described in 34 CFR 463.750. Changes to the one-stop partner's infrastructure cost contributions will result in an updated MOU reflecting the final one-stop partner infrastructure cost contributions.

Both parties acknowledge and agree to the requirements of the Infrastructure Funding Agreement (IFA), as detailed in Section 5 and Attachment 1 of the MOU.

SHARED SPACE AND ON-SITE ACCESS

NCBA staff and volunteers are welcome to utilize shared space within CSCLM Career Centers, including resource room computers and other itinerant space, as approved by the Center Manager. The following terms govern on-site access:

1. Use of shared space must be arranged in advance and is subject to availability and approval by the Center Manager at the applicable Career Center location.
2. NCBA staff and volunteers present in CSCLM facilities shall comply with all applicable CSCLM policies, including those governing dress code, facility use, computer usage, and operational conduct. NCBA is responsible for ensuring its staff and volunteers are familiar with and adhere to CSCLM's written policies prior to accessing CSCLM facilities.
3. NCBA staff and volunteers shall not directly solicit or approach CSCLM customers in the Resource Room or other shared areas. Customer connections between CSCLM and NCBA will be made through formal referral by CSCLM staff. NCBA staff may meet with customers who have been referred to NCBA by CSCLM, in designated spaces as approved by the Center Manager.

NCBA SHALL:

1. Maintain and provide updated NCBA information to customers interested in CSCLM core services.
2. Provide NCBA program eligibility determination services to all customers interested in and possibly eligible for NCBA program services.
3. Accept and process customers referred by CSCLM to determine their eligibility for NCBA services. Referrals and customer-related information may be coordinated and/or forwarded directly or via electronic linkages.
4. Provide NCBA services to program-certified customers.

5. Participate in the development of a common application or pre-application format and/or procedure and a referral process to direct applicants to other One-Stop System agencies/organizations.
6. Ensure a CareerSourceCLM.com email address is the primary email address for all staff located on a full-time or itinerant basis in a CSCLM and/or One-Stop Delivery System office.
7. List job openings through CSCLM. Refer customers demonstrating interest in and possibly eligible for agency/organization program services as appropriate. Ensure all outreach efforts that include a reference to CSCLM receive prior approval from appropriate CSCLM marketing staff.
8. Coordinate customer needs with CSCLM One-Stop System agencies/organizations to reduce or eliminate duplicated services and, whenever possible, to develop the best mix of services.
9. Ensure NCBA staff attend, participate in, and contribute to CSCLM One-Stop System cross-training activities as required.
10. Participate in the development and implementation of other One-Stop procedures, policies, reports, customer surveys, and operational agreements. Ensure employment placement information generated by NCBA is entered into state and local data collection systems. Actively participate in the development and maintenance of organizational reports that reflect the nature of NCBA's operations. Provide this information to the One-Stop Operator at least quarterly.
11. Support and cooperate with the CSCLM One-Stop Operator and other One-Stop System agencies/organizations to ensure all federal, state, and local laws, regulations, policies and procedures are applied to One-Stop System operations.
12. Ensure staff follow all applicable CSCLM policies as they relate to dress code, facility, operational and computer usage policies.

CAREERSOURCE CITRUS LEVY MARION SHALL:

1. Provide facility space for NCBA staff and volunteers when/where possible, subject to Center Manager approval and NCBA's compliance with the on-site access terms set forth in this Attachment.
2. Refer customers that may potentially be eligible for services provided by NCBA. Customer connections will be made through formal CSCLM staff referral.
3. Provide career services to NCBA-enrolled customers to assist in the development and placement of joint customers.
4. Provide the opportunity for NCBA employees to participate in CSCLM-sponsored training and staff development.
5. Assist NCBA staff in attaining performance goals through joint collaboration of services available through the One-Stop system to meet the common employment and training goals of all involved parties.

INFRASTRUCTURE FUNDING AGREEMENT TERMS

All partners within the Citrus Levy Marion One-Stop system operate with lean budgets and have long-standing relationships that have been established to braid and blend funding to maximize the impact of resources available to the citizens of the region. The parties agree upon in-kind contributions that have a positive monetary impact on day-to-day operations and expand the breadth of services available. CSCLM and NCBA agree that infrastructure support for proportionate benefit from the One-Stop system is provided in the following methods:

- A. Provision of employment and training services to universal CSCLM customers.
- B. Provision of CSCLM outreach materials to the general public.
- C. Educational support and counseling to CSCLM-referred and enrolled individuals.

- D. Ongoing partnership for outreach and connection of adult learners to the One-Stop system.
- E. Provision of additional staff support within CSCLM's Career Centers through provision of participating trainees to perform various tasks within the centers, varying from general clerical to customer assistance in the resource area. This in-kind contribution supports the infrastructure of the One-Stop system.

The term of this Infrastructure Funding Agreement shall align with the MOU and be reviewed in accordance with Section 7 of the MOU.

**Memorandum of Understanding
for Workforce Development Partners**

By and between CareerSource Citrus Levy Marion

And

Pinellas County Urban League

Section 1. Parties

This Memorandum of Understanding ("MOU") is entered into between CareerSource Citrus Levy Marion, ("CSCLM"); and the Pinellas County Urban League, ("Partner"). CSCLM and Pinellas County Urban League are collectively referred to as the "Parties" and individually as a "Party."

Section 2. Purpose

The Workforce Innovation and Opportunity Act of 2014 ("WIOA") Sec. 121(c)(1) requires the local workforce development board, with the agreement of the Chief Local Elected Officials (CLEOs), to develop and enter into a MOU between the local workforce development board and the One-Stop Partners concerning the operation of the one-stop delivery system in a local area.

The purpose of this MOU is to describe the cooperative workforce training and employment efforts of CSCLM and Partner and the actions to be taken by each to establish and maintain an effective and successful one-stop delivery system. The infrastructure funding agreement establishes a financial plan, including terms and conditions, to fund the services and operating costs of the one-stop delivery system.

This MOU establishes how resources will be coordinated, prevents duplication of services, and ensures the effective and efficient delivery of workforce services in the counties represented by CSCLM to enable the Partner to integrate with the one-stop delivery system.

The Parties 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.

Section 3. Partners in the One-Stop Delivery System

Pursuant to 20 CFR 678.400, required one-stop partners are the entities responsible for administering the following programs and activities in the local area:

1. Programs authorized under title I of WIOA, including:
 - a. Adults
 - b. Dislocated workers
 - c. Youth
 - d. Job Corps
 - e. YouthBuild
 - f. Native American programs
 - g. Migrant and seasonal farmworker programs
2. The Wagner-Peyser Act Employment Service program authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), as amended by WIOA title III

3. The Adult Education and Family Literacy Act (AEFLA) program authorized under title II of WIOA
4. The Vocational Rehabilitation (VR) program authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by WIOA title IV (Division of Vocational Rehabilitation)
5. The Vocational Rehabilitation (VR) program authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by WIOA title IV (Division of Blind Services)
6. The Senior Community Service Employment Program (SCSEP) authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.) (Florida Department of Elder Affairs)
7. Career and technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.) (Perkins V)
8. Trade Adjustment Assistance activities authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.)
9. Jobs for Veterans State Grants programs authorized under chapter 41 of title 38, U.S.C.
10. Employment and training activities carried out under the Community Services Block Grant (42 U.S.C. 9901 et seq.)
11. Employment and training activities carried out by the Department of Housing and Urban Development
12. Programs authorized under State unemployment compensation laws (in accordance with applicable Federal law) (Reemployment Services and Eligibility Assessment Program) (RESEA)
13. Programs authorized under sec. 212 of the Second Chance Act of 2007 (34 U.S.C. 10631)
14. Temporary Assistance for Needy Families (TANF) authorized under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) (Florida Department of Children and Families)

Section 4. Provision of Services

- A. One-Stop Services. The following services will be provided through the local one-stop delivery system:
 1. Business Services:
 - a. Make labor exchange activities and labor market information available to local employers.
 - b. Develop relationships and networks with large and small employers and their intermediaries.
 - c. Develop, convene, or implement industry/sector partnerships.
 - d. Provide 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.

