



# Executive Committee

## MEETING AGENDA

### *Meeting Details*

**Date:** Friday, August 16, 2024

**Time:** 8:00 am

**Location:** Administrative Office  
584 NW University Blvd.  
Suite 100  
Port St. Lucie, FL 34986

### *MS Teams Virtual Meeting Access:*

**Access Code:** 903 185 348#

**Phone:** 772-800-5467

**URL:** [Join the meeting now](#)

### *Opening Remarks*

1. Welcome & Attendance

### *Voting Items*

2. Review and Approve May and June Financial Reports - PY 2023-2024
3. Review and Approve Designee for Timothy Moore, President, Indian River State College
4. Review and Approve Individual Training Account (ITA) Waiver Request - PY 2024-2025

### *Information/Discussion*

5. LWDB 20 Final Budget - PY2024-2025
6. CareerSource Research Coast Administrative Plan - Draft
7. WIOA Four-Year Plan Development - Planning Sessions
8. CareerSource Research Coast - Employee Handbook
9. Updates:
  - Workforce Professional Development Summit - September 8-11, 2024
  - Board Member Orientation/Refresher
  - Regional Planning Area (RPA)
  - CareerSource Research Coast Reorganization - PY 2024-2025
10. Adjournment - Next Executive Meeting September 13, 2024

## AGENDA ITEM SUMMARY

<b>Title</b>	Review and Approve Financial Reports
<b>Strategic Plans/Goals</b>	Optimal Use of Resources
<b>Policy/Plan/Law</b>	Workforce Innovation and Opportunity Act (WIOA)/Role of LWDB's
<b>Action Requested</b>	Review and Approve May and June Financial Reports - PY 2023-2024
<b>Background</b>	The Board approved the budget for PY 2024-2025. The Executive Committee regularly reviews budgets, all amendments to the budget, and monthly expenditures.
<b>Staff Recommendations</b>	Review and Approve May and June Financial Reports
<b>Supporting Material</b>	Monthly Financial Reports, Statement of Financial Position
<b>Board Staff</b>	Lisa Delligatti Chief Financial Officer <a href="mailto:ldelligatti@careersourcerc.com">ldelligatti@careersourcerc.com</a> (866) 482-4473 ext. 430

LWDB 20  
Summary of Funding and Expenditures  
as of May 31, 2024

PY 23-24 TOTAL AVAILABLE FUNDING	INDIRECT	10 ADULT	12 DW	11 YOUTH	20 WP	22 SNAP	24 LVER	25 DVOP	271 RESEA	40 WTP	470 Apprent Navigator
PY 23-24 Allocations		\$ 1,020,696	\$ 768,878	\$ 890,940	\$ 812,239	\$ 277,746	\$ 126,167	\$ 166,108	\$ 398,384	\$ 844,327	\$ 62,499
PY 23-24 Supplemental		\$ -	\$ 164,384	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrestricted Funds Earned this year		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additional Funds		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retained by DEO for Merit Salaries		\$ -	\$ -	\$ -	\$ (354,062)	\$ -	\$ (78,699)	\$ (91,213)	\$ -	\$ -	\$ -
Carryforward to PY 24-25		\$ -	\$ (919,443)	\$ (482,276)	\$ (114,544)	\$ (82,541)	\$ (37,396)	\$ (58,704)	\$ (51,322)	\$ (257,000)	\$ -
Carryforward from PY 22-23		\$ 286,364	\$ 869,768	\$ 568,110	\$ 81,565	\$ 57,470	\$ 20,463	\$ 24,529	\$ 134,912	\$ 124,448	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 1,307,060</b>	<b>\$ 883,587</b>	<b>\$ 976,774</b>	<b>\$ 425,197</b>	<b>\$ 252,675</b>	<b>\$ 30,535</b>	<b>\$ 40,720</b>	<b>\$ 481,974</b>	<b>\$ 711,775</b>	<b>\$ 62,499</b>
<b>FUNDING DRAWN DOWN YTD</b>											
FUNDING DRAWN DOWN YTD	INDIRECT	10 ADULT	12 DW	11 YOUTH	20 WP	22 SNAP	24 LVER	25 DVOP	271 RESEA	40 WTP	470 Apprent Navigator
PY 23-24 Allocations		\$ 802,000	\$ 121,600	\$ 154,201	\$ 322,977	\$ 172,873	\$ 19,984	\$ 12,918	\$ 278,300	\$ 521,163	\$ 62,499
PY 23-24 Supplemental		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrestricted Funds Earned this year		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additional Funds		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retained by DEO for Merit Salaries		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward to PY 24-25		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward from PY 22-23		\$ 286,364	\$ 869,768	\$ 568,110	\$ 81,565	\$ 54,168	\$ 20,463	\$ 24,529	\$ 134,912	\$ 124,448	\$ -
<b>TOTAL</b>		<b>\$ 1,088,364</b>	<b>\$ 991,368</b>	<b>\$ 722,311</b>	<b>\$ 404,542</b>	<b>\$ 227,041</b>	<b>\$ 40,447</b>	<b>\$ 37,447</b>	<b>\$ 413,212</b>	<b>\$ 645,611</b>	<b>\$ 62,499</b>
<b>% of Total Budgeted Funding Received</b>		<b>83.27%</b>	<b>112.20%</b>	<b>73.95%</b>	<b>95.14%</b>	<b>89.85%</b>	<b>132.46%</b>	<b>91.96%</b>	<b>85.73%</b>	<b>90.70%</b>	<b>0.00%</b>
<b>EXPENDITURES</b>											
Administrative	\$ -	\$ 114,449	\$ 120,617	\$ 16,283	\$ 95,744	\$ 30,045	\$ 4,072	\$ 3,431	\$ 56,234	\$ 91,611	\$ 8,494
Salaries and Benefits	\$ 418,990	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General and Administrative	\$ 198,760	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Allocated Indirect Costs	\$ (617,751)	\$ 289,236	\$ 31,307	\$ 16,283	\$ 10,294	\$ 30,045	\$ 4,072	\$ 3,431	\$ 56,234	\$ 91,611	\$ 8,467
Reclassification	\$ -	\$ (174,787)	\$ 89,310	\$ -	\$ 85,450	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Program Training	\$ (0)	\$ 963,727	\$ 847,223	\$ 804,854	\$ 305,209	\$ 196,108	\$ 37,090	\$ 33,629	\$ 362,227	\$ 592,063	\$ 54,005
WIOA Youth Contracts	\$ -	\$ -	\$ -	\$ 670,467	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salaries and Benefits	\$ 234,703	\$ 908,307	\$ 104,021	\$ 19,404	\$ 22,988	\$ 117,061	\$ 5,703	\$ 5,686	\$ 242,295	\$ 362,105	\$ 41,545
Contract Labor	\$ -	\$ 24,871	\$ 11,284	\$ -	\$ 63	\$ 25,737	\$ 27	\$ 19	\$ 24,652	\$ 36,891	\$ 421
Internship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Incentives/Stipends	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,325
Support Services Non-ITA	\$ -	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,171
Support Services ITA	\$ -	\$ 6,143	\$ 335	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 251	\$ -
Training-ITA/OST/TAA	\$ -	\$ 241,768	\$ 29,926	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75	\$ -
Training-OJT	\$ -	\$ 221,370	\$ 7,558	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-Cust./Employed Worker	\$ -	\$ 17,097	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WEX/ Internships/ Participant Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ 1,283	\$ 7,839	\$ 956	\$ 762	\$ 1,989	\$ 1,274	\$ 5,785	\$ 2,496	\$ 1,934	\$ 3,872	\$ 557
One Stop Shared Costs	\$ -	\$ 129,706	\$ 15,394	\$ 1,044	\$ 38,552	\$ 21,158	\$ 20,086	\$ 20,380	\$ 43,758	\$ 58,857	\$ 6,259
Other Operating Expenses	\$ 48,326	\$ 127,243	\$ 14,302	\$ 105,683	\$ 32,348	\$ 17,050	\$ 3,615	\$ 3,468	\$ 23,707	\$ 82,353	\$ 1,112
Allocated Program Indirect	\$ (284,312)	\$ 133,117	\$ 14,409	\$ 7,494	\$ 4,738	\$ 13,828	\$ 1,874	\$ 1,579	\$ 25,881	\$ 42,163	\$ 3,897
Reclassification	\$ -	\$ (853,783)	\$ 649,039	\$ -	\$ 204,530	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 214
<b>Total Expenditures</b>	<b>\$ 0</b>	<b>\$ 1,078,176</b>	<b>\$ 967,840</b>	<b>\$ 821,138</b>	<b>\$ 400,953</b>	<b>\$ 226,153</b>	<b>\$ 41,163</b>	<b>\$ 37,060</b>	<b>\$ 418,461</b>	<b>\$ 683,674</b>	<b>\$ 62,499</b>
<b>Funding Over/(under) expenditures</b>	<b>\$ 0</b>	<b>\$ 10,188</b>	<b>\$ 23,528</b>	<b>\$ (98,827)</b>	<b>\$ 3,589</b>	<b>\$ 888</b>	<b>\$ (716)</b>	<b>\$ 388</b>	<b>\$ (5,249)</b>	<b>\$ (38,063)</b>	<b>\$ -</b>
<b>YTD % of Budgeted Funds Expended</b>		<b>82.49%</b>	<b>109.54%</b>	<b>84.07%</b>	<b>94.30%</b>	<b>89.50%</b>	<b>134.81%</b>	<b>91.01%</b>	<b>86.82%</b>	<b>96.05%</b>	<b>0.00%</b>

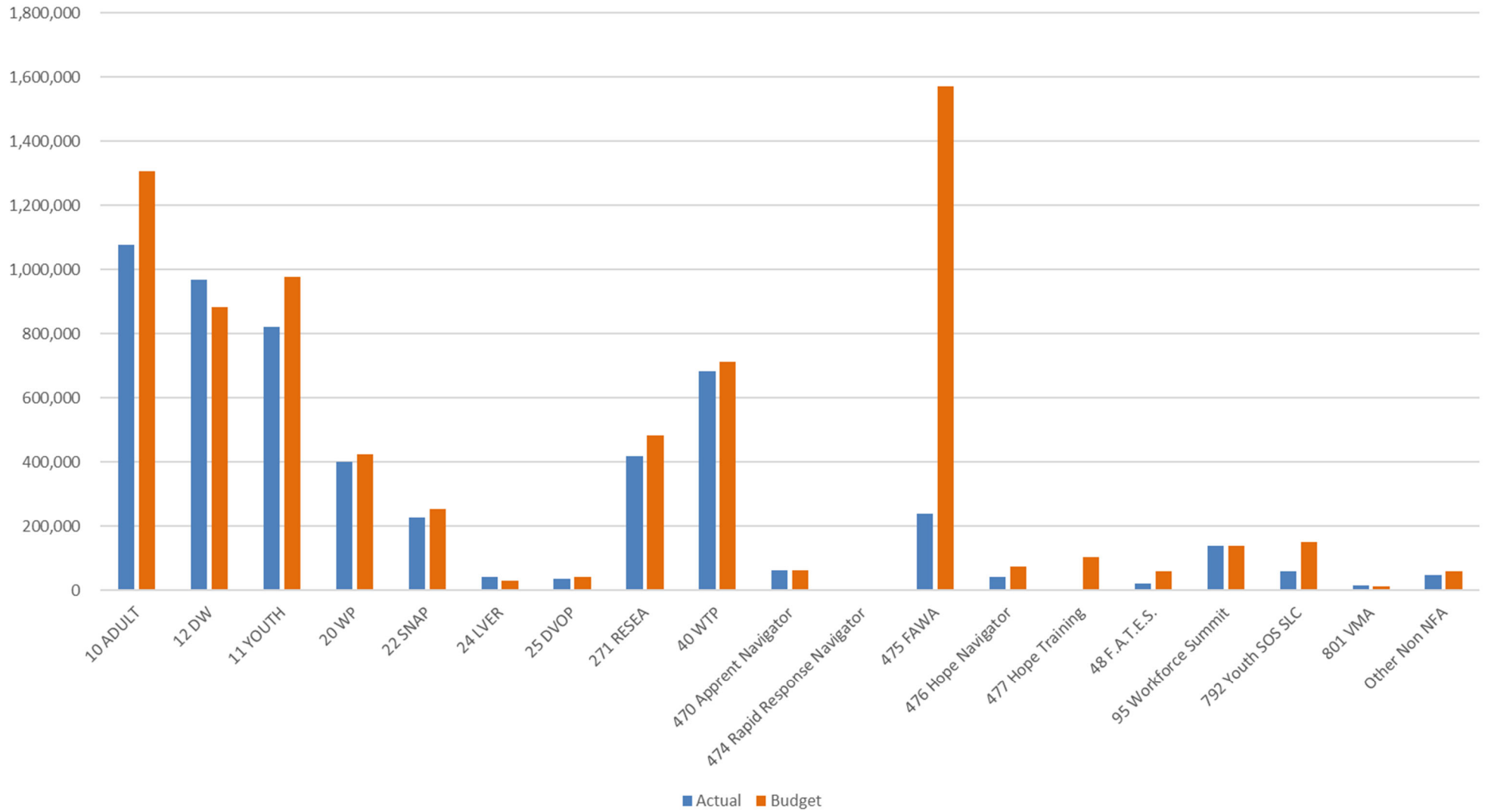
LWDB 20  
Summary of Funding and Expenditures  
as of May 31, 2024

PY 23-24 TOTAL AVAILABLE FUNDING	474 Rapid Response Navigator	475 FAWA	476 Hope Navigator	477 Hope Training	48 F.A.T.E.S.	95 Workforce Summit	792 Youth SOS SLC	801 VMA	Other Non NFA
PY 23-24 Allocations	\$ 4,700	\$ -	\$ 73,283	\$ 104,686	\$ -	\$ 140,000	\$ -	\$ 12,024	\$ -
PY 23-24 Supplemental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrestricted Funds Earned this year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,046
Additional Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 149,230	\$ -	\$ -
Retained by DEO for Merit Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward to PY 24-25	\$ -	\$ 310,485	\$ -	\$ -	\$ (97,043)	\$ -	\$ -	\$ -	\$ -
Carryforward from PY 22-23	\$ -	\$ 1,260,541	\$ -	\$ -	\$ 156,308	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 4,700</b>	<b>\$ 1,571,026</b>	<b>\$ 73,283</b>	<b>\$ 104,686</b>	<b>\$ 59,265</b>	<b>\$ 140,000</b>	<b>\$ 149,230</b>	<b>\$ 12,024</b>	<b>\$ 60,046</b>
<b>FUNDING DRAWN DOWN YTD</b>									
FUNDING DRAWN DOWN YTD	474 Rapid Response Navigator	475 FAWA	476 Hope Navigator	477 Hope Training	48 F.A.T.E.S.	95 Workforce Summit	792 Youth SOS SLC	801 VMA	Other Non NFA
PY 23-24 Allocations	\$ 4,700	\$ -	\$ 44,900	\$ 304	\$ -	\$ 140,000	\$ -	\$ 14,028	\$ -
PY 23-24 Supplemental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrestricted Funds Earned this year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,170
Additional Funds	\$ -	\$ -	\$ -	\$ -	\$ 156,308	\$ -	\$ 122,444	\$ -	\$ -
Retained by DEO for Merit Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward to PY 24-25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward from PY 22-23	\$ -	\$ 236,941	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 4,700</b>	<b>\$ 236,941</b>	<b>\$ 44,900</b>	<b>\$ 304</b>	<b>\$ 156,308</b>	<b>\$ 140,000</b>	<b>\$ 122,444</b>	<b>\$ 14,028</b>	<b>\$ 50,170</b>
<b>% of Total Budgeted Funding Received</b>	<b>100.00%</b>	<b>15.08%</b>	<b>61.27%</b>	<b>0.29%</b>	<b>263.74%</b>	<b>0.00%</b>	<b>82.05%</b>	<b>116.67%</b>	<b>83.55%</b>
<b>EXPENDITURES</b>									
EXPENDITURES	474 Rapid Response Navigator	475 FAWA	476 Hope Navigator	477 Hope Training	48 F.A.T.E.S.	95 Workforce Summit	792 Youth SOS SLC	801 VMA	Other Non NFA
<b>Administrative</b>	<b>\$ 596</b>	<b>\$ 32,926</b>	<b>\$ 5,768</b>	<b>\$ 80</b>	<b>\$ 2,935</b>	<b>\$ 20,347</b>	<b>\$ 8,153</b>	<b>\$ -</b>	<b>\$ 5,964</b>
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General and Administrative	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Allocated Indirect Costs	\$ 596	\$ 32,926	\$ 5,768	\$ 80	\$ 2,935	\$ 20,347	\$ 8,153	\$ -	\$ 5,964
Reclassification	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Program Training</b>	<b>\$ 3,893</b>	<b>\$ 206,021</b>	<b>\$ 37,029</b>	<b>\$ 526</b>	<b>\$ 18,063</b>	<b>\$ 119,907</b>	<b>\$ 50,442</b>	<b>\$ 14,028</b>	<b>\$ 40,790</b>
WIOA Youth Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salaries and Benefits	\$ 3,073	\$ 117,280	\$ 28,941	\$ 379	\$ 3,672	\$ -	\$ 5,255	\$ -	\$ 14,417
Contract Labor	\$ 9	\$ 2,602	\$ 244	\$ 19	\$ 54	\$ -	\$ 2,856	\$ -	\$ -
Internship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Incentives/Stipends	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,923	\$ -	\$ -
Support Services Non-ITA	\$ -	\$ -	\$ -	\$ -	\$ 450	\$ -	\$ -	\$ -	\$ -
Support Services ITA	\$ -	\$ -	\$ -	\$ -	\$ 1,017	\$ -	\$ -	\$ -	\$ -
Training-ITA/OST/TAA	\$ -	\$ -	\$ -	\$ -	\$ 9,485	\$ -	\$ -	\$ -	\$ 5,000
Training-OJT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-Cust./Employed Worker	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,274
WEX/ Internships/ Participant Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,733	\$ -	\$ -
Travel	\$ 4	\$ 1,209	\$ 100	\$ 3	\$ 12	\$ -	\$ -	\$ -	\$ 1,013
One Stop Shared Costs	\$ 51	\$ 19,690	\$ 3,008	\$ 86	\$ 817	\$ -	\$ 1,689	\$ -	\$ 6,821
Other Operating Expenses	\$ 482	\$ 50,086	\$ 2,081	\$ 4	\$ 1,205	\$ 110,542	\$ 3,234	\$ 14,028	\$ 6,519
Allocated Program Indirect	\$ 274	\$ 15,154	\$ 2,654	\$ 37	\$ 1,351	\$ 9,365	\$ 3,752	\$ -	\$ 2,745
Reclassification	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 4,490</b>	<b>\$ 238,947</b>	<b>\$ 42,796</b>	<b>\$ 607</b>	<b>\$ 20,998</b>	<b>\$ 140,254</b>	<b>\$ 58,595</b>	<b>\$ 14,028</b>	<b>\$ 46,754</b>
<b>Funding Over/(under) expenditures</b>	<b>\$ 210</b>	<b>\$ (2,007)</b>	<b>\$ 2,104</b>	<b>\$ (302)</b>	<b>\$ 135,310</b>	<b>\$ (254)</b>	<b>\$ 63,849</b>	<b>\$ -</b>	<b>\$ 3,416</b>
<b>YTD % of Budgeted Funds Expended</b>	<b>95.53%</b>	<b>15.21%</b>	<b>58.40%</b>	<b>0.58%</b>	<b>35.43%</b>	<b>0.00%</b>	<b>39.26%</b>	<b>116.67%</b>	<b>77.86%</b>

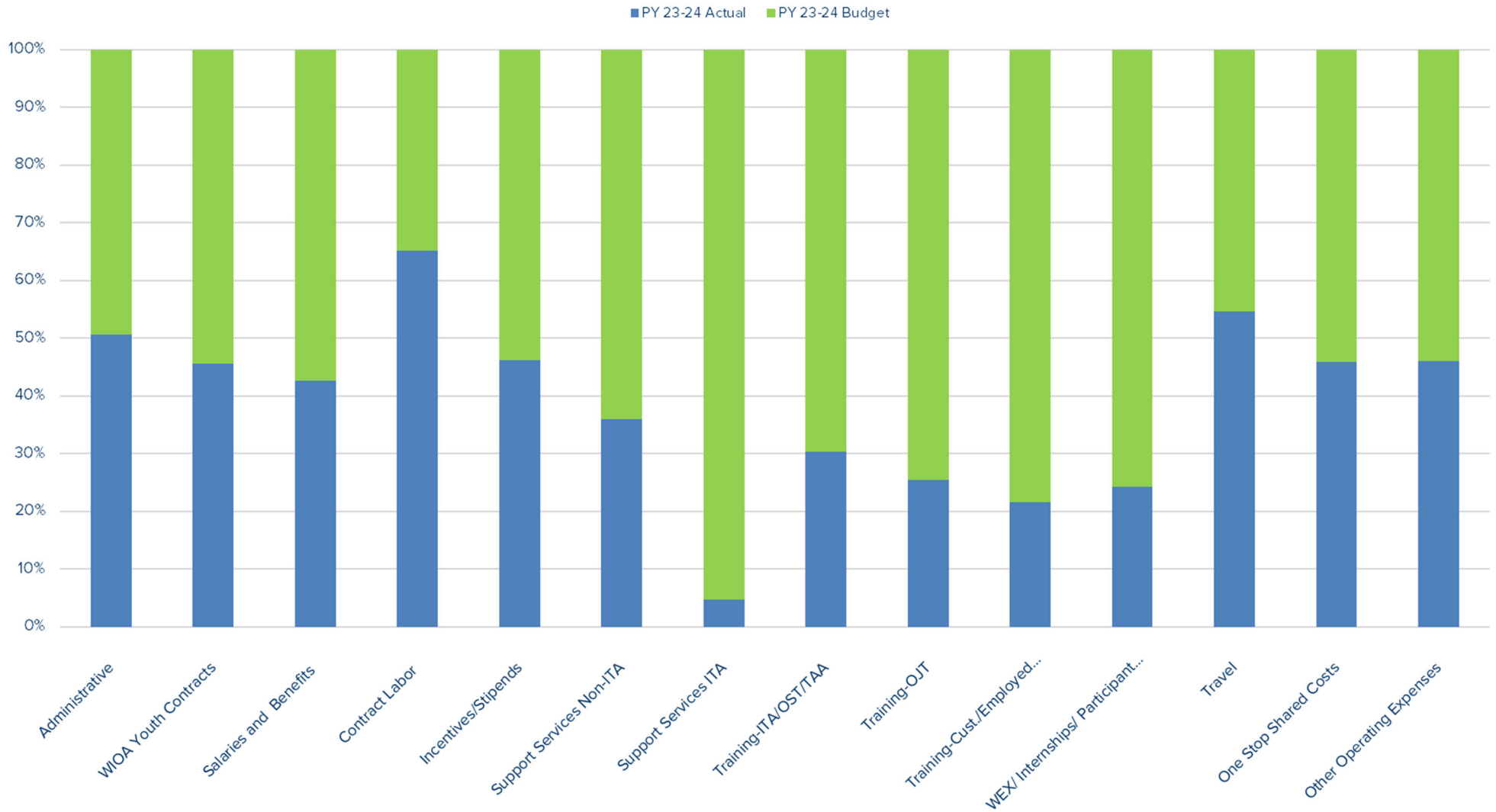
LWDB 20  
Summary of Funding and Expenditures  
as of May 31, 2024

PY 23-24 TOTAL AVAILABLE FUNDING	YEAR TO DATE TOTALS			
PY 23-24 Allocations	\$	5,702,677		
PY 23-24 Supplemental	\$	164,384		
Unrestricted Funds Earned this year	\$	60,046		
Additional Funds	\$	149,230		
Retained by DEO for Merit Salaries	\$	(523,974)		
Carryforward to PY 24-25	\$	(1,789,784)		
Carryforward from PY 22-23	\$	3,584,477		
<b>TOTAL</b>		<b>\$ 7,347,056</b>		
<b>FUNDING DRAWN DOWN YTD</b>				
	PY 23-24 Actual	PY 23-24 Budget	VARIANCE	% Expended
PY 23-24 Allocations	\$ 2,672,448	\$ 5,702,677	\$ 3,030,229	46.863%
PY 23-24 Supplemental	\$ -	\$ 164,384	\$ 164,384	0.000%
Unrestricted Funds Earned this year	\$ 50,170	\$ 60,046	\$ 9,876	83.552%
Additional Funds	\$ 278,752	\$ 149,230	\$ (129,522)	186.794%
Retained by DEO for Merit Salaries	\$ -	\$ (523,974)	\$ (523,974)	
Carryforward to PY 24-25	\$ -	\$ (1,789,784)	\$ (1,789,784)	
Carryforward from PY 22-23	\$ 2,401,267	\$ 3,584,477	\$ 1,183,210	66.991%
<b>TOTAL</b>	<b>\$ 5,402,637</b>	<b>\$ 7,347,056</b>	<b>\$ 1,944,420</b>	<b>73.535%</b>
<b>% of Total Budgeted Funding Received</b>	<b>73.53%</b>			
<b>EXPENDITURES</b>				
	PY 23-24 Actual	PY 23-24 Budget	VARIANCE	% Expended
<b>Administrative</b>	<b>\$ 617,751</b>	<b>\$ 603,203</b>	<b>\$ (14,548)</b>	<b>102.41%</b>
Salaries and Benefits	\$ 418,990	\$ 515,350	\$ 96,360	81.30%
General and Administrative	\$ 198,760	\$ 86,486	\$ (112,274)	229.82%
Allocated Indirect Costs	\$ (0)	\$ 1,366	\$ 1,366	
Reclassification	\$ (0)	\$ -	\$ (0)	
Travel	\$ -	\$ -	\$ -	
<b>Program Training</b>	<b>\$ 4,686,835</b>	<b>\$ 6,795,476</b>	<b>\$ 2,108,641</b>	<b>69.0%</b>
WIOA Youth Contracts	\$ 670,467	\$ 800,000	\$ 129,533	83.8%
Salaries and Benefits	\$ 2,236,833	\$ 3,012,056	\$ 775,223	74.3%
Contract Labor	\$ 129,750	\$ 69,550	\$ (60,200)	186.6%
Internship	\$ -	\$ -	\$ -	
Incentives/Stipends	\$ 5,248	\$ 6,126	\$ 878	85.7%
Support Services Non-ITA	\$ 2,671	\$ 4,759	\$ 2,088	56.1%
Support Services ITA	\$ 7,745	\$ 156,500	\$ 148,755	4.9%
Training-ITA/OST/TAA	\$ 286,254	\$ 658,515	\$ 372,261	43.5%
Training-OJT	\$ 228,927	\$ 670,424	\$ 441,496	34.1%
Training-Cust./Employed Worker	\$ 21,371	\$ 78,000	\$ 56,629	27.4%
WEX/ Internships/ Participant Wages	\$ 31,733	\$ 99,226	\$ 67,493	32.0%
Travel	\$ 31,090	\$ 25,891	\$ (5,199)	120.1%
One Stop Shared Costs	\$ 387,355	\$ 456,990	\$ 69,635	84.8%
Other Operating Expenses	\$ 647,390	\$ 757,440	\$ 110,050	85.5%
Allocated Program Indirect	\$ 0	\$ 0	\$ -	
Reclassification	\$ 0	\$ -	\$ 0	
<b>Total Expenditures</b>	<b>\$ 5,304,586</b>	<b>\$ 7,398,679</b>	<b>\$ 2,094,093</b>	<b>71.7%</b>
<b>Funding Over/(under) expenditures</b>	<b>\$ 98,051</b>			
<b>YTD % of Budgeted Funds Expended</b>	<b>72.20%</b>			

