



Taylor | Hall | Miller | Parker | P.A.

225 E Robinson Street  
Suite 455  
Orlando, FL 32801

Tel: 407.675.6556  
[www.thmp-cpa.com](http://www.thmp-cpa.com)

*member-*

*American Institute of  
Certified Public Accountants*

*Florida Institute of  
Certified Public Accountants*

May 30, 2024

Ms. Stacy Campbell-Domineck, President/CEO  
CareerSource Polk  
600 North Broadway Avenue, Suite B  
Bartow, Florida 33830

Dear Stacy:

This letter is to confirm our understanding of the terms of our engagement and nature and limitations of the services we are to provide for CareerSource Polk (CareerSource).

We will apply the procedures described in the scope of work attached to this letter to the fiscal and programmatic records of CareerSource for the program year ending June 30, 2025. By signing this engagement letter, you agree to those procedures and acknowledge that the procedures to be performed are appropriate for the intended purpose of the engagement, which is to conduct fiscal and programmatic monitoring for the program year ending June 30, 2025. We understand the engagement is required in accordance with Federal regulations. Our engagement to apply agreed-upon procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants (AIPCA). Those standards require that we obtain your written agreement to the procedures to be applied and your acknowledgment that those procedures are appropriate for the intended purpose of the engagement, as described in this letter. A refusal to provide such agreement and acknowledgment will result in our withdrawal from the engagement. No other parties will be requested to agree to the procedures and acknowledge that the procedures performed are appropriate for their purposes. We make no representation that the procedures we will perform are appropriate for the intended purpose of the engagement or for any other purpose.

Because the agreed-upon procedures in the attached scope of work do not constitute an examination or review, we will not express an opinion or conclusion on the fiscal and programmatic records of CareerSource for the program year ending June 30, 2025. In addition, we have no obligation to perform any procedures beyond those to which you agree.

We will issue a written report upon completion of our engagement that lists the procedures performed and our findings. Our report will be addressed to CareerSource. If we encounter restrictions in performing our procedures, we will discuss the matter with you. If we determine the restrictions are appropriate, we will disclose the restrictions in our report. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you. Our report is not expected to be restricted to the use of specified parties.

There may exist circumstances that, in our professional judgment, will require we withdraw from the engagement. Such circumstances include the following:

- You refuse to provide written agreement to the procedures and acknowledge that they are appropriate for the intended purpose of the engagement.
- You fail to provide requested written representations, or we conclude that there is sufficient doubt about the competence, integrity, ethical values, or diligence of those providing the written representations, or we conclude that the written representations provided are otherwise not reliable.
- We determine that the description of the procedures performed or the corresponding findings are misleading in the circumstances of the engagement.
- We determine that restrictions on the performance of procedures are not appropriate.

An agreed-upon procedures engagement is not designed to detect instances of fraud or noncompliance with laws or regulations; however, should any such matters come to our attention, we will communicate them in accordance with professional standards and applicable law. In addition, if, in connection with this engagement, matters come to our attention that contradict the fiscal and programmatic records, we will communicate such matters to you.

You are responsible for the presentation of the fiscal and programmatic records of CareerSource in accordance with Local, State and Federal requirements. In addition, you are responsible for providing us with (1) access to all information of which you or the appropriate party are aware that is relevant to the performance of the agreed-upon procedures on the subject matter, (2) additional information that we may request from the appropriate party for the purpose of performing the agreed-upon procedures, and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain evidence relating to performing those procedures.

At the conclusion of our engagement, we will require certain written representations in the form of a representation letter from management that, among other things, will confirm management's responsibility for the presentation of the fiscal and programmatic records of CareerSource, in accordance with the Local, State and Federal requirements.

Dalton Hall is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Mutually agreed upon dates for performing the procedures for the fiscal year ending June 30, 2025, will be coordinated with designated CareerSource staff. Our proposed preliminary fieldwork timeline for the visits is as follows:

VISIT	DATES OF FIELDWORK
Visit #1	September 3–5, 2024
Visit #2	December 10–12, 2024
Visit #3	March 4–6, 2025
Visit #4	June 10–12, 2025

Our fees for these services will be based on the actual time spent at our hourly billing rates. Out-of-pocket expenses are included in the rate structure. We estimate that our fees to perform the attached scope of work for the period ending June 30, 2025, *will not exceed* \$91,000 as follows:

Item	Hourly Rate	Hours	Total
Shareholder In-Charge	\$160	155	\$24,800
Shareholder	\$160	155	\$24,800
Shareholder	\$160	155	\$24,800
Consultant	\$100	166	\$16,600
Total		631	\$91,000

If we encounter factors that will require additional time, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. If we should incur lesser fees on the engagement than our preliminary estimate, we will bill the lesser amount. Additionally, any special projects requested by CareerSource beyond the scope of this agreement will be billed at the rates set forth herein.