2. Job Seeker Services:

a. Provide basic career services, including:

1. Determinations of whether the individual is eligible to receive assistance;
2. Outreach, intake, and orientation;
3. Opportunity for individuals to apply for TANF assistance and non-assistance benefits and services;
4. Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive services needs;
5. Labor exchange services, including job search and placement assistance, including career counseling as specified in 20 CFR 678.430(a)(4);
6. Referrals to and coordination of activities with other programs and services, including those within the one-stop delivery system and, when appropriate, other workforce development programs;
7. Workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including:
 - a. Job vacancy listings in labor market areas;
 - b. Information on job skills necessary to obtain the vacant jobs listed; and
 - c. Information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for those jobs;
8. Performance information and program cost information on eligible providers of education, training, and workforce services by program and type of providers;
9. Information about how the local area is performing on local performance accountability measures;
10. Information about the availability of supportive services or assistance and appropriate referrals to such, 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 TANF, and other supportive services and transportation provided through that program;

11. Information and meaningful assistance to individuals seeking assistance in filing a claim for unemployment compensation; and
12. Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA.

b. Provide individualized career services, including:

1. Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers;
2. Development of an individual employment plan;
3. Group and/or individual counseling;
4. Career planning;
5. Short-term pre-vocational services;
6. Internships and work experiences that are linked to careers;
7. Workforce preparation activities;
8. Financial literacy services;
9. Out-of-area job search assistance and relocation assistance; and
10. English language acquisition and integrated education and training programs.
11. Provide follow-up services, as appropriate, including counseling regarding the workplace, for participants in adult or dislocated worker workforce investment activities who are placed in unsubsidized employment, for up to 12 months after the first day of employment.
12. Provide employment services and related support being provided by the TANF program that qualify as career services.

c. Training Services:

1. Occupational skills training, including training for nontraditional employment;
2. On-the-job training;
3. Incumbent worker training;
4. Programs that combine workplace training with related instruction, which may include cooperative education programs;
5. Training programs operated by the private sector;
6. Skills upgrading and retraining;
7. Entrepreneurial training;

- 8. Transitional jobs;
- 9. Job readiness training;
- 10. Adult education and literacy activities;
- 11. Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

d. Youth Services:

- 12. 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 or for a recognized postsecondary credential;
 - 13. Alternative secondary school services, or dropout recovery services, as appropriate;
 - 14. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience;
 - 15. Occupational skill training;
 - 16. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
 - 17. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;
 - 18. Supportive services;
 - 19. Adult mentoring;
 - 20. Follow-up services;
 - 21. Comprehensive guidance and counseling;
 - 22. Financial literacy education;
 - 23. Entrepreneurial skills training;
 - 24. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area; and
 - 25. Activities that help youth prepare for and transition to postsecondary education and training.
3. Access to programs and activities carried out by one-stop partners listed in 20 CFR §§ 678.400 through 678.410, including the Employment Service program authorized under the Wagner-Peyser Act, as amended by WIOA title III (Wagner-Peyser Act Employment Service program).

B. Access to Services. The Parties will make their program services accessible to job seekers, whether they are physically housed within a career center or provided virtually through the one-stop delivery system by:

1. Exchanging participant's eligibility requirements for their workforce funding streams, identifying their program career services, and designating services and activities that may be appropriate for integration into the one-stop delivery system.
2. Jointly developing and participating in cross-training of frontline staff to assure an understanding of the activities, support services, and constraints applicable to joint partner workforce funding streams.
3. Coordinating outreach and recruitment through links on each other's websites.

C. Coordinating Services. The Parties shall coordinate and deliver program services (including workforce services) as appropriate through the one-stop delivery system by:

1. Seeking opportunities to share resources and reduce duplication of activities to streamline services for customers and improve frontline staff efficiency such as co-locating in a comprehensive or affiliate one-stop location site and by establishing direct linkages through technology as provided in 20 CFR 678.305(d).
2. Working together on enhancing employer engagement to build a demand-driven system, improve business services, and match participants with work-based learning opportunities.
3. Promoting continuous improvement through the coordination of staff training to provide frontline staff with information and knowledge regarding each other's services.
4. Participating in the one-stop delivery system consistent with the terms of this MOU and the requirements of federal and state laws authorizing the program or activities and any related grant agreements.

D. Cross Referral. The Parties will implement policies and procedures that encourage the referral of customers to each other as appropriate by:

1. Reviewing their individual program policies, procedures, and processes to align them to the extent allowed by each program's specific laws and regulations, to better serve customers through cross referral, sequential, or co-enrollment as may best benefit the customer.
2. Using established methods for follow-up and reporting to each other on the services provided to the customer and the outcomes obtained.

E. Information Sharing. The Parties agree that the collection, use, and disclosure of participant records, including, but not limited to, customers' personally identifiable information (PII), is subject to various requirements set forth in federal and state privacy laws. Partner acknowledges that the execution of this MOU, by itself, does not function to satisfy all of these requirements. The Parties agree to comply with the following, as applicable: 29 CFR 38.41, governing the collection and maintenance of equal opportunity data and other

information; 20 USC 1232g and 34 CFR Part 99 (the Family Educational Rights and Privacy Act and implementing regulations); 34 CFR 361.38 (Vocational Rehabilitation and Blind Services confidentiality regulations); and 20 CFR Part 603 (regulations governing confidentiality and disclosure of state unemployment compensation information).

- F. Each Party will train its staff in the protection, use, and disclosure requirements governing PII and any other confidential data for all applicable programs.
- G. Accessibility. The Parties will ensure access for workers, youth, and individuals with barriers to employment, including the use of technological tools, in each of the one-stop centers and affiliate locations. The Parties will offer priority for services to recipients of public assistance, other low-income individuals, or individuals who are skills deficient for individualized career services and training services funded with WIOA adult funds. Job seekers and businesses must be able to access all information relevant to them via visits to One-Stop centers as well as through electronic means and direct linkages to workforce partner programs. The Parties will provide reasonable accommodations for individuals with disabilities in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Assistive technology, accessible formats, and language translation services will be made available and used as needed. The local workforce development board will either colocate WIOA youth program staff at One-Stop centers and/or ensure One-Stop centers and staff are trained to serve youth and equipped to advise youth to increase youth access to services and connect youth to the program that best aligns with their needs.

Section 5. Funding of Infrastructure and Operating Costs

Costs of the infrastructure of the One-Stop career centers will be funded in accordance with Attachment 1 – Infrastructure Funding Agreement, incorporated herein by reference. As required by 20 CFR 678.755, the Parties agree that the infrastructure and shared services budget will be periodically reconciled against actual costs incurred and adjusted accordingly to ensure that it reflects a cost allocation methodology that demonstrates how infrastructure costs are charged to each partner in proportion to its use of the one-stop center and relative benefit received, and that complies with 2 CFR part 200.

Section 6. Term

This MOU is effective upon the date of the last required signature, or July 1, 2026, whichever is later, through June 30, 2028, unless the MOU is terminated by either Party in accordance with the terms set forth herein.

Section 7. Modification and Renewal

- A. This MOU will be reviewed, and if substantial changes have occurred, renewed, not less than once every 3-year period to ensure appropriate funding and delivery of services.
- B. The MOU must be updated not less than every 3 years to reflect any changes in the signatory official of CSCLM, one-stop partners, and chief elected officials, or one-stop infrastructure funding.
- C. This MOU may be amended or modified by mutual consent of the Parties, by the issuance of a written amendment executed by the Parties.

- D. The Parties may choose to include, via addendum to this MOU, other provisions that are consistent with WIOA title I, the authorizing statutes and regulations of one-stop partner programs, and the WIOA regulations.

Section 8. Termination

- A. Either Party may terminate this MOU for convenience by giving 30 days' written notice pursuant to Section 9 (Notice).
- B. In the event of termination, the Parties will convene within 60 days to renegotiate a mutually acceptable replacement MOU, if required by law to do so.

Section 9. Notice

- A. All notices required to be given to CSCLM under this MOU shall be sufficient when emailed, hand-delivered, or mailed to CSCLM at its office located at 2703 NE 14th St., Ocala, FL 34470, addressed to the President/CEO.
- B. All notices required to be given to Partner under this MOU shall be sufficient when emailed, hand-delivered, or mailed to Partner at its office located at 333 31st Street N St., Petersburg, FL 33713.