### Budget vs Actual by Program

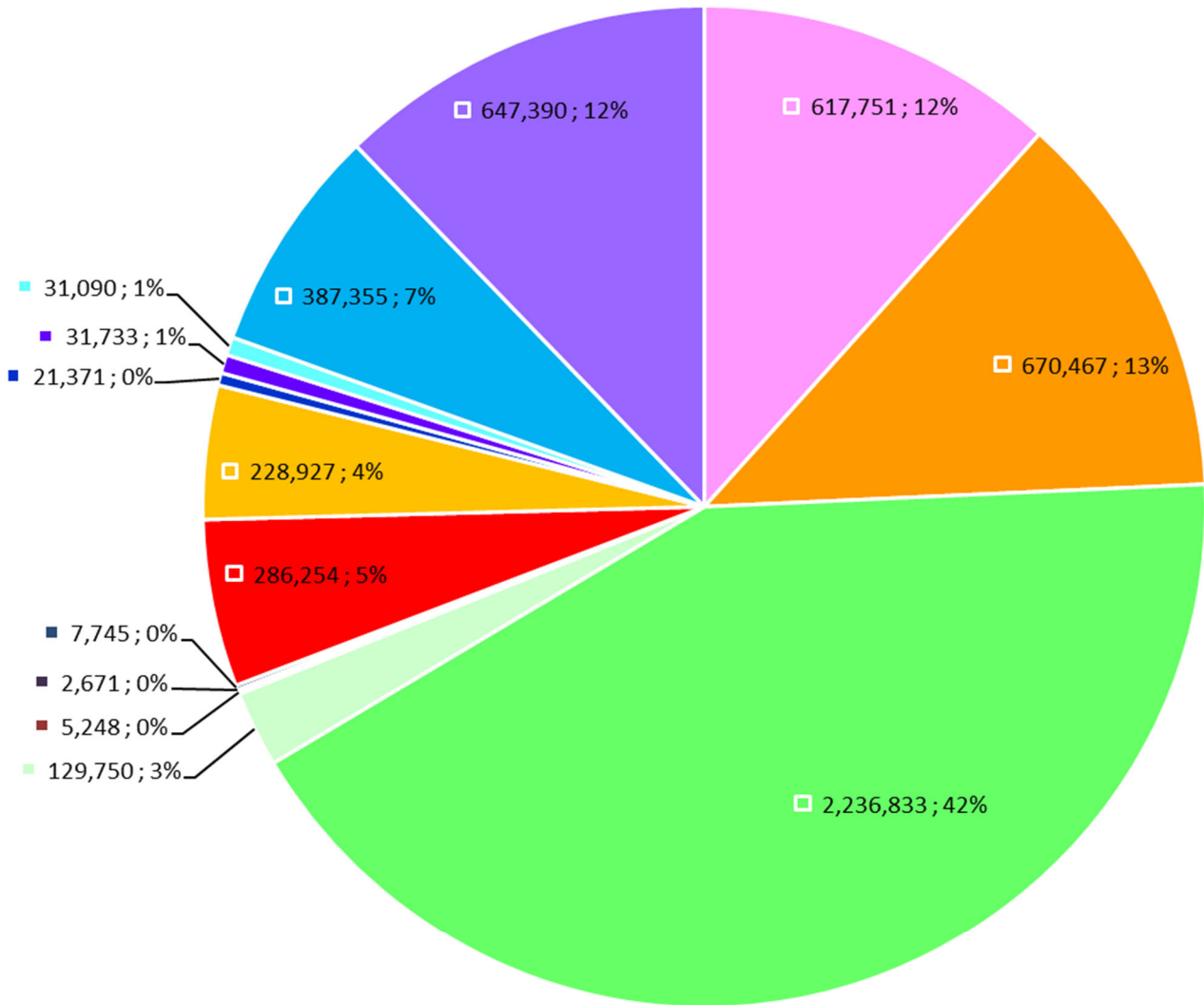


### Budget to Actual by Expenditure Category as of May 31, 2024



### PY 23-24 Expenditures Actual

- Administrative
- WIOA Youth Contracts
- Salaries and Benefits
- Contract Labor
- Incentives/Stipends
- Support Services Non-ITA
- Support Services ITA
- Training-ITA/OST/TAA
- Training-OJT
- Training-Cust./Employed Worker
- WEX/ Internships/ Participant Wages
- Travel
- One Stop Shared Costs
- Other Operating Expenses





LWDB 20  
Summary of Funding and Expenditures  
as of June 30, 2024

PY 23-24 TOTAL AVAILABLE FUNDING	INDIRECT	10 ADULT	12 DW	11 YOUTH	20 WP	22 SNAP	24 LVER	25 DVOP	271 RESEA	40 WTP	470 Apprent Navigator
PY 23-24 Allocations		\$ 1,020,696	\$ 768,878	\$ 890,940	\$ 812,239	\$ 277,746	\$ 126,167	\$ 166,108	\$ 398,384	\$ 844,327	\$ 62,499
PY 23-24Supplemental		\$ -	\$ 164,384	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrestricted Funds Earned this year		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additional Funds		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retained by DEO for Merit Salaries		\$ -	\$ -	\$ -	\$ (354,062)	\$ -	\$ (78,699)	\$ (91,213)	\$ -	\$ -	\$ -
Carryforward to PY 24-25		\$ -	\$ (919,443)	\$ (482,276)	\$ (114,544)	\$ (82,541)	\$ (37,396)	\$ (58,704)	\$ (51,322)	\$ (257,000)	\$ -
Carryforward from PY 22-23		\$ 286,364	\$ 869,768	\$ 568,110	\$ 81,565	\$ 57,470	\$ 20,463	\$ 24,529	\$ 134,912	\$ 124,448	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 1,307,060</b>	<b>\$ 883,587</b>	<b>\$ 976,774</b>	<b>\$ 425,197</b>	<b>\$ 252,675</b>	<b>\$ 30,535</b>	<b>\$ 40,720</b>	<b>\$ 481,974</b>	<b>\$ 711,775</b>	<b>\$ 62,499</b>
<b>FUNDING DRAWN DOWN YTD</b>											
FUNDING DRAWN DOWN YTD	INDIRECT	10 ADULT	12 DW	11 YOUTH	20 WP	22 SNAP	24 LVER	25 DVOP	271 RESEA	40 WTP	470 Apprent Navigator
PY 23-24 Allocations		\$ 1,012,670	\$ 112,494	\$ 346,884	\$ 343,335	\$ 197,808	\$ 24,310	\$ 17,027	\$ 334,072	\$ 702,118	\$ 62,499
PY 23-24Supplemental		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrestricted Funds Earned this year		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additional Funds		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retained by DEO for Merit Salaries		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward to PY 24-25		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward from PY 22-23		\$ 286,364	\$ 869,768	\$ 568,110	\$ 81,565	\$ 54,168	\$ 20,463	\$ 24,529	\$ 134,912	\$ 124,448	\$ -
<b>TOTAL</b>		<b>\$ 1,299,034</b>	<b>\$ 982,262</b>	<b>\$ 914,994</b>	<b>\$ 424,899</b>	<b>\$ 251,976</b>	<b>\$ 44,773</b>	<b>\$ 41,556</b>	<b>\$ 468,984</b>	<b>\$ 826,566</b>	<b>\$ 62,499</b>
<b>% of Total Budgeted Funding Received</b>		<b>99.39%</b>	<b>111.17%</b>	<b>93.68%</b>	<b>99.93%</b>	<b>99.72%</b>	<b>146.63%</b>	<b>102.05%</b>	<b>97.30%</b>	<b>116.13%</b>	<b>0.00%</b>
<b>EXPENDITURES</b>											
Administrative	\$ -	\$ 122,896	\$ 121,739	\$ 16,614	\$ 112,101	\$ 32,708	\$ 4,331	\$ 3,764	\$ 61,498	\$ 108,727	\$ 8,494
Salaries and Benefits	\$ 475,944	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General and Administrative	\$ 204,414	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Allocated Indirect Costs	\$ (680,357)	\$ 313,683	\$ 32,428	\$ 16,614	\$ 10,947	\$ 32,708	\$ 4,331	\$ 3,764	\$ 61,498	\$ 108,727	\$ 8,172
Reclassification	\$ -	\$ (190,787)	\$ 89,310	\$ -	\$ 101,154	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 322
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Program Training	\$ -	\$ 1,176,138	\$ 860,523	\$ 898,380	\$ 312,798	\$ 219,268	\$ 40,442	\$ 37,792	\$ 407,487	\$ 717,840	\$ 54,005
WIOA Youth Contracts	\$ -	\$ -	\$ -	\$ 756,710	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salaries and Benefits	\$ 263,130	\$ 1,025,140	\$ 110,049	\$ 21,005	\$ 25,189	\$ 133,702	\$ 6,209	\$ 6,445	\$ 278,598	\$ 426,044	\$ 41,545
Contract Labor	\$ -	\$ 29,905	\$ 11,525	\$ -	\$ 87	\$ 28,530	\$ 36	\$ 33	\$ 26,459	\$ 44,637	\$ 421
Internship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Incentives/Stipends	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,750	\$ -
Support Services Non-ITA	\$ -	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,646	\$ -
Support Services ITA	\$ -	\$ 6,776	\$ 335	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 537	\$ -
Training-ITA/OST/TAA	\$ -	\$ 264,306	\$ 34,749	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75	\$ -
Training-OJT	\$ -	\$ 258,743	\$ 7,558	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-Cust./Employed Worker	\$ -	\$ 17,097	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WEX/ Internships/ Participant Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ 1,283	\$ 8,764	\$ 991	\$ 767	\$ 2,297	\$ 1,413	\$ 6,575	\$ 2,851	\$ 2,172	\$ 4,320	\$ 557
One Stop Shared Costs	\$ -	\$ 141,461	\$ 15,978	\$ 1,093	\$ 42,084	\$ 23,091	\$ 21,821	\$ 22,982	\$ 47,775	\$ 65,777	\$ 6,259
Other Operating Expenses	\$ 49,552	\$ 132,415	\$ 15,334	\$ 111,138	\$ 33,920	\$ 17,437	\$ 3,802	\$ 3,745	\$ 24,103	\$ 119,879	\$ 1,112
Allocated Program Indirect	\$ (313,965)	\$ 144,755	\$ 14,965	\$ 7,667	\$ 5,052	\$ 15,094	\$ 1,999	\$ 1,737	\$ 28,379	\$ 50,174	\$ 3,771
Reclassification	\$ -	\$ (853,272)	\$ 649,039	\$ -	\$ 204,171	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 340
<b>Total Expenditures</b>	<b>\$ 0</b>	<b>\$ 1,299,034</b>	<b>\$ 982,262</b>	<b>\$ 914,994</b>	<b>\$ 424,899</b>	<b>\$ 251,976</b>	<b>\$ 44,773</b>	<b>\$ 41,556</b>	<b>\$ 468,984</b>	<b>\$ 826,566</b>	<b>\$ 62,499</b>
<b>Funding Over/(under) expenditures</b>	<b>\$ 0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>YTD % of Budgeted Funds Expended</b>		<b>99.39%</b>	<b>111.17%</b>	<b>93.68%</b>	<b>99.93%</b>	<b>99.72%</b>	<b>146.63%</b>	<b>102.05%</b>	<b>97.30%</b>	<b>116.13%</b>	<b>0.00%</b>

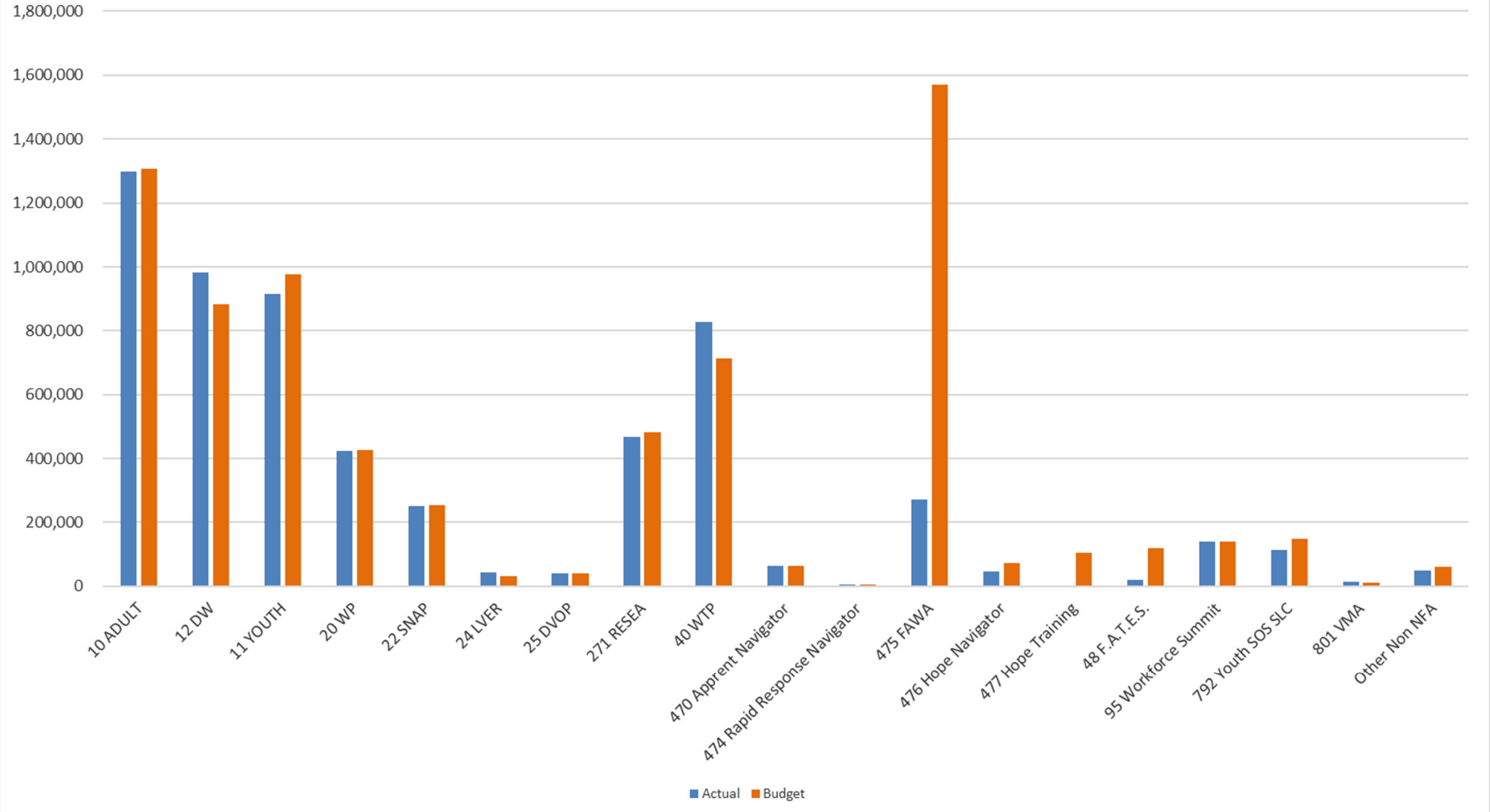
LWDB 20  
Summary of Funding and Expenditures  
as of June 30, 2024

PY 23-24 TOTAL AVAILABLE FUNDING	474 Rapid Response Navigator	475 FAWA	476 Hope Navigator	477 Hope Training	48 F.A.T.E.S.	95 Workforce Summit	792 Youth SOS SLC	801 VMA	Other Non NFA
PY 23-24 Allocations	\$ 4,700	\$ -	\$ 73,283	\$ 104,686	\$ -	\$ 140,000	\$ -	\$ 12,024	\$ -
PY 23-24 Supplemental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrestricted Funds Earned this year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,046
Additional Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 149,230	\$ -	\$ -
Retained by DEO for Merit Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward to PY 24-25	\$ -	\$ 310,485	\$ -	\$ -	\$ 97,043	\$ -	\$ -	\$ -	\$ -
Carryforward from PY 22-23	\$ -	\$ 1,260,541	\$ -	\$ -	\$ 21,069	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 4,700</b>	<b>\$ 1,571,026</b>	<b>\$ 73,283</b>	<b>\$ 104,686</b>	<b>\$ 118,112</b>	<b>\$ 140,000</b>	<b>\$ 149,230</b>	<b>\$ 12,024</b>	<b>\$ 60,046</b>
<b>FUNDING DRAWN DOWN YTD</b>									
FUNDING DRAWN DOWN YTD	474 Rapid Response Navigator	475 FAWA	476 Hope Navigator	477 Hope Training	48 F.A.T.E.S.	95 Workforce Summit	792 Youth SOS SLC	801 VMA	Other Non NFA
PY 23-24 Allocations	\$ 4,700	\$ -	\$ 45,277	\$ 1,092	\$ -	\$ 140,000	\$ -	\$ 15,030	\$ -
PY 23-24 Supplemental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrestricted Funds Earned this year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,475
Additional Funds	\$ -	\$ -	\$ -	\$ -	\$ 21,069	\$ -	\$ 113,535	\$ -	\$ -
Retained by DEO for Merit Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward to PY 24-25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward from PY 22-23	\$ -	\$ 271,728	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 4,700</b>	<b>\$ 271,728</b>	<b>\$ 45,277</b>	<b>\$ 1,092</b>	<b>\$ 21,069</b>	<b>\$ 140,000</b>	<b>\$ 113,535</b>	<b>\$ 15,030</b>	<b>\$ 50,475</b>
<b>% of Total Budgeted Funding Received</b>	<b>100.00%</b>	<b>17.30%</b>	<b>61.78%</b>	<b>1.04%</b>	<b>17.84%</b>	<b>0.00%</b>	<b>76.08%</b>	<b>125.00%</b>	<b>84.06%</b>
<b>EXPENDITURES</b>									
<b>Administrative</b>	<b>\$ 648</b>	<b>\$ 36,492</b>	<b>\$ 5,957</b>	<b>\$ 144</b>	<b>\$ 2,862</b>	<b>\$ 19,637</b>	<b>\$ 15,662</b>	<b>\$ -</b>	<b>\$ 6,087</b>
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General and Administrative	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Allocated Indirect Costs	\$ 648	\$ 36,492	\$ 5,957	\$ 144	\$ 2,862	\$ 19,637	\$ 15,662	\$ -	\$ 6,087
Reclassification	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Program Training</b>	<b>\$ 4,052</b>	<b>\$ 235,236</b>	<b>\$ 39,320</b>	<b>\$ 948</b>	<b>\$ 18,207</b>	<b>\$ 120,363</b>	<b>\$ 97,873</b>	<b>\$ 15,030</b>	<b>\$ 42,093</b>
WIOA Youth Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salaries and Benefits	\$ 3,455	\$ 134,410	\$ 31,063	\$ 711	\$ 3,756	\$ -	\$ 10,113	\$ -	\$ 15,870
Contract Labor	\$ 12	\$ 3,457	\$ 244	\$ 38	\$ 59	\$ -	\$ 7,302	\$ -	\$ -
Internship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Incentives/Stipends	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,923	\$ -	\$ -
Support Services Non-ITA	\$ -	\$ -	\$ -	\$ -	\$ 450	\$ -	\$ -	\$ -	\$ -
Support Services ITA	\$ -	\$ -	\$ -	\$ -	\$ 1,017	\$ -	\$ -	\$ -	\$ -
Training-ITA/OST/TAA	\$ -	\$ -	\$ -	\$ -	\$ 9,485	\$ -	\$ -	\$ -	\$ 5,000
Training-OJT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-Cust./Employed Worker	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,274
WEX/ Internships/ Participant Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,128	\$ -	\$ -
Travel	\$ 4	\$ 1,395	\$ 100	\$ 5	\$ 13	\$ -	\$ 16	\$ -	\$ 1,112
One Stop Shared Costs	\$ 59	\$ 21,450	\$ 3,008	\$ 124	\$ 826	\$ -	\$ 1,845	\$ -	\$ 6,821
Other Operating Expenses	\$ 499	\$ 57,684	\$ 2,156	\$ 5	\$ 1,280	\$ 111,301	\$ 4,319	\$ 15,030	\$ 6,207
Allocated Program Indirect	\$ 299	\$ 16,840	\$ 2,749	\$ 66	\$ 1,321	\$ 9,062	\$ 7,227	\$ -	\$ 2,809
Reclassification	\$ (277)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 4,700</b>	<b>\$ 271,728</b>	<b>\$ 45,277</b>	<b>\$ 1,092</b>	<b>\$ 21,069</b>	<b>\$ 140,000</b>	<b>\$ 113,535</b>	<b>\$ 15,030</b>	<b>\$ 48,179</b>
<b>Funding Over/(under) expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,296</b>
<b>YTD % of Budgeted Funds Expended</b>	<b>100.00%</b>	<b>17.30%</b>	<b>61.78%</b>	<b>1.04%</b>	<b>17.84%</b>	<b>0.00%</b>	<b>76.08%</b>	<b>125.00%</b>	<b>80.24%</b>

LWDB 20  
Summary of Funding and Expenditures  
as of June 30, 2024

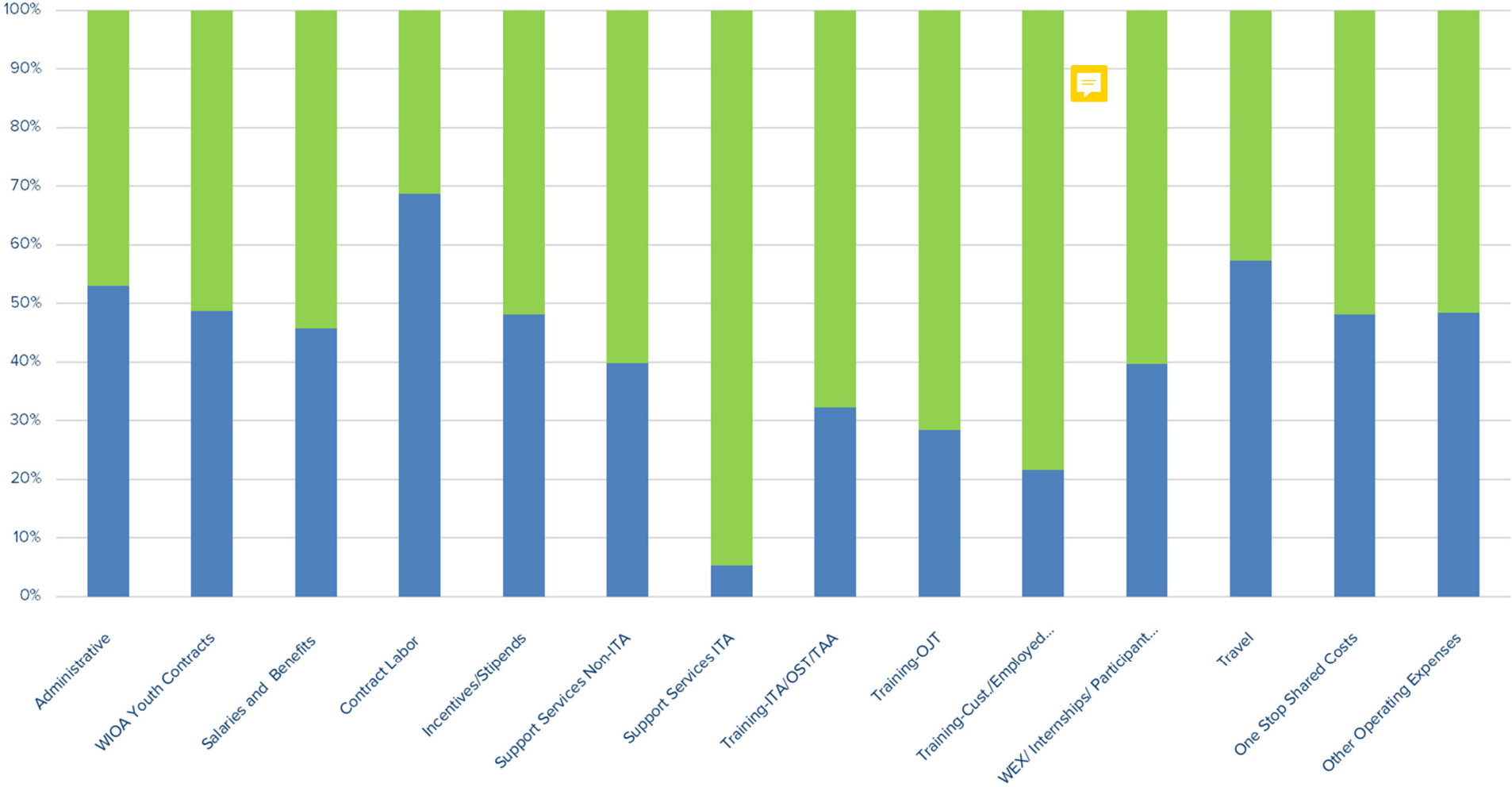
PY 23-24 TOTAL AVAILABLE FUNDING	YEAR TO DATE TOTALS			
PY 23-24 Allocations		\$	5,702,677	
PY 23-24 Supplemental		\$	164,384	
Unrestricted Funds Earned this year		\$	60,046	
Additional Funds		\$	149,230	
Retained by DEO for Merit Salaries		\$	(523,974)	
Carryforward to PY 24-25		\$	(1,595,698)	
Carryforward from PY 22-23		\$	3,449,238	
<b>TOTAL</b>		<b>\$</b>	<b>7,405,904</b>	
<b>FUNDING DRAWN DOWN YTD</b>				
	PY 23-24 Actual	PY 23-24 Budget	VARIANCE	% Expended
PY 23-24 Allocations	\$ 3,359,315	\$ 5,702,677	\$ 2,343,363	58.908%
PY 23-24 Supplemental	\$ -	\$ 164,384	\$ 164,384	0.000%
Unrestricted Funds Earned this year	\$ 50,475	\$ 60,046	\$ 9,571	84.061%
Additional Funds	\$ 134,604	\$ 149,230	\$ 14,626	90.199%
Retained by DEO for Merit Salaries	\$ -	\$ (523,974)	\$ (523,974)	
Carryforward to PY 24-25	\$ -	\$ (1,595,698)	\$ (1,595,698)	
Carryforward from PY 22-23	\$ 2,436,054	\$ 3,449,238	\$ 1,013,185	70.626%
<b>TOTAL</b>	<b>\$ 5,980,448</b>	<b>\$ 7,405,904</b>	<b>\$ 1,425,455</b>	<b>80.752%</b>
<b>% of Total Budgeted Funding Received</b>	<b>80.75%</b>			
<b>EXPENDITURES</b>				
	PY 23-24 Actual	PY 23-24 Budget	VARIANCE	% Expended
<b>Administrative</b>	<b>\$ 680,357</b>	<b>\$ 603,203</b>	<b>\$ (77,155)</b>	<b>112.79%</b>
Salaries and Benefits	\$ 475,944	\$ 515,350	\$ 39,407	92.35%
General and Administrative	\$ 204,414	\$ 86,486	\$ (117,928)	236.35%
Allocated Indirect Costs	\$ (0)	\$ 1,366	\$ 1,366	
Reclassification	\$ (0)	\$ -	\$ (0)	
Travel	\$ -	\$ -	\$ -	
<b>Program Training</b>	<b>\$ 5,297,794</b>	<b>\$ 6,795,476</b>	<b>\$ 1,497,682</b>	<b>78.0%</b>
WIOA Youth Contracts	\$ 756,710	\$ 800,000	\$ 43,290	94.6%
Salaries and Benefits	\$ 2,536,434	\$ 3,012,056	\$ 475,622	84.2%
Contract Labor	\$ 152,744	\$ 69,550	\$ (83,194)	219.6%
Internship	\$ -	\$ -	\$ -	
Incentives/Stipends	\$ 5,673	\$ 6,126	\$ 453	92.6%
Support Services Non-ITA	\$ 3,146	\$ 4,759	\$ 1,613	66.1%
Support Services ITA	\$ 8,665	\$ 156,500	\$ 147,835	5.5%
Training-ITA/OST/TAA	\$ 313,615	\$ 658,515	\$ 344,899	47.6%
Training-OJT	\$ 266,300	\$ 670,424	\$ 404,123	39.7%
Training-Cust./Employed Worker	\$ 21,371	\$ 78,000	\$ 56,629	27.4%
WEX/ Internships/ Participant Wages	\$ 65,128	\$ 99,226	\$ 34,098	65.6%
Travel	\$ 34,635	\$ 25,891	\$ (8,744)	133.8%
One Stop Shared Costs	\$ 422,455	\$ 456,990	\$ 34,535	92.4%
Other Operating Expenses	\$ 710,918	\$ 757,440	\$ 46,522	93.9%
Allocated Program Indirect	\$ (0)	\$ 0	\$ -	
Reclassification	\$ 0	\$ -	\$ 0	
<b>Total Expenditures</b>	<b>\$ 5,978,152</b>	<b>\$ 7,398,679</b>	<b>\$ 1,420,527</b>	<b>80.8%</b>
<b>Funding Over/(under) expenditures</b>	<b>\$ 2,296</b>			
<b>YTD % of Budgeted Funds Expended</b>	<b>80.72%</b>			