Additionally, for any nonattest services requested by CareerSource, such as training and technical assistance, you are responsible for assuming all management responsibilities and for overseeing the nonattest services we provide by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience. In addition, you are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for the results of such services. Nonattest services will be billed at the rates set forth herein.

Invoices for fees will be billed to you as our work progresses. A final invoice will be submitted upon completion of the engagement. Invoices are due and payable within 20 days of the invoice date.

We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of our engagement. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. If the need for additional procedures arises, or the procedures need to be modified, our agreement with you will need to be revised. If additional specified parties of the report are added, we may require that they acknowledge in writing their agreement with the procedures performed, or to be performed, and their acknowledgment that the procedures are appropriate for their purposes.

Sincerely,

TAYLOR HALL MILLER PARKER, P.A.



Dalton L. Hall, CPA

Accepted:

By:   
Title: President & CEO  
Date: 05/30/2024

## CAREERSOURCE POLK SCOPE OF WORK

THMP agrees to perform services by using the following pool of procedures throughout the contract period. CareerSource Polk reserves the right to modify the scope of work as deemed necessary with proper advance notice.

CareerSource
Administration
Review Corrective Action Plans to determine the status of the previous monitoring report's recommendations.
Review State monitoring reports to obtain an understanding of issues identified by FloridaCommerce and CareerSource's correction action plans.
Review the Board meeting minutes for unusual items or conflicts of interest.
Review the FloridaCommerce Internal Control Questionnaire completed by CareerSource, address any deficiencies noted and determine if CareerSource had controls in place to mitigate risks, and make recommendations as deemed necessary.
Review ETA Salary & Bonus Cap documentation to determine whether: <ul style="list-style-type: none"> <li>a. CareerSource tested salaries &amp; bonuses of all staff, including subrecipients, whose total compensation was determined to be in excess of the salary &amp; bonus cap for that calendar year; and</li> <li>b. appropriate entries were made to reduce the level of ETA funding, if applicable.</li> </ul>
Determine whether audit reports submitted by CareerSource's subrecipients were reviewed and deficiencies addressed, if applicable.
Review the key areas outlined in the FloridaCommerce Subgrantee agreement to ensure compliance.
Procurement
Select a sample of procurements, obtain the contract files, and perform a review to ensure the contract files contain required documentation. Additionally, complete the sections of the FloridaCommerce procurement monitoring tool applicable to contracts.
Cost Allocation
Obtain the Indirect Cost Rate Plan and perform the following: <ul style="list-style-type: none"> <li>a. Determine whether the indirect rate utilized was properly substantiated and approved by FloridaCommerce.</li> <li>b. Recalculate indirect costs for a month.</li> </ul>
Review CareerSource's cost allocations for a month by performing the following: <ul style="list-style-type: none"> <li>a. Determine whether the method of allocation agrees with the approved cost allocation plan.</li> <li>b. For cost pool allocations: <ol style="list-style-type: none"> <li>1. Trace expenditure data to supporting documentation.</li> <li>2. Recalculate cost pool allocation base percentages.</li> <li>3. Recalculate month-end allocations and trace to the general ledger.</li> </ol> </li> <li>c. For a sample of distribution codes in MIP: <ol style="list-style-type: none"> <li>1. Trace the distribution base to supporting documentation.</li> <li>2. Recalculate distribution percentages.</li> </ol> </li> </ul>