Section 10. Nondiscrimination

The Parties agree to comply with the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); on the basis of disability under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); on the basis of sex under title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); or on the basis of race, color, or national origin under title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.). The Parties agree that no individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any program or activity relating to the operation of the one-stop delivery system because of race, color, religion, sex (except as otherwise permitted under title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.

Section 11. Confidentiality

The Parties agree to abide by all applicable federal, state, and local laws and regulations regarding confidential information, including, but not limited to: 20 CFR part 603, 45 CFR 205.50, 20 USC 1232g and 34 CFR part 99, and 34 CFR 361.38. Each Party will ensure that the collection and use of any information, systems, or records that contain personally identifiable information ("PII") and other confidential/exempt information will be limited to purposes that support the programs and activities described in this MOU and will comply with applicable law. Each Party will ensure that access to software systems and files under its control that contain PII or other personal or confidential information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities described herein and will comply with applicable law. Each Party expressly agrees to take measures to ensure that no PII or other personal or confidential information is accessible by unauthorized individuals.

To the extent that confidential information needs to be shared amongst the Parties for the Parties' performance of their obligations under this MOU, and to the extent that

such sharing is permitted by applicable law, any required data sharing agreements will be created and required confidentiality and ethical certifications will be signed by authorized individuals.

Section 12. Dispute Resolution

If an issue arises involving this MOU, Parties will make every effort to reach a resolution in a timely and efficient manner. Any party may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing. If not resolved, the issue and the efforts to resolve will be documented and forwarded to the Executive Director of the local workforce development board and the Director of the partner agency. A joint decision will be issued within 60 calendar days of receipt. A partner that is dissatisfied with the decision may file the dispute with the Florida Department of Commerce ("FloridaCommerce") and the Florida Department of Education ("DOE") for resolution. FloridaCommerce and DOE may remand the issue back to the Executive Director of the local area and to the director of the partner agency or impose other remedies to resolve the issue

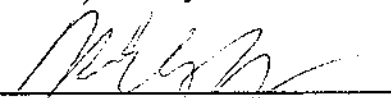
Section 13. Signatures

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

The MOU must contain the signatures of the Chief Local Elected Official(s). The MOU must be updated at least once every three years and included in the local board's WIOA Workforce Services' plan.

Approved by:

CareerSource Citrus Levy Marion

Signature: 

Thomas E. Skinner, Jr.

Chief Executive Officer

Date: 7/5/26

Approved by Partner:

Pinellas County Urban League

Signature: Andrea N. Gaskin-Capehart

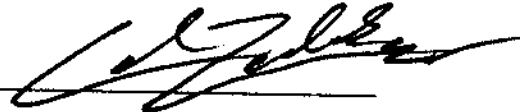
NAME Andrea N. Gaskin-Capehart

TITLE President & CEO

Date: 07/07/2026

Approved by Chief Local Elected Official:

Signature: _____

A handwritten signature in black ink, appearing to read 'C. Zalak', written over a horizontal line.

Commissioner Carl Zalak

Marion County, Florida

Date: 7/14/2020

Infrastructure Funding Agreement Template

Citrus Levy Marion Regional Workforce Development Board, Inc.

I. Purpose

This Infrastructure Funding Agreement (IFA) is entered into by and between the Citrus Levy Marion Regional Workforce Development Board, Inc. and

CareerSource Citrus Levy Marion partners. This IFA provides information on the shared infrastructure cost and/or in-kind arrangements. All partners to this IFA recognize that infrastructure costs are applicable to all required partners, whether they are physically located in the career center or not.

The sharing and allocations of infrastructure costs among CareerSource Citrus Levy Marion partners are governed by the Workforce Innovation and Opportunity Act (WIOA) Sec. 121(b), its implementing regulations and the Federal Cost Principles contained in the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards at 2 CFR part 200 (Uniform Guidance). Infrastructure costs are defined as non-personnel costs that are necessary for the general operation of the American Job Center (AJC), including, but not limited to:

1. Rental of the facilities;
2. Utilities and maintenance;
3. Equipment, including assessment-related products and assistive technology for individuals with disabilities; and,
4. Technology to facilitate access to the AJC, including technology used for the center's planning and outreach activities.

IFAs must include the following elements:

1. The period of time in which the IFA is effective. This may be a different time period than the duration of the MOU.
2. Identification of an infrastructure and shared services budget that will be periodically reconciled against actual costs incurred and adjusted accordingly to ensure that it reflects a cost allocation methodology that demonstrates how infrastructure costs are charged to each partner in proportion to its use of the one-stop center and relative benefit received, and that complies with 2 CFR part 200 (or any corresponding similar regulation or ruling).
3. Identification of all one-stop partners, CEO(s), and LWDB participating in the IFA.
4. Steps the LWDB, CEO(s), and one-stop partners used to reach consensus or an assurance that the local area followed the guidance for the State funding process.
5. Description of the process to be used among partners to resolve issues during the MOU duration period when consensus cannot be reached.

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

II. Infrastructure Budget

The Infrastructure Budget is comprised of the following sections:

1. Total Partner Contribution – By cost category, this section provides total AJC costs by partner programs for each cost category to include: infrastructure costs, additional costs, shared-direct costs and non-shared direct costs
2. Total Operating Costs Budget: this section provides total AJC costs by cost category, cost pool, cost item, and location.

Infrastructure Budget (Career Center NAME/Location): <u>CareerSource CLM/14th Street</u>		
Cost Category	Cost Detail	Cost
Rent	Comprehensive Center	\$49,100.28
Rental of Facilities	n/a	
Subtotal: Rental Costs		\$49,100.28
Utilities and Maintenance		
Electric	Annually	\$42,501.15
Gas	n/a	n/a
Water	included w/electric	n/a
Internet	Annually	\$12,339.96
Telephones	Annually	\$19,754.55
Facility Maintenance	Annual Janitorial	\$16,370.88
Security	Surveillance	\$708.79
Subtotal: Utilities and Maintenance Costs		
Equipment		
Assessment tools/products	n/a	n/a
Assistive Technology (Access and Accommodation)	n/a	n/a
Copiers	n/a	n/a
Fax Machines	n/a	n/a
Computers		\$26,809.00
Other tangible equipment utilized to serve career center customers (<i>Specify equipment</i>)	n/a	n/a
Subtotal: Equipment Costs		\$26,809.00
Technology to Facilitate Access to the (Career Center NAME) 14th Street Center		
Technology used for planning and outreach activities (<i>Specify technology</i>)	n/a	n/a
Cost of creation/maintenance of the career center that provides direct service access to (Career Center NAME)	n/a	n/a

Subtotal: Technology to Facilitate Access Costs		
Supplies to Support the General Operation of the Career Center (Local Option)		
Supplies, as defined in <u>2 CFR 200.94</u> . <i>Specify Supplies Not Specific to a Co-located Partner (e.g., Printing; Postage, Office Supplies)</i>	All supply costs	\$32,002.29
Subtotal: Supplies to Support the General Operation of the Career Center		\$32,002.29
Common Identifier Costs (Local Option)		
Signage	n/a	n/a
Updating Templates/Materials	n/a	n/a
Subtotal: Common Identifier		
Summary of Total Infrastructure Costs to Be Shared By Partners		
Cost Category	Total Cost	
Subtotal: Rental Costs	\$49,100.28	
Subtotal: Utilities and Maintenance Costs	\$58,872.03	
Subtotal: Equipment Costs	0	
Subtotal: Technology to Facilitate Access Costs	0	
Subtotal: Supplies to Support the General Operation of the Career Center	\$32,002.29	
Subtotal: Common Identifier Costs	0	
Total Infrastructure Costs	\$139,974.60	

III. Cost Allocation Methodology

Partner Contributions – By Allocation Base (Local Workforce Development Board NAME)						
Partner Program	Staff/FTE Cost	Customers Served	Square Footage/Office Space Cost	Internet Connections Cost	Telephone Lines Cost	Total
Adult, Dislocated Worker (DW), and Youth Programs	700,916.05 12 FTE	502	60,480.00	4002.15	6406.88	771,805.08
Job Corps						
YouthBuild	120,991.3 FTE	48	Included in WIOA	Included in WIOA	Included in WIOA	120,991.00
Native American Programs						
Migrant and Seasonal Farmworker						
Wagner-Peyser	266,666.06 FTE	18,801	35,000.00	1945.49	3114.45	345,315.61
Adult Education and Family Literacy			MTC: 2,531.00 CF: 64,733.00			\$2,531.00
State Unemployment Insurance (UI)	40,000.00 FTE	50	2,520.00	166.76	266.95	42,953.71
Trade Adjustment Assistance (TAA)						
Jobs for Veterans State Grants (Vets)	133,924.32	120	20,160.00	667.03	1,057.81	155,819.16
Division of Vocational Rehabilitation						
Division of Blind Services						
Senior Community Service Employment Programs (SCSEP)						
The Strengthening Career and Technical Education for the 21 st Century Act (Perkins V)						
Housing and Urban Development--- Employment and Training Programs						
Community Services Block Grants						

Programs authorized under sec. 212 of the Second Change Act of 2007						
Temporary Assistance for Needy Families (TANF)	290,690.90	270	15,120	336.51	1601.72	

Any cost allocation methodology selected must adhere to the following:

1. Be consistent with the federal laws authorizing each partner's program (including any local administrative cost requirements).
2. Comply with federal cost principles in the Uniform Guidance.
3. Include only costs that are allowable, reasonable, necessary, and allocable to each program partner.
4. Be based on the proportionate use and if benefit is received by each partner.