### Budget vs Actual by Program



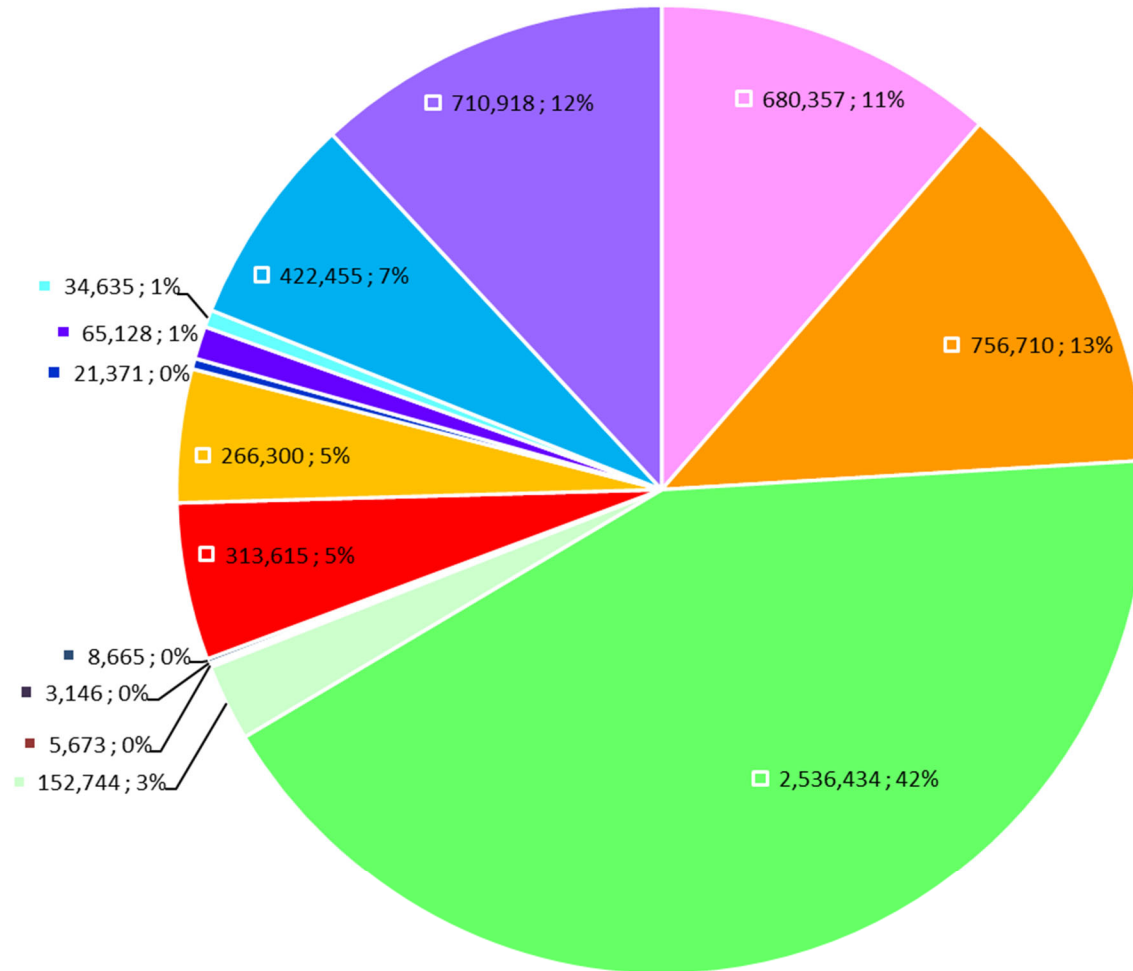
### Budget to Actual by Expenditure Category as of June 30, 2024

■ PY 23-24 Actual ■ PY 23-24 Budget



### PY 23-24 Expenditures Actual

- Administrative
- WIOA Youth Contracts
- Salaries and Benefits
- Contract Labor
- Incentives/Stipends
- Support Services Non-ITA
- Support Services ITA
- Training-ITA/OST/TAA
- Training-OJT
- Training-Cust./Employed Worker
- WEX/ Internships/ Participant Wages
- Travel
- One Stop Shared Costs
- Other Operating Expenses



Workforce Development Board of the Treasure Coast, Inc.  
Statement of Financial Position  
As of 6/30/2024

	PY23-24
<b>Assets</b>	
<b>Current assets</b>	
Cash - Accounts Payable	6,050.08
Cash - Payroll	26,102.85
Cash - Business Checking W/Int.	639,604.29
Accounts Receivable Customers	4,194.00
Accounts Receivable - Other	37.00
Grants Receivable	135,309.84
Prepaid Expenses	64,102.47
Deposits	10,035.12
Due TO/ Due FROM	<u>2,380.58</u>
<b>Total Current assets</b>	<b>887,816.23</b>
<b>Non-current assets</b>	
Data Processing Equipment	119,215.39
Vehicles	447,386.10
Lease Assets - Building	3,719,789.00
Lease Assets - Equipment	306,758.00
Leasehold Improvements	217,855.62
Accumulated Depreciation	(697,654.63)
Accumulated Amortization	(1,184,467.00)
Other Assets	<u>24,240.00</u>
<b>Total Non-current assets</b>	<b><u>2,953,122.48</u></b>
<b>Total Assets</b>	<b><u>3,840,938.71</u></b>
<b>Liabilities &amp; Net Assets</b>	
<b>Current Liabilities</b>	
Accounts Payable	99,699.96
Accrued Expenses	126,832.47
Federal Withholding Tax	7,264.85
FICA Payable	13,741.72
SUTA Payable	72.18
Principal Insurance	1,060.68
Health Insurance Payable	28,318.95
AFLAC Payable	919.92
Legal Shield	290.31
Workers Comp Payable	6,122.06
Retirement Withholding	7,606.30
Salaries Payable	69,626.28
Accrued Leave	101,681.04
Lease Interest Payable	5,966.00
Refundable Advances	223,244.35
Deferred Revenue	<u>1,106.25</u>
<b>Total Current Liabilities</b>	<b>693,553.32</b>
<b>Non-current liabilities</b>	
Short-term Lease Liability	357,347.00
Long-term Lease Liability	3,007,975.00
Lease Liability Offest	(357,347.00)
<b>Total Non-current liabilities</b>	<b>3,007,975.00</b>
<b>Net Assets</b>	
	<b>Current Year</b>
Beginning of Year	1,032,468.20
Current Year	(893,057.81)
<b>Total Net Assets</b>	<b><u>139,410.39</u></b>
<b>Total Liabilities &amp; Net Assets</b>	<b><u>3,840,938.71</u></b>

## AGENDA ITEM SUMMARY

Title	Designee for Timothy Moore, President, Indian River State College
Strategic Plans/Goals	Operational Intelligence
Policy/Plan/Law	Workforce Innovation and Opportunity Act (WIOA): Role of Local Workforce Boards
Action Requested	Review and Approve Declarations of Authority
Background	The By-Laws of the Workforce Development Board permits mandatory board members to designate a single, high-ranking designee with decision-making authority from his/her organization to represent him/her at Board and/or at standing or Ad-Hoc committee meetings. Per the Boards By-Laws, Timothy Moore has requested that Prashanth Pilly represent him at the Board of Directors and Youth Council meeting when Dr. Moore is not available to attend. The Board must approve all designees.
Staff Recommendations	Review and Approve Declaration of Authority, as presented.
Supporting Material	Declarations of Authority
Board Staff	Brian Bauer President/CEO <a href="mailto:bbauer@careersourcerc.com">bbauer@careersourcerc.com</a> (866) 482-4473 ext. 418





DECLARATION OF AUTHORITY  
THE WORKFORCE DEVELOPMENT  
BOARD OF THE TREASURE COAST, INC.

Board Member's Name: Dr. Timothy Moore

Board Member's Title: President

Board Member's Organization: Indian River State College

Board Seat (select all that apply):

- Local Educational Entity
- Postsecondary educational institution/community college
- Labor or employee representative
- Community based organization
- Economic development agency
- One-Stop partner
- Private education provider (non-profit)
- Private education provider (for-profit)

I hereby designate the following individual to represent me at Board and Board committee meetings for the duration of my appointment to the Workforce Development Board, as necessary. I have instructed this designee as to the roles and responsibilities of a Board member, as well as the policies and procedures of the Board and have given this designee the authority to act on my behalf and attest that this individual has authority to make decisions and commitments for our organization.

Name of Designee: Dr. Prashanth Pilly

Title of Designee: Associate Vice Provost of Academic Affairs

Mailing Address of Designee: 3209 Virginia Avenue, Ft. Pierce, FL 34981

Designee Telephone Number: 772-462-7212 Fax Number: \_\_\_\_\_

Designee Email: ppilly@irsc.edu

By our signatures below, we agree that the above designee will represent the above named Board member at Board and Board committee meetings until further notice:

Board Member Signature: \_\_\_\_\_ Date: 7/8/24

Designee Signature: \_\_\_\_\_ Date: 07/11/2024

## AGENDA ITEM SUMMARY

<b>Title</b>	Individual Training Account (ITA) Waiver Request - PY 2024-2025
<b>Strategic Plans/Goals</b>	Optimal Use of Resources
<b>Policy/Plan/Law</b>	Workforce Innovation and Opportunity Act (WIOA)/CSF Administrative Policy 74
<b>Action Requested</b>	Review and Approve ITA Waiver Request - PY 2024-2025
<b>Background</b>	<p>CareerSource Florida allows Local Workforce Development Boards (LWDBs) to request a Waiver of the 50% ITA expenditure required under the above-mentioned Florida Statute. The percentage of ITA expenditures to be reduced by a waiver request is in direct relationship to the reduction of the LWDB's program year budget.</p> <p>CSRC is requesting a continuation of our formal ITA Waiver Request of 35% for the 2024-2025 program year.</p>
<b>Staff Recommendations</b>	Approve the ITA Waiver Request for PY 2024-2025
<b>Supporting Material</b>	CareerSource Research Coast, LWDB 20, ITA Waiver Request
<b>Board Staff</b>	Brian Bauer President/CEO <a href="mailto:bbauer@careersourcerc.com">bbauer@careersourcerc.com</a> 866-482-4473 ext. 418

August 5, 2024

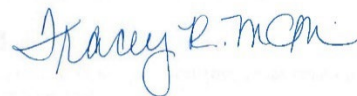
The Workforce Development Board of the Treasure Coast, Inc. d/b/a CareerSource Research Coast's (CSRC), is formally submitting its Individual Training Accounts (ITA) Waiver Request of **35%** for the 2024-2025 program year. Per CareerSource Florida Administrative Policy 074, included with this request is documentation to support the following:

- ITA budget by sub-cost category. (Attachment A)
- CSRC local strategies and staff employed to increase customer access to, and enrollment in training. (Attachment B)
- The lack of demand for training. (Attachment B)
- Local and regional strategies to limit the ongoing need for a waiver. (Attachment B)
- The financial impact on the provision of client services. (Attachment B)
- Approval from the LWDB and CLEO. (Attachment C)

If granted this waiver request of 35%, CSRC will execute the strategies detailed in the support provided here and will be better positioned to provide comprehensive workforce development services to the community. We firmly believe that the approval of this request will enhance our capacity to assist those most in need, ultimately fostering a more resilient and capable workforce.

Thank you for your consideration of this request. If you have any questions regarding this request or the supporting data, please do not hesitate to contact me at (866) 482-4473 x528 or via email at [tmc Morris@careersourcerc.com](mailto:tmc Morris@careersourcerc.com).

Sincerely,



Tracey McMorris  
Vice President of Operations/COO

**ITA BUDGET BY COST CATEGORY – BASED ON 50% ITA SPENDING REQUIREMENT**

<b>Sub-cost Category</b>	<b>Adult</b>	<b>Dislocated Worker</b>	<b>Ad/DW Total</b>
Supportive Services – Non-ITA	0.00	0.00	0.00
Supportive Services - ITA	\$5,000.00	\$1,000.00	\$6,000.00
Training-ITA/OST/RAP	\$329,870.00	\$19,200.00	\$349,070.00
On-the-Job Training/RAP	\$364,870.00	\$8,733.00	\$373,603.00
Customized Training	\$40,000.00	\$10,000.00	\$50,000.00
Training Program Management	\$30,000.00		\$30,000.00
Training Case Management	\$90,717.00		\$90,717.00
		Total	<b>\$899,390.00</b>

**DOCUMENTATION TO SUPPORT ITA WAIVER REQUEST****Criteria: Local strategies and staff employed to increase access to training for customers and to enroll customers in training:**

CSRC strategically employs a diverse team to enhance customers' access to and increase enrollment in, various training programs. These team members include Business Services Navigators, Career Planners, an Apprenticeship Navigator, and a Hope Florida Navigator. Each member plays a crucial role in our overall strategy.

**Business Services Navigators**

Business Services Navigators have been pivotal in expanding opportunities for employers and job seekers alike. One key initiative is to increase On-the-Job Training (OJT) reimbursement for employers who hire individuals from target populations, including those enrolled in Hope Florida, individuals with justice-involved backgrounds, and those in substance use disorder (SUD) recovery. By incentivizing employers to take on these individuals, we are fostering a more inclusive workforce and providing valuable training opportunities to those who need them most.

**Career Planners**

A dedicated team of Career Planners are instrumental in connecting individuals with the training resources they need to succeed. The Career Planners' key initiative to increase (Individual Training Account) ITA spending will be to leverage an increased investment in supportive services by conducting thorough assessments with WIOA participants and budget planning to discover budget gaps we can assist with, which includes covering transportation expenses as part of direct training costs. This ensures that logistical barriers do not prevent individuals from accessing training opportunities.

Additionally, the ITA cap for WIOA participants has been raised to a maximum of \$15,000, for higher-wage occupations. This adjustment allows for a greater investment in classroom training, addressing the challenge of a declining number of individuals showing interest in such programs, which will be addressed later. By raising the ITA cap, CSRC can provide these fewer number of participants with the comprehensive training they need to thrive in their careers. The increased ITA cap can also attract more participants, as it allows a wider range of programs to be fully covered, eliminating the need for out-of-pocket tuition expenses.

**Apprenticeship Navigator**

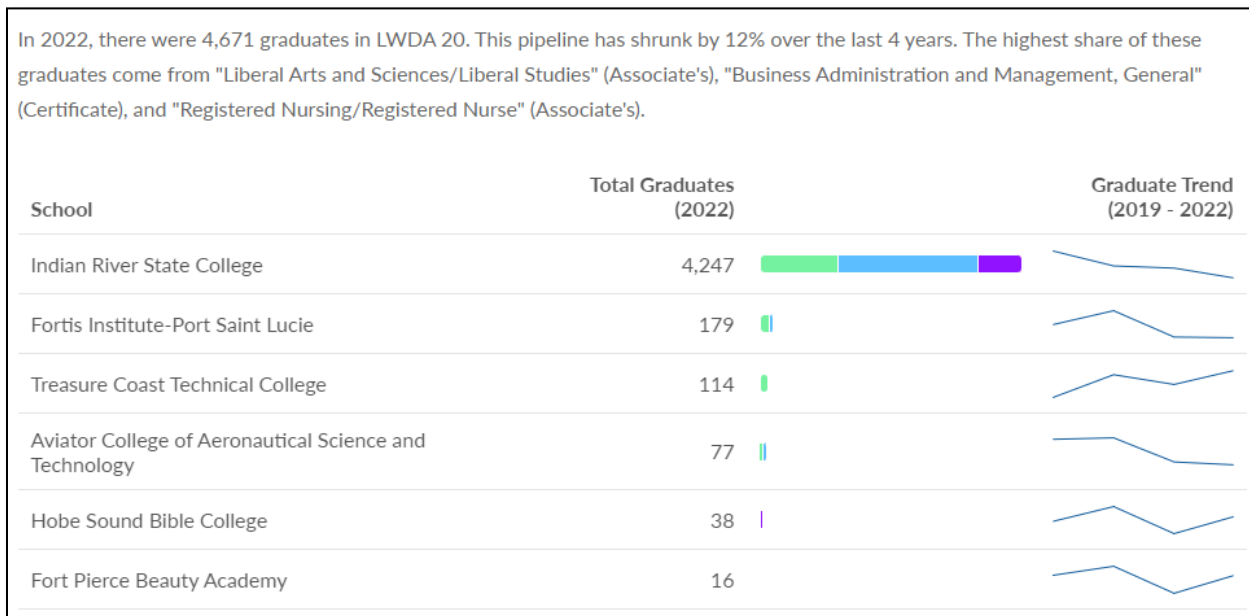
CSRC's Apprenticeship Navigator plays a crucial role in expanding Registered Apprenticeship Programs (RAPs). By working closely with employers, the Apprenticeship Navigator helps increase the number of participating businesses in area RAPs. The Apprenticeship Navigator has a performance goal tied to the expansion of RAP employers. This expansion creates more opportunities for potential apprentices, ensuring that a wider pool of candidates can gain hands-on experience and develop the skills required in their chosen fields, as well as positions CSRC to provide more funding support to participating employers.

**Hope Florida Navigator**

CSRC's Hope Florida Navigator is dedicated to increasing the number of Hope Florida program participants who access training services and has a performance goal tied to the percentage of Hope Florida participants expected to enroll in training activities. The Hope Florida Navigator works tirelessly to engage and assess all Hope Florida participants thoroughly to identify employment barriers, assist them with mitigating those barriers, and provide mentorship and guidance. In many instances, these individuals require skill upgrading achievable through training, to secure meaningful employment, but they lack the drive and motivation. With dedicated mentorship, guidance, and meaningful relationships with these individuals, we aim to provide hope and tangible career and training opportunities to those who might otherwise be disengaged.

**Criteria: Lack of demand for each authorized training service.**

Labor Market Information (LMI) has revealed a consistent decline in student enrollments in classroom-based training programs in LWDA 20, shrinking by 12% over the past four years. This data highlights a broader trend of decreased interest and participation in traditional educational pathways with LWDA 20 Training Providers, as depicted in the snapshot below, sourced from Lightcast’s Economy Overview Report for LWDA 20.



Another factor driving the lack of demand for WIOA-funded training activity is Indian River State College's Promise program, which further demonstrates this trend. This innovative initiative offers high school graduates the opportunity to obtain a tuition-free associate degree without the constraints of family income requirements or the need for outstanding high school grades. The program’s accessibility and inclusivity have made it a highly attractive option for students, resulting in significant uptake.

The success and popularity of the Promise program have inadvertently limited CSRC’s ability to provide WIOA funding to individuals. With more students opting for the Promise program, fewer are seeking financial support through WIOA, thereby reducing the demand for our training services. This shift underscores a growing preference for programs that offer more immediate, cost-effective educational opportunities without the financial burden traditionally associated with higher education.

These factors collectively illustrate a broader trend within our LWDA: a declining interest in conventional classroom training programs and a need for more vocational, short-term training opportunities, which are limited in LWDA 20.

**Criteria: Local and regional strategies to limit the ongoing need for a waiver.**

While CSRC is confident that the strategies detailed earlier effectively maximize its opportunities to meet its ITA requirement, the diminished interest in classroom training within our LWDA and a continually decreasing budget are beyond its control. However, CSRC will continue to utilize the strategies described, and increase its investments in work-based learning opportunities to mitigate the diminishing trend for classroom training. That said, as long as adverse enrollment conditions are prevalent in the market and funding continues to decrease, an ITA waiver will be necessary to mitigate the challenges they present.

**Criteria: The financial impact on the provision of client services:**

CSRC faces significant challenges in meeting the 50% Individual Training Account (ITA) requirement due to constraints imposed by special training grants, such as the Florida Atlantic Workforce Alliance (FAWA) and Hope Florida grants. While these grants are valuable, they do not count toward the ITA expenditure requirement, putting CSRC in a difficult position. When placing participants into training programs, CSRC is forced to choose between utilizing these special grant funds or the formula WIOA funds.

This dilemma creates a risk of failure in one area or another. On one hand, if CSRC prioritizes using WIOA formula funds to meet the ITA percentage requirement, it may struggle to produce outcomes on the special grants. On the other hand, if CSRC focuses on using the special grant funding to demonstrate outcomes, it risks missing the opportunity to use the formula funds to meet the ITA spending requirement. This balancing act complicates its ability to effectively manage its resources and achieve its goals, ultimately putting CSRC at risk of underperforming in key areas.

Funding cuts also impact CSRC's ability to meet the ITA requirement. With the continual reduction in Adult and Dislocated Worker funding over the years, LWDA20 has struggled to meet the 50% ITA expenditure requirement and has sought, and been approved for, an ITA Waiver since 2014, except for program year 2023-2024 where a waiver was not sought. Despite CSRC's best efforts, including a significant increase in OJT investments compared to the program year 2022-23, CSRC fell short of meeting its established 40% requirement. The significant challenges outlined earlier persist and can be mitigated with the approval of an ITA Waiver of 35%.

Continual funding reductions, coupled with CSRC's current operational costs, have resulted in a planned reduction in workforce and the closing of Career Centers, further limiting CSRC's ability to meet the 50% ITA requirement. Additionally, to meet the ITA requirement of 50%, which excludes many supportive services, CSRC would have to fully suspend its already limited funding for supportive services not included in the ITA training category. This not only harms clients in training but is also contrary to key WIOA principles, which recognize that many individuals needing training services, especially those with significant barriers to employment, may not have the resources to participate in the necessary training.

CSRC's strategies for meeting the ITA requirement include targeted services for individuals with significant barriers. However, the inability to invest in critical supportive services like childcare assistance and other needs-related payments further exacerbates participants' challenges in successfully completing training activities. With low unemployment rates in LWDA20, there is an increased demand for qualified and skilled workers, strained by a shortage of trained, productive workers. There will continue to be a significant demand for individualized WIOA support services. Providing these support services would allow those who are unemployed, underemployed, or facing significant barriers the opportunity to complete training or retraining without financial hardship.

Finally, the flexibility of WIOA funding to cover operational expenses is critical to CSRC's ability to deliver services across all programs. However, funding cuts severely undermine this capability, impacting our service delivery to clients in the community. The additional requirement to allocate 50% of WIOA funds to ITAs further restricts our ability to use these dollars for essential operating expenses, ultimately hindering our capacity to effectively serve our clients.

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## Board of Directors/Local Chief Elected Officials Approval

By the signatures below, we endorse and affirm our approval of the Workforce Development Board of the Treasure Coast, Inc. d/b/a CareerSource Research Coast (CSRC), which serves the local workforce development area (LWDA20), request for an ITA waiver of 35%.

