



**Interoffice Memo**

October 10, 2019

**AGENDA ITEM**

TO: Mayor Jerry L. Demings  
-AND-  
Board of County Commissioners

THRU: Lonnie C. Bell, Jr., Director *Lonnie C. Bell*  
Community and Family Services Department

FROM: Lavon B. Williams, Esq., AICP, Manager  
Community Action Division

**CONTACT: Atalie Ashley West, Family Services Administrator  
Community Action Division  
(407) 836-7489**

SUBJECT: **Consent Agenda Item – October 22, 2019**  
Infrastructure Funding Agreement with Central Florida Regional  
Workforce Development Board, Inc. D/B/A Career Source Central  
Florida

Pursuant to the Workforce Innovation and Opportunity Act of 2014, as the Community Services Block Grant eligible entity in Orange County, the Community Action Division is a required one-stop customer service center partner of the local workforce development board, Career Source Central Florida. Career Source Central Florida and the Community Action Division are required by the Act to enter into an infrastructure funding agreement wherein both parties agree to collaborate to develop strategies for increased employment, job retention, and increased earnings for residents with the goal of facilitating self-sufficiency and enhancing economic productivity for Orange County residents. The agreement describes how the County, through the Community Action Division, and Career Source Central Florida agree to coordinate and perform their respective responsibilities within the scope of the legislative requirements of the Act.

**ACTION REQUESTED: Approval and execution of Infrastructure Funding Agreement by and between Central Florida Regional Workforce Development Board, Inc. D/B/A Career Source Central Florida and Orange County, Florida regarding the West Orange County American Job Center.**

LBW/aaw:jam

Attachment

c: Randy Singh, Assistant County Administrator  
Cristina Berrios, County Attorney's Office

**INFRASTRUCTURE FUNDING AGREEMENT**  
**BY AND BETWEEN**  
**CENTRAL FLORIDA REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.**  
**D/B/A CAREER SOURCE CENTRAL FLORIDA**  
**AND**  
**ORANGE COUNTY, FLORIDA**  
**REGARDING**  
**THE WEST ORANGE COUNTY AMERICAN JOB CENTER**

**THIS INFRASTRUCTURE FUNDING AGREEMENT (“IFA”)** is entered into by and between **ORANGE COUNTY, FLORIDA** (the “**County**” or the “**Partner**”), a charter county and political subdivision of the State of Florida, located at 201 South Rosalind Avenue, Orlando, Florida 32801, on behalf of its Community Action Division, and **CENTRAL FLORIDA REGIONAL WORKFORCE DEVELOPMENT BOARD, INC. D/B/A CAREER SOURCE CENTRAL FLORIDA** (“**CareerSource**”), a Florida not-for-profit corporation serving as a workforce development board pursuant to chapter 445, Florida Statutes, with a principal address at 390 North Orange Avenue, Suite 700, Orlando, Florida 32801. The County and CareerSource may be referred to herein individually as “**party**” or collectively as “**parties.**”

I. **RECITALS.** *The following recitals are hereby incorporated and therefore serve as a material part of this IFA.*

B. The Federal Government passed the Workforce Innovation and Opportunity Act of 2014 (the “**Act**” or “**WIOA**”) pursuant to which CareerSource manages the American Job Center located at 609 North Powers Drive, Suite 340, Orlando, Florida 32818 (the “**American Job Center**” or “**AJC**”) throughout the Central Florida region.

C. The County is one of several AJC local partners (the “**Local AJC Partners**”) that are required to enter into an MOU with CareerSource pursuant to: (1) their responsibility to administrate employment and training activities as a recipient of the U.S. Department of Health and Human Services’ Community Services Block Grant (“**CSBG**”); (2) 20 CFR § 678.400(b)(9); or (3) some other federal or state requirement.

D. The Act requires that an Infrastructure Funding Agreement (“**IFA**”) be entered into between the parties that describes the reasonable cost allocation methodology that charges each of the Local AJC Partners their share of the AJC’s infrastructure costs based on each Local AJC Partner’s proportionate use of the AJC, relative to the benefits received from the Local AJC Partner’s use of the AJC.