The types of costs that are allowed are through cash, non-cash and third party in-kind contributions.

Cash Contributions can be identified as payments towards rent, utilities, assistive technology equipment, signage, and even office supplies. It must be those components that support the general operation of the AJC.

Non-Cash Contributions are expenditures acquired by partners on behalf of the AJC, and goods/services such as janitorial services, printing, or even consulting and contracting service can be contributed by a partner program and used by the AJC.

Third-Party In-Kind Contributions are made by a third party and include space, equipment, technology, non-personnel services, or other areas to support the infrastructure costs associated with AJC operations. There are two types of third-party in-kind contributions: 1) General contributions to AJC operations. This type is not made on the behalf of any individual AJC partner. 2) Contributions made specifically on behalf of an AJC partner program.

IV. Partners

Partners funding the costs of infrastructure according to the IFA are the same as identified in the partners section of the MOU (Parties to the MOU).

Local Workforce Development Board: Name, Title, Address, Telephone, Email	
Chief Elected Official(s): List All Chief Elected Officials and Name, Title, Address, Telephone, Email	
CareerSource Citrus Levy Marion, 2703 NE 14th Street, Ocala, FL 34470	
Carl Zafak, 601 SE 25th Avenue, Ocala, FL 34470, 352-438-2300 carl.zafak@marioncountynfl.org Janet Barek, 110 N Azopka Avenue, Room 100, Inverness, FL 34450, 352-341-6560, janet.barek@citrusbocc.com Tim Hodge, 316 School St, Bronson, FL 32621, 352-486-5215, hodge-tim@levycounty.org	
Required WIOA & (Career Center NAME) Partner	Point of Contact Information
Adult, Dislocated Worker (DW), and Youth Programs	Dale French - dfrench@careersourceclm.com
Job Corps	
YouthBuild	Dale French - dfrench@careersourceclm.com
Native American Programs	
Migrant and Seasonal Farmworker	
Wagner-Peyser	Dale French - dfrench@careersourceclm.com
Adult Education and Family Literacy	Denise Grosso - denise.grosso@marion.k12.in.us
State Unemployment Insurance (UI)	Dale French - dfrench@careersourceclm.com
Trade Adjustment Assistance (TAA)	
Jobs for Veterans State Grants (Vets)	Dale French - dfrench@careersourceclm.com
Division of Vocational Rehabilitation	
Division of Blind Services	Daniel O'Connor - daniel.o'connor@dbs.fl DOE.org
Senior Community Service Employment Programs (SCSEP)	
Carl D. Perkins Career and Technical Education Programs	
Housing and Urban Development---	

Employment and Training Programs	Dale French - dfrench@careersourceclm.com
Community Services Block Grants	
Program authorized under sec. 212 of the Second Chance Act of 2007	
Temporary Assistance for Needy Families (TANF)	Dale French - dfrench@careersourceclm.com
Additional Partners Approved by the LWDB and CEO(s)	

V. Term of Agreement

This agreement will remain in effect from July 1, 2026 to June 30, 2028. It shall be reviewed by the parties as necessary or at least once per year as part of the LWDB's Local Plan update.

VI. Signatures

Printed Name	Signature	Date
Representing: WIOA Title I: Adult, Dislocated Worker and Youth Programs		

Printed Name	Signature	Date
Representing: WIOA Title I: Job Corps Programs		

Printed Name	Signature	Date
Representing: WIOA Title I: YouthBuild Program		

Printed Name	Signature	Date
Representing: WIOA Title I: Native American Programs		

Printed Name	Signature	Date
Representing: WIOA Title I: National Farmworker Jobs Program		

Printed Name	Signature	Date
Representing: <u>Carl D. Perkins Career and Technical Education</u>	<u>Program</u>	
Andrea N. Gaskin-Capehart	<u>Andrea Gaskin-Capehart</u>	07/03/2026
Printed Name	Signature	Date
Representing: <u>Pinellas County Urban League and USJP</u>	<u>Program</u>	

***Add a signature line for each additional partner included.**

Infrastructure Funding Agreement Signatory Page

Citrus Levy Marion Regional Workforce Development Board, Inc. D/B/A CareerSource Citrus Levy Marion

(Local Workforce Development Board NAME)

We affirm that the Local Workforce Development Board and the Chief Elected Official of the local area, in partnership, have developed and now submit this Memorandum of Understanding Signature Page and Infrastructure Funding Agreement in compliance with the provisions of the Workforce Innovation and Opportunity Act and instructions issued by the Governor under the authority of the Act.

Submission Date

Workforce Development Board Chair

Chief Elected Official

Arno Proctor

Typed or Printed Name

Carl Zalak

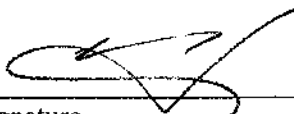
Typed or Printed Name

Board Chair

Typed or Printed Title

Commissioner

Typed or Printed Title



Signature



Signature

7-9-2026

Date

7/14/2024

Date

Exhibit A

In-Kind Donation from the School Board of Marion County

The School Board of Marion County will assist CSCLM in strategic planning and staff development through the donation of use of Brewster Hall located in the main campus of the Marion Technical College for the purpose of two staff training and development meetings and one board of directors meeting annually. The use of this facility constitutes an in-kind contribution of rental fees equating to \$2,531.00.

In-kind support will be given to Career Source for the following, as required above.

Brewster Hall not for profit rates as follows:

\$295.00/3 hrs., \$66.00 each additional hour plus \$46.00 per hour utilities.

Two-day use (8 hrs. per day) of Brewster Hall of staff training and development meeting purposes:

$$\$295.00 + \$330.00 + \$368.00 = \$993.00 \times 2 = \$1,986.00$$

One half-day use of Brewster Hall for Board of Directors annual meeting:

$$\$295.00 + \$66.00 + \$184.00 = \$545.00$$

Grand total: \$2,531.00

NOTE:

Dates to be requested by Dale French at CareerSource ASAP to be put on calendar.

No food or beverage has been requested. Career Source to provide their own.

Attachment 1 - Infrastructure Funding Agreement - Marion County 2026

Final Audit Report

2026-07-03

Created:	2026-07-02
By:	Chanthaly Jackson (cjackson@pcul.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAI7y39yoOI5KBwqUON8T11Epl0ZzfT5-k

"Attachment 1 - Infrastructure Funding Agreement - Marion County 2026" History

-  Document created by Chanthaly Jackson (cjackson@pcul.org)
2026-07-02 - 9:25:59 PM GMT
-  Document emailed to Nikki Gaskin-Capehart (ncapehart@pcul.org) for signature
2026-07-02 - 9:26:07 PM GMT
-  Email viewed by Nikki Gaskin-Capehart (ncapehart@pcul.org)
2026-07-02 - 9:26:30 PM GMT
-  Signer Nikki Gaskin-Capehart (ncapehart@pcul.org) entered name at signing as Andrea Gaskin-Capehart
2026-07-03 - 7:58:40 PM GMT
-  Document e-signed by Andrea Gaskin-Capehart (ncapehart@pcul.org)
Signature Date: 2026-07-03 - 7:58:42 PM GMT - Time Source: server - Signature Appearance Selected: TYPE
-  Agreement completed.
2026-07-03 - 7:58:42 PM GMT



Adobe Acrobat Sign

Attachment 2: PARTNER-SPECIFIC TERMS AND COMMITMENTS

CSCLM and PCUL agree to the following:

This agreement establishes that the duly authorized agent of the recipient agrees to satisfy the requirements of 34 CFR 361.505 and 34 CFR 361.720.