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Jim Brann, Chairperson  
Workforce Development Board of the Treasure Coast, Inc.  
d/b/a CareerSource Research Coast

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Date

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Commissioner Jamie Fowler  
Treasure Coast Workforce Consortium

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Date



## AGENDA ITEM SUMMARY

<b>Title</b>	LWDB 20 Final Budget - PY2024-2025
<b>Strategic Plans/Goals</b>	Optimal Use of Resources
<b>Policy/Plan/Law</b>	Workforce Innovation & Opportunity Act: Role of Local Workforce Boards
<b>Action Required</b>	Review and Approve LWDB 20 Final Budget - PY 2024-2025
<b>Background</b>	<p>Each year, the Board approves a budget for the following program year. Board Staff has received final allocations for the WIOA, Wagner Peyser, and Welfare Transition programs for PY 2024-2025. The Finance department met with Executive Management staff and drafted a final budget to present to the Board of Directors based on this information.</p> <p>Attached is a copy of the final budget for the Executive Committee's review and approval. The Board will have the opportunity to approve the 2024-2025 final budget at the September 25, 2024 meeting.</p>
<b>STAFF RECOMMENDATION:</b>	Review and Approve LWDB 20 Final Budget - PY 2024-2025
<b>SUPPORTING MATERIALS:</b>	LWDB 20 Final Budget - PY 2024-2025
<b>BOARD STAFF:</b>	Brian Bauer President/CEO <a href="mailto:bbauer@careersourcerc.com">bbauer@careersourcerc.com</a> 866-482-4473 ext. 418

**LWDB 20  
PY 24-25 DRAFT Budget**

Budget for PY 24-25	TOTAL LWDB20 FUNDING	INDIRECT	10 ADULT	12 DW	11 YOUTH	17 WIOA Supplemental	20 WP	22 SNAP	24 LVER	25 DVOP	271 RESEA
<b>Funding:</b>											
PY 24-25 Allocations	\$ 5,528,607		\$ 827,277	\$ 924,016	\$ 684,655	\$ -	\$ 799,320	\$ 277,746	\$ 126,167	\$ 166,108	\$ 453,000
PY 24-25 Supplemental	\$ 170,532		\$ -		\$ -	\$ 170,532	\$ -	\$ -	\$ -	\$ -	\$ -
Unrestricted Funds Earned this year	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Additional Funds/Incentives	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Retained by DEO for Merit Salaries	\$ (511,055)		\$ -	\$ -	\$ -		\$ (341,143)	\$ -	\$ (78,699)	\$ (91,213)	\$ -
Carryforward to PY 25-26	\$ (2,680,963)		\$ -	\$ (559,095)	\$ (236,502)		\$ (193,232)	\$ (115,375)	\$ (38,539)	\$ (51,471)	\$ (156,661)
Carryforward from PY 23-24	\$ 3,151,933		\$ 8,026	\$ 820,768	\$ 544,056		\$ 140,819	\$ 79,938	\$ 35,751	\$ 16,259	\$ 129,312
<b>Total DEO Grant Funding</b>	<b>\$ 5,659,054</b>	<b>\$ -</b>	<b>\$ 835,303</b>	<b>\$ 1,185,689</b>	<b>\$ 992,209</b>	<b>\$ 170,532</b>	<b>\$ 405,764</b>	<b>\$ 242,309</b>	<b>\$ 44,680</b>	<b>\$ 39,683</b>	<b>\$ 425,651</b>
OTHER NON DEO REVENUES	\$ 310,645										
<b>Total Available Funding</b>	<b>\$ 5,969,699</b>	<b>\$ -</b>	<b>\$ 835,303</b>	<b>\$ 1,185,689</b>	<b>\$ 992,209</b>	<b>\$ 170,532</b>	<b>\$ 405,764</b>	<b>\$ 242,309</b>	<b>\$ 44,680</b>	<b>\$ 39,683</b>	<b>\$ 425,651</b>
<b>Budgeted Expenditures:</b>											
<b>Administrative</b>	<b>\$ 663,000</b>	<b>\$ 0</b>	<b>\$ 286,176</b>	<b>\$ 35,393</b>	<b>\$ 25,159</b>	<b>\$ -</b>	<b>\$ 9,477</b>	<b>\$ 30,681</b>	<b>\$ 4,617</b>	<b>\$ 3,432</b>	<b>\$ 54,288</b>
Salaries and Benefits	\$ 511,554	\$ 511,554	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General and Administrative	\$ 151,446	\$ 151,446	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Allocated Indirect Costs	\$ (0)	\$ (663,000)	\$ 286,176	\$ 35,393	\$ 25,159	\$ -	\$ 9,477	\$ 30,681	\$ 4,617	\$ 3,432	\$ 54,288
Reclassification	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Program Training</b>	<b>\$ 5,306,702</b>	<b>\$ 0</b>	<b>\$ 549,127</b>	<b>\$ 1,150,297</b>	<b>\$ 967,051</b>	<b>\$ 170,532</b>	<b>\$ 396,287</b>	<b>\$ 211,629</b>	<b>\$ 40,064</b>	<b>\$ 36,251</b>	<b>\$ 371,364</b>
WIOA Youth Contracts	\$ 800,000	\$ -	\$ -	\$ -	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salaries and Benefits	\$ 2,381,439	\$ 265,201	\$ 791,012	\$ 152,618	\$ 21,344	\$ -	\$ 26,854	\$ 157,006	\$ 7,024	\$ 7,560	\$ 272,656
Contract Labor	\$ 6,903	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Internship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Incentives/Stipends	\$ 12,126	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Support Services Non-ITA	\$ 10,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Support Services ITA	\$ 11,500	\$ -	\$ 5,000	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-ITA/OST/TAA	\$ 384,516	\$ -	\$ 332,842	\$ 19,435	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-OJT	\$ 397,653	\$ -	\$ 367,842	\$ 8,812	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-Cust./Employed Worker	\$ 50,000	\$ -	\$ 40,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WEX/ Internships/ Participant Wages	\$ 107,953	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ 38,807	\$ 8,125	\$ 8,114	\$ 920	\$ 710	\$ -	\$ 2,125	\$ 1,310	\$ 6,100	\$ 2,650	\$ 2,025
One Stop Shared Costs	\$ 381,750	\$ -	\$ 80,218	\$ 14,840	\$ 54,694	\$ -	\$ 37,739	\$ 20,250	\$ 20,130	\$ 20,130	\$ 41,175
Other Operating Expenses	\$ 723,453	\$ 38,674	\$ 166,890	\$ 19,088	\$ 78,463	\$ -	\$ 25,110	\$ 18,625	\$ 4,637	\$ 4,297	\$ 29,961
Allocated Program Indirect	\$ (0)	\$ (312,000)	\$ 134,671	\$ 16,655	\$ 11,839	\$ -	\$ 4,460	\$ 14,438	\$ 2,173	\$ 1,615	\$ 25,547
Reclassification	\$ -	\$ -	\$ (1,377,461)	\$ 906,929	\$ -	\$ 170,532	\$ 300,000	\$ -	\$ -	\$ -	\$ -
<b>Total Planned Expenditures</b>	<b>\$ 5,969,699</b>	<b>\$ 0</b>	<b>\$ 835,304</b>	<b>\$ 1,185,690</b>	<b>\$ 992,209</b>	<b>\$ 170,532</b>	<b>\$ 405,764</b>	<b>\$ 242,310</b>	<b>\$ 44,680</b>	<b>\$ 39,683</b>	<b>\$ 425,651</b>
	0	0	0	0	0	0	0	0	0	0	0

**LWDB 20  
PY 24-25 DRAFT Budget**

Budget for PY 24-25	40 WTP	470 Apprenticeship Navigator	474 Rapid Response Navigator	476 Hope Nav	477 Hope Training	475 FAWA	48 F.A.T.E.S.	95 Workforce Summit	792 Youth SOS SLC	Other Non NFA	TOTAL FORMULA FUNDS
<b>Funding:</b>											
PY 24-25 Allocations	\$ 963,229	\$ 65,000	\$ 75,000	\$ 27,089		\$ -	\$ -	\$ 140,000	\$ -	\$ -	\$ 5,528,607
PY 24-25 Supplemental	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ 170,532
Unrestricted Funds Earned this year	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additional Funds/Incentives	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retained by DEO for Merit Salaries	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ (511,055)
Carryforward to PY 25-26	\$ (431,374)	\$ -	\$ (25,730)			\$ (784,086)	\$ (88,898)	\$ -	\$ -	\$ -	\$ (2,680,963)
Carryforward from PY 23-24	\$ 265,803	\$ -	\$ -	\$ 28,006	\$ 103,594	\$ 979,600	\$ -	\$ -	\$ -	\$ -	\$ 3,151,933
<b>Total DEO Grant Funding</b>	<b>\$ 797,658</b>	<b>\$ 65,000</b>	<b>\$ 49,270</b>	<b>\$ 55,095</b>	<b>\$ 103,594</b>	<b>\$ 195,514</b>	<b>\$ (88,898)</b>	<b>\$ 140,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,659,054</b>
OTHER NON DEO REVENUES						\$ 135,000	\$ -	\$ -	\$ 165,000	\$ 10,645	\$ 310,645
<b>Total Available Funding</b>	<b>\$ 797,658</b>	<b>\$ 65,000</b>	<b>\$ 49,270</b>	<b>\$ 55,095</b>	<b>\$ 103,594</b>	<b>\$ 195,514</b>	<b>\$ 46,102</b>	<b>\$ 140,000</b>	<b>\$ 165,000</b>	<b>\$ 10,645</b>	<b>\$ 5,969,699</b>
<b>Budgeted Expenditures:</b>											
<b>Administrative</b>	<b>\$ 102,731</b>	<b>\$ 8,401</b>	<b>\$ 6,703</b>	<b>\$ 7,045</b>	<b>\$ 13,229</b>	<b>\$ 26,400</b>	<b>\$ 6,303</b>	<b>\$ 19,173</b>	<b>\$ 22,432</b>	<b>\$ 1,362</b>	<b>\$ 663,000</b>
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 511,554
General and Administrative	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 151,446
Allocated Indirect Costs	\$ 102,731	\$ 8,401	\$ 6,703	\$ 7,045	\$ 13,229	\$ 26,400	\$ 6,303	\$ 19,173	\$ 22,432	\$ 1,362	\$ 0
Reclassification	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Program Training</b>	<b>\$ 694,927</b>	<b>\$ 56,598</b>	<b>\$ 42,568</b>	<b>\$ 48,050</b>	<b>\$ 90,366</b>	<b>\$ 169,114</b>	<b>\$ 39,799</b>	<b>\$ 120,827</b>	<b>\$ 142,568</b>	<b>\$ 9,283</b>	<b>\$ 5,306,702</b>
WIOA Youth Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800,000
Salaries and Benefits	\$ 436,255	\$ 44,805	\$ 31,630	\$ 37,250	\$ 58,771	\$ 52,069	\$ 5,378	\$ -	\$ 8,728	\$ 5,280	\$ 2,381,439
Contract Labor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,903	\$ -	\$ 6,903
Internship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Incentives/Stipends	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,126	\$ -	\$ 12,126
Support Services Non-ITA	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600	\$ -	\$ -	\$ -	\$ 10,600
Support Services ITA	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ 11,500
Training-ITA/OST/TAA	\$ 10,000	\$ -	\$ -	\$ -	\$ 7,240	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 384,516
Training-OJT	\$ -	\$ -	\$ -	\$ -	\$ 9,000	\$ -	\$ 12,000	\$ -	\$ -	\$ -	\$ 397,653
Training-Cust./Employed Worker	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
WEX/ Internships/ Participant Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 107,953	\$ -	\$ 107,953
Travel	\$ 4,000	\$ 500	\$ 534	\$ 119	\$ 125	\$ 1,300	\$ 15	\$ -	\$ 135	\$ -	\$ 38,807
One Stop Shared Costs	\$ 45,000	\$ 5,500	\$ 6,000	\$ 5,753	\$ 8,727	\$ 20,025	\$ 1,559	\$ -	\$ 10	\$ -	\$ 381,750
Other Operating Expenses	\$ 126,328	\$ 1,841	\$ 1,250	\$ 1,613	\$ 278	\$ 83,296	\$ 1,780	\$ 111,804	\$ 6,157	\$ 3,362	\$ 723,453
Allocated Program Indirect	\$ 48,344	\$ 3,953	\$ 3,154	\$ 3,315	\$ 6,225	\$ 12,424	\$ 2,966	\$ 9,023	\$ 10,556	\$ 641	\$ 0
Reclassification	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Planned Expenditures</b>	<b>\$ 797,658</b>	<b>\$ 65,000</b>	<b>\$ 49,270</b>	<b>\$ 55,095</b>	<b>\$ 103,595</b>	<b>\$ 195,514</b>	<b>\$ 46,102</b>	<b>\$ 140,000</b>	<b>\$ 165,000</b>	<b>\$ 10,645</b>	<b>\$ 5,969,699</b>
	0	0	0	0	0	0	0	0	0	0	\$ 0

# Agenda Item 6

## AGENDA ITEM SUMMARY

<b>Title</b>	CareerSource Research Coast Administrative Plan Update
<b>Strategic Plans/Goals</b>	Administration & Strategic Planning
<b>Policy/Plan/Law</b>	CareerSource Research Coast (CSRC) Administrative Plan
<b>Action Requested</b>	Review and Approve Revisions to the CSRC Administrative Plan
<b>Background</b>	CSRC's Administrative Plan was revised based on updated requirements stipulated in the DEO Grantee/Subgrantee agreement. Staff will review the revisions with the Executive Committee.
<b>Staff Recommendation</b>	Review and Approve Revisions to the CSRC Administrative Plan
<b>Supporting Material</b>	Revised CSRC Administrative Plan
<b>Board Staff</b>	Brian Bauer President/CO <a href="mailto:bbauer@careersourcerc.com">bbauer@careersourcerc.com</a> (866) 482-4473 ext. 418





## **ADMINISTRATIVE PLAN**

**FOR THE  
WORKFORCE DEVELOPMENT BOARD  
OF THE  
TREASURE COAST, INC.**

**D/B/A**

**CAREERSOURCE RESEARCH COAST**



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**ORIGINAL APPROVAL DATE: 3/27/2014**  
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### DESCRIPTION OF THE ADMINISTRATIVE ENTITY AND SUB-RECIPIENT GRANTEE

A. Service Delivery Area/Sub-Recipient Grantee:

The Local Workforce Development Area (LWDA20) service delivery area consists of Indian River, Martin, and St. Lucie Counties on the eastern seaboard of Florida. The LWDA is located approximately 100 miles north of Miami and 250 miles south of Jacksonville, Florida.

B. Designated Administrative Entity, Fiscal Agent, and Grant Recipient:

The Workforce Development Board of the Treasure Coast, Inc. d/b/a CareerSource Research Coast (CSRC), a private non-profit 501 (c) (3) corporation, is the grant recipient, fiscal agent, and administrative entity in LWDA20. CSRC is responsible for oversight and management of the local workforce development system including but not limited to, Wagner Peyser program, Supplemental Nutrition Assistance Program (SNAP), Re-Employment Assistance Services and Eligibility Assessment (RESEA), Trade Adjustment Assistance (TAA) program, Workforce Innovation and Opportunity Act (WIOA) programs for adults, dislocated workers, youth, and the Welfare Transition (WT) program for recipients of Temporary Assistance for Needy Families. CSRC utilizes federal workforce development funds to provide services to businesses and career seekers through a local Career Center system managed and operated by CSRC. Beginning on January 1, 2009, CSRC began providing direct services for all programs exclusive of the WIOA youth program.

C. Designated Sub-Recipient:

In LWDA20, CSRC is the designated sub-recipient grantee. CSRC is responsible for the management and disbursement of WIOA, and all other private, state, and federal funds allocated to LWDA20. CSRC entered into an Agreement, renewable annually, with the State of Florida, Department of Economic Opportunity Florida Commerce (DEOFC) and CSRC is responsible for all work performed and all expenses incurred in fulfilling the obligations of this Agreement to include the appointment of staff to required local positions listed:

- a. Regional Security Officer
- b. A custodian for purchased property and equipment.
- c. A personnel liaison (must be a DEOFC merit staff member)
- d. A public records coordinator
- e. An Equal Opportunity Officer (consistent with 29 CFR part 38)
- f. An Ethics Officer
- g. Person who promotes opportunities for persons with disabilities

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## II. FINANCIAL MANAGEMENT SYSTEMS

CSRC assures that the financial system provides fiscal control and accounting procedures that are in accordance with Generally Accepted Accounting Principles (GAAP) as applied to governmental units. CSRC complies with OMB 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and follows the fiscal management requirements codified by the United States Department of Labor at 29CFR 95.21(b). CSRC requires all fiscal procedures documented formally.

### A. Financial Reporting:

To ensure observance of limitations and restrictions on specific resources, CSRC uses a computerized fund accounting system to track information on all sub grant and contract awards, obligations, unobligated balances, assets, and liabilities. The financial statements are prepared using the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows.

The Chief Financial Officer (CFO) or designee prepares monthly state reports from information generated from the CSRC accounting system. Reports are submitted, via the Internet, through the State of Florida's automated financial reporting system, Subrecipient Enterprise Resource Application (SERA). On a monthly basis, the CFO or designee prepares a worksheet for each grant reconciling the financial statements with the information reported on the state reports.

### B. Accounting Records:

CSRC uses Abila/MIP Nonprofit Series fund accounting software. As a multiple grant recipient, CSRC records revenue, expenditures, assets, and liabilities in separate funds for each grant program. Revenues and expenditures use an eight-segment account coding system. Assets and liabilities only require the use of the first and third segments. The first segment identifies the Fund within which the transaction occurs. The second segment identifies the program year/contract period. The third segment identifies the general ledger account number. The fourth segment identifies the location, if applicable, to each entry. The fifth segment identifies the cost category. The sixth segment identifies the career planner associated with the participant activity or designated contracts/sub grants as applicable. In addition, this segment provides detailed information on specific programs within a Fund. The seventh segment is for financial statement purposes and identifies transactions as unrestricted, temporarily restricted or permanently restricted. The eighth segment identifies the participant number.

Accounting records are supported by back up of computer records, as well as source documentation. These records are entered into the system as they occur. The accounting database is backed up daily and stored on CSRC's Storage Area Network (SAN) with a copy of the daily backup copied to a cloud-based storage solution for disaster recovery purposes, when needed.



C. Internal Controls and Procedures:

CSRC maintains effective control and accountability over all grant and sub grant assets. It provides adequate safeguards for all such property and assures that property is used solely for authorized purposes. Financial procedures and controls are monitored by the CSRC Executive Committee prior to being presented to the CSRC Board of Directors.

1. *Cash Receipts and Disbursements:*

When CSRC receives funds, the Facilities Manager or designee logs in all cash receipts (checks and/or cash) and date stamps funds received. The Finance Department designee picks up and signs for each cash receipt. Each check is immediately placed in a secure location to be stamped with a restrictive endorsement (For Deposit Only). The Finance Department designee copies the cash receipts (checks and/or cash) and prepares a deposit slip in duplicate. The Finance Department designee keeps copies of the cash receipts and duplicate deposit slips on file.

When the deposit has been made, the validated bank deposit receipt is given to the Finance Department designee, and he/she attaches this to all other documentation in a file under his/her supervision pending receipt of the bank statement. The cash receipts log is reconciled to the bank statements monthly and verification of deposits is documented by the CFO. All deposits are made in a timely manner.

All disbursements are made in response to a voucher. Supporting documentation is required to be attached to each voucher. The CFO or designee certifies all vouchers and purchase orders for accuracy. Vouchers prepared for entities that could possibly use funds for lobbying require a notation on the check stub that states that funds are not to be used for lobbying purposes. The President/CEO or the Vice President of Operations/COO approves all checks to vendors to ensure the expenditures are allowable and appropriately recorded by signing the check stub attached to the voucher and the check register.

Other controls in place include:

- All checks require two laser signatures.
- No checks payable to cash are written.
- Unused checks are kept under lock and key.
- Undelivered checks are kept under lock and key.
- System voided checks are properly documented through the system check spoilage feature. Original copies are attached to the check register for verification by reviewer. A corrected invoice is required for reissue. If appropriate, the CFO or designee will process a "stop payment."
- After each check run, the beginning and ending check numbers used are entered into the check log worksheet.

A contract, documenting payment terms and conditions, is generated for all service providers and sub-recipients. To receive payment for services rendered, the service provider submits an invoice with the appropriate documentation to the Finance Department. For cost reimbursement contracts with performance deliverables, the assigned CSRC team member reviews the performance documentation for data validation and accuracy. Once confirmed, the package is forwarded to the Finance Department. The Finance Department designee reviews the invoice, cost allocation and expenditures portion of the invoice to determine accuracy and appropriate expenditures. The invoice is submitted for payment. Accounts payable procedures are followed to process payment.

2. *Bank Reconciliations:*

Bank statements are obtained online monthly by the CFO. The CFO prepares the bank reconciliations using Abila/MIP Nonprofit Series fund accounting software.

Bank reconciliation includes but is not limited to:

- Accounting for the deposit of all checks received.



- Accounting for all check numbers used.
- Comparing bank statement with register verifying check number and amount.
- Review of online banking activity.
- Review of bank transfers.
- Review checks that are outstanding more than 90 days: and
- Determining if checks are to be re-issued or voided.

D. Payroll Procedures:

CSRC uses Microix, an automated timesheet program that interfaces with Abila/MIP to track employee time and activities. Employees are required to record time daily by fund (grant) and activity codes. Bi-weekly, employees electronically submit their timesheet to their immediate manager/supervisor who reviews and validates the timesheet. Once validated, the manager/supervisor electronically approves thus authorizing the electronic transmittal of the timesheet to the Finance Department. A Finance Department designee reviews all timesheets for accuracy and completeness (regular hours, leave codes, fund/activity codes) and prepares a report summarizing regular and the various types of leave hours by employee.

The timesheets and this summary sheet are then routed to the CFO who reviews the timesheets and signs the summary report as authorization for payment. In the event the CFO is not available, the Vice President of Operations/COO will review the timesheets and sign the summary sheet to process payroll for that period.

Once the payroll has been approved for processing, a Finance Department designee will transfer the timesheet information from Microix to Abila/MIP. The HR module of Abila/MIP is used to automatically update the attendance and leave accrual records generated by the Microix time reporting module. The Finance Department designee who is processing payroll will verify that the total hours reported on the payroll reports agree with the payroll summary sheet and that the expenses and deductions appear properly. The CFO and President/CEO, or designee, then review and sign the ACH Payroll Register, Voucher Register and Direct Deposit report prior to generating checks or direct deposit vouchers.

Payment will be provided to the employee through electronic transfer to a designated financial institution. Manual checks may be written on a temporary basis only with the written request of the CFO and approval by the President/CEO.

The CFO reviews all processed payroll documentation for accuracy and any adjustments necessary will be made in the next pay period. The CFO will then process all 401K employee contributions/employer matches for the pay period via an online secure web portal access to the financial institution.

Either a personnel action form (PAF) or other authorized document initiates a change to the payroll system. In the case of a salary increase, reduction or change in status, a PAF is prepared and signed by the employee, a Human Resources Department designee, reviewed by Finance for accuracy, and authorized by the President/CEO or the Vice President of Operations/COO (for staff changes) or by a member of the CSRC Executive Committee (for President/CEO changes only). Copies of these forms are kept in the employee's personnel file. Changes are entered using the HR module of Abila/MIP.

One file is maintained on each employee. Personnel files containing the employment application, assessment information, drug tests, original signed PAF's, disciplinary actions, goals, performance evaluations, recognitions,



fringe benefit information, W-4's and I-9's are maintained by the Human Resources Department. The Human Resources Department office is under strict security access by means of hours of operation and allowable swipe card permission levels.

Employees may access and review their personnel files following procedures outlined in the Employee Handbook.

E. Leave Procedures:

Employees follow procedures outlined in the Employee Handbook when requesting leave. Leave time is recorded electronically using the Microix module and employees submit requests to their immediate manager/supervisor. Managers/supervisors review these requests and electronically approves or denies.

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F. Travel Procedures:

Employees and Board of Directors are reimbursed for board-related travel that is deemed necessary and reasonable. In May 2010, the Florida Legislature passed proviso language requiring all local workforce development boards to comply with travel policies in accordance with Section 112.061, Florida Statutes. CSRC adheres to the Travel Manual (Attachment I).

G. Budget Control Actual Expenditures vs. Budget:

CSRC's fiscal year operational budget is produced annually by the CFO and submitted to the President/CEO. The budget is reviewed and approved by the CSRC Executive committee, ratified by the CSRC Board of Directors, and then taken to the Treasure Coast Workforce Consortium for final approval. Once approved, the budget is submitted to the [Department of Economic Opportunity Florida Commerce \(DEOFC\)](#) and posted on the CSRC website as per the [DEOFC Grantee-Subgrantee Agreement](#).

Upon approval or modification of the budget, the CFO is responsible for maintaining, monitoring, and reporting the budget information. The Finance department produces monthly financial reports documenting expenditures and balances for each budget line item. These reports are prepared by the CFO and [reviewed-byshared with](#) the President/CEO and the Vice President of Operations/COO. These monthly reports are presented to the CSRC Executive Committee at scheduled meetings and approved by the CSRC Board of Directors.

1. Budget Transfer Authority:

The President/CEO has budget transfer authority between line items established within the approved operating budget. This limited authority would be applicable when transferring amounts of \$10,000 or less. In instances where the transfer amount exceeds the threshold, the following processes are followed:

- \$10,001 to \$15,000 may be transferred with the written approval of both the CSRC Chair and Vice Chair.
- Transfer requests that exceed \$15,000 require formal approval of the CSRC Executive Committee before initiating action.

All transfers are documented along with the associated justification and made available for review upon request. Line-item changes within categories can be made by the President/CEO with notice given to the CSRC Executive Committee at the next regularly scheduled meeting.

H. Allowable Costs/Cost Principles/Prior Approval:

CSRC complies with the cost principles defined in OMB 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. As a part of the accounts payable function, the Finance Department adheres to the following basic standards before charging any cost to a grant, either as an indirect or direct cost:

- Be necessary and reasonable for proper and efficient performance and administration.
- Be allocable.
- Be authorized or not prohibited by state or local laws or regulations.
- Conform to any limitations or exclusions set forth in the Circulars, Federal laws, terms of the Federal awards or other governing regulations.
- Be consistent with policies, regulations, and procedures.
- Be accorded consistent treatment.
- Be in accordance with generally accepted accounting principles (GAAP).
- Not ~~be to be~~ included as a cost or used to meet cost sharing or matching requirements of any other Federal award.
- Be net of all applicable credits.
- Be adequately documented.



The OMB guidance is followed when determining the cost items and administrative requirements that require prior approval. Annually, the CFO will submit the Cost Allocation Plan to ~~DEO(FC)~~. For the items that require prior approval, the CFO will follow ~~DEOFC~~ guidance and complete the appropriate forms prior to incurring any of these costs.

I. Program Income:

Program income consists of interest earned in excess of service fees on federal funds received and receipts from goods or services provided as a result of activities funded by federal grants. Program income may be retained only if such income is used to carry out the program. CSRC maintains records sufficient to determine the amount of such income received and the purposes for which such income is expended. Program income may not be used to pay disallowed costs.

Should any program income result from the performance of federally funded contracts by not-for-profit service providers, it is the policy of CSRC that these funds be used for the program that generated the income, or for similarly funded programs (CFDA cluster) or returned to CSRC at CSRC's discretion.

Program/grant funds are separately maintained in the accounting records even though they are deposited into a pooled cash account. Balances per fund are calculated on a weekly basis. Interest earned each month, in excess of service fees on this pooled account, is ~~allocated-analyzed~~ annually ~~to-for~~ each fund based on its average monthly balance. CSRC uses the deduction method of reporting program income for those grants that allow the use of program income. For those funds (TANF, RA/UC, etc.) that require the return of interest earnings, an amount more than \$500 for the year is returned to ~~DEOFC~~.

J. Source Documentation:

All financial activity is maintained by a data processing system and supported by source documentation. Electronic files are maintained for all financial activity and supporting documentation.

These files contain copies of invoices, checks, contracts, and any other source documents that are required to permit preparation of reports and the tracking of funds. Only the Finance Department has access to computerized records through password security. Computerized financial records are backed-up as ~~is-outlined~~outlined in Section II, B – Accounting Records. All financial records are retained according to the following record retention schedule. The only exception is if any litigation, claim, or audit is started before the expiration of the retention period. The records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.