E. The cost allocation methodology agreed to by the Local AJC Partners in this IFA is hereby agreed to by the parties and is consistent with Federal Cost Principles in the Uniform Guidance at 2 CFR part 200 and the Department of Labor exceptions at 2 CFR

part 2900.

F. The purpose of this IFA is to establish a financial plan, including terms and conditions, to fund the services and operating costs of the AJC. The parties agree that joint funding is a necessary foundation for an integrated service delivery system. The goal of the operating budget is to develop a funding mechanism that:

1. Establishes and maintains the local workforce delivery system at a level that meets the needs of the job seekers and businesses in the local area;
2. Reduces duplication and maximizes program impact through the sharing of services, resources, and technologies among CareerSource and the Local AJC Partners (thereby improving each program's effectiveness);
3. Reduces duplication by establishing data sharing as it relates to participant records for outcome information;
4. Reduces overhead costs for any one partner by streamlining and sharing financial, procurement, and facility costs; and
5. Ensures that costs are appropriately shared by determining contributions based on the proportionate use of the AJC and relative benefits received and requiring that all funds are spent solely for allowable purposes in a manner consistent with the applicable authorizing statutes and all other applicable legal requirements, including the Uniform Guidance.

## **II. THE PARTNER'S RESPONSIBILITIES.**

A. The Partner commits to the cross-training of staff, as appropriate, and to the provision of other professional learning opportunities that promote continuous quality improvement.

B. Partners will further promote system integration to the maximum extent feasible through:

1. Effective communication, information sharing, and collaboration with the One-Stop operator;
2. Joint planning, policy development, and system design processes;
3. Commitment to the joint goals, strategies, and performance measures;
4. The use of common and/or linked data management systems and data

- sharing methods, as appropriate;
5. Leveraging of resources including other public agency and non-profit organization services;
  6. Participation in a continuous improvement process designed to boost outcomes and increase customer satisfaction; and
  7. Participation in scheduled Partner meetings to exchange information in support of the above and encourage program and staff integration.

**III. ONE-STOP OPERATING BUDGET.**

A. The purpose of this section is to establish a financial plan, including terms, and conditions, to fund the services and operating costs of the AJC. CareerSource based the budget on all cost associated with operating the AJC.

B. The parties consider this AJC operating budget as the master budget necessary to maintain the AJC’s high standards. It includes the following cost categories, as required by WIOA and its implementing regulations:

1. Infrastructure costs);
2. Career services; and
3. Shared services.

C. All costs included in the IFA are allocated according to the County’s use and relative benefits received proportionally to the use of the AJC by the other Local AJC Partners. These costs will be reconciled on a quarterly basis. The AJC operating budget is transparent and negotiated between the parties on an equitable basis to ensure costs are shared appropriately. The parties negotiated in good faith and continue to seek the establishment of outcomes that are reasonable and fair.

D. Below is the overall estimated annual operating budget for the AJC:

<b>CareerSource-West Orange County AJC IFA Budget PY 19-20 (AJC Operating Budget)</b>	<b>Revised 3-6-19</b>
<b>Description</b>	<b>Estimated IFA Budget</b>
<b>INFRASTRUCTURE COSTS</b>	
Office Rent / Lease	\$247,533.00
Utilities	\$19,589.00
Repairs & Maintenance	\$3,598.00
Janitorial Services	31,404.00

Furniture/Equipment associated with furniture	-
Copy machine usage / maintenance	\$9,144.00
IT Wide Area Network	\$8,434.00
Indirect Program (IT, telephones, etc.)	\$35,312.00
<b>TOTAL INFRASTRUCTURE COSTS</b>	<b>\$355,016.00</b>
<b>ADDITIONAL COSTS</b>	
Career Services - Resource Room (4)	\$196,152.00
<b>SHARED SERVICES</b>	
Security	\$39,000.00
One Stop Operator	\$65,000.00
<b>TOTAL ADDITIONAL AND SHARED SERVICES COSTS</b>	<b>\$104,000.00</b>
<b>TOTAL INFRASTRUCTURE COSTS</b>	<b>\$355,016.00</b>
<b>TOTAL ADDITIONAL COSTS</b>	<b>\$196,152.00</b>
<b>TOTAL SHARED SERVICES</b>	<b>\$104,000.00</b>
<b>TOTAL ONE-STOP OPERATING BUDGET</b>	<b>\$655,168.00</b>
<b>FTEs Supporting the AJC (as of 6-5-19)</b>	<b>33.305</b>
<b>Cost Per FTE = \$655,168.00/33.305 FTEs (as of 6-5-19)</b>	<b>\$19,672.00</b>
<b>Direct Linkage = 0.2 x Cost Per FTE (as of 6-5-19)</b>	<b>\$3,934</b>