This agreement formalizes the existing partnership between CSCLM and PCUL to provide employment and training services for their mutual customers. CSCLM and PCUL recognize that blended services provided by all required and optional partners contribute to the One-Stop "system," and that neither independently creates the "system." The combination of services provides employment and educational counseling and access to partner programs through direct referral and electronic access points within each office. CSCLM customers are counseled on all aspects of employment and education options available through educational entities and funding assistance provided through Titles I, II, and IV funds under WIOA. Appropriate referrals for intra-agency assistance are made between agencies through established contacts within each department and will be made in writing via email between those contacts. PCUL may refer training program completers and those customers in need of additional financial assistance to CSCLM for assessment and counseling regarding their individual needs.

Both agencies agree to maintain full programmatic accessibility and compliance with all applicable laws to ensure that individuals have equal ability to access available services, as further described in Section 4(G) of the MOU. This access includes full ADA compliance, use of assistive technology, and provision of accommodations that may be necessary for individuals with additional barriers.

A one-stop partner may appeal to the State regarding infrastructure costs using the process described in 34 CFR 463.750. Changes to the one-stop partner's infrastructure cost contributions will result in an updated MOU reflecting the final one-stop partner infrastructure cost contributions.

Both parties acknowledge and agree to the requirements of the Infrastructure Funding Agreement (IFA), as detailed in Section 5 and Attachment 1 of the MOU.

PINELLAS COUNTY URBAN LEAGUE SHALL:

1. Maintain and provide updated PCUL information to customers interested in CSCLM core services.
2. Provide PCUL program eligibility determination services to all customers interested in and possibly eligible for PCUL program services.
3. Accept and process customers referred by CSCLM to determine their eligibility for PCUL services. Referrals and customer-related information may be coordinated and/or forwarded directly or via electronic linkages.
4. Provide PCUL services to program-certified customers.
5. Participate in the development of a common application or pre-application format and/or procedure and a referral process to direct applicants to other One-Stop System agencies/organizations.
6. Ensure a CareerSourceCLM.com email address is the primary email address for all staff located on a full-time or itinerant basis in a CSCLM and/or One-Stop Delivery System office.
7. List job openings through CSCLM. Refer customers demonstrating interest in and possibly eligible for agency/organization program services as appropriate. Ensure all outreach efforts that include a reference to CSCLM receive prior approval from appropriate CSCLM marketing staff.
8. Coordinate customer needs with CSCLM One-Stop System agencies/organizations to reduce or eliminate duplicated services and, whenever possible, to develop the best mix of services.
9. Ensure PCUL staff attend, participate in, and contribute to CSCLM One-Stop System cross-training activities as required.
10. Participate in the development and implementation of other One-Stop procedures, policies, reports, customer surveys, and operational agreements. Ensure employment placement

information generated by PCUL is entered into state and local data collection systems. Actively participate in the development and maintenance of organizational reports that reflect the nature of PCUL's operations. Provide this information to the One-Stop Operator at least quarterly.

11. Support and cooperate with the CSCLM One-Stop Operator and other One-Stop System agencies/organizations to ensure all federal, state, and local laws, regulations, policies and procedures are applied to One-Stop System operations.
12. Ensure staff follow all applicable CSCLM policies as they relate to dress code, facility, operational and computer usage policies.

CAREERSOURCE CITRUS LEVY MARION SHALL:

1. Provide facility space for PCUL staff and volunteers when/where possible.
2. Refer customers that may potentially be eligible for services provided by Pinellas County Urban League.
3. Provide career services to PCUL-enrolled customers to assist in the development and placement of joint customers.
4. Provide the opportunity for PCUL employees to participate in CSCLM-sponsored training and staff development.
5. Assist PCUL staff in attaining performance goals through joint collaboration of services available through the One-Stop system to meet the common employment and training goals of all involved parties.

INFRASTRUCTURE FUNDING AGREEMENT TERMS

All partners within the Citrus Levy Marion One-Stop system operate with lean budgets and have long-standing relationships that have been established to braid and blend funding to maximize the impact of resources available to the citizens of the region. The parties agree upon in-kind contributions that have a positive monetary impact on day-to-day operations and expand the breadth of services available. CSCLM and PCUL agree that infrastructure support for proportionate benefit from the One-Stop system is provided in the following methods:

- A. Provision of employment and training services to universal CSCLM customers.
- B. Provision of CSCLM outreach materials to the general public.
- C. Educational support and counseling to CSCLM-referred and enrolled individuals.
- D. Ongoing partnership for outreach and connection of adult learners to the One-Stop system.
- E. Provision of additional staff support within CSCLM's Career Centers through provision of participating trainees to perform various tasks within the centers, varying from general clerical to customer assistance in the resource area. This in-kind contribution supports the infrastructure of the One-Stop system. The contribution is calculated based on average participation of trainees within the career centers as follows:

Program Contribution Per Participant (One participant=.05 FTE)	2026 Rate	Hours	Weeks Per Year	Sub	7.65% Taxes	Total
Participant 1		20	52			
Participant 2		20	52			
Total NCBA Costs						

The term of this Infrastructure Funding Agreement shall align with the MOU and be reviewed in accordance with Section 7 of the MOU.

**Memorandum of Understanding
for Workforce Development Partners**
By and between CareerSource Citrus Levy Marion
And

Florida Department of Education Division of Vocational Rehabilitation
SA-724

Section 1. Parties

This Memorandum of Understanding ("MOU") is entered into between CareerSource Citrus Levy Marion, ("CSCLM"); and the Division of Vocational Rehabilitation, ("Partner"). CSCLM and the Division of Vocational Rehabilitation are collectively referred to as the "Parties" and individually as a "Party."

Section 2. Purpose

The Workforce Innovation and Opportunity Act of 2014 ("WIOA") Sec. 121(c)(1) requires the local workforce development board, with the agreement of the Chief Local Elected Officials (CLEOs), to develop and enter into a MOU between the local workforce development board and the One-Stop Partners concerning the operation of the one-stop delivery system in a local area.

The purpose of this MOU is to describe the cooperative workforce training and employment efforts of CSCLM and Partner and the actions to be taken by each to establish and maintain an effective and successful one-stop delivery system. The infrastructure funding agreement establishes a financial plan, including terms and conditions, to fund the services and operating costs of the one-stop delivery system.

This MOU establishes how resources will be coordinated, prevents duplication of services, and ensures the effective and efficient delivery of workforce services in the counties represented by CSCLM to enable the Partner to integrate with the one-stop delivery system.

The Parties 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.

Section 3. Partners in the One-Stop Delivery System

Pursuant to 20 CFR 678.400, required one-stop partners are the entities responsible for administering the following programs and activities in the local area:

1. Programs authorized under title I of WIOA, including:
 - a. Adults
 - b. Dislocated workers
 - c. Youth
 - d. Job Corps
 - e. YouthBuild
 - f. Native American programs
 - g. Migrant and seasonal farmworker programs

2. The Wagner-Peyser Act Employment Service program authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), as amended by WIOA title III
3. The Adult Education and Family Literacy Act (AEFLA) program authorized under title II of WIOA
4. The Vocational Rehabilitation (VR) program authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by WIOA title IV (Division of Vocational Rehabilitation)
5. The Vocational Rehabilitation (VR) program authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by WIOA title IV (Division of Blind Services)
6. The Senior Community Service Employment Program (SCSEP) authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.) (Florida Department of Elder Affairs)
7. Career and technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.) (Perkins V)
8. Trade Adjustment Assistance activities authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.)
9. Jobs for Veterans State Grants programs authorized under chapter 41 of title 38, U.S.C.
10. Employment and training activities carried out under the Community Services Block Grant (42 U.S.C. 9901 et seq.)
11. Employment and training activities carried out by the Department of Housing and Urban Development
12. Programs authorized under State unemployment compensation laws (in accordance with applicable Federal law) (Reemployment Services and Eligibility Assessment Program) (RESEA)
13. Programs authorized under sec. 212 of the Second Chance Act of 2007 (34 U.S.C. 10631)
14. Temporary Assistance for Needy Families (TANF) authorized under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) (Florida Department of Children and Families)

Section 4. Provision of Services

- A. One-Stop Services. The following services will be provided through the local one-stop delivery system:
 1. Business Services:
 - a. Make labor exchange activities and labor market information available to local employers.
 - b. Develop relationships and networks with large and small employers and their intermediaries.
 - c. Develop, convene, or implement industry/sector partnerships.