RECORDS	RETENTION PERIOD
Audits: Independent	10 fiscal years
Audits: Supporting Documentation	5 fiscal years
Budget Records: Approved Annual Budget	Permanent/Board Minutes
Budget Records: Supporting Documents	5 fiscal years
Certified Forward Documents	5 fiscal years
Chart of Accounts	Permanent
Correspondence: General	3 fiscal years
Cost Allocation Plans	5 years from last date effective
Financial Statements: Internal Reports	3 fiscal years
Financial Records and Supporting Documents	5 fiscal years from final audit
Fixed Asset Listing	3 years after final disposition
General Ledger: Annual Summary	Permanent
General Ledger: Year-end Closing Records	10 fiscal years
Grant Files	5 fiscal years after completion
Insurance Policies and Claims	5 years after final disposition or expiration
Leases	5 years after completion or termination
Leases: Real Property	15 years after completion or termination
Monitoring: Internal	5 fiscal years
Monitoring: State/Federal	10 fiscal years
Payroll Records/Registers	5 years from final audit

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.  
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RECORDS	RETENTION PERIOD
Payroll Tax Returns/Forms	5 years from final audit
Personnel Records/Files	25 years after separation or termination
Property Inventory Records	3 fiscal years
Tax Filings and Related Correspondence	10 years from resolution

CSRC and CSRC's service providers, when applicable, maintain all participant files in a secure filing system that protects them. Files must contain all supporting documents related to eligibility, counseling, payroll data, employer reimbursements, evaluations, and any other data pertaining to the participant's progress in the program and financial information related to that progress. Information must be sufficient for the preparation of reports required by federal grants administered by CSRC to permit the tracking of funds to a level of expenditures adequate to ensure that the funds have not been spent unlawfully.

CSRC and CSRC's service providers, when applicable, retain participant records. Eligibility information collected as part of the application process must be retained for at least one year following the date of application for those applicants' determined ineligible for the program. Records of applicants who become participants are retained for five years from the date the participant exits the program.

CSRC's policies on documentation, record maintenance and record retention by service providers are included in all service provider contracts when a service provider contract is in effect. Adherence to these policies is monitored on a regularly scheduled basis by CSRC employees when a service provider contract is in effect.

**K. Cash Management/Cash Advances:**

CSRC's primary cash receipts are warrants directly deposited into the Cash – Business Checking Account by the State of Florida through electronic funds transfer as cash advances from the various funding sources CSRC receives. Cash advance requests from the State of Florida are done as needed using the State of Florida's SERA system. Procedures are in place to receive, disburse and manage cash advances. Cash balances on hand are minimized and the forecasting of cash requirements closely coincides with the actual disbursements of funds. A Finance Department designee prepares a cash request worksheet each week prior to the deadline for cash draws. The cash balance of each fund is verified and reconciled to the general ledger monthly. Invoices that are projected to be paid within the next week are recorded by fund/grant on this spreadsheet. The projected cash disbursements per fund are then deducted from the current cash balances per fund. Cash advances from the previous week that have not yet been received are recorded as receivables and added to the appropriate cash balances. Monthly Cost Pool allocations are estimated each week to reflect weekly disbursements. Based on the cash needs of each fund, the CFO or designee determines the amount of cash to be requested for that week. The request is entered into the SERA system and a copy of that request is attached to the worksheet which is reviewed and approved by the President/CEO or the Vice President of Operations/ COO. The cash request spreadsheet is reviewed by a Finance Department designee the following week, who verifies that the cash has been received or records a receivable on the spreadsheet for funds requested but not received.

**L. Fidelity Bonding:**

All employees of CSRC are bonded for faithful and honest performance. Employees whose responsibilities include handling of warrants and/or who have access to cash are bonded for amounts sufficient to cover potential losses. Background checks are completed on each new potential employee. Potential employees with violations posing a high risk to the performance of their duties are not considered.

CSRC may advance funds to service providers and vendors, as appropriate and necessary. All service providers acting on behalf of CSRC by receiving or depositing cash advances into program accounts or in issuing financial documents, checks or other instruments of payment for program costs are bonded to provide protection against loss.

Records pertaining to fidelity bonds are maintained by the Finance Department.



M. Audits and Audit Resolution:

As a private, non-profit organization, CSRC complies with the WIOA, OMB 2 CFR 200, the most current state policy and all other federal and state regulations pertaining to the auditing of federal funds, the procurement of those audits and the resolution of audit findings.

Within 30 days after receiving a completed audit, CSRC transmits a copy of the audit report along with any corrective action plans necessary to ~~DEQFC~~. Within 60 days of receiving a completed report, CSRC submits an audit resolution report detailing all corrective actions taken.

CSRC adheres to 2 CFR 200.320 and follows section III. Procurement Policies and Procedures of this Plan for the procurement of auditing services. Under an RFP/RFQ auditing services procured are limited to a five (5) year term. An incumbent audit firm may be awarded a new contract if the ratings warrant given that the Audit Partner in Charge must be different than that of the prior contract.

Non-federal, non-profit service providers expending ~~\$750,000~~ \$1,000,000 or more annually in federal awards are required to have an organization-wide Single Audit conducted in accordance with OMB 2 CFR 200.

Non-federal, commercial (for profit) service providers expending ~~\$750,000~~ \$1,000,000 or more in a fiscal year in federal awards shall have either an organization-wide audit that includes coverage of federal contracts within its scope or a program specific annual independent financial and compliance audit conducted and prepared in accordance with Generally Accepted Government Auditing Standards (GAGAS).

Non-federal service providers ~~expending~~ less than \$750,000 \$1,000,000 in a fiscal year in federal awards are exempt from federal audit requirements for that year. Records must be available for review or audit by appropriate officials of the federal agency, pass-through entity, and Government Accountability Office (GAO).

Audit costs can only be charged to federal grants if related to the performance of a Single Audit or if the non-federal entity does not currently have any federal funding and the audit cost is in the indirect cost pool for a cost allocation plan or indirect cost proposal.

A copy of the audit is to be furnished to the CSRC Board of Directors within nine (9) months and/or 30 days of receipt, whichever is sooner from the end of their year-end or 30 days of receipt, whichever is earlier. Results of the audits are forwarded to the appropriate state authority in a timely manner.

In the event a service provider should go out of business, CSRC must be notified immediately. CSRC then becomes the designated custodian of all federal program related records and must be notified of the designated custodian of the service provider's other records.

When CSRC is notified that a service provider is going out of business and the service provider has expended ~~\$750,000~~ \$1,000,000 or more of federal funds, CSRC will notify its audit firm to do an immediate audit of the service provider in accordance with 2 CFR 200 or GAGAS. If the service provider has received less than the designated monetary thresholds, CSRC will do an immediate audit of the service provider. This policy is added to all service provider contracts initiated by CSRC.

CSRC accepts responsibility for resolving audit findings locally and has established procedures for the CSRC Board of Directors review and resolution of service providers audit reports. These procedures include a review of audit reports to ensure the requirements of OMB guidance and state policies are met. All findings and recommendation reports are reviewed by the President/CEO. The proper actions in response to the findings and recommendations are determined and all actions needed to correct or otherwise resolve findings are completed within established timeframes as outlined in the procedures noted in this section and under "Debt Collection."



CSRC's auditing and resolution procedures include issuance of a written determination that states:

- whether or not there are findings to be resolved.
- whether or not questioned costs are allowed.
- whether or not corrective actions for administrative findings are adequate; and
- that all findings are subject to state and federal review.

These procedures also establish a debt, if applicable, and provide repayment options and appeal rights for the service provider. (See Section N: Debt Collection)

When there are no findings to be resolved, it ~~is so~~ indicated in the audit report and a copy of which is forwarded to the service provider under a cover letter. The audit file is then considered closed.

N. Debt Collection:

If an audit determination or other indication finds that a wrongful expenditure of funds exists, prompt and appropriate corrective action will be taken. Notice and an opportunity for a fair hearing will be granted. Upon determination that the wrongful expenditure of funds was due to willful disregard of the state or federal rules and regulations, gross negligence, or failure to observe accepted standards of administration, the service provider, as appropriate, shall be liable to repay such amounts from funds other than those received under all federal awards. These procedures also apply when a wrongful expenditure of funds is discovered through means other than an audit (such as a monitoring review, Inspector General review, etc.).

CSRC will attempt to collect debts from service providers through informal requests (phone, letters, and personal contact). If this is not productive, formal debt collection through the courts will be pursued if appropriate.

Repayment of debt must be made in cash (money order or cashier's check) unless prior approval of another method of repayment has been requested by CSRC and an official response obtained from ~~DEOFC~~.

The CSRC Executive Committee serves as the hearing board for all complaints or grievances arising from audit findings, disallowed costs and investigations or monitoring reports.

All affected parties may request, in writing, a hearing before the CSRC Executive Committee. On more serious offenses, the CSRC Executive Committee may request an appearance by the appropriate parties. Hearings on any grievance are conducted within 30 days of the filing of the grievance and a decision within 60 days of the filing date. All decisions are final.

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### III. PROCUREMENT POLICIES AND PROCEDURES:

#### A. Purpose:

To ensure the purchase of goods and services is conducted in an open manner with competitive pricing, proper management, and oversight controls to ensure Finance accountability and efficiency and to prevent waste, fraud, abuse and avoid acquisition of unnecessary or duplicative items.

The President/CEO is authorized by the CSRC Board of Directors to enter into contracts and agreements financially obligating CSRC provided the obligation is consistent with the current CSRC Board of Directors approved budget, CSRC's plans, or other documents governing CSRC's strategic direction, and the total contract is less than \$250,000. The President/CEO may designate the Vice President/COO or Vice President(s) as the approving authority/designee. Contracts for \$250,000 or more require approval by a majority vote of the CSRC Board of Directors.

The President/CEO, or the President/CEO's designee, has approval authority over all purchases and contractual commitments and makes the final determination on any proposed purchases where budgetary or other conditions may result in denial. Authorized staff members (purchasing agents) have the authority to initiate purchases on behalf of their departments within the guidelines described below. The President/CEO or authorized designee is responsible for notifying the Finance Department of all individuals authorized to initiate purchases or prepare purchase orders. The Finance Department maintains a list of all authorized purchasing agents.

#### B. Recordkeeping:

CSRC will maintain a history of the procurement. Records will include mailing lists, the rationale for the method of procurement, the selection process, responses, solicitations, contract type, communications including rejection notices, the basis for the agreement price and the selection or rejection of the award and any other pertinent information. Documents may be attached to the purchase authorization/summary memo or the procurement file as appropriate. All records shall be maintained for a period of five years following final payment and closure of all pending matters (or longer, if required by applicable law).

#### C. Designated Contract Officials:

The CSRC Board of Directors approves all service provider contracts. The CSRC Board of Directors authorizes the President/CEO to sign service provider contracts, contract modifications and terminate contracts on behalf of the CSRC Board of Directors after the Board of Directors has approved issuance of the contract or the need for termination. The President/CEO may authorize a designee. The decision to execute or terminate a service provider contract originates with the CSRC Board of Directors.

Other contracts, less than \$250,000, for goods and services, may be initiated by employees (purchasing agents) and are approved by the President/CEO or authorized designee, provided the cost for the items or services is included in the CSRC Board of Directors approved budget.

#### D. Code of Conduct:

CSRC has established ethical standards for employees engaged in the award and administration of service provider contracts. These standards involve personal standards of conduct and fair and equitable treatment of service providers and potential service providers. Employees are expected to carry out their responsibilities related to procurement with complete impartiality and without preferential treatment of anyone. CSRC's standards include the following:

##### 1. *Confidentiality*

All CSRC Employees/Board of Directors are to observe rules of confidentiality during the procurement process, the negotiation and award phase and the post-award of the service provider contract. These rules include not disclosing (1) the number and names of proposers until the contract is awarded or the discussion is made public, (2) technical or cost/price information that is submitted by proposers or gathered as evaluation criteria, and (3) fund availability until that information is known to all proposers.



2. *Disclosure*

Information must be given to all proposers and potential proposers equally. The requirements and release of solicitations are made public through legal advertising and is not prematurely divulged to favorable sources. The rating criteria used to evaluate proposals is provided in advance to all potential proposers. Information provided to one proposer is shared with all other known potential proposers when the information is not contained in the request for proposals.

3. *Fairness and Impartiality*

To ensure fairness and impartiality to all proposers, specifications in the request for proposal are stated in generic terms avoiding unduly restrictive requirements. Requests for Proposals (RFP) are reviewed for terms and conditions that appear to be restrictive prior to the RFP being issued. All CSRC Employees/Board of Directors engaged in the review of proposals and/or the award of a contract are expected to abide by CSRC's Code of Ethics, specifically the conflict-of-interest standards, and to withdraw from the process if they cannot review the proposal, negotiate the ~~contract~~contract, or award the contract without total impartiality and fairness.

During the purchase of goods and general services, CSRC uses the following ethical conduct standards:

- Employees discourage the offer of and decline individual gifts or gratuities of value in any way that might influence the purchase of supplies, equipment, and/or services.
- Employees notify his/her immediate supervisor if he/she is offered a gift.
- No CSRC Board Member, Officer or Director, Employee or Agent for CSRC participates in the selection or administration of a vendor if a real, or apparent, conflict of interest is involved. (See Section E -Conflict of Interest)
- CSRC Board Member, Officer or Director, Employee and Agents for CSRC, neither solicit nor accept gratuities.

E. Conflict of Interest:

CSRC has a conflict-of-interest policy that governs the participation of CSRC Employees/Board of Directors, either directly or indirectly, in the procurement process. This policy requires CSRC Employees/Board of Directors to withdraw from the procurement process if there is any apparent or perceived conflict of interest connected with their involvement in the procurement process. CSRC's conflict of interest policy states that:

- A CSRC Board of Director shall not cast a vote on, nor participate in, any decision-making capacity on the provision of services by such member (or any organization which that member directly represents), nor on any matter which would provide any direct financial benefit to him/her.
- Neither membership on the CSRC Board of Directors nor the receipt of WIOA funds to provide training and related services shall be construed, by themselves, to violate the state and federal rules and regulations.
- The officers, employees, or agents of the agency making the award will neither solicit nor accept gratuities or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.
- CSRC Employees/Board of Directors involved in the rating of proposals are required to sign a certification indicating they have no conflict of interest or privileged information regarding the proposer and that they will not be enriched by the contract.

F. CSRC Contracting Rules:

In accordance with CareerSource Florida Inc., *State and Local Workforce Development Board Contracting Conflict of Interest Policy (May 2012)*, CSRC will not enter a contract with one of its own CSRC Board of Directors, with an organization represented by its own membership or with any entity where a CSRC Board member has any relationship with the contracting vendor/sub-recipient.



At CSRC's discretion, the following may be exempted from the above paragraph:

- Contracts with an agency (as defined in Florida Statute 112.312[2], Florida Statutes.
- Contract relating to a CSRC Board member's appointment to the CSRC Board of Directors under section 101(a) (2), Public Law No. 113-128, ("WIOA").
- A contract with a CSRC Board member receiving a grant for workforce services under federal, state, or other governmental workforce programs.
- A contract between CSRC Board of Directors and a CSRC Board member, which is not exempted under bullets above where the board documents exceptional circumstances and/or need, and the CSRC Board member does not personally benefit financially from the contract. Based upon criteria developed by CareerSource Florida Inc., DEEFC shall review CSRC's documentation and assure compliance.

Each contract which is exempted from the general prohibition in the paragraph above must meet the requirements set forth in the section below (Rules Regarding Contracting with CSRC Board of Directors), including, but not limited to, the requirements of the WIOA "conflict of interest" provisions.

G. Rules Regarding Contracting with a CSRC Board member:

1. *Definitions:*

- "*has any relationship with the contracting vendor*" means the director is an owner or a principal of the vendor, or a principal of the vendor has retained the director, or the parent organization or subsidiary of a corporate principal of the vendor has retained the director or a director's known relative or director's business associate is an owner of the vendor. For purposes of this policy, vendor, contractor, and sub-recipient are the same.
- "*benefit financially from a contract*" means the special private financial gain to a director, a special private financial gain to any principal which retains the director, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the director or the special private financial gain to any director's relative or business associate or to a CSRC employee or a CSRC employee's relative and such benefit is not remote or speculative. "Personally benefit financially" means a special private financial gain to a director only.

Additional definitions are in Part I (Definitions) of CareerSource Florida Inc., *State and Local Workforce Development Board Contracting Conflict of Interest Policy* (revised May 2022).

CSRC must comply with all requirements of section 445.007, Florida Statutes, prior to contracting with a CSRC Board member or other person or entity that could benefit financially from a contract (as defined above). These requirements are:

- All contracts between CSRC and a CSRC Board member or other person or entity who may benefit financially from a contract (as defined above) must be approved by a two-thirds vote of the CSRC Board of Directors present, once a quorum has been established, and the approval of such contracts shall not be delegated to staff or committees. The CSRC Board member who abstains from voting due to conflict of interest will not be counted towards the quorum.
- The fact that a CSRC Board member or other person or entity could benefit financially from the contract (as defined in the policy) must be disclosed in the meeting and made part of the minutes of the meeting before the vote is taken. The CSRC Board member's absence from the meeting does not relieve CSRC from the disclosure and two-thirds vote requirements. All other known conflicts must be disclosed before the vote. If a CSRC Board member or CSRC employee discovers a conflict of interest after the vote, then the conflict





must be disclosed in a procedure consistent with section 112.3143(4)(b), Florida Statutes. CSRC Board of Directors who could benefit financially from the contract or who have any relationship with the contracting vendor (as defined in the policy) must abstain from voting on the contract. A CSRC Board of Director's designee cannot vote in the place of a CSRC Board of Director who is required to abstain.

- CSRC contracts (i.e., contracts with CSRC Board of Directors) equal to or greater than \$10,000 shall not be executed prior to the written approval of ~~BE@FC~~.
- CSRC must submit all contracts equal to or greater than \$10,000 with CSRC Board of Directors or other persons or entities that could benefit financially from the contract to ~~BE@FC~~ along with documentation, as specified by the policy, demonstrating compliance with section 445.007, Florida Statutes.
- A contract under \$10,000 between CSRC and a Board member of CSRC or between a relative of a CSRC Board member or of an employee of CSRC is not required to have the prior approval of ~~BE@FC~~ but must be approved by a two-thirds vote of the CSRC Board of Directors present once a quorum has been established and after full disclosure with the Board member's abstention and must be reported to ~~BE@FC~~ within 30 days after approval.
- Contracts with a CSRC Board member or other persons or entities that could benefit financially from the contract (as defined the policy) in which CSRC is receiving monies or other compensation (such as a CSRC Board member paying ~~rent-shared cost facility payments~~ to CSRC or paying for CSRC services) are exempt from this policy.
- The term "contract" includes the initial contract and all amendments, renewals, or extensions. Renewals or extensions of contracts with CSRC Board members or persons or entities that could benefit financially from the contract must be approved under the same procedure as if the renewal or extension were an original contract. Any amendments to a contract which could benefit financially a CSRC Board member or another person or entity (as defined in the policy) must be approved under the same procedure as if the amendment were an original contract. Any amendments which do not benefit financially a CSRC Board member or other person, or entity (as defined the policy) may be approved by a regular majority vote where there is a quorum according to CSRC rules and/or bylaws.
- All other requirements of section 445.007(1) must be met. For example, a CSRC Board member must continue to disclose any conflict of interest in a manner that is consistent with the procedures outlined in section 112.3143, Florida Statutes.
- To comply with the requirements of section 445.007, CSRC shall advise and require ~~CSRC~~the CSRC Board of Directors to disclose known conflicts of interest and notify CSRC of any contracts which may benefit them personally. To comply with the requirements of section 445.007, CSRC shall advise and require all parties to a contract to disclose all known conflicts of interest and notify CSRC of all CSRC Board of Directors or other persons or entities known to benefit financially from the contract (as defined the policy).
- A contract which is initially subject to the requirements of section 445.007 due to a CSRC Board member's, a CSRC employee's or another person's or an entity's conflicts of interest at the time of approving the contract is not subject to these procedures after the departure of the CSRC Board member from the membership, the departure of the employee from CSRC's employ or other actions have removed the conflicts of interest.
- The above requirements do not eliminate or diminish CSRC's obligations to comply with Public Law 113-128 ("WIOA") "Conflict of Interest" procedures and 20 CFR 683.200.



H. **Required Documentation:**

For each contract between CSRC and a CSRC Board member or other person or entity who may benefit financially from a contract (as defined above) equal to or greater than \$10,000, CSRC must electronically submit after the approval of the contract a completed contract information form certified by the CSRC Board of Director's Chairperson as correct and true to [workforcecontract.review@deo.myflorida.com](mailto:workforcecontract.review@deo.myflorida.com) [commerce.fl.gov](http://commerce.fl.gov) containing the following information:

Field Code Changed

- Identification of all parties to the contract.
- Description of goods and services to be procured.
- Value of the contract, contract renewal or contract extension.
- Contract term.
- Contract number or identifying information, if any.
- Identification of board member or employee whose conflict of interest required the CSRC Board of Directors approval of the contract by 2/3 vote.
- The nature of the conflict of interest in the contract.
- A certified board membership roster listing all members on the Board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting and for those in attendance, the affirmative and negative votes and abstentions for each Board member.
- Dated and executed conflict of interest forms, which are consistent with the procedures outlined in section 112.3143, Florida Statutes, submitted at or before the CSRC Board of Directors meeting, for CSRC Board members who have any relationship with the contracting vendor (as defined the Contract Guidance); and
- Other information as specified on the contract information form.

I. **Small Purchase Thresholds and Non-Competitive Procurements:**

Purchasing procedures outlined in this section pertain to the procurement of goods and services costing less than \$250,000. A cost/price analysis must be performed in connection with every procurement more than the Micro-purchase and Simplified Acquisition Threshold of \$250,000. Cost/price analyses will help ensure that:

- Public funds are spent economically, and the cost is reasonable.
- The funds expended are appropriate in relation to the need for the service; and
- Vendors provided the best services at the most favorable prices.

Where appropriate, an analysis is made of lease and purchase alternatives to determine which would be the most economical and practical procurement.

The purchasing of materials, supplies, equipment, and services costing less than \$250,000 are categorized and processed according to three categories of cost.

1. The purchase of items and services in aggregate costing \$10,000 or less (Micro-purchases) are initiated by a purchasing agent and reviewed and approved or denied by the President/CEO or Vice President of Operations/COO. Items and services within this cost category may be awarded without soliciting competitive quotations if CSRC considers the price reasonable based on research, experience, purchase history, or other information and is documented accordingly. To the maximum extent practicable, the micro-purchases will be distributed equitably among qualified suppliers.
2. Items and services costing more than \$10,000 but less than \$25,000 are initiated in the same manner as outlined above. Items and services within this cost category require the purchasing agent to obtain three telephone, written or Internet quotes.
3. For services, supplies or other property costing more than \$25,000 but less than \$250,000.00, three **written official vendor** quotes are required, and purchases are initiated in the same manner as outlined above.



A Purchase Authorization Justification Form (PAJF) is to be completed. The PAJF provides the justification and benefit of the purchase along with a cost comparison analysis, if applicable. Ordinary and routine purchases for CRSC owned vehicles, reasonable repair and maintenance supplies will not require a PAJF. Credit card purchases under \$500 made by Authorized Purchasing Agents do not require a PAJF however, prior written approval from the President/CEO, which can include approval via email, must be obtained and provided to the Finance Department. Upon approval of the PAJF or credit card purchase below \$500, the purchasing agent processes the order for the item or service, signs the invoice when the service is completed or when the item has been delivered and submits the invoice, along with the original PAJF, if required, and supporting documents, to the Finance Department.

For the awarding of On-the-Job Training (OJT) contracts, which are non-competitive procurements, historical records of ~~employer's~~ employer's past performance are checked to determine their ability to perform. Employers who have had previous OJT contracts and exhibited a pattern of failing to provide participants continued long-term employment (minimum of one year) as regular employees with wages and working conditions at the same level and to the same extent as similarly situated employees are ineligible for a contract.

Each employer's ~~Salesforce~~ activity report will be included with the OJT Pre-Award. This report will include:

- Identification of the OJT employer.
- The number of OJT participants enrolled.
- The OJT contracted wage.
- The number of participants with terminations.

J. Ordering and Receipt of Purchased Goods and Services:

The Facilities manager or designated employee signs off on delivery of packages and supplies when applicable. The Purchasing Agent who requested the ~~good~~ goods or ~~services~~ verifies the receipt of the items, as well as signs and dates the packing slip where applicable. Any goods and services for multiple locations are signed off as received by those personnel authorized to receive such goods and services. Discrepancies in ordered merchandise (short delivery/returned items) must be recorded on the packing slip and followed up with the vendor. All discrepancies will be documented prior to the invoice being forwarded to the Finance Department for payment. ~~Finance~~ The Finance Department designee will compare the (description, unit price, quantity) on the packing slip to the invoice received. Vendor statements will be analyzed monthly to ensure that all credits have been recorded by CSRC and the Vendor.

K. Items Requiring State Approval Prior to Purchase:

When required, the Finance Department will submit a request to the ~~DEOFC~~ to purchase items requiring prior grantor approval in accordance with 2 CFR 200 on the appropriate form pursuant to ~~DEOFC~~ Policy Number 87 (Prior Approval Administrative Policy for local workforce development boards). For the remaining items that require prior approval, and which are not on the annual form, CSRC will complete and submit to ~~DEOFC~~ "Prior Approval Request Form / Other Individual Items" prior to incurring expenditures. The request for approval must be followed by an appropriate procurement.

L. Special Purchasing Conditions:

1. Noncompetitive Proposal/Sole Source:

Noncompetitive proposal/sole source may be used when the award of the contract under competitive negotiation or small purchase procedures is not feasible.

In general, purchases will be awarded under noncompetitive negotiations only when it is appropriate, necessary and in the best interests of CSRC.

Circumstances under which a contract may be awarded by noncompetitive negotiations are limited to the following: (1) the goods' or services' aggregate cost does not exceed the micro-purchase threshold; (2) the goods or services to be procured are available only from a single source; (3) organizational exigency or emergency



where the urgency for the purchase will not permit the additional time needed for competitive solicitation; or (4) after solicitation of various sources, CSRC determines competition is inadequate.

A failure to properly plan for procurement is not an emergency under these rules.

In the event of an exigency or emergency, a competitive procurement must be initiated within two years after the purchase or procurement. In other instances, where sole-source procurement was used for a purchase, an attempt to solicit the goods or services through competitive procurement must be initiated within three years after the procurement.

Utilizing the PAJF details sole source required information. These purchases require written consent from the President/CEO, or in the absence of the President/CEO, the Vice President of Operations/COO. The circumstances surrounding such a purchase must be documented in writing, after the fact, and all parties involved in the decision to purchase must sign the document. The document will be stored by the Finance Department with the paid invoice.

2. *Exempt Purchases:*

Purchases made with unrestricted funds are exempt from the procurement procedures.

3. *Routine Purchases:*

An annual price analysis to document reasonableness may be conducted for goods and services ordered on an ongoing basis. In lieu of a price comparison for each purchase, an annual price analysis will be prepared for goods and services purchased on a regular basis to operate the organization. An annual estimate will be made of the value of the items to be ordered, and the proper procurement in accordance with the above policies will be completed based upon the aggregate amount estimated to be necessary.

Purchases made based upon prices established by a state contract administered by the State of Florida Department of Management Services (DMS), will not require further procurement actions. When making a purchase based upon a price established by a state contract, the contract number, year, and title will be noted on the documents maintained for the CSRC procurement file.