#### **IV. COST ALLOCATION METHODOLOGY.**

A. All Local AJC Partners have agreed to provide access to their programs in the AJC and to contribute to its infrastructure costs. The Local AJC Partners will have staff co-located in the Center (on a full or part-time basis) or will provide access via direct linkage as outlined in **Attachment "A"** (Partner On-site Representation Schedule) and will fund operating costs based on a percentage of the partner's annual FTE. All costs are included in the IFA, allocated according to each Local AJC Partner's proportionate use and relative benefits received, and will be reconciled on a quarterly basis.

B. Local AJC Partners who have elected not to have staff co-located in the AJC will utilize a "direct linkage" that will allow customers to connect with such Local AJC Partner's program staff to access services. Cross-trained front-desk and other physically co-located staff may be available to assist in providing information and referrals to the direct-linkage partners. Partners utilizing direct linkage must contribute to the infrastructure cost equivalent to a minimum of 0.2 FTE or 8 hours per week (1 FTE is equivalent to 40 hours/week).

C. CareerSource selected the above cost allocation basis to determine overall Local AJC Partner contributions. This was done in an effort:

1. To remedy the imbalance of non-physically represented Local AJC Partners, and
2. To comply with the requirement of the Local AJC Partners' contributions having to be in proportion to each Local AJC Partner's use of the AJC and relative benefits received.

D. As outlined in the MOU that is to be executed contemporaneously with this IFA, the costs of the infrastructure of AJC will be funded in accordance with the requirements of the Act; federal cost principles; and all other applicable legal requirements.

V. **COUNTY CONTRIBUTION.** *The County's contribution is based on the costs associated with the operation of the AJC.*

A. Below is the County's contribution cost determination:

Estimated Cost per FTE	<u>Estimated Infrastructure Costs</u> Total Partner FTE $\$655,168.00/33.305 = \$19,672$
<b>Orange County, Florida</b> <i>(Local AJC Partners who elected to have their representatives in the One Stop on a FT or PT basis to serve customers.)</i>	<b>0.2 FTE x Estimated Cost per FTE</b> <b>0.2 x \$19,672 = \$3,934.00</b> <b>(1 FTE represents 40 hours/week commitment)</b>
<b>Partner Direct Linkage Contribution</b> <i>(Local AJC Partners who elect not to have their representatives in the One Stop but offer a technology option to serve customers.)</i>	Minimum of 0.2 FTE or 8 hours/week  0.2 FTE x \$19,672 = \$3,934 <b>(0.2 FTE represents 8 hours/week commitment)</b>

VI. **FUNDING TYPES AND SOURCES.**

The permissible types of funds used for infrastructure costs and additional costs of operating the AJC (i.e. partner's program or administrative funds) may differ depending upon the partners program's authorizing law and implementing regulations. The funds that may be used also differ based on whether the amount that must be contributed by a partner for infrastructure costs is determined under the Local Funding Model or the State Funding Model. (Copy of the TEGL 17-16: Infrastructure Funding of the One-Stop Delivery System can be found at: [https://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=4968](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=4968).)

1. **Funding Types.** Funding for infrastructure costs and additional costs may be in the form of:

- a. Cash, non-cash, and third-party in-kind contributions (see chart below);
- b. Funding from philanthropic organizations or other private entities; or
- c. Other alternative financing options (described in WIOA sec. 121(c)(2)(A)(ii) and 20 CFR 678.715, 34 CFR 361.715, and 34 CFR 463.715.
- d. Note: Some programs administered by Local AJC Partners may have statutory or regulatory prohibitions against using certain types of contributions or on how those programs may treat these contributions for fiscal accountability purposes under the requirements of such programs.