- d. Provide 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.

2. Job Seeker Services:

a. Provide basic career services, including:

1. Determinations of whether the individual is eligible to receive assistance;
2. Outreach, intake, and orientation;
3. Opportunity for individuals to apply for TANF assistance and non-assistance benefits and services;
4. Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive services needs;
5. Labor exchange services, including job search and placement assistance, including career counseling as specified in 20 CFR 678.430(a)(4);
6. Referrals to and coordination of activities with other programs and services, including those within the one-stop delivery system and, when appropriate, other workforce development programs;
7. Workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including:
 - a. Job vacancy listings in labor market areas;
 - b. Information on job skills necessary to obtain the vacant jobs listed; and
 - c. Information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for those jobs;
8. Performance information and program cost information on eligible providers of education, training, and workforce services by program and type of providers;
9. Information about how the local area is performing on local performance accountability measures;
10. Information about the availability of supportive services or assistance and appropriate referrals to such, 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 TANF, and other

supportive services and transportation provided through that program;

11. Information and meaningful assistance to individuals seeking assistance in filing a claim for unemployment compensation; and

12. Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA.

b. Provide individualized career services, including:

1. Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers;

2. Development of an individual employment plan;

3. Group and/or individual counseling;

4. Career planning;

5. Short-term pre-vocational services;

6. Internships and work experiences that are linked to careers;

7. Workforce preparation activities;

8. Financial literacy services;

9. Out-of-area job search assistance and relocation assistance; and

10. English language acquisition and integrated education and training programs.

11. Provide follow-up services, as appropriate, including counseling regarding the workplace, for participants in adult or dislocated worker workforce investment activities who are placed in unsubsidized employment, for up to 12 months after the first day of employment.

12. Provide employment services and related support being provided by the TANF program that qualify as career services.

c. Training Services:

1. Occupational skills training, including training for nontraditional employment;

2. On-the-job training;

3. Incumbent worker training;

4. Programs that combine workplace training with related instruction, which may include cooperative education programs;

5. Training programs operated by the private sector;

- 6. Skills upgrading and retraining;
- 7. Entrepreneurial training;
- 8. Transitional jobs;
- 9. Job readiness training;
- 10. Adult education and literacy activities;
- 11. Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

d. Youth Services:

- 12. 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 or for a recognized postsecondary credential;
 - 13. Alternative secondary school services, or dropout recovery services, as appropriate;
 - 14. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience;
 - 15. Occupational skill training;
 - 16. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
 - 17. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;
 - 18. Supportive services;
 - 19. Adult mentoring;
 - 20. Follow-up services;
 - 21. Comprehensive guidance and counseling;
 - 22. Financial literacy education;
 - 23. Entrepreneurial skills training;
 - 24. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area; and
 - 25. Activities that help youth prepare for and transition to postsecondary education and training.
3. Access to programs and activities carried out by one-stop partners listed in 20 CFR §§ 678.400 through 678.410, including the Employment

Service program authorized under the Wagner-Peyser Act, as amended by WIOA title III (Wagner-Peyser Act Employment Service program).

- B. Access to Services. The Parties will make their program services accessible to job seekers, whether they are physically housed within a career center or provided virtually through the one-stop delivery system by:
1. Exchanging participant's eligibility requirements for their workforce funding streams, identifying their program career services, and designating services and activities that may be appropriate for integration into the one-stop delivery system.
 2. Jointly developing and participating in cross-training of frontline staff to assure an understanding of the activities, support services, and constraints applicable to joint partner workforce funding streams.
 3. Coordinating outreach and recruitment through links on each other's websites.
- C. Coordinating Services. The Parties shall coordinate and deliver program services (including workforce services) as appropriate through the one-stop delivery system by:
1. Seeking opportunities to share resources and reduce duplication of activities to streamline services for customers and improve frontline staff efficiency such as collocating in a comprehensive or affiliate one-stop location site and by establishing direct linkages through technology as provided in 20 CFR 678.305(d).
 2. Working together on enhancing employer engagement to build a demand-driven system, improve business services, and match participants with work-based learning opportunities.
 3. Promoting continuous improvement through the coordination of staff training to provide frontline staff with information and knowledge regarding each other's services.
 4. Participating in the one-stop delivery system consistent with the terms of this MOU and the requirements of federal and state laws authorizing the program or activities and any related grant agreements.
- D. Cross Referral. The Parties will implement policies and procedures that encourage the referral of customers to each other as appropriate by:
1. Reviewing their individual program policies, procedures, and processes to align them to the extent allowed by each program's specific laws and regulations, to better serve customers through cross referral, sequential, or co-enrollment as may best benefit the customer.
 2. Using established methods for follow-up and reporting to each other on the services provided to the customer and the outcomes obtained.
- E. Information Sharing. The Parties agree that the collection, use, and disclosure of participant records, including, but not limited to, customers' personally identifiable information (PII), is subject to various requirements set forth in federal and state privacy laws. Partner acknowledges that the execution of this

MOU, by itself, does not function to satisfy all of these requirements. The Parties agree to comply with the following, as applicable: 29 CFR 38.41, governing the collection and maintenance of equal opportunity data and other information; 20 USC 1232g and 34 CFR Part 99 (the Family Educational Rights and Privacy Act and implementing regulations); 34 CFR 361.38 (Vocational Rehabilitation and Blind Services confidentiality regulations); and 20 CFR Part 603 (regulations governing confidentiality and disclosure of state unemployment compensation information).

- F. Each Party will train its staff in the protection, use, and disclosure requirements governing PII and any other confidential data for all applicable programs.
- G. Accessibility. The Parties will ensure access for workers, youth, and individuals with barriers to employment, including the use of technological tools, in each of the one-stop centers and affiliate locations. The Parties will offer priority for services to recipients of public assistance, other low-income individuals, or individuals who are skills deficient for individualized career services and training services funded with WIOA adult funds. Job seekers and businesses must be able to access all information relevant to them via visits to One-Stop centers as well as through electronic means and direct linkages to workforce partner programs. The Parties will provide reasonable accommodations for individuals with disabilities in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Assistive technology, accessible formats, and language translation services will be made available and used as needed. The local workforce development board will either collocate WIOA youth program staff at One-Stop centers and/or ensure One-Stop centers and staff are trained to serve youth and equipped to advise youth to increase youth access to services and connect youth to the program that best aligns with their needs.

Section 5. Funding of Infrastructure and Operating Costs

Costs of the infrastructure of the One-Stop career centers will be funded in accordance with Attachment 1 – Infrastructure Funding Agreement, incorporated herein by reference. As required by 20 CFR 678.755, the Parties agree that the infrastructure and shared services budget will be periodically reconciled against actual costs incurred and adjusted accordingly to ensure that it reflects a cost allocation methodology that demonstrates how infrastructure costs are charged to each partner in proportion to its use of the one-stop center and relative benefit received, and that complies with 2 CFR part 200.

Section 6. Term

This MOU is effective upon the date of the last required signature, or July 1, 2026, whichever is later, through June 30, 2028 unless the MOU is terminated by either Party in accordance with the terms set forth herein.

Section 7. Modification and Renewal

- A. This MOU will be reviewed, and if substantial changes have occurred, renewed, not less than once every 3-year period to ensure appropriate funding and delivery of services.

- B. The MOU must be updated not less than every 3 years to reflect any changes in the signatory official of CSCLM, one-stop partners, and chief elected officials, or one-stop infrastructure funding.
- C. This MOU may be amended or modified by mutual consent of the Parties, by the issuance of a written amendment executed by the Parties.
- D. The Parties may choose to include, via addendum to this MOU, other provisions that are consistent with WIOA title I, the authorizing statutes and regulations of one-stop partner programs, and the WIOA regulations.