<b>Operating Disbursements</b>
<p>Select a sample of small purchases and employee expense reimbursements to ensure compliance with Federal, State and Local requirements by determining whether:</p> <ul style="list-style-type: none"> <li>a. check data agrees to invoice;</li> <li>b. check contains an authorized signature and endorsement agrees to payee or bank guaranteed lack of endorsement;</li> <li>c. disbursement is supported by proper documentation and approval;</li> <li>d. purchasing and travel procedures were followed, and a cost or price analysis was performed, if applicable;</li> <li>e. the cost was allowable, reasonable, and necessary;</li> <li>f. the cost was properly allocated and classified;</li> <li>g. payment traces to general ledger posting; and</li> <li>h. prior approval procedures were followed in accordance with FloridaCommerce guidance, when applicable.</li> </ul>
<b>Payroll</b>
<p>Select a sample of payroll disbursements and determine whether:</p> <ul style="list-style-type: none"> <li>a. check/direct deposit data agrees to payroll register;</li> <li>b. gross pay recalculates and deductions appear reasonable</li> <li>c. leave was properly tracked and approved, and days of leave agrees to the Personnel Activity Reports (PARs);</li> <li>d. PARs are properly signed and approved;</li> <li>e. pay rate for the employee was authorized;</li> <li>f. payroll allocation percentages recalculate and trace to supporting documentation and PARs;</li> <li>g. costs were properly allocated and classified; and</li> <li>h. costs traced to the general ledger.</li> </ul>
<b>Bank Reconciliation</b>
<p>Obtain the operating account bank statement and reconciliation for a month and perform the following:</p> <ul style="list-style-type: none"> <li>a. Interview staff associated with the accounts payable and bank reconciliation processes to obtain an understanding of the current processes and internal controls in place.</li> <li>b. Determine whether the bank account was reconciled, reviewed, and approved in a timely manner.</li> <li>c. Trace the reconciled balance bank balance to the general ledger.</li> <li>d. Test the clerical accuracy of the reconciliation.</li> <li>e. Compare the bank balance listed on the reconciliation to the bank statement.</li> <li>f. Trace payroll transfers to supporting documentation.</li> <li>g. Trace electronic deposits listed on the bank statement to the State of Florida remittance advices.</li> <li>h. Trace miscellaneous deposits listed on the bank statement to supporting documentation.</li> <li>i. For a sample of cleared checks included with the bank statement, agree the payee and amount to the supporting documentation (invoice).</li> <li>j. For the checks listed as cleared on the bank statement, agree the check number and amount to the check register.</li> <li>k. For the list of outstanding checks: <ul style="list-style-type: none"> <li>1. trace the check number and amount to the check register; and</li> <li>2. select a sample of outstanding checks listed on the reconciliation and agree the payee and amount to the supporting documentation (invoice).</li> </ul> </li> <li>l. Obtain the check register for the month and account for the sequence of checks by tracing the check number to the bank statement, list of outstanding checks, or examine the voided check.</li> <li>m. Inquire about any large or unusual outstanding checks that are outstanding for a period of time.</li> </ul>

<b>Financial Report Summary</b>
<p>Select a sample of grants, obtain the Financial Report Summary (FRS) for each grant, and perform the following:</p> <ul style="list-style-type: none"> <li>a. Test the mathematical accuracy.</li> <li>b. Trace FRS expenditures to supporting schedules and the general ledger.</li> <li>c. Determine whether costs were properly reported among the FRS cost categories.</li> <li>d. Determine whether administrative costs were limited to the appropriate guidelines.</li> </ul>
<b>Cash Draws</b>
<p>Select a cash draw from SERA and determine whether the requests for funds are supported by documentation of the anticipated expenditures.</p>
<b>Customer-Related Expenditures</b>
<p>Select a sample of customer charges/disbursements for training, training-related and support service costs; obtain the supporting documentation for each disbursement; and determine whether:</p> <ul style="list-style-type: none"> <li>a. check data agrees to supporting documentation;</li> <li>b. the check contains the authorized signatures and endorsement agrees to payee, or bank guaranteed lack of endorsement, if applicable;</li> <li>c. the disbursement is supported by proper documentation and approval;</li> <li>d. the cost is allowable, reasonable, and necessary;</li> <li>e. the cost is properly allocated and classified;</li> <li>f. the payment traces to the general ledger;</li> <li>g. for training and training-related payments, the training vendor appears on the approved training vendor list and the cost was incurred for a demand occupation;</li> <li>h. the obligation recorded in Gazelle did not exceed CareerSource's cap; and</li> <li>i. the customer is registered in the appropriate State system.</li> </ul>
<p>Select a sample of work experience payroll disbursements and determine whether:</p> <ul style="list-style-type: none"> <li>a. gross pay recalculates and deductions appear reasonable;</li> <li>b. the pay rate is authorized;</li> <li>c. hours paid trace to supporting timesheet;</li> <li>d. the timesheet is properly approved;</li> <li>e. check register data agrees to payroll register;</li> <li>f. the billable rate agrees to the contract rates;</li> <li>g. costs are properly allocated and classified;</li> <li>h. the amount traces to the general ledger posting;</li> <li>i. a properly signed worksite agreement and job description exists, and</li> <li>j. the customer is registered in the appropriate State system.</li> </ul>