**Funding Types**

**Cash**  
Cash funds provided to the Local WDB or its designee by one-stop Partners, either directly or by an interagency transfer, or by a third party.

**Non-Cash**

- Expenditures incurred by one-stop Partners on behalf of the one-stop center; and
- Non-cash contributions or goods or services contributed by a Partner program and used by the One-Stop center.

The value of non-cash and third-party in-kind contributions must be fairly evaluated in accordance with the Uniform Guidance at 2 CFR 200.306.

**Third-party In-kind Contributions**  
Contributions of space, equipment, technology, non-personnel services, or other like items to support the infrastructure costs associated with one-stop operations, by a non-one-stop Partner to:

- Support the One-Stop Center in general; or
- Support the proportionate share of One-Stop infrastructure costs of a specific partner.

[20 CFR 678.720; 20 CFR 678.760; 34 CFR 361.720; 34 CFR 361.760; 34 CFR 463.720; and 34 CFR 463.760]

2. **Funding Sources.** The source of funds that may be used to pay for infrastructure costs depends on the requirements regarding use of funds under the law authorizing the partner program that is contributing the funding. The infrastructure funding may be from funds classified as administrative, program, or both, depending on a particular Local AJC

Partner's program's requirements.

## **VII. COST RECONCILIATION.**

A. The parties agree that a bi-annual reconciliation of budgeted and actual costs and update of the allocation bases will be provided for the review.

B. CareerSource will submit invoices and a copy of the updated budget to the County. The County will communicate any disputes with costs in the invoice or the budget to CareerSource in writing. CareerSource will review the disputed cost items and respond accordingly to the County. When necessary, CareerSource will revise the invoice and the adjusted budget upon resolution of the dispute.

C. AJC infrastructure costs are defined as non-personnel costs that are necessary for the general operation of the AJC, including, but not limited to: Rental of the facilities; Utilities and maintenance; Equipment, including assessment-related products and assistive technology for individuals with disabilities; and, Technology to facilitate access to the AJC, including technology used for the AJC's planning and outreach activities. This may also include the costs associated with the development and use of the common identifier (i.e., American Job Center signage) and supplies, as defined in Uniform Guidance at 2 CFR 200.94, to support the general operation of the One-Stop center (WIOA sec.121 (h)(4) and 20 CFR 678.700(a), and 34 CFR 446.700(a)).

D. Non-personnel costs are costs that are not compensation for personnel costs. For example, technology-related services performed by vendors or contractors are non-personnel costs and may be identified as infrastructure costs if they are necessary for the general operation of the AJC. Such costs would include service contracts with vendors or contractors, equipment, and supplies.

E. Personnel services include salaries, wages, and fringe benefits of the employees of partner programs or their subrecipients, as described in 2 CFR parts 200.430-200.431. For example, allocable salary and fringe costs of partner program staff who work on information technology systems (e.g., common performance and reporting outcomes) for use by the AJC as a whole would be personnel costs. The costs of a shared welcome desk or greeter directing employers and customers to the services or staff that are available in that AJC are personnel expenses. These costs, therefore, could not be included in infrastructure costs but are included in "additional costs."

F. The parties recognize that infrastructure costs are applicable to all Local AJC Partners, whether they are physically located in the AJC or not. Each Local AJC Partner's contributions to these costs, however, may vary, as these contributions are based on the proportionate use and relative benefit received, consistent with the authorizing laws and regulations of any particular Local AJC Partner's programs and the Uniform Guidance.

## **VIII. METHODS OF INTERNAL REFERRAL.**



A. Internal cross-referral procedures will be developed and reassessed based upon availability of funding, services, and program need, to ensure that high quality and convenient services are available to potentially eligible customers of the AJC.