Section 8. Termination

- A. Either Party may terminate this MOU for convenience by giving 30 days' written notice pursuant to Section 9 (Notice).
- B. In the event of termination, the Parties will convene within 60 days to renegotiate a mutually acceptable replacement MOU, if required by law to do so.

Section 9. Notice

- A. All notices required to be given to CSCLM under this MOU shall be sufficient when emailed, hand-delivered, or mailed to CSCLM at its office located at 2703 NE 14th St., Ocala, FL 34470, addressed to the President/CEO.
- B. All notices required to be given to Partner under this MOU shall be sufficient when emailed, hand-delivered, or mailed to Partner at its office located at 325 W. Gaines St., Suite 1144, Tallahassee, FL 32399.

Section 10. Nondiscrimination

The Parties agree to comply with the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); on the basis of disability under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); on the basis of sex under title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); or on the basis of race, color, or national origin under title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.). The Parties agree that no individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any program or activity relating to the operation of the one-stop delivery system because of race, color, religion, sex (except as otherwise permitted under title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.

Section 11. Confidentiality

The Parties agree to abide by all applicable federal, state, and local laws and regulations regarding confidential information, including, but not limited to: 20 CFR part 603, 45 CFR 205.50, 20 USC 1232g and 34 CFR part 99, and 34 CFR 361.38. Each Party will ensure that the collection and use of any information, systems, or records that contain personally identifiable information ("PII") and other confidential/exempt information will be limited to purposes that support the programs and activities described in this MOU and will comply with applicable law. Each Party will ensure that access to software systems and files under its control that contain PII or other personal or confidential information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities described

herein and will comply with applicable law. Each Party expressly agrees to take measures to ensure that no PII or other personal or confidential information is accessible by unauthorized individuals.

To the extent that confidential information needs to be shared amongst the Parties for the Parties' performance of their obligations under this MOU, and to the extent that such sharing is permitted by applicable law, any required data sharing agreements will be created and required confidentiality and ethical certifications will be signed by authorized individuals.

Section 12. Dispute Resolution

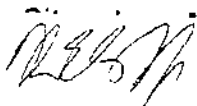
If an issue arises involving this MOU, Parties will make every effort to reach a resolution in a timely and efficient manner. Any party may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing. If not resolved, the issue and the efforts to resolve will be documented and forwarded to the Executive Director of the local workforce development board and the Director of the partner agency. A joint decision will be issued within 60 calendar days of receipt. A partner that is dissatisfied with the decision may file the dispute with the Florida Department of Commerce ("FloridaCommerce") and the Florida Department of Education ("DOE") for resolution. FloridaCommerce and DOE may remand the issue back to the Executive Director of the local area and to the director of the partner agency or impose other remedies to resolve the issue.

Section 13. Signatures

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

The MOU must contain the signatures of the Chief Local Elected Official(s). The MOU must be updated at least once every three years and included in the local board's WIOA Workforce Services' plan.

Approved by:

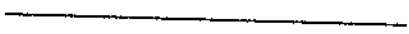
CareerSource Marion
Signature:  Digitally signed by Thomas E. Skinner
Date: 2026.06.26.11:12:28 -04'00'

Thomas E. Skinner, Jr.
Chief Executive Officer
Date: 6/26/2026

Approved by Partner:

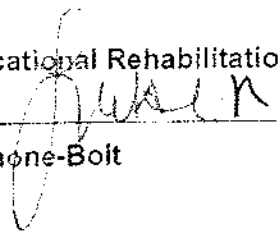
Florida Department of Education

Signature:


Anastasios Kamoutsas Commissioner

Date: _____

Division of Vocational Rehabilitation

Signature: 

Leah Compagnone-Bolt

Director

Date: 6/25/2026

Approved by Chief Local Elected Official:

Signature: 

Commissioner Carl Zalak

Marion County, Florida

Date: 7/14/2026

Infrastructure Funding Agreement Template

Citrus Levy Marion Regional Workforce Development Board, Inc.

I. Purpose

This Infrastructure Funding Agreement (IFA) is entered into by and between the Citrus Levy Marion Regional Workforce Development Board, Inc. and

CareerSource Citrus Levy Marion partners. This IFA provides information on the shared infrastructure cost and/or in-kind arrangements. All partners to this IFA recognize that infrastructure costs are applicable to all required partners, whether they are physically located in the career center or not.

The sharing and allocations of infrastructure costs among CareerSource Citrus Levy Marion partners are governed by the Workforce Innovation and Opportunity Act (WIOA) Sec. 121(b), its implementing regulations and the Federal Cost Principles contained in the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards at 2 CFR part 200 (Uniform Guidance). Infrastructure costs are defined as non-personnel costs that are necessary for the general operation of the American Job Center (AJC), including, but not limited to:

1. Rental of the facilities;
2. Utilities and maintenance;
3. Equipment, including assessment-related products and assistive technology for individuals with disabilities; and,
4. Technology to facilitate access to the AJC, including technology used for the center's planning and outreach activities.

IFAs must include the following elements:

1. The period of time in which the IFA is effective. This may be a different time period than the duration of the MOU.
2. Identification of an infrastructure and shared services budget that will be periodically reconciled against actual costs incurred and adjusted accordingly to ensure that it reflects a cost allocation methodology that demonstrates how infrastructure costs are charged to each partner in proportion to its use of the one-stop center and relative benefit received, and that complies with 2 CFR part 200 (or any corresponding similar regulation or ruling).
3. Identification of all one-stop partners, CEO(s), and LWDB participating in the IFA.
4. Steps the LWDB, CEO(s), and one-stop partners used to reach consensus or an assurance that the local area followed the guidance for the State funding process.
5. Description of the process to be used among partners to resolve issues during the MOU duration period when consensus cannot be reached.

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

II. Infrastructure Budget

The Infrastructure Budget is comprised of the following sections:

1. Total Partner Contribution – By cost category, this section provides total AJC costs by partner programs for each cost category to include: infrastructure costs, additional costs, shared-direct costs and non-shared direct costs
2. Total Operating Costs Budget: this section provides total AJC costs by cost category, cost pool, cost item, and location.

Infrastructure Budget (Career Center NAME/Location): CareerSource CLM/14th Street		
Cost Category	Cost Detail	Cost
Rent	Comprehensive Center	\$49,100.28
Rental of Facilities	n/a	
Subtotal: Rental Costs		\$49,100.28
Utilities and Maintenance		
Electric	Annually	\$42,501.15
Gas	n/a	n/a
Water	included w/electric	n/a
Internet	Annually	\$12,339.96
Telephones	Annually	\$19,754.55
Facility Maintenance	Annual Janitorial	\$16,370.88
Security	Surveillance	\$708.79
Subtotal: Utilities and Maintenance Costs		\$91,675.33
Equipment		
Assessment tools/products	n/a	n/a
Assistive Technology (Access and Accommodation)	n/a	n/a
Copiers	n/a	n/a
Fax Machines	n/a	n/a
Computers		\$26,809.00
Other tangible equipment utilized to serve career center customers (<i>Specify equipment</i>)	n/a	n/a
Subtotal: Equipment Costs		\$26,809.00
Technology to Facilitate Access to the (Career Center NAME) 14th Street Center		
Technology used for planning and outreach activities (<i>Specify technology</i>)	n/a	n/a
Cost of creation/maintenance of the career center that provides direct service access to (Career Center NAME)	n/a	n/a

Subtotal: Technology to Facilitate Access Costs		
Supplies to Support the General Operation of the Career Center (Local Option)		
Supplies, as defined in <u>2 CFR 200.94</u> . <i>Specify Supplies Not Specific to a Co-located Partner (e.g., Printing; Postage; Office Supplies)</i>	All supply costs	\$32,002.29
Subtotal: Supplies to Support the General Operation of the Career Center		\$32,002.29
Common Identifier Costs (Local Option)		
Signage	n/a	n/a
Updating Templates/Materials	n/a	n/a
Subtotal: Common Identifier		0.00
Summary of Total Infrastructure Costs to Be Shared By Partners		
Cost Category		Total Cost
Subtotal: Rental Costs		\$49,100.28
Subtotal: Utilities and Maintenance Costs		\$91,675.33
Subtotal: Equipment Costs		\$26,809.00
Subtotal: Technology to Facilitate Access Costs		0
Subtotal: Supplies to Support the General Operation of the Career Center		\$32,002.29
Subtotal: Common Identifier Costs		0
Total Infrastructure Costs		\$199,586.90