Purchases made based upon a procurement made by another unit of local government, or a public entity established by law, such as (among others): Early Learning Coalitions, other LWDB's, DEOFC or the State of Florida, will not require further procurement actions because these bodies are subject to the same or similar procurement requirements as CSRC. When making a purchase based upon such procurement, a copy of the procurement should be attached to the purchase requisition or the procurement file for that item as appropriate. If the item was a sole-source procurement, CSRC may not rely on the procurement unless it meets the noncompetitive proposal/sole source requirements described above. CSRC may use this method provided the body has followed the same or similar procurement guidelines as CSRC and can provide appropriate backup documentation.

M. Other Procedures

When possible, CSRC may enter into state and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services and may use Federal excess and surplus property in lieu of purchasing new equipment and property.

All procurement contracts and other transactions between CSRC and units of state and local governments using WIOA funds must be conducted only on a cost reimbursement basis. No provision for profit is allowed. Any excess of revenue over costs incurred for services provided by a governmental or non-profit entity must be included in program income.

CSRC will negotiate as a separate element of the price for each contract in which there is no price competition and, in all cases, where cost analysis is performed. Costs or prices based on estimated costs for contracts are negotiated using the Federal cost principles.



The cost plus a percentage of cost or percentage of construction costs methods of contracting shall not be used.

For fixed amount sub awards prior approval from DEOFC will be obtained. Payments will be based on meeting specific requirements of the federal award and accountability is based on performance and results. The award amount will be negotiated using the cost principles as the guide. CSRC will use cost, historical cost, or unit pricing data to establish the fixed amount award with assurance the sub-recipient will realize no increment above actual cost. If the award is terminated before the completion of the project, the award amount will be adjusted. The sub-recipient will certify in writing to CSRC at the end of the award that the project or activity was completed, or the level of effort was expended. Prior written approval is required by the sub-recipient for changes in project leader or scope of effort.

Awards will not be made to a debarred or suspended party. This is required to be verified for all sub-recipient contracts and for vendor contracts greater than or equal to \$25,000, or procurements of federally required audit services in any amount.

CSRC shall provide a preference to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States when procuring good and services under Federal Awards.

**N. Formal Requests for Proposals (RFPs) and Requests for Quote (RFQs)**

Goods and services costing more than \$250,000 can only be purchased through competitive proposal procedures. These formal procurement processes requiring require the development of a RFP/RFQ, review and/or rating of proposals and the awarding of a contract. Once a contract is awarded, a copy of the contract is routed to the Finance Department along with a purchase order for the item or service being ordered. Once the work is completed or the item received, the invoice for payment is signed by the staff person receiving the item or service and routed to the Finance Department. A Finance Department designee prepares a voucher, attaches all documentation, and routes the package to the President/CEO or authorized designee for approval. Once approved, a Finance Department designee issues payment.

The formal procurement process requiring a proposal/quote is initiated by CSRC employees or CSRC Board of Directors who identify a need. Costs are researched (cost estimate) immediately to determine the approximate market cost of the service, supply, or property, and leasing, if appropriate, versus procurement is investigated. The cost estimate is documented in writing. If procurement is the best choice and the anticipated cost exceeds \$250,000 a written solicitation for a proposal is prepared. At a minimum, this request includes:

- general information.
- applicable laws and rules.
- proposal instructions.
- clear and accurate descriptions of the goods or services being procured. The description must not contain features that restrict competition.
- All requirements that must be fulfilled and all other factors used in evaluating bids or proposals.
- Technical requirements described in terms of functions to be performed or performance required, including a range of acceptable or minimum acceptable standards.
- Specific features of – brand-name or equal descriptions, if included in the solicitation.
- If procuring goods or certain types of services, the acceptability of metric measurements.
- Preference for ecologically sound and energy-efficient products.
- a disclaimer stating CSRC is not obligated to make an award and all bids may be rejected; and
- Federally required Contract Provisions, Certifications, and assurances

Competitive RFPs/RFQs are developed according to established procedures approved by the CSRC Board of Directors. The President/CEO or authorized designee monitors procedures to ensure they are followed when procuring service providers. To avoid unnecessary duplications, an RFP may not be initiated without the President/CEO's approval. The CSRC Board of Directors approves all RFPs/RFQs. The final selection of a service provider rests with the CSRC Board of Directors.



The following procedure is the official process for development, issuance, and finalization of RFPs/RFQs for programs and participant services:

- A draft RFP/RFQ is prepared, incorporating all applicable requirements established by CSRC policy. At a minimum, the RFP/RFQ includes a clear and accurate description of the technical requirements for the service to be procured, all requirements to be fulfilled by the proposer, and all other factors to be used in evaluating proposals. The relative importance of price is stated in the solicitation.
- When developing the scope of work for the RFP/RFQ, CSRC will take into consideration the updates to 2 CFR 200 that focus on improving the selection of process and shifting the focus to the balance between performance and compliance. Specifically, 2 CFR 200 states that the program outlined in a scope of work must be designed with clear goals and objectives that facilitate the delivery of meaningful results. Program performance should be measured based on the goals and objectives developed during program planning. The program must align with the strategic goals and objectives within the Federal awarding agency's performance plan and should support that awarding agency's performance measurement, management, and reporting.
- Draft RFPs/RFQs are presented to all appropriate CSRC committee(s) or the CSRC Board of Directors. The committee/CSRC Board of Directors review, discuss and approve the need for procurement and the terms of the RFP/RFQ.
- If approved by any/all CSRC committee(s), the recommendation is forwarded to the CSRC Board of Directors. In the event the CSRC Board of Directors does not meet within a reasonable timeframe that would allow timely issuance of the RFP/RFQ, the CSRC Executive Committee is empowered to act for the CSRC Board of Directors.
- Employees finalize the RFP/RFQ incorporating all changes and recommendations approved by the CSRC Board of Directors.

Public advertisements are placed on the CSRC's website. When it is advantageous to stimulate greater competition among proposers, advertisements may be placed in publications serving a greater geographical region. Announcements of RFP's/RFQ's are communicated to potential service providers contained on the CSRC's service provider list and those organizations, which employees and/or CSRC Board of Directors believe may be potential providers who may not be contained on the inventory of potential service providers.

CSRC will ensure all prequalified lists of persons, firms, or products which are used are current and potential bidders will not be precluded from qualifying during the solicitation period.

Proposals/quotes received in response to the RFP/RFQ are logged in with the date and time of receipt. Proposers are requested to send proposals sealed and they remain sealed until opened by designated staff. If fewer than three responses are received, and there is sufficient time before the good or service is needed, CSRC may attempt to obtain additional responses. After a public solicitation, if only one bid is received, it will be evaluated under the rules governing sole source purchases and a cost analysis performed.

Proposals/quotes are opened by at least two staff members who certify the proposal opening with their signatures.

Proposals/quotes are then routed to CSRC employees and/or CSRC Directors designated by the President/CEO and/or the CSRC Board of Director's Chairperson to be members of the rating team. Each rater receives copies of the proposal, the rating sheet and any other evaluative or historical information pertaining to the service provider or the procurement.

Proposals/quotes are rated first individually by each rater. At a specified meeting, all raters present and discuss their evaluation of the proposals and all proposals are ranked according to average scores.

When reviewing RFPs/RFQs, CSRC will select the recipients most likely to be successful in delivering results based on program objectives by performing a risk evaluation. A risk evaluation may consider factors such as:

- Financial stability
- Quality of management systems



- History of performance
- Audit reports and findings, and
- Ability to effectively implement requirements

The CSRC committee(s), who originally reviewed the RFP/RFQ hears the rating team's recommendations, selects a potential service provider, and sends that recommendation to the CSRC Board of Directors. The recommendation includes documentation of need, specific procedures to meet the need, time limits for the service, competencies/benchmarks established, the reasonableness of cost and the type of contract recommended. The CSRC Board of Directors review all recommendations and evaluations and vote for approval or rejection.

If approved, CSRC employees negotiate the terms of a contract and prepare the contract, either cost reimbursement or fixed price, for signature. Contracts may be signed by the President/CEO or authorized designee.

Once all necessary signatures and documentation are obtained, the contract is considered fully executed and the service provider is free to begin the work outlined in the contract.

1. *Selection of Contract Awardees:*

Awards are made based on an organization's demonstrated ability to perform successfully under the terms and conditions of a proposed contract, or, in the case of sealed bids, price, quality and convenience of the goods or service being provided.

When soliciting architectural/engineering, legal or accounting professional services, CSRC evaluates each competitor's qualifications, and the most qualified competitor is selected subject to the negotiation of fair and reasonable compensation.

CSRC uses a formal rating system to evaluate the ability of a service provider to adequately deliver the services desired at a reasonable cost when sealed bids are required. This evaluation includes a complete review of staffing, facilities, the organization's past performance, budgets, financial capability, and references, as well as other considerations pertinent to successful and competent performance. Evaluations are completed by assigning point values to the qualities of each service provider, totaling individual scores, averaging each rater's totals, and ranking all proposals according to that average. The proposer who ranks first is generally recommended as the choice for service provider unless there is some extenuating circumstance that would be detrimental to CSRC's interest.

The primary consideration in selecting service providers is their demonstrated ability to perform successfully under the terms and conditions of the proposed contract. These determinations are completed in writing and take into consideration the following:

- Adequate financial resources to operate the contracted program or the ability to obtain them.
- The ability to meet the specifications or conditions of the program at a reasonable cost, and the ability to meet performance goals.
- A satisfactory record of past performance including demonstrated quality of training; reasonable dropout rates; the ability to provide or arrange for appropriate supportive services including childcare; retention in employment; and earning rates of participants.
- A satisfactory record of business ethics and fiscal accountability; and
- The necessary organization, experience, accounting and operational controls, and the technical skills to perform the required work.

In determining demonstrated performance of institutions and organizations that provide training, performance measures such as retention in training, training completion, job placement, and rates of licensure of program completers are taken into consideration.



CSRC will take all necessary affirmative steps to assure that small businesses, minority firms, veteran-owned, women-owned business enterprises, and labor surplus area firms are used when possible. Information is requested through the RFP/RFQ process regarding the classification and ownership of the proposing organization.

No occupational skills training programs are funded unless the level of skills provided in the program is in accordance with guidelines established by the Board and industry standards. These guidelines are a part of each application for training services.

CSRC will impose the following requirements on sub-recipients:

- Funds shall not be used to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II for ETA approved funds.
- CSRC requires an approved federally recognized indirect cost rate or a rate negotiated between CSRC and the sub-recipient in compliance with 2 CFR 203.331, or a de Minimis indirect cost rate; and
- The sub-recipient will permit CSRC and its auditors' access to the sub-recipient's records and financial statements, as necessary.

#### 2. *Cost/Price Analysis*

A cost/price analysis will be made and documented in the procurement file in connection with every purchase more than the Simplified Acquisition Threshold specified in 2 CFR 200. Price analysis may be accomplished in various ways, including the comparison of price quotations submitted, market prices and similar indicia, together with discounts. Cost analysis is the review and evaluation of each element of cost to determine reasonableness, allocability and allowability.

#### 3. *Contract Instruments:*

All contracts should identify:

- a) Type of contract based upon the business needs of the organization (i.e., cost-reimbursable, fixed-price, performance-based, purchase orders).
- b) Contract assurances (boilerplate).
- c) Term.
- d) All tasks the contractor is to perform (Statement of Work).
- e) Contract budget. \*
- f) Events that trigger payment (deliverables).
- g) Required level of services (performance standards).
- h) Federally required contract provisions, certifications, and assurances; and
- i) ETA Salary Cap requirement under Section 7013 of Public Law 109-234.

\*Per 20 CFR Part 667.200, all procurement contracts and other transactions between local boards and units of state or local governments must be conducted only on a cost-reimbursement basis. No provision for profit is allowed.

#### 4. *Contract Modification/Continuation/Renewal*

CSRC contracts will be one of the following:

- For a defined time period with a stated expiration date with no option for renewal.
- For a defined time period with a stated expiration date and a stated option for renewal; or
- Open-ended with no expiration date and renewable annually without the action of either party. Any contract of this type must allow CSRC, at least 60 days before automatic renewal, the absolute right to not renew the contract.

The modification and/or continuation/renewal of a contract will require the completion of a contract agreement modification and approval by the President/CEO or authorized designee. Contracts for goods or contractual





services may be renewed for a period that may not exceed five (5) years. Renewal of a contract for goods or services will be in writing and will generally be subject to the same terms and conditions set forth in the initial contract. Renewals will be contingent upon satisfactory performance evaluations by CSRC and subject to the availability of funds.

5. *Procurement Files:*

Files on vendor and/or service provider procurements are maintained by the President/CEO or authorized designee. The procurement files shall include at a minimum the following:

- RFQ/RFP.
- Proof of public notice.
- Correspondence related to notification of prospective bidders and/or bidder list.
- Proposals submitted.
- Mailing lists of potential providers.
- Evaluation documentation.
- Conflict of Interest Statements.
- Debarment list clearance (if applicable).
- Minutes of committee and Board approval (if applicable); and
- Correspondence related to notification of awards.

6. *Sub-recipient/Vendor Determination*

CSRC employees will evaluate the substance of each relationship to determine whether the features represent a vendor or sub-recipient relationship in accordance with 2 CFR 200. The Sub-recipient and Vendor Determination Checklist will be completed by CSRC employees in distinguishing between sub-recipient and vendor relationships.

7. *Appeals and Protests:*

A Party wishing to appeal/protest a contract award may submit an objection, in writing, to the President/CEO within 10 days of the award date. The written appeal to the contract award must state the specific reasons which are based on the following four criteria listed:

- clear and substantial error or misstated facts by the review team upon which the decision was made by CSRC.
- unfair competition or conflict of interest in the decision-making process.
- any illegal or improper act or violation of law; or
- other legal basis on grounds that may substantially alter the CSRC Board of Directors decision.

The President/CEO will provide the information to the CSRC Executive Committee. This committee will investigate the written appeal and issue a written finding and resolution to the Party within 45 days of the receipt of the written appeal.

8. *Contract Payment:*

The terms and method of payment are specified in all contracts. Vendor contracts are usually fixed price contracts and payments are made at the satisfactory completion of the contract. Service provider contracts are cost reimbursement, fixed-unit price performance based, or a combination (hybrid) with satisfactory performance of the contract being a weighted criterion toward the continuance or renewal of the existing contract or the awarding of additional contracts. All contracts are monitored by CSRC to ensure contractors perform in accordance with the requirements of any awards.

Under cost reimbursement contracts, CSRC pays the service provider based on costs actually incurred. These costs are approved during contract negotiations through a thorough review of a line-item budget and prior to the contract being awarded. Service providers are required to submit backup documentation with payments to justify



the cost in relationship to the contract. The required documentation is negotiated along with other contract terms. Invoices submitted without documentation are not paid.

All payments are issued by check as follows:

To obtain payment, vendors and service providers must submit an invoice with appropriate documentation, when required, to the Finance Department. This invoice is compared with the contract terms and reviewed for accuracy and completeness. If the expenses outlined in the invoice are considered inappropriate for the contract, unnecessary or not reasonable, the invoice is not paid. If an invoice is incomplete or does not contain adequate documentation, the invoice may be returned to the vendor/service provider for correction prior to payment being issued. If the invoice is complete, but adequate documentation is missing for some items, a partial payment may be made for fully documented items and a request sent to the vendor/service provider for the additional documentation. The method applied is at the discretion of the CFO or designee. Decisions regarding the nonpayment of invoices or some items contained on an invoice will be sent to the vendor/service provider in writing with the reasons for nonpayment clearly described. If the invoice is complete and ready for payment, a Finance Department designee completes a voucher, attaches the voucher to the invoice and backup documentation and ~~forwards~~forwards it to the CFO for payment approval. Once payment has been approved, the payment is processed and approved by the CEO or ~~COO~~authorized designee. Copies of all payments are maintained in the contract file.

Computerized records of each contract assist the CFO or designee in maintaining an accounting of each award, payments to date and balances.

**9. Contract File:**

Contract files contain documentation of detailed and sequential information of related major activities from the execution of the contract through close-out. At a minimum, contract files contain:

- A signed copy of the contract and all contract modifications, including supporting documentation for modification.
- Contract negotiation budgets and cost/price analysis.
- Information covering pre-award surveys or reviews and post-award conferences.
- Approval to subcontract, if applicable.
- Copies of required bonds and insurances.
- Orders issued by CSRC and CSRC's interpretation of contract provisions.
- Evidence of progress and payments to the service provider, including bills, invoices, vouchers, etc.
- Monitoring reports and documentation of performance, including corrective action plans, responses, etc.
- Audit reports.
- Property or equipment records, if applicable.
- Documents related to termination actions.
- Contract deliverables.
- Close-out records; and
- Other records relating to contract administration and monitoring.

All contract files will remain in CSRC's possession for the period in accordance with state and federal rules.

**10. Contract Close-out:**

Whenever a contract is closed, programmatic and fiscal information must be gathered and analyzed to determine whether the program goals and objectives for which services procured were accomplished and whether all funds were properly accounted for. Documentation gathered during the closeout process must be maintained as a subsection of the contract file. Closeout procedures should begin 60 days prior to contract expiration.



11. *Programmatic Closeout*

A programmatic closeout includes, but is not limited to, determining and documenting that:

- All deliverables and services have been delivered and accepted in writing.
- All reports (including Financial Status Report) have been received and accepted in writing.
- All program objectives agreed upon were met; and
- Liquidated damages/sanctions have been assessed for nonperformance or noncompliance.

12. *Fiscal Closeout*

A fiscal closeout includes, but is not limited to, determining and documenting that:

- Acquired non-expendable property has been returned to CSRC.
- Advances and/or interest earned on advances have been recovered or applied against what is owed.
- Match requirements have been met.
- Amounts assessed as liquidated damages/sanctions for nonperformance/ non-compliance have been recovered.
- Disallowed costs and/or unused grant funds have been recovered.
- Final payment to the provider is only made after all programmatic and fiscal steps have been completed.
- Required audits have been submitted and reviewed.
- All sub-contracts ~~setup~~ set up under the closed contract have been closed and settled.
- Bonds and insurance related to the contract have been canceled.
- CSRC has been released from any liabilities.
- Assign all refunds, rebates, or credits that may be due under the contract.
- Disclose any revenues earned more than costs, if applicable. Action may be required if funds paid are found to be more than costs incurred; and
- Financial Status Report has been reviewed and approved by the CFO.

IV. **PROPERTY MANAGEMENT:**

CSRC's property management procedures comply with 2 CFR 200. It is CSRC's policy to account for all property purchased with state and/or federal funds. Property purchased with designated funds is used for purposes authorized by the funding sources. All purchased property is entered into an inventory of assets.

The property inventory is maintained by the President/CEO or authorized designee. Information on the inventory includes, as applicable, an identification number (property tag), description of the item, physical location, responsible individual or organization, name, make or manufacturer, year or model, manufacturer's serial number, date acquired, purchase price, condition (new, good, fair, poor), method of acquisition (including voucher number if purchased), fund source (including FAIN), who holds title, the percentage of Federal participation in project costs for the Federal award under which the property was acquired and any ultimate disposition data including the date of disposal and sale price of the property.

Property is defined as equipment, fixtures and other tangible personal property of a non-consumable and non-expendable nature purchased with designated funds and the value of which is \$105,000 or more and the normal expected life of which is one year or more. Each item in this category ~~recorded~~ is recorded accurately in the general ledger and records maintained in the finance department. Each year, just prior to June 30 or as soon after as is practicable, and whenever there is a change in Property Custodian, an inventory of property is completed by a person other than the Property Custodian. The inventory is compared with the property records and all discrepancies are researched and reconciled. The inventory is maintained internally and does not need to be submitted to ~~DEOFC~~.

All real and personal property, other than supplies acquired or produced with WIOA funds by a service provider that is a commercial organization will become the property of CSRC and will be entered into inventory. The service provider must



maintain property records consistent with CSRC's policies and procedures. These records must be submitted to CSRC on a regularly scheduled basis, as specified by the contract. Service Provider inventory records will be audited by CSRC. Properties purchased with CSRC funds must be returned to CSRC if the program or service for which it was purchased is no longer operational. These properties may be transferred to other service providers at CSRC's discretion.

When purchasing large/expensive items (i.e., copiers), CSRC ensures that a maintenance contract is included or purchased to adequately maintain the property over time. Before any property is titled as "trash", CSRC employees review the property and conduct an analysis to see if the cost to repair is less than the cost to replace.

CSRC will dispose of property that is no longer useful. The President/CEO will certify the property as surplus. Surplus property will first be offered, at fair market value, to other 501(c)(3) organizations via a notification on the CSRC website. Property that is not purchased by another 501(c)(3) will be offered for sale at fair market value. Property remaining after the sale will be donated to 501(c)(3) organizations. Any unclaimed property may be cannibalized and will be properly disposed of.

CSRC will follow the disposition requirements for property acquired with federal awards identified in 2 CFR 200.313.

Property with a current per-unit fair market value of \$105,000 or less is retained, sold, or otherwise disposed of with no further obligation to DEOFC. Property with a current per-unit fair market value in excess of \$105,000 may be retained by CSRC or sold. CSRC will request disposition instructions from DEOFC. CSRC may transfer title to the property to another Local Workforce Development Board.

All funds generated from the sale of property will be used to enhance program services.

Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with the prior written approval from DEOFC.

Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$105,000 or more have the prior written approval from DEOFC.

Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life, are unallowable as a direct cost except with the prior written approval from DEOFC.

Special arrangements and alterations costs incurred specifically for a federal award are allowable as a direct cost with the prior approval from DEOFC.

Title to federally owned property remains vested in the federal government and CSRC will follow the requirements as outlined in 2 CFR 200.312.

Title to equipment acquired under a federal award will vest in the non-federal entity, subject to the conditions set forth in 2 CFR 200.313.

Equipment will be used by CSRC in the program or project for which it was acquired as long as needed, ~~whether or not~~ supported by the federal award, and CSRC will not encumber the property without prior approval of the federal awarding agency. CSRC will ~~follow~~meet the requirements as outlined in 2 CFR 200.313.

Title to supplies will vest in CSRC upon acquisition. If there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate value upon termination or completion of the project or program and the supplies are not needed for any other federal award, CSRC will retain the supplies for use on other activities or sell them, but must, in either case, compensate the federal government for its share. The amount of compensation will be computed in the same manner as for equipment.

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**V. RECORDS MANAGEMENT, NETWORK SECURITY AND CONFIDENTIALITY:**

**A. Records Management, Retention and Disposal:**

CSRC follows 2 CFR 200.333 retention requirements for records.

**B. Management Information System:**

CSRC, its service providers and partners participate in and utilize the statewide Management Information System (MIS), which is maintained and supported by ~~DEOFC~~. The statewide MIS applications include Subrecipient Enterprise Resource Application (SERA), One Stop Service Tracking (OSST), Employ Florida and Connect. Applicant and participant data are entered into these systems and transmitted daily. For each program year, applicant and participant characteristics, program activity, and outcome data, including available follow-up information on all participants exiting programs during the program year will be reported.

Access to the ~~DEOFC~~ MIS system gives CSRC, its service providers and partners electronic access to participant record and reports compiled by ~~DEOFC~~. Management reports and tracking information are retrieved from the ~~DEOFC~~ MIS as needed. These reports are used to assess CSRC's progress toward meeting program goals.

CSRC's local MIS includes a financial component that consists of a human resources and fund accounting application. This application handles payroll and accounting records and reports for CSRC and its employees. All monthly financial reporting and cash advance requests are completed using SERA.

**C. Personally Identifiable Information (PII) and Confidentially**

Personally Identifiable Information refers to information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc. alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc. Safeguarding personally identifiable information in the possession of CSRC and preventing its breach are essential to ensure the organization retains the trust of employers, program participants, clients, and its own employees. Employees of CSRC and employees of Partner organizations located in the centers must consider how to handle the personally identifiable information (PII) gathered and in their possession. Employees may collect only personal information from an individual that is relevant and necessary to accomplish an authorized CSRC function. All information about individuals, families or organizations served by CSRC is confidential and shall be safeguarded with utmost care. CSRC shall upon written request show an individual any records kept on him or her, ~~provide to~~ provide individuals an explanation for the request for personal ~~information;~~ ~~and information and~~ will only disclose personal information if it has permission from the individual. Employees of CSRC and employees of Partner organizations shall adhere to the Privacy Act of 1974 which safeguards the privacy of individuals and applies only to certain federal government agencies except for SS# that apply to federal, ~~state~~, and local government.

Employees of CSRC and employees of Partner organizations located in the centers shall inform an individual whether disclosure of their Social Security Number is mandatory or voluntary and what uses will be made of it. Employees are to make certain that every effort is made to protect employee and client Social Security Numbers and any Personally Identifiable Information (PII) whether hard copy or stored electronically. Full Social Security Numbers are not to be used on hard copy documentation that is unsecured. Any unsecured type of electronic communication including faxes, e-mails, and text messaging should not include full Social Security Numbers of any employee or client. CSRC ~~is to make~~ makes every effort to maintain areas within the Centers where employees and clients can carry on confidential conversations. Employees must comply with guidance and direction issued from the Department of Economic Opportunity (~~DEOFC~~) ~~in regard to~~ regarding communication of PII within the State Workforce System.

On a regular basis, CSRC Management will review the volume, access to and content of PII being stored and used in the organization's operations. Efforts are to be made to reduce where possible the amount of PII and to eliminate



unnecessary use. CSRC Management will also provide guidance to all employees and employees of Partner organizations regarding best practices to prevent data breaches, confidentiality, and updated policy as it applies to Personally Identifiable Information.

#### Breach of Security and Personally Identifiable Information (PII)

Should any known breach of security be discovered, the President/CEO or authorized designee must be notified immediately to determine the severity of the situation and the course of action to be taken. It is the responsibility of the President/CEO or authorized designee to first assess the likely risk of harm caused by the breach and then assess the level of risk. The President/CEO or authorized designee will determine how the incident is to be addressed, a response that protects the organization's information and helps protect the information of others and whether breach notification is required. The elements to be considered when external breach notification is determined ~~includes~~include the timeliness of the notification, source of notification, contents of notification, means of providing notification, and public outreach in response to a breach. As outlined in the section regarding Financial Management/Insurance, CSRC must carry adequate insurance coverage to mitigate risk in the areas of Director/Officer and Employee Practices, Employee Theft and Liability, and Cyber Liability in addition to Comprehensive Liability coverage. It is the responsibility of the President/CEO or authorized designee to report any known breach of security as related to Personally Identifiable Information to the appropriate insurance carrier through the designated insurance agent.

#### Rules and Consequences

Fairness requires that managers and employees be informed and trained regarding their respective responsibilities relative to safeguarding Personally Identifiable Information and the consequences and accountability for violation of these responsibilities. Action may be taken for failure to implement security controls for which an employee is responsible, exceeding authorized access to PII or failure to report any known or suspected unauthorized disclosure of PII. As with any disciplinary action, the particular ~~facts~~facts, and circumstances, including ~~whether or not~~whether a breach was intentional, will be considered in taking appropriate action. Applicable consequences may include reprimand, suspension removal or other actions in accordance with policy.