B. The primary principle of the referral system is to provide integrated and seamless delivery of services to workers, job seekers, and employers. To facilitate such a system, the County has agreed to:

1. Familiarize itself with the basic eligibility and participation requirements, as well as with the available services and benefits offered, for each of CareerSource and the Local AJC Partners' programs;
2. Develop materials summarizing its program requirements and making them available for CareerSource, the Local AJC Partners, and the AJC's customers;
3. Provide a paragraph regarding a description of services with website link to the County's relevant programs to be placed on the CareerSource website for ease and consistency of referrals;
4. Develop and utilize common intake, eligibility determination, assessment, and registration forms;
5. Provide substantive referrals to customers who are eligible for supplemental and complementary services and benefits under partner programs;
6. Regularly evaluate ways to improve the referral process, including the use of customer satisfaction surveys;
7. Commit to robust and ongoing communication required for an effective referral process; and
8. Commit to actively follow up on the results of referrals and assuring that Partner resources are being leveraged at an optimal level.

#### **IX. DATA SHARING.**

A. CareerSource will provide employment services to individuals participating in the partner programs and aggregated information to assist the partner in its evaluation of the effectiveness of programs as it relates to the employment of students who have participated in partner programs. The partner will utilize this information for tracking Return on Investment ("ROI"). All data received will remain confidential and CareerSource will only allow those employees who have a legitimate need to access the information with access to the personally identifiable information provided by the partner.

- B. The parties agree that the use of high-quality, integrated data is essential to inform decisions made by policymakers, employers, and job seekers. Additionally, it is vital to develop and maintain an integrated case management system, as appropriate, that informs customer service throughout customers' interaction with the integrated system and allows information collected from customers at intake to be captured once.
- C. The parties further agree that the collection, use, and disclosure of customers' personally identifiable information ("PII") is subject to various requirements set forth in Federal and State privacy laws. The parties acknowledge that the execution of this IFA, or the MOU to be contemporaneously executed with this IFA, do not function to satisfy all requirements.
- D. All data, including customer PII, collected, used, and disclosed by the parties will be subject to the following:
1. AJC Customer PII will be properly secured in accordance with CareerSource's policies and procedures regarding the safeguarding of PII.
  2. The collection, use, and disclosure of customer education records, and the PII contained therein, as defined under FERPA, shall comply with FERPA and applicable state privacy laws.
  3. All confidential data contained in Uninsurance Wage ("UI") Records must be protected in accordance with the requirements set forth in 20 CFR part 603.
  4. All personal information contained in Vocational Rehabilitation ("VR") Records must be protected in accordance with the requirements set forth in 34 CFR 361.38.
  5. Where required, AJC Customer data may be shared with other Local AJC Partners, for those Local AJC Partners' AJC purposes only after the informed written consent of such AJC Customer has been obtained.
  6. AJC Customer data will be kept confidential and in a manner that is consistent with Federal and State privacy laws and regulations.
  7. All data exchange activity will be conducted in machine readable format, such as HTML or PDF, for example, and in compliance with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794 (d)).
- E. All County staff will be trained in the protection, use, and disclosure requirements governing PII and any other confidential data for all applicable programs, including

FERPA-protected education records, confidential information in UI records, and personal information in VR records.

**X. TERM.**

This IFA is effective **July 1, 2019 through June 30, 2020** and may be reviewed and renewed annually for successive one (1) year terms. This IFA may be terminated for convenience at any time by either party's provision to the other party of a sixty (60) calendar day written notice. Such notice period shall begin upon receipt of the notice of termination by the non-terminating party.

**XI. AMENDMENTS AND MODIFICATIONS.**

No amendment or modification of this IFA shall be binding upon any party to this IFA unless reduced to writing and signed by a duly authorized representative of each party to this IFA.

**XII. MERGER.**

This IFA and the MOU to be contemporaneously executed with this IFA, together constitute and express the entire and integrated understanding and agreement between the parties to this IFA, superseding, incorporating, and merging all prior understandings, agreements, and discussions relating to the transactions contemplated hereby, and no agreements, understandings, prior negotiations, prior discussions, warranties, representations, or covenants not expressed in this IFA shall be binding upon the parties.