III. Cost Allocation Methodology

Partner Contributions – By Allocation Base (Local Workforce Development Board NAME)						
Partner Program	Staff/FTE Cost	Customers Served	Square Footage/Office Space Cost	Internet Connections Cost	Telephone Lines Cost	Total
Adult, Dislocated Worker (DW), and Youth Programs	700,916.05 12 FTE	502	60,480.00	4002.15	6406.88	771,805.08
Job Corps						
YouthBuild	120,991.3 FTE	48	Included in WIOA	Included in WIOA	Included in WIOA	120,991.00
Native American Programs						
Migrant and Seasonal Farmworker						
Wagner-Peyser	288,688.08 FTE	18,801	35,000.00	1945.49	3114.45	345,315.61
Adult Education and Family Literacy			2,531.00 (in-kind)			\$2,531.00
State Unemployment Insurance (UI)	40,000.00 FTE	50	2,520.00	166.76	266.95	42,953.71
Trade Adjustment Assistance (TAA)						
Jobs for Veterans State Grants (Vets)	133,924.32	120	20,160.00	667.03	1,067.81	155,819.16
Division of Vocational Rehabilitation						
Division of Blind Services						
Senior Community Service Employment Programs (SCSEP)						
The Strengthening Career and Technical Education for the 21 st Century Act (Perkins V)						
Housing and Urban Development--- Employment and Training Programs						
Community Services Block Grants						

Programs authorized under sec. 212 of the Second Change Act of 2007						
Temporary Assistance for Needy Families (TANF)	290,690.90	270	15,120	336.51	1601.72	

Any cost allocation methodology selected must adhere to the following:

1. Be consistent with the federal laws authorizing each partner's program (including any local administrative cost requirements).
2. Comply with federal cost principles in the Uniform Guidance.
3. Include only costs that are allowable, reasonable, necessary, and allocable to each program partner.
4. Be based on the proportionate use and if benefit is received by each partner.

The types of costs that are allowed are through cash, non-cash and third party in-kind contributions.

Cash Contributions can be identified as payments towards rent, utilities, assistive technology equipment, signage, and even office supplies. It must be those components that support the general operation of the AJC.

Non-Cash Contributions are expenditures acquired by partners on behalf of the AJC, and goods/services such as janitorial services, printing, or even consulting and contracting service can be contributed by a partner program and used by the AJC.

Third-Party In-Kind Contributions are made by a third party and include space, equipment, technology, non-personnel services, or other areas to support the infrastructure costs associated with AJC operations. There are two types of third-party in-kind contributions: 1) General contributions to AJC operations. This type is not made on the behalf of any individual AJC partner. 2) Contributions made specifically on behalf of an AJC partner program.

IV. Partners

Partners funding the costs of infrastructure according to the IFA are the same as identified in the partners section of the MOU (Parties to the MOU).

Local Workforce Development Board: Name, Title, Address, Telephone, Email	
Chief Elected Official(s): List All Chief Elected Officials and Name, Title, Address, Telephone, Email	
CareerSource Citrus Levy Marion, 2703 NE 14th Street, Ocala, FL 34470	
Carl Zatak 601 SE 25th Avenue, Ocala, FL 34470, 352-438-2300 carl.zatak@marioncountypfl.org Janet Barek, 110 N Apopka Avenue, Room 106, Inverness, FL 34450, 352-341-6560 janet.barek@citrusbocc.com Tim Hodge, 310 School St, Bronson, FL 32621 352-486-5218, hodge-tm@levycounty.org	
Required WIOA & (Career Center NAME) Partner	Point of Contact Information
Adult, Dislocated Worker (DW), and Youth Programs	Dale French - dfrench@careersourceclm.com
Job Corps	
YouthBuild	Dale French - dfrench@careersourceclm.com
Native American Programs	
Migrant and Seasonal Farmworker	
Wagner-Peyser	Dale French - dfrench@careersourceclm.com
Adult Education and Family Literacy	Denise Grosso - denise.grosso@marion.k12.in.us
State Unemployment Insurance (UI)	Dale French - dfrench@careersourceclm.com
Trade Adjustment Assistance (TAA)	
Jobs for Veterans State Grants (Vets)	Dale French - dfrench@careersourceclm.com
Division of Vocational Rehabilitation	
Division of Blind Services	Daniel O'Connor - daniel.o'connor@dbs.fl DOE.org
Senior Community Service Employment Programs (SCSEP)	
Carl D. Perkins Career and Technical Education Programs	
Housing and Urban Development---	

Employment and Training Programs	Dale French - dfrench@careersourceclm.com
Community Services Block Grants	
Program authorized under sec. 212 of the Second Chance Act of 2007	
Temporary Assistance for Needy Families (TANF)	Dale French - dfrench@careersourceclm.com
Additional Partners Approved by the LWDB and CEO(s)	

V. Term of Agreement

This agreement will remain in effect from July 1, 2026 to June 30, 2028. It shall be reviewed by the parties as necessary or at least once per year as part of the LWDB's Local Plan update.

VI. Signatures

Printed Name	Signature	Date
Representing: WIOA Title I: Adult, Dislocated Worker and Youth Programs		

Printed Name	Signature	Date
Representing: WIOA Title I: Job Corps Programs		

Printed Name	Signature	Date
Representing: WIOA Title I: YouthBuild Program		

Printed Name	Signature	Date
Representing: WIOA Title I: Native American Programs		

Printed Name	Signature	Date
Representing: WIOA Title I: National Farmworker Jobs Program		

Leah Compagnone-Bolt

Printed Name	Signature	Date
Representing: <u>Division of Vocational Rehabilitation</u>	<u>Program</u>	

Printed Name	Signature	Date
Representing: _____	<u>Program</u>	

***Add a signature line for each additional partner included.**

Infrastructure Funding Agreement Signatory Page

Citrus Levy Marion Regional Workforce Development Board, Inc. D/B/A CareerSource Citrus Levy Marion

(Local Workforce Development Board NAME)

We affirm that the Local Workforce Development Board and the Chief Elected Official of the local area, in partnership, have developed and now submit this Memorandum of Understanding Signature Page and Infrastructure Funding Agreement in compliance with the provisions of the Workforce Innovation and Opportunity Act and instructions issued by the Governor under the authority of the Act.

Submission Date

Workforce Development Board Chair

Arno Proctor

Typed or Printed Name

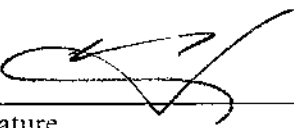
Chief Elected Official

Carl Zalak

Typed or Printed Name

Board Chair

Typed or Printed Title



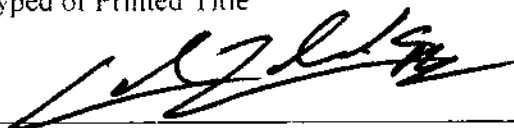
Signature

6-29-2026

Date

Commissioner

Typed or Printed Title



Signature

7/14/2026

Date

Exhibit A

In-Kind Donation from the School Board of Marion County

The School Board of Marion County will assist CSCLM in strategic planning and staff development through the donation of use of Brewster Hall located in the main campus of the Marion Technical College for the purpose of two staff training and development meetings and one board of directors meeting annually. The use of this facility constitutes an in-kind contribution of rental fees equating to \$2,531.00.

In-kind support will be given to Career Source for the following, as required above.

Brewster Hall not for profit rates as follows:

\$295.00/3 hrs., \$66.00 each additional hour plus \$46.00 per hour utilities.

Two-day use (8 hrs. per day) of Brewster Hall of staff training and development meeting purposes:

$$\$295.00 + \$330.00 + \$368.00 = \$993.00 \times 2 = \$1,986.00$$

One half-day use of Brewster Hall for Board of Directors annual meeting:

$$\$295.00 + \$66.00 + \$184.00 = \$545.00$$

Grand total: \$2,531.00

NOTE:

Dates to be requested by Dale French at CareerSource ASAP to be put on calendar.

No food or beverage has been requested. Career Source to provide their own.