#### D. Terminals Connected to State System

CSRC owns and supports workstations that are located throughout the three-county LWDA. All workstations have internet connectivity for access to the ~~DEOFC~~MIS.

#### E. Nondiscrimination Regulations:

Client and employment-related files are kept for a minimum of five years from the close of the applicable program year or, if part of an investigation of a complaint of alleged discrimination, a minimum of three years from the completion of that investigation. Files are kept longer if requested by the Director of the Civil Rights Center, United States Department of Labor. The information contained in the files is made available only to authorized individuals, in accordance with applicable federal and state ~~regulation~~regulations. Employment-related data for applicants and terminations, as well as for employment actions such as promotions and transfers, are maintained for a minimum of five years.

#### F. Confidentiality and Security of Records:

Confidential information is not released unless specifically authorized by law. All subpoenas and public records requests received are forwarded to CSRC's administrative office. CSRC will provide guidance on those requests based on state law, ~~regulations~~regulations, and guidance.

#### G. Security and Intrusion Protection:

In compliance with NIST risk management guidelines and ~~DEOFC~~protocol 5.05.02.09, CSRC will conduct vulnerability assessment and analysis at least annually to ensure all internal/external points of entry are secure. CSRC will thoroughly document any/all testing completed during either an internal or a 3rd party scheduled assessment. Documentation can be made available upon request.



ADMINISTRATIVE PLAN  
ORIGINAL APPROVAL DATE: 3/27/2014  
REVISION DATE 7/1/2024

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**VI. GRIEVANCE PROCEDURES:**

**A. Customers/Clients:**

The grievance procedures for customers are outlined in the Grievance Complaint Process form for customers and clients. CSRC will follow this process and update as required.

**B. Vendors/Service Providers/ Partners:**

The above may file a grievance/complaint with CSRC by first contacting the Administrative Office.

If the appropriate CSRC designee is unable to resolve the grievance/complaint within 10 calendar days of receiving the grievance/complaint, it will be elevated to the President/CEO or in the case of contract negotiations and changes in contract awards to the CSRC Executive Committee. If the grievance/complaint cannot be resolved within 10 calendar days at this level, the grievant/complainant may elevate the grievance/complaint to the CSRC chairperson, in writing. The written explanation must be concise and include facts, laws, procedures, etc., that the grievant/complainant believes to be relevant for review. The grievant/complainant must include the mailing address where official notices related to the complaint are to be mailed. The CSRC Executive Committee will hear the grievance/complaint and issue a decision within 60 days of hearing the grievance/complaint. The meeting notice and the CSRC Executive Committee's decision will be sent to the grievant/complainant certified mail, return receipt requested.

If the grievant/complainant is dissatisfied with the CSRC Executive Committee's decision or fails to make a decision or review the grievance/complaint within the 60 calendar days, the grievant/complainant may elevate the grievance/complaint via a written letter sent certified mail, return receipt to the Department of Economic Opportunity, Office of General Counsel, 107 E Madison St, MSC 110, Caldwell Building, Tallahassee, FL 32399-4128.

**C. CSRC Employees:**

Employees are expected to lodge complaints with their immediate supervisor. The supervisor is responsible for either resolving the complaint informally within 5 working days or elevating the complaint, in writing, to the Human Resources Department, if the supervisor is unable to resolve the complaint.

A Human Resources Department designee will attempt to resolve the complaint within 5 working days and to communicate the resolution, in writing, with both the supervisor and the employee at the end of the resolution period. If the Human Resources Department designee is unable to resolve the complaint, the Human Resources Department designee will elevate the complaint to the President/CEO.

The President/CEO will review all research and recommendations regarding the complaint, conduct additional research into the complaint, if necessary, and make a determination of resolution within 5 working days of receiving the complaint. The President/CEO's decision will be communicated in a joint meeting between all appropriate parties affected by the complaint and a written resolution will be provided to the employee who originally lodged the complaint with copies to the employee's supervisor and the Vice President of Operations/COO. The President/CEO's decision is final.

If an employee's complaint involves the employee's immediate supervisor, the employee may file a written complaint directly with the Human Resources Department who will attempt to resolve the complaint. If a Human Resources Department designee is unable to resolve the complaint, the complaint is elevated to the President/CEO who will resolve the complaint and notify all appropriate parties, in writing, of the resolution.





A complaint by an employee of alleged discrimination based on race, color, religion, national origin, sex (including pregnancy, sexual orientation or gender identity), disability, genetic information (including family medical history), or age shall be processed in the following manner:

- Within 20 calendar days of the occurrence of an alleged incident of discrimination by an employee of CSRC against another employee, the employee may file a written complaint with the Equal Opportunity (EO) Officer setting forth the date of the alleged incident. Other details not filed within this period shall be deemed untimely and shall not be processed.
- The EO Officer will investigate the complaint and issue a written ruling within 20 calendar days of receipt of the complaint.
- The employee may appeal the ruling to the President/CEO, or his/her authorized designee, within 10 calendar days following receipt by the employee of the ruling. Any appeal not filed in a timely manner shall not be processed.
- The President/CEO, or his/her authorized designee, shall review the ruling and conduct such further investigation as may be appropriate. The President/CEO's disposition of the complaint shall be issued within 20 calendar days.
- The employee may appeal the President/CEO's decision to the CSRC Executive Committee within 15 calendar days of the receipt by the employee of the President/CEO's decision, by filing a request for hearing before the committee. Any appeal not filed in a timely manner shall not be processed.
- The committee hearing shall be governed by the applicable CSRC Executive Committee rules. The decision of the committee shall be considered final agency action for purposes of judicial review.

An employee who fails to comply with the timeliness requirements for filing appeals as contained herein shall be deemed to have accepted the ruling or decision at the given level as satisfactory and acceptable, and to have waived the right to appeal further.

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**VII. MONITORING, OVERSIGHT AND EVALUATION PLAN:**

CSRC is responsible for monitoring all functions of administration and program operations. Monitoring will ensure maximum effectiveness and efficiency of all management, programmatic and fiscal systems and should ensure that abuses in program operations are identified in a timely manner, resulting in the prevention and/or elimination of any misuse of funds. CSRC contracts with an independent monitoring firm to review any potential programmatic and/or financial issues. All independent monitoring is coordinated through the CFO for fiscal and the Vice President of Operations/COO for programs. CSRC will ensure that sub-recipients submit the required audit reports in accordance with 2 CFR 200.

**A. Internal Programmatic Monitoring Team:**

CSRC utilizes various team members with programmatic experience to ensure that programs are in compliance with federal/state/local regulations. The internal monitoring team is responsible ~~withfor~~ ensuring compliance with laws, regulations, policies, and procedures. On a program year basis, a monitoring schedule is developed to ensure all programs are monitored regularly. Any issues discovered are reported to the Vice President of Operations/COO and any service providers. Responsible parties are required to answer all written monitoring reports within 10 working days outlining the following:

- The action that was taken.
- Dates that the actions were taken.
- Preventative measures to reduce monitoring findings; and
- All needed documentation as noted in the written monitoring report.

Follow-up continues until all parties are confident ~~that~~ all issues and problems are resolved. Records of all internal monitoring reports are maintained by CSRC.

The monitoring team will write a monitoring report that highlights the visits, the issues identified, and steps to resolve the issue. Periodically, the Vice President of Operations/COO shares that report with the CSRC Program and Services Committee.

CSRC has developed a Procedure for Internal Monitoring, which details the following: the composition of the monitoring team; the schedule for monitoring, the programs, services, systems, and items that will be monitored; the corrective actions to be taken as needed; and the reporting and documentation required.

**B. Independent Monitoring Firm:**

The monitoring firm meets with the CSRC team prior to any review to ascertain areas of concern and to obtain records collected in advance of the monitoring visit. The monitors review samples of programmatic and/or financial records using guidelines and checklists developed by the state and their staff to determine compliance with laws, regulations, and policies.

**1. Monitoring Schedule:**

Each program and service provider are monitored onsite on a regular basis, but not less than once annually. An initial monitoring visit is conducted within 4 months of the start date of any program or contract or before the end of the contract in cases where the duration of the contract is less than four months unless extraordinary circumstances preclude this timeframe. At an exit interview held with the CSRC team and service providers, the monitors review their observations and findings and offer suggestions for improvement.

**2. Monitoring Reports:**

All monitoring visits are documented with a written report that includes the areas monitored, observations, significant findings and recommendations noted by the monitor. The fiscal staff reviews the monitoring reports prepared by the independent monitoring firm. The report outlines the results of the monitoring review and any corrective action necessary. The CSRC fiscal team is required to respond in writing to all findings and/or observation with a Corrective Action Plan. The Corrective Action Plan is reviewed by the Vice President of



Operations/COO and within 20 working days forwarded to the firm. The firm reviews the Corrective Action Plan and sends its reaction(s) to CSRC within 10 working days of receipt. Summaries of Findings and actions taken will be provided to the appropriate CSRC committee(s).

3. *Follow-up:*

Follow-up proceeds according to the Corrective Action Plan and continues until all findings are satisfactorily resolved. Follow-up is completed by the CSRC team. The CSRC team reports any unresolved findings to the CSRC Executive Committee.

C. Corrective Action Plans and Follow-Up:

CSRC requires employee(s) and service provider(s) who are found to be out of compliance with any contractual agreements, the law, and/or program regulations to complete a Corrective Action Plan. They are required to respond in writing with a Corrective Action Plan within 20 working days from the request of CSRC.

A Corrective Action Plan should outline the following:

- The problem or issue.
- The proposed solution with preventative measures.
- The implementation timeframe.
- The expected outcome.
- Monitoring steps to ensure progress; and
- How success will be monitored.

Once a Corrective Action Plan is received by CSRC, the plan will be reviewed by the appropriate CSRC team. Once the plan is accepted by the CSRC team, the employee(s) or service provider(s) will be asked to execute the Corrective Action Plan. The CSRC monitoring team will track the progress of the Corrective Action Plan and provide ~~feed-~~  
~~back~~feedback to employee(s) or the service provider(s). Any/all Corrective Action Plans and follow-up information will be shared with the appropriate CSRC committee(s).

D. Technical Assistance and Guidance:

CSRC provides technical assistance and guidance in the areas of management, programmatic and fiscal systems to service providers upon written request or demonstrated need. When a request is received, or a demonstrated need is identified such as following a monitoring review, the service provider is contacted, and an interview is scheduled. The purpose of the interview is to identify the areas where technical assistance is needed, ~~identify~~identify, and assign a monitoring team to be involved, set a timetable for completing assistance, and establish benchmarks or goals that are to be achieved. A written plan for technical assistance is completed with the service provider and filed with CSRC. Entrance and exit interviews are held with the appropriate parties to facilitate planning and follow-up of the technical assistance. Follow-up continues until both ~~CSRE~~CSRC, and the service provider are confident all issues and problems are resolved. Records of all technical assistance are maintained by CSRC.

For its own service-delivery employees, CSRC provides specialized training necessary for employees to perform their assigned functions.

E. Review and Evaluation of Employees and Service Providers:

CSRC reviews the progress and success of its employees and service providers through quarterly reports. These quarterly reports cover the performance and expenditures of employees and service providers and the CSRC team compares outcomes, success rates, cost effectiveness and the employee or service provider value to the community based on monitoring reports and information obtained from the ~~DEOFC~~MIS. The President/CEO reviews all reports prior to review by the CSRC Executive committee and makes recommendations regarding employees or service provider's performance.



F. Program Quality and Outcomes:

CSRC ensures that employees and service providers achieve program quality and outcomes that meet the objectives of federal, state and local programs and of the CSRC Board of Directors by providing technical assistance and guidance, as needed; regularly monitoring; comparing results with CSRC, federal and state standards, and requiring corrective actions when necessary; following up to ascertain that corrective actions are completed, and documenting progress through regular reporting to CSRC. Service provider contracts include the required outcomes and quality standards required by CSRC and ~~hashave~~ assigned goals so there is no question as to what performance is expected.

G. De-obligation of Funds and Cancellation of Contracts:

A service provider's contract may be terminated immediately, in whole, or from time-to-time, in part, if CSRC determines that the service provider failed to:

- Provide any of the contracted services; or
- Comply with the provisions of the contract; or
- Perform in whole or part, or failed to make sufficient progress so as to endanger performance of the service provider's obligations to operate the contracted service or program; or
- Termination is in the best interest of the CSRC Board of Directors.

The service provider will be notified by registered mail, return receipt requested. The termination will be effective immediately and the service provider will be given 30 days after the termination to close out the contract.

If the service provider disagrees with the reasons for termination, they may file a grievance in writing within 10 days of Notice of Termination to the Treasure Coast Workforce Consortium. The Consortium will conduct a grievance hearing and decide, from the evidence presented by both parties, the validity of termination. Upon termination, the contract is considered canceled and all remaining funds de-obligated.

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**VIII. NONDISCRIMINATION AND EQUAL OPPORTUNITY COMPLIANCE:**

CSRC adopted policies and procedures related to Nondiscrimination and Equal Opportunity Compliance. CSRC and its service providers are required to comply with all nondiscrimination and equal opportunity rules and regulations contained in Title VI of the Civil Rights Act of 1994 and the nondiscrimination and equal opportunity requirements of the WIOA.

CSRC is committed to the principle and practice of equal opportunity and affirmative action and intends to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, political affiliation or belief, national origin, sex, disability, age or marital status and for beneficiaries only, citizenship and participation in programs funded by CSRC. Participation in programs and activities is open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees and other individuals authorized by the United States Attorney General to work in the United States. All employment and training programs are conducted under the principles of fair employment practices, equal opportunity, and affirmative action. All individuals involved in the personnel process, including any persons having the authority to hire and promote, are responsible for making decisions consistent with this policy. CSRC accepts responsibility for informing employees and sub-recipients of this policy and requiring sub-recipients to comply with the policy's intent when carrying out their respective CSRC-funded activities.

CSRC has designated an Equal Opportunity (EO) Officer, and this officer has received training in Civil Rights legislation. Any required EO reports are completed by the EO Officer. Copies are maintained and made available to the State EO Officer or compliance review staff upon request. A log of discrimination complaints is maintained by CSRC's EO Officer. The EO Officer will notify the Office of Civil Rights of any pending civil rights litigation.

CSRC requires all employees and service providers to comply with all applicable laws and regulations including the Civil Rights legislation and attaches General Provisions and Assurances to this effect in each service provider contract. Employees and Service Providers are expected to provide equitable services per a Non-Discrimination and Equal Opportunity Provision Assurance. CSRC requires employees and service providers to coordinate and participate in other community programs to ensure equitable services. CSRC requires employees and service providers to collect and enter customer information regarding race/ethnicity, sex, age, and disability status into the state's automated data system per the training and employment plans and contracts. During monitoring, employees and service provider's compliance with the assurance statement will be checked. Facilities will be reviewed in accordance with federal and state accessibility requirements as well as checked for ADA compliance. For service provider(s), these affirmative action plans and grievance procedures will also be reviewed. A Corrective Action Plan will be required if the service provider is out of compliance. If an employee is out of compliance, a supervisor will take disciplinary action against the person violating non-discrimination and EEO rules.

When advertising job opportunities with CSRC, all advertisements include "EEO/AA" and "auxiliary aids and services are available upon request to individuals with disabilities" in the advertisement and CSRC's solicitations include open invitations to minority vendor/service providers.

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**IX. CERTIFICATION REGARDING DEBARMENT AND SUSPENSION**

CSRC uses the following language for service provider/vendor debarment and suspension certification:

1. The Service Provider certifies to the best of its knowledge and belief, that it and its principal:
  - A. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any federal department or agency.
  - B. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with:
    - obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction, or contract under a public transaction.
    - violation of federal or state antitrust statutes; or
    - commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statement, or receiving stolen property.
  - C. Are not presently indicted for, or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of, any of the offenses enumerated in paragraph (1)(B) of this certification; and
  - D. Have not, within a three-year period preceding this application/proposal/contract, had one or more public transactions (federal, state, or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall submit an explanation to the council.

\_\_\_\_\_  
 Service Provider

\_\_\_\_\_  
 Name and Title of Certifying Representative

\_\_\_\_\_  
 Signature of Certifying Representative

\_\_\_\_\_  
 Date



**X. INTERLOCAL AGREEMENT AND MEMORANDUMS OF UNDERSTANDING:**

CSRC operates through an Inter-Local Agreement with the Treasure Coast Workforce Consortium, a group of three county commissioners serving as chief elected officials appointed by their respective county commissions. The chief local elected official (CLEO) is appointed by the consortium members annually.

The local One-Stop Career Center system includes a variety of community-based partners. CSRC's working relationship with these partners operates according to a Memorandum of Understanding among the partners.

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**XI. SARBANES-OXLEY ACT OF 2002:**

**A. Audit Committee**

The CSRC Executive Committee acts as the Audit Committee. The committee's responsibilities include:

- Oversight of the integrity of CSRC's financial management system.
- Procuring external auditors.
- Reviewing and approving all audits.
- Reviewing and resolving audit concerns.
- Retaining outside counsel, auditors, investigators, or other experts to fulfill its responsibilities; and
- Assuring internal controls adequate to prevent fraud and abuse.

**B. Certification of Monthly Financial Reports**

The President/CEO, Vice President of Operations/COO and CFO will review interim financial reports which are presented to the CSRC Executive Committee.

**C. Auditing Firm**

Auditing services are competitively procured by CSRC. Auditing services are procured every five years, or less, depending on the performance of the auditing firm. Auditing firms are prohibited from providing non-auditing services, unless those services are pre-approved by the CSRC Executive Committee, acting as the Audit Committee. The auditing firm is required to disclose all critical accounting policies and practices within the organization, as well as share any discussions with management about such policies and practices, to the committee.

To avoid conflicts of interest, CSRC's President/CEO, Vice President, and all current CSRC Finance Department employees cannot have worked for the auditing firm for one year preceding the audit.

**D. Whistleblower Protection Policy**

It is CSRC's policy that each CSRC Board member, volunteer, and employee of CSRC, or its service provider(s), report any questionable or improper accounting or auditing matters, and violations of CSRC's Code of Conduct. No CSRC Board member, ~~volunteervolunteer~~, or employee of CSRC who, in good faith, reports a concern shall be subject to retaliation or, in the case of an employee, adverse employment consequences.

Anyone reporting a concern must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper accounting or auditing practice, or a violation of the Code of Conduct. The act of making allegations that prove to be unsubstantiated, and that prove to have been maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from the volunteer position, or termination of employment. Such conduct may also give rise to other actions, including civil lawsuits. The knowing destruction, alteration, mutilation, or concealment of any record, document, or tangible object with the intent to obstruct or influence an investigation of a concern or the proper administration of matters necessary to resolve the concern is considered a violation of CSRC's Code of Conduct and may result in disciplinary action. Such conduct may also give rise to other actions, including civil lawsuits.

Any volunteer or employee who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including dismissal from the volunteer position or termination of employment.

The President/CEO is responsible for reporting all concerns and making recommendations to the CSRC Executive Committee. The CSRC Executive Committee, acting in the role of an Audit Committee, is responsible for investigating and taking corrective action on all concerns, or, as appropriate, to make corrective action recommendations to the CSRC Board of Directors on all reported concerns.

Concerns and investigations pertaining to the concerns are kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Disclosure of reports of concerns to individuals not involved in the





investigation is viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment.

To report concerns, employees must first discuss their concern with their immediate supervisor. If after speaking with the supervisor, the employee has reasonable grounds to believe he/she has a valid concern and is not satisfied with the supervisor's response, the employee must report the concern to the Vice President of Operations/COO. If an employee is uncomfortable speaking with his/her immediate supervisor, or the supervisor is the subject of the concern, the concern should be reported directly to the Vice President of Operations/COO.

All concerns must be submitted in writing. Supervisors and the Vice President of Operations/COO must report any concerns immediately to the President/CEO, or the CSRC Board of Director's Chairperson if the President/CEO is the subject of the concern.

If the supervisor or Vice President of Operations/COO does not report the concern immediately to the President/CEO, the employee should directly report the concern to the President/CEO, or if the President/CEO is the subject of the concern, to the CSRC Board of Director's Chairperson.

Concerns may be submitted anonymously in writing and sent directly to the President/CEO, unless the President/CEO is a subject of the concern, in which case the employee should send the written concern directly to the CSRC Board of Director's Chairperson.

CSRC and other volunteers should submit concerns, in writing, directly to the President/CEO unless the President/CEO is a subject of the concern, in which case, the concern should be submitted to the CSRC Board of Director's Chairperson.

The CSRC Executive Committee, acting as the Audit Committee, addresses all reported concerns. Within five business days of receiving a concern, the President/CEO or the CSRC Board of Director's Chairperson, as appropriate, acknowledges receipt of the concern in writing to the individual submitting the concern, unless the concern is anonymous.

The President/CEO reports all concerns received during a month, as well as any actions taken on previously filed concerns, or the disposition of previously filed concerns to the CSRC Executive Committee, acting as the Audit Committee.

All concerns are promptly investigated by either the President/CEO, or the CSRC Executive Committee acting as the Audit Committee and if warranted by the investigation and depending on the circumstances, appropriate corrective action may be taken directly by the President/CEO or the committee and reported to the CSRC Board of Directors at the next scheduled meeting.

If the President/CEO or CSRC Executive Committee, acting as Audit Committee, chooses not to take corrective action directly, the concern and recommended action is reported to the CSRC Board of Directors at the next scheduled meeting. Action taken must include a conclusion and/or follow-up with the person making the complaint resulting in complete closure of the concern.

The President/CEO and the CSRC Executive Committee, acting as Audit Committee, have the authority to retain outside legal counsel, accountants, private investigators, or any other resource deemed necessary to conduct a full and complete investigation of the allegations.



**XII. CONTINUITY OF OPERATIONS/DISASTER PREPARATION & RECOVERY**

CSRC maintains a Continuity of Operations/Disaster Preparation and Recovery Plan including the following information:

- An organizational risk analysis.
- General procedures for protecting lives and assets.
- Recovery efforts.
- Continuity of operations; and
- A disclaimer.

The plan outlines the policies and procedures related to the preparation and recovery from disasters that affect CSRC's administrative office and the local One-Stop Career Center system. These policies and procedures are reviewed and updated annually by CSRC's management teams. Lessons learned from disasters are used to continuously improve the plan.

Copies of CSRC's Continuity of Operations/Disaster Preparation & Recovery Plan can be obtained at the administrative office located at 584 NW University Boulevard, Suite 100, Port St. Lucie, Florida.

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**ATTACHMENT I**

**I. PURPOSE:**

This manual contains procedures for authorizing and obtaining reimbursement of travel expenses by employees and other authorized persons of the Workforce Development Board of Treasure Coast /dba CareerSource Research Coast (CSRC). Appropriate travel is defined as critical to the CSRC mission and meets the Board of Directors expectations of fiscal constraint. All requests for approval and payment for travel expenses will be accomplished in accordance with Section 112.061, F.S. and these procedures. The requirements contained within apply to all travel whether paid for with State or Federal funds. In addition, the requirements apply whether paid by reimbursement, contractual agreements, or other methods of payment, including payment to a contractor or volunteer. All requests for approval and payment for travel expenses will be accomplished in accordance with the statutory law, administrative rules, and procedures contained herein.

**II. AUTHORITY:**

The authority for this manual is contained in Section 445.007(10), Florida Statutes, which requires local workforce boards to reimburse standard travel in accordance with rates established in Section 112.061, Florida Statutes, and in compliance with applicable state and federal requirements. Rule-Chapter 69I-42.007-Travel Expenses, Florida Administrative Code (F.A.C.), where applicable, has been relied on in drafting this template in compliance with Section 445.007(10), Florida Statutes.

**NOTE:** This manual is not intended to cover all possible travel situations. Some situations will be addressed on an individual basis.

**III. DEFINITIONS:**

- A. **Authorized person or authorized traveler:** CSRC employee, board member, or other persons traveling on CSRC business who are authorized to incur travel expenses in performance of CSRC duties. This expressly includes consultants and advisers, per Section 112.061(2)(e)2, F.S.
- B. **Class A Travel:** Continuous travel of 24 hours or more away from CSRC headquarters. Overnight absence from CSRC headquarters must be reasonable and necessary to conduct CSRC business.
- C. **Class B Travel:** Continuous travel of less than 24 hours which involves overnight absence from CSRC headquarters. The travel day for Class B begins at the same time as the travel period. Overnight absence from official headquarters must be reasonable and necessary to conduct CSRC business.
- D. **Class C Travel:** Travel for short or day trips where the traveler is not away from his or her official headquarters overnight. The *Authorization to Incur Travel Expense* form is not required for Class C travel within the LWDA.
  - 1. Employees are required to complete the *Monthly Mileage Reimbursement* form for all Class C travel and must use Google Maps or MapQuest to calculate mileage. Only direct routes can be used, and any personal side trips must be deducted. The Finance Department will keep a Standard Miles chart along with any/all Google Maps and/or MapQuest verification documentation for those trips that occur regularly to include the approved mileage between the Career Center offices within the local workforce development area. Employees should submit a reimbursement request monthly but no longer than quarterly, if approved. (Not required by Statute or Rule. Recommended Best Practice.)

**NOTE: CLASS "C" TRAVEL PER DIEM OR SUBSISTENCE ALLOWANCES ARE CURRENTLY NOT TO BE REIMBURSED TO TRAVELERS.** (Source: Section 112.061(15), F.S.)

- E. **Complimentary/Gratuitous Transportation:** Transportation which is provided free of charge by another CSRC authorized traveler in a travel status. A traveler shall not be allowed either mileage or transportation expenses if gratuitously transported by another traveler who is entitled to mileage or transportation expense. The traveler should still show how and with whom he/she traveled when requesting reimbursement for other costs incurred during travel.



- F. **Conference/Convention:** Conferences and conventions are defined as the coming together of persons with a common interest or interests for the purpose of deliberations, interchange of views, the removal of differences or disputes and discussion of their common problems and interests. This term also includes similar meetings such as seminars and workshops that are large formal group meetings programmed and supervised to accomplish intensive research, study, discussion, and work in some specific field or on a governmental problem or problems.
- G. **Headquarters:** The headquarters of an authorized traveler assigned to an office shall be the city or town in which the office is located except that:
- 1) For ~~Board~~ **the Board** of Directors, the headquarters is the primary address for the CSRC Administrative office. (Source: Section 112.061(4), F.S.)
  - 2) When any CSRC employee is stationed in any city or town for a period of over 30 continuous workdays, such city or town shall be CSRC headquarters and the employee shall not be allowed per diem or subsistence, as provided in this section, after the period of 30 continuous workdays has elapsed, unless this period of time is extended by the express approval of the President/CEO or his/her authorized designee. (Source: Section 112.061(4), F.S.)
  - 3) An authorized traveler may leave his/her assigned post to return home overnight, over a weekend, or during a holiday, but any time lost from his/her regular duties shall be taken as annual leave and authorized in the usual manner. The traveler shall not be reimbursed for travel expenses in excess of the established rate for per diem allowable had the traveler remained at the assigned post. However, when a traveler has been temporarily assigned away from CSRC headquarters for an approved period extending beyond 30 days, the traveler shall be entitled to reimbursement for travel expenses at the established rate of one round trip for each 30-day period taken to his/her home in addition to pay and allowances otherwise provided. (Source: Section 112.061(4), F.S.)
- H. **Travel Advances:** An advance disbursement of funds prior to actual travel.