**XXII. INDEMNIFICATION.**

To the fullest extent permitted by law, CareerSource shall defend, indemnify, and hold harmless the County, its officials, agents, and employees from and against any and all claims, suits, judgments, demands, liabilities, damages, cost, and expenses (including attorneys' fees) of any kind or nature whatsoever arising directly or indirectly out of or caused in whole or in part by any act or omission of CareerSource or its subcontractors (if any), anyone directly or indirectly employed by them, or anyone for whose acts any of them may be liable. Nothing contained herein shall constitute as waiver by the County of sovereign immunity or the provisions of Section 768.28, Florida Statutes. It is agreed by the parties that specific consideration has been paid under this IFA for this provision.

**XXIII. INDEPENDENT CONTRACTOR.**

The parties agree that the relationship between the County and CareerSource established by this IFA is that of independent contractors. Nothing in this IFA shall be construed to create any agency or employment relationship between the County, or any of its employees, and CareerSource, or any of its employees. Unless explicitly stated in this IFA, neither party shall have any right, power, or authority to assume, create, or incur

any expense, liability or obligation, express or implied, on behalf of the other.

**XIII. THIRD PARTY BENEFICIARY.**

Nothing in this IFA, express or implied, is intended to, or shall confer, upon any person, other than the parties and their respective successors and permitted assigns, any legal or equitable right, benefit, or remedy of any nature under or by reason of this IFA.

**XIV. CUSTOMER GRIEVANCES.**

The accountability and responsibility for the One-Stop career center system's organizational activity and accomplishments will rest with CareerSource. Pursuant to the Act, CareerSource shall conduct oversight with respect to the One-Stop delivery system. Customers of the One-Stop delivery system shall be provided an opportunity to file any grievances with the center in question, or the partners located at such center, with CareerSource.

**XV. DISPUTE RESOLUTION.**

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

B. If not resolved, the issue and the efforts to resolve will be documented and provided to the parties pursuant to the "Notices" provision of this IFA. A joint decision shall be issued within sixty (60) calendar days of receipt.

C. If dissatisfied with the decision, the dispute may be filed with the State of Florida Department of Economic Opportunity (DEO) and the Commissioner of the Department of Education (DOE) to review concerns and determine resolution. DEO and DOE may remand the issue back to the parties pursuant to the "Notices" provision of this IFA, or impose other remedies to resolve the issue.

**XXIV. SEVERABILITY.**

The provisions of this IFA are declared by the parties to be severable. However, the material provisions of this IFA are dependent upon one another, and such interdependence is a material inducement for the parties to enter into this IFA. Therefore, should any material term, provision, covenant, or condition of this IFA be held invalid or unenforceable by a court of competent jurisdiction, the party protected or benefited by such term, provision, covenant, or condition may demand that the parties negotiate such reasonable alternate contract language or provisions as may be necessary either to restore the protected or benefited party to its previous position or otherwise mitigate the loss of protection or benefit resulting from holding.

**XXV. DRUG AND ALCOHOL-FREE WORKPLACE.**

The parties certify that they will comply with the Drug-Free Workplace Act of 1988, 41 U.S.C 702 et seq., and 2 CFR part 182 which require that all organizations receiving grants from any Federal agency maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for suspension or debarment under 2 CFR part 180, as adopted by the U.S. Department of Education at 2 CFR 3485, and the U.S. Department of Labor regulations at 29 CFR part 94.

**XXVI. CERTIFICATION REGARDING LOBBYING.**

The parties shall comply with the Byrd Anti-Lobbying Amendment (31 U.S.C. Section 1352), 29 C.F.R. Part 93, and 34 CFR part 82, as well as the requirements in the Uniform Guidance at 2 CFR 200.450. The Parties shall not lobby federal entities using federal funds and will disclose lobbying activities as required by law and regulations.

**XXVII. DEBARMENT AND SUSPENSION.**

The parties shall comply with the debarment and suspension requirements (E.O.12549 and 12689) and 2 CFR part 180 and as adopted by the U.S. Department of Labor at 29 CFR part 2998 and by the U.S. Department of Education at 2 CFR 3485.

**XXVIII. NOTICES.**

Any notice required or permitted in this IFA shall be delivered by hand delivery, express courier, or certified mail, return receipt requested, and shall be effective upon receipt of the same. Notices shall be delivered to each of the parties at the following addresses, or at such other addresses as specified by written notice in compliance with the terms of this provision.

**As to the County:** Orange County, Florida  
Attn: Manager, Community Action Division  
2100 East Michigan Street  
Orlando, Florida 32806

**Copy to:** Orange County Administration  
Attn: Deputy County Administrator,  
Administration and Fiscal Services  
201 S. Rosalind Avenue, 5th Floor  
Orlando, FL 32802

**Copy to:** Orange County, Florida  
Attn: Manager, Procurement Division  
P.O. Box 1393

Orlando, Florida 32802-1393

**As to CareerSource:** Career Source Central Florida  
Attn: President & CEO  
390 N. Orange Avenue  
Suite 700  
Orlando, FL 32801

**Copy to:** Career Source Central Florida  
Attn: Chief Operating Officer  
390 N. Orange Avenue  
Suite 700  
Orlando, FL 32801

**XXIX. Authority of Signatory.**

Each signatory below represents and warrants that he or she has full power and is duly authorized by their respective party to enter into and perform this IFA. Such signatory also represents that he or she has fully reviewed and understands the above conditions and intends to fully abide by the conditions and terms of this IFA as stated.

**[ SIGNATURES ON FOLLOWING PAGE. ]**

IN WITNESS WHEREOF, the parties hereto have signed and executed this IFA on the dates indicated below.



**ORANGE COUNTY, FLORIDA**

By: Orange County Board of County Commissioners

By: Bryon W. Brooks

*for* Jerry L. Demings  
Orange County Mayor

Date: 22 Oct 19

**ATTEST:** Phil Diamond, CPA, County Comptroller  
As Clerk of the Board of County Commissioners

By: Jennifer Kimeth  
*for* Deputy Clerk

**CENTRAL FLORIDA REGIONAL WORKFORCE  
DEVELOPMENT BOARD, INC. D/B/A  
CAREERSOURCE CENTRAL FLORIDA**

By: Famela Nabors

Printed Name: Famela Nabors

Official Title: President/CEO

Date: 9-26-19

## ATTACHMENT A

Required Program Partners	Governance	Local Grantee	# of Staff	Total weekly Staff Hours	Total # of FTEs	% of Total FTEs	Partner Contribution
Adult, Dislocated Workers, Youth Formula Grants	DOL	CSP	10	400	10	30.03%	\$ 196,718
Youthbuild	DOL	CSP	1	40	1	3.00%	\$ 19,672
Wagner Peyser		CSP	6	240	6	18.02%	\$ 118,031
Senior Community Employment Service Program	DOL	AARP	2	25	0.63	1.89%	\$ 12,393
TAA Program Trade Adjustment Act	DOL		1	40	1	3.00%	\$ 19,672
RESEA	DOL	CSP	1	40	1	3.00%	\$ 19,672
Veteran Program DVOP	DOL	CSP	3	120	3	9.01%	\$ 59,015
Adult Education GED, Career Tech (Orange)	DOE	PCSB	1	2	0.05	0.15%	\$ 984
Migrant Seasonal Farm Worker Program	DOE	OCPS	1	1	0.025	0.08%	\$ 492
Vocational Rehabilitation	DOE	VR	1	8	0.2	0.60%	\$ 3,934
Division of Blind Services	DOE	Florida Division of	1	8	0.2	0.60%	\$ 3,934
Welfare Transition	HHS/TANF	CSP	8	320	8	24.02%	\$ 157,374
SNAP Employment & Training	HHS	CSP	2	80	2	6.01%	\$ 39,344
CSBG (Orange County)	HHS		1	2	0.2	0.60%	\$ 3,934
<b>Total</b>			<b>39</b>	<b>1,326</b>	<b>33.305</b>	<b>100%</b>	<b>\$ 655,168</b>

40 Hrs Per Week  
AS OF 6-5-19

**ESTIMATED INFRASTRUCTURE COST**

Cost Per FTE \$ 19,672 **ESTIMATED COST PER FTE**  
 Cost for .2 FTE \$ 3,934 **ESTIMATED COST DIRECT LINKAGE**