#### IV. **AUTHORITY TO INCUR TRAVEL EXPENSES:**

**Section 112.061(3)(a), Florida Statutes, states:** *All travel must be authorized and approved by the head of the agency, or his or her designee, from whose funds the traveler is paid. The head of the agency shall not authorize or approve such a request unless it is accompanied by a signed statement by the traveler's supervisor stating that such travel is on the official business of the state and also stating the purpose of such travel. (For a Local Workforce Development Board (LWDB), the "Head of the Agency" is the Board of Directors. In compliance with this provision, the LWDB may designate either a board member or a board employee to authorize travel expenses. A board is not a state agency.)*

**Section 112.061(3)(b), Florida Statutes, states:** *Travel expenses of travelers shall be limited to those expenses necessarily incurred by them in the performance of a public purpose authorized by law to be performed by the agency and must be within the limitations prescribed by this section.*

**Section 445.007(10), Florida Statutes, states:** *Preapproved, reasonable, and necessary per diem allowances and travel expenses may be reimbursed. Such reimbursement shall be at the standard travel reimbursement rates established by Section 112.061 F.S. and shall be in compliance with all applicable federal and state requirements.*

#### **2 CFR Part 230, Appendix B, Selected Items of Cost, paragraph 51 states:**

- a. *General. Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the non-profit organization. Such costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to the entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in non-profit organization's non-federally sponsored activities.*



- A. An *Authorization to Incur Travel Expense* form must be completed and approved by the Board of Directors or assigned designee for ALL travel prior to the beginning date of travel. This includes Travel Advances. {Source: Sections 445.007(10) (12), & 112.061(11), F.S.}
- B. Refer to CSRC's Administrative Plan, published by CSRC, to confirm who is authorized to approve travel.
- C. The authorization form should include, but not be limited to:
  - 1) Name of each traveler,
  - 2) Purpose of the travel,
  - 3) Estimated, itemized cost to CSRC and
  - 4) Statement of benefits accruing to CSRC by virtue of such travel. {Source: Section 112.061(11), F.S.}
- D. Attached to the form should be a copy of the program or agenda of the convention or conference, itemizing the registration fees, and any meals or lodging included in the registration fee. {Source: Section 112.061(11), F.S}
- E. The form is required to be signed by the traveler and the traveler's supervisor stating that the travel is to be incurred in connection with CSRC business. {Source: Section 112.061(11), F.S.}
- F. A copy of the completed form shall be included as support for the travel reimbursement voucher. {Source: Section 112.061(11), F.S.}
- G. CSRC may pay for ~~travel~~ travel expenses of candidates for executive or professional positions, where written approval of the Board of Directors or their designee is obtained. {Source: Section 112.061(3)(d), F.S.}

**V. MEALS AND PER DIEM:**

- A. Reimbursement for meals is only allowable when in authorized Class A or Class B travel status and for those who are approved for reimbursement of those meals, as included in Section IV above. Reimbursement of meals for Class C travel status is not allowed. {Source: Section 112.061, F.S and 445.007(10), F.S.}
- B. Per Section 112.061(6), F.S. (2013), the current approved meal allowance rates are as follows:
  - Breakfast - \$6.00 (*When travel begins BEFORE 6 a.m. and extends BEYOND 8 a.m.*)
  - Lunch - \$11.00 (*When travel begins BEFORE 12 noon and extends BEYOND 2 p.m.*)
  - Dinner - \$19.00 (*When travel begins BEFORE 6 p.m. and extends BEYOND 8 p.m.*)
- C. In determining the starting or ending time for the travel event, the time of day is important. When returning during work hours, the official work site location should be the return destination, unless otherwise approved by the President/CEO or his/her designee. If returning after or before work hours, the destination, and therefore the point when travel concludes, is the traveler's home. The same considerations apply for determining when travel begins.
- D. When a meal is included in a registration fee, the meal allowance must be deducted from the reimbursement claim, **even if the traveler decides for personal reasons not to eat the meal.** As provided in Attorney General Opinion 081-53, a continental breakfast is considered a meal and must be deducted if included in a registration fee. {Source: Section 112.061(6)(c), F.S.}
- E. In the case where a meal is provided by a hotel or airline to all guests, the traveler will be allowed to claim the meal allowance by law.
- F. Per diem may be used to calculate reimbursement due for days of travel which do not include hotel costs, for example, the final day of a trip. The allowable rate for per diem is currently eighty dollars, as provided for in Section 112.061(6)(a)1, F.S. (2013) All claims for per diem and subsistence must be within the limitations set forth in this section of the ~~statutes~~statute.



G. All travelers are allowed the authorized per diem for each day of travel or if actual expenses exceed the allowable per diem, the amount allowed for meals as provided in Section 112.061(6)(b), F.S., plus actual expenses for lodging at a single occupancy rate. Per diem shall be calculated using four six-hour periods (quarters) beginning at midnight for Class A or when travel begins for Class B travel. Travelers may only switch from actual to per diem while on Class A travel on a midnight-to-midnight basis. A traveler on Class A or B travel who elects to be reimbursed on a per diem basis is allowed \$20.00 for each quarter from the time of departure until the time of return. (Source: 69I-42.006, F.A.C.). Per diem is as follows:

- 12:00 AM – 6:00 AM = \$20.00
- 12:00 AM – 12:00 PM = \$40.00
- 12:00 AM – 6:00 PM = \$60.00
- 12:00 AM – 11:59 PM = \$80.00

#### VI. TRANSPORTATION:

**Section 112.061(7)(a), Florida Statute, states:** *All travel must be by a usually traveled route. In case a person travels by an indirect route for his or her own convenience, any extra costs shall be borne by the traveler; and reimbursement for expenses shall be based only on such charges as would have been incurred by a usually traveled route.*

#### **2 CFR Part 230, Appendix B, Selected Items of Cost, paragraph 51 states:**

##### *c. Commercial air travel.*

1) *Airfare costs in excess of the customary and standard commercial airfare (coach or equivalent), Federal Government contract airfare (where authorized and available), or the lowest commercial discount airfare are unallowable except when such accommodations would: require circuitous routing; require travel during unreasonable hours; excessively prolong travel; result in additional costs that would offset the transportation savings; or offer accommodations not reasonably adequate for the traveler's medical needs. The non-profit organization must justify and document these conditions on a case-by-case basis for the use of first-class airfare to be allowable in such cases.*

2) *Unless a pattern of avoidance is detected, the Federal Government will generally not question a non-profit organization's determinations that customary standard airfare or other discount airfare is unavailable for specific trips if the non-profit organization can demonstrate either of the following: that such airfare was not available in the specific case; or that it is the non-profit's organization's overall practice to make routine use of such airfare.*

*d. Air travel by other than commercial carrier. Costs of travel by non-profit organization-owned, - leased, or -chartered aircraft include the cost of lease, charter, operation (including personnel costs), maintenance depreciation, insurance, and other related costs. The portion of such costs that exceeds the cost of allowable commercial air travel, as provided for in subparagraph c., is unallowable.*

A. Travelers are encouraged to use the most economical means of travel when feasible. The most economical mode of travel is determined by the following conditions:

1. The nature of the business. (Source: Section 112.061(7), F.S.)
2. The most efficient and economical means of travel, considering time of the traveler, impact on the productivity of the traveler, cost of transportation, and per diem or subsistence required. (Source: Section 112.061(7), F.S.)
3. The number of ~~persons~~people making the trip and the amount of equipment or material to be transported. (Source: Section 112.061(7), F.S.)
4. Authorized travelers with a common destination are required to consider and evaluate joint utilization of vehicles. Approval for anything other than joint utilization must be requested in advance via the Authorization to Incur Travel Expense form and must include justification. (Not required by Rule or Statute. Recommended Best Practices.)



B. Airline Travel

- 1) Travel agency surcharges may be reimbursed if properly justified and a receipt is provided.
- 2) The traveler must provide a passenger receipt to be reimbursed for his/her airfare. An itinerary is acceptable as a receipt for electronic tickets. {Not required by Rule or Statute. Recommended Best Practices.}
- 3) Penalty for cancellation or exchange of a ticket may be paid by CSRC, only if the cause for the cancellation is in the best interest of CSRC, or if the cancellation is due to illness of the traveler or illness or death of a member of the traveler's immediate family. Justification should be included with the request for reimbursement. {Source: 69I-42.007(5), F.A.C.}
- 4) Transportation by chartered vehicles (including airplanes, buses, etc.) when traveling on CSRC business may be authorized when necessary or where it is to the advantage of CSRC, provided the cost of such transportation does not exceed the cost of transportation by privately owned vehicle, as allowed under Section 112.061(7)(d), F.S. {Source: Section 112.061(7)(e), F.S.}
- 5) A traveler on a private aircraft shall be reimbursed the actual amount charged and paid for the fare for such transportation up to the cost of a commercial airline ticket for the same flight. The owner or pilot of such aircraft is also entitled to transportation expense for the same flight. {Source: Section 112.061(7)(h)}

C. Rental Cars

- 1) Avis and Budget are the state of Florida contract vendors for renting vehicles and should be used unless:
  - a. The use of another rental company provides lower net rates that include primary insurance coverage as listed in Avis/Budget contract, payment of the collision damage waiver fee and controlled fuel price; or
  - b. When Avis/Budget cannot provide vehicles; or
  - c. ~~When~~ if it is not feasible due to travel time or distance to an ~~Enterprise~~ Avis/Budget rental company.

- 2) Vehicles rented from companies other than Avis/Budget must include primary insurance coverage. Inquire prior to rental to verify primary insurance coverage is provided. All major rental companies provide primary insurance coverage, but many small companies provide secondary coverage with the renter's personal vehicle insurance coverage serving as primary.

NOTE: Traveling employees should purchase collision damage insurance if a vehicle is rented from a vendor other than Avis/Budget.

- 3) Rental vehicles should be rented as close to the time of departure as reasonably allowed. Furthermore, rental vehicles should be returned as soon as possible upon the traveler's return. Failure to do so may result in a reduction of the reimbursement. {Not required by Rule or Statute. Recommended Best Practice.}
- 4) In areas where a non-airport rental facility exists at a ~~comparable~~ comparable proximity, the non-airport facility should be used to avoid airport fees and surcharges. {Not required by Rule or Statute. Recommended Best Practice.}
- 5) The cost of the vehicle should be reasonable and necessary for the number of travelers, the type of travel, and the distance to be traveled. {Not required by Rule or Statute. Recommended Best Practice.}



D. CSRC/personal vehicles

- 1) Employees traveling to a common destination are required to consider and evaluate joint utilization of vehicles. Approval for anything other than joint utilization must be requested in advance via the *Authorization to Incur Travel Expense* form and must include justification. [Source: Section 112.061(7), F.S.]
- 2) CSRC-owned vehicles should be used when practical and available. [Not required by Rule or Statute. Recommended Best Practice.]
- 3) If travel is performed by a CSRC vehicle, "BOARD" should be entered in the map mileage column of the travel voucher. [Not required by Rule or Statute. Recommended Best Practice.]
- 4) If travel is complimentary, "COMP" should be entered in the map mileage column of the travel voucher. No reimbursement shall be made for gratuitous transportation. [Source: Section 112.067(7)(h) & Recommended Best Practice.]
- 5) Use of personal vehicles must be approved in advance via the *Authorization to Incur Travel Expense* form. [Source: Section 112.061(3)(a), 445.007(10), & Recommended Best Practice.]
- 6) The traveler is entitled to mileage allowance at a fixed rate of 44.5 cents per mile when using a personal vehicle. The reimbursement for expenditures related to the operation, maintenance, and ownership of a vehicle shall not be allowed when privately owned vehicles are used in public business and reimbursement is made via mileage allowance. [Source: Section 112.061(7)(d), F.S.]
- 7) Employees are required to use the *Voucher for Reimbursement of Travel Expenses* form and Map mileage claimed may be from point of origin to destination-based Google Maps, MapQuest or by using the official DOT highway map located at the web site below.  
  
<http://www2.dot.state.fl.us/CityToCityMileage/viewer.html>
- 8) Vicinity mileage necessary to conduct CSRC business must be shown separately on the *Voucher for Reimbursement of Travel Expenses* form. Justification must be provided if the traveler logs vicinity miles more than 30 miles per day. [Not required by Rule or Statute. Recommended Best Practice.]
- 9) Flexibility may exist when other cost savings are considered. For example, multiple travelers might carpool to avoid multiple airport parking fees. In this case, the mileage used to pick up other travelers can be claimed. [Source: 69I-42.008(4), F.A.C. & Recommendations Best Practice.]
- 10) Vicinity mileage cannot be claimed while in a rental vehicle if the cost of that vehicle is reimbursed by CSRC. Reimbursement shall be for the cost of mileage or the cost to rent the vehicle, whichever is more economical and authorized by the appropriate CSRC designee. [Source: Section 112.061, (7)(d)1, F.S.]
- 11) An employee may claim mileage from his/her home to a work location outside his/her official headquarters provided that travel begins more than one hour before or one hour after the traveler's regular work hours and provided the miles claimed do not exceed the miles actually driven. [Source: 69I-42.008(4), F.A.C.]
- 12) CSRC is not responsible for reimbursing parking fines or fines for unlawful driving. [Source: 2 CFR 230, Appendix B, Paragraph 16 (OMB A-122)]





**VII. LODGING EXPENSES:**

**2 CFR Part 230, Appendix B, Selected Items of Cost, paragraph 51 states:**

*b. Lodging and subsistence. Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, shall be considered reasonable and allowable only to the extent such costs do not exceed charges normally allowed by the non-profit organization in its regular operations as a result of the non-profit organization's written travel policy.*

- A. An **itemized** hotel receipt must be submitted to claim reimbursement (**a credit card receipt is not sufficient**). {Source: 69I-42.006, F.A.C.}
- B. All other reimbursable expenses included on a hotel receipt, such as parking or phone calls, should be properly listed in the incidental column of the travel voucher. {Source: Recommended Best Practice}
- C. Employees can only be reimbursed at the single occupancy rate. {Source: Section 112.061(6)(a)2, F.S.}
- D. Overnight lodging may not be reimbursed if travel is within the employee's headquarters or residence, unless the circumstances necessitating overnight travel are fully explained by the traveler and approved by the President/CEO or designee. Criteria for approval shall include late night or early morning job responsibilities and excessive travel time because of traffic conditions. {Source: 69I-42.006(7)}

**VIII. REIMBURSABLE INCIDENTAL EXPENSES:**

The below expenditure types, detailed in 69I-42.010, F.A.C., are required to be accompanied ~~with~~**by** a receipt, unless otherwise noted. These expenses should be listed in the incidental column of the travel voucher.

- A. Taxi fares, ~~to include ride sharing, in excess of more than~~ \$25, on a per fare basis, require a receipt. Amounts less than \$25 do not require a receipt.
- B. Storage, parking fees or tolls ~~in excess of more than~~ \$25, on a per transaction basis, requires a receipt. Amounts less than \$25 do not require a receipt. Such fees are not allowed on a weekly or monthly basis unless it can be established that such ~~method a method~~ results in a savings to CSRC.
- C. Dry cleaning, laundry and pressing expenses when official travel extends beyond seven days and such expenses are necessary to complete the official business portion of the trip.
- D. Passport and visa fees required for official travel.
- E. Fees charged for the purchase of traveler's checks for official travel expenses.
- F. Fees for the exchange of currency necessary for official travel.
- G. Cost of maps necessary for conducting Board business.
- H. Communication expenses for business-related fax and telephone use can be reimbursed with proper justification. **Personal telephone calls made are not a reimbursable communication expense.**
- I. Tips paid to taxi drivers that do not exceed 15 percent of the taxi fare are reimbursable and do not require a receipt.
- J. ~~Actual~~**The actual** amount of tip paid for mandatory valet parking is not to exceed \$1 per occasion are reimbursable and do not require a receipt.



- K. ~~Actual~~The actual portage paid shall not exceed \$1 per bag not to exceed \$5 per incident are reimbursable and do not require a receipt. **Portage charges exceeding \$5 per incident will require additional justification. The number of bags must be stated on the travel reimbursement request.**
- L. Housekeeping gratuity paid shall not exceed \$5 per day and does not require a receipt.

**IX. CONFERENCE / CONVENTION TRAVEL:**

- A. Purpose of Conference: Public funds shall not be expended for attendance at conferences or conventions unless:
- 1) The main purpose of the conference or convention is in connection with the business of CSRC and is directly related to the performance of statutory duties and responsibilities of CSRC. [Source: Section 112.061(6)(a), F.S. & 69I-42.004(1), F.A.C.]
  - 2) The conference or convention will provide a direct educational or other benefit supporting the duties of the traveler. [Source: 69I-42.004(1), F.A.C.]
  - 3) The duties and responsibilities of the traveler seeking to attend such meeting are compatible with the objective of the particular conference or convention. [Source: 69I-42.004(1), F.A.C.]
- B. No one, whether traveling out of state or in state, shall be reimbursed for any meal or lodging included in a convention or conference registration fee paid by CSRC. [Source: Section 112.061(7)(a), F.S.]
- C. CSRC may pay the registration fee directly to the conference or convention sponsor or allow the traveler to include the registration fee in the calculation of their travel costs and reimburse the traveler. [Source: 69I-42.004(4), F.A.C.]
- D. Documentation Needed:
- 1) Travel to a conference or convention must be approved in advance by the Board of Directors or authorized designee. Benefits to CSRC must be indicated on the authorization. [Source: 69I-42.004(2), F.A.C.]
  - 2) The approved *Authorization to Incur Travel Expense* form must be submitted with the travel reimbursement request. [Source: 69I-42.004(2), F.A.C.]
  - 3) A copy of the program or agenda of the conference or convention itemizing the registration fees and any meals or lodging included in the registration fee shall be attached to the *Voucher for Reimbursement of Travel Expenses* form when submitting for payment. [Source: 69I-42.004(3), F.A.C.]
  - 4) If no agenda is available, or if the agenda attached is not clear as to what is included in the registration fee, the traveler will make a statement on the *Voucher for Reimbursement of Travel Expenses* form as to the extent of the meals included in the registration fee. The travel reimbursement request must be reduced by the applicable meal allowance. [Source: 69I-42.004(3), F.A.C.]
  - 5) Payment in advance of earlier than twenty workdays before the travel period should be accompanied by written justification, such as discounts for earlier payment or earlier payment required for reservation. [Source: 69I-42.004(4), F.A.C.]



**X. TRAVEL ADVANCES:**

- A. CSRC or its designee may make, or authorize the making of, advances to cover anticipated costs of travel to travelers. Such advancements may include the costs of subsistence and travel of any person transported in the care or custody of the traveler in the performance of his or her duties. {Source: 112.061(12), F.S.}
- B. An *Application for Advance on Travel Expense* form is required to be completed and signed by the traveler and the traveler's supervisor. {Source: Recommended Best Practices}
- C. Travel advances cannot be requested earlier than 30 days before the travel period begins without written justification of circumstances that necessitate an exception to this restriction. {Source: Recommended Best Practices}
- D. Travel advances should not be requested if ~~employee~~ *employee* has access to a CSRC corporate credit card, unless extenuating circumstances due to a declared emergency prevent the use of the card (ex. hurricane, power outages, etc.). Any other exception to this directive must be justified in writing and approved in advance by the Board of Directors or authorized designee. {Source: Recommended Best Practices}
- E. Travel advances requested solely to cover fuel costs are not justifiable. Use of a CSRC vehicle and associated gas card should be considered in these cases. {Source: Recommended Best Practices}
- F. When the advance travel period has ended, the traveler shall properly complete a *Voucher for Reimbursement of Travel Expenses* form for the travel period for which he/she received an advance, within 30 days of the traveler's return to headquarters. {Source: Recommended Best Practices}
- G. A traveler may not have more than one travel advance outstanding at any time without written justification and approval by the Board of Directors or authorized designee. {Source: Recommended Best Practices}

**XI. REIMBURSEMENT OF TRAVEL EXPENDITURES BY INDIVIDUALS WITH DISABILITIES:**

- A. For individuals covered under the Americans with Disabilities Act (ADA), there are special provisions for travel reimbursement that apply. {Source: 69I-42.012, F.A.C.}
- B. When a physically handicapped traveler incurs travel expenses in excess of those ordinarily authorized pursuant to Section 112.061, F.S., and such excess travel expenses were incurred to permit the safe travel of that handicapped traveler, those excess expenses will be reimbursed by CSRC to the extent that the expenses were reasonable and necessary to the safe travel of the individual. All such claims for reimbursement of excess travel expenses shall be submitted in accordance with the requirements of the Americans with Disabilities Act of 1990, 42 U.S.C. 12101 et seq. {Source: 69I-42.012, F.A.C.}
- C. When a payment is requested pursuant to the Americans with Disabilities Act, which would not otherwise be authorized travel reimbursement, the voucher must include a signed statement from the Board chair or his/her designee certifying that:
  - 1) An employee of CSRC, an applicant for a position or other covered person has requested a "reasonable accommodation" pursuant to the ADA, to assist him in performing his duties, applying for a position, or other covered activity. {Source: 69I-42.012, F.A.C.}
  - 2) CSRC has determined that the individual is a "qualified individual with a disability" as defined in the ADA. {Source: 69I-42.012, F.A.C.}
  - 3) CSRC has determined that the payment is for a "reasonable accommodation" pursuant to the ADA, for that employee, applicant, or person. {Source: 69I-42.012, F.A.C.}



- 4) CSRC will maintain all records related to this request for seven years and make those records available for review to persons authorized to review such records. {Source: 69I-42.012, F.A.C.}
- D. All vouchers related to providing a "reasonable accommodation" shall contain a file number or other code by which the voucher can be readily traced to the confidential records maintained by CSRC pursuant to paragraph (C)(4) above. {Source: 69I-42.012, F.A.C.}

**XII. SUBMISSION AND PAYMENT OF TRAVEL REIMBURSEMENTS:**

The provisions below are not required by law or rule but involve the application of recommended best practices in submission and payment of travel reimbursement requests.

- A. **The Voucher for Reimbursement of Travel Expenses should be completed in all instances even if the net amount due the traveler is zero.**
- B. Submit original and one copy of all documentation with the Voucher for Reimbursement of Travel Expenses form. This includes ALL receipts and backup documentation.
- C. Small receipts should be taped to a sheet of paper, not stapled.
- D. The Voucher for Reimbursement of Travel Expenses form should show both reimbursable expenses to the traveler and expenses already paid by the purchasing card or corporate card and notated in the appropriate areas of the travel voucher.
- E. Copies of all receipts paid with the purchasing card or corporate card must be attached.
- F. The Voucher for Reimbursement of Travel Expenses form should be submitted within 30 working days of the last day traveled.

**XIII. AMENDMENTS**

Travel restrictions imposed by section 445.007(10), Florida Statutes section 112.061. (2017-18 General Appropriations Act, SB2500, Section 58 provides that, notwithstanding s. 112.061, F.S., costs for lodging for an employee of Local Workforce Development Board (LWDB) may not exceed the daily limit for that of employees of the State of Florida, excluding taxes and fees, unless the LWDB is participating in a negotiated group rate discount or the LWDB obtains and maintains documentation of at least three comparable alternatives demonstrating that such lodging at the required rate is not available.

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## AGENDA ITEM SUMMARY

<b>Title</b>	WIOA Local Four-Year Plan for 2024-2028
<b>Strategic Plans/Goals</b>	Administrative and Strategic Planning
<b>Policy/Plan/Law</b>	Workforce Innovation & Opportunity Act (WIOA); Role of LWDB's
<b>Action Requested</b>	None - Information Only
<b>Background</b>	<p>WIOA requires each local workforce development board (LWDB) to develop and deliver to the state a comprehensive four-year plan. These plans must be submitted in partnership with the local chief elected official. Regulations require states and LWDBs to regularly revisit and recalibrate state plan strategies in response to changing economic conditions and workforce needs of the state (20 CFR, Unified and Combined Plans Under Title I of the Workforce Innovation and Opportunity Act, (676.135).</p> <p>Local plans must address how LWDBs foster strategic alignment, improve service integration, and ensure the workforce system is industry-relevant, responding to the economic needs of the local workforce development area and matching employers with skilled workers. Services described in local plans must lead to greater efficiencies, reduce duplication, and maximize financial and human resources. These plan guidelines require LWDBs to address current and future strategies and efficiencies to address the continuous improvement of Florida's workforce system and its focus on customer service excellence.</p>
<b>Staff Recommendations</b>	None - Information Only
<b>Supporting Material</b>	None - Information Only
<b>Board Staff</b>	<p>Brian Bauer            President/CEO  <a href="mailto:bbauer@careersourcerc.com">bbauer@careersourcerc.com</a>            (866) 482-4473 ext. 418</p>

# Agenda Item 8

## AGENDA ITEM SUMMARY

<b>Title</b>	Workforce Development Board of the Treasure Coast/ CareerSource Research Coast - Employee Handbook
<b>Strategic Plans/Goals</b>	Administration & Strategic Planning
<b>Policy/Plan/Law</b>	Workforce Innovation & Opportunity Act: Role of LWDB's
<b>Action Requested</b>	None - Information Only
<b>Background</b>	This handbook provides general information about the working conditions, benefits, and guidelines affecting your employment. It has been prepared for informational purposes and is not to be considered or construed as a contract of employment. CareerSource Research Coast may amend any or all information in this handbook, as necessary. In addition, the information in this handbook is not a complete description of all CareerSource Research Coast benefits and procedures.
<b>Staff Recommendations</b>	None - Information Only
<b>Supporting Material</b>	Link to Employee Handbook: <a href="https://careersourcerc.com/wp-content/uploads/2024/08/Employee-Handbook-8.2024.pdf">https://careersourcerc.com/wp-content/uploads/2024/08/Employee-Handbook-8.2024.pdf</a>
<b>Board Staff</b>	Brian Bauer President/CEO <a href="mailto:bbauer@careersourcerc.com">bbauer@careersourcerc.com</a> (866) 482-4473 x418



### AGENDA ITEM SUMMARY

<b>Title</b>	LWDB20/CareerSource Research Coast - Updates
<b>Strategic Plans/Goals</b>	Operational Intelligence
<b>Policy/Plan/Law</b>	Board
<b>Action Requested</b>	None - Information Only
<b>Background</b>	Each meeting the President/CEO shares information with the Board on events and issues important for Board members to know.
<b>Staff Recommendations</b>	None - Information Only
<b>Supporting Material</b>	None - Information Only
<b>Board Staff</b>	Brian Bauer President/CEO <a href="mailto:bbauer@careersourcerc.com">bbauer@careersourcerc.com</a> (866) 482-4473 ext. 418