Wagner-Peyser
For a sample of Wagner-Peyser job orders, review the job orders utilizing FloridaCommerce's monitoring tool to determine whether proper procedures were followed.
For a sample of Wagner-Peyser customers, review a sample of services documented in the State system utilizing FloridaCommerce's monitoring tool to determine whether proper procedures were followed and the services provided were properly documented.
For a sample of Migrant and Seasonal Farmworkers, review a sample of I-9s and agricultural job orders utilizing FloridaCommerce's monitoring tool to determine if proper procedures were followed and services were properly documented.
Reemployment Services and Eligibility Assessment (RESEA)
Select a sample of Reemployment and Eligibility Assessment (REA) customers and review customer files and the State system for evidence of program documentation in accordance with FloridaCommerce guidance.
WTP File/System Review
Inspect a sample of case records for mandatory customers who were active in the Welfare Transition program utilizing information on FloridaCommerce's monitoring tool to review the State systems and customer files for evidence of compliance.
Review a sample of open transitional cases in OSST utilizing FloridaCommerce's monitoring tool to determine whether customers were eligible for transitional services provided and cases were properly processed.
Select a sample of Up-Front Diversion and Relocation assistance cases and, utilizing FloridaCommerce's Welfare Transition monitoring tool, review the State systems and case files to determine whether the cases were properly processed.
Supplemental Nutrition Assistance Program (SNAP)
Select a sample of Supplemental Nutrition Assistance Program customers and review customer files and the State system utilizing FloridaCommerce's SNAP monitoring tool for evidence of compliance in accordance with the SNAP State Plan and FloridaCommerce's guidance.
WIOA Adult/DW File/System Review
Select a sample of active WIOA Adult and Dislocated Worker customers served through the One-Stop system, review customer files and the State system for evidence of eligibility and effective file organization and documentation, and complete FloridaCommerce's Adult/Dislocated Worker monitoring tool.
Select a sample of WIOA Adult and Dislocated Worker customer cases identified as being active in the State system and determine the status of each customer based on documentation recorded in the State system.
Youth File/System Review
Select a sample of WIOA Youth files, review them for evidence of eligibility and effective file organization and documentation, and complete FloridaCommerce's Youth monitoring tool.

<b>Employed Worker Training</b>
<b>File/System Review</b>
Select a sample of WIOA Employed Worker Training customers, obtain the appropriate EWT contracts, and review customer files and the State system utilizing FloridaCommerce's monitoring tool for evidence of program eligibility and effective file organization and documentation.
<b>Payment Request</b>
<p>Select a sample of WIOA Employed Worker Training (EWT) reimbursement requests and perform the following:</p> <ol style="list-style-type: none"> <li>Test the mathematical accuracy.</li> <li>Determine whether the amount invoiced/reimbursed agrees with the EWT agreement.</li> <li>Determine whether appropriate documentation as required by the contract/ agreement was submitted to support payment.</li> <li>For the training completers identified, select a sample of customers to determine whether: <ol style="list-style-type: none"> <li>the customer was registered in the State system,</li> <li>the credential was recorded in the State system upon training completion, and</li> <li>the employment wage recorded in the State system at case closure agrees with the information provided by the employer.</li> </ol> </li> <li>Trace the payment request to the general ledger.</li> </ol>
<b>On-the Job Training</b>
<b>File/System Review</b>
Select a sample of WIOA On-the-Job Training customers, obtain the appropriate OJT contracts, and review customer files and the State system for evidence of program eligibility and effective file organization and documentation.
<b>Payment Request</b>
<p>Select a sample of WIOA On-the-Job (OJT) reimbursement requests and perform the following:</p> <ol style="list-style-type: none"> <li>Test the mathematical accuracy.</li> <li>Determine whether the amount invoiced/reimbursed agrees with the OJT agreement.</li> <li>Determine whether appropriate documentation as required by the contract/agreement was submitted to support payment.</li> <li>For the training completers identified, select a sample of customers to determine whether: <ol style="list-style-type: none"> <li>the customer was registered in the State system,</li> <li>an OJT activity was recorded in the State system, and</li> <li>the employment wage recorded in the State system at case closure agrees with the information provided by the employer.</li> </ol> </li> <li>Trace the payment request to the general ledger.</li> </ol>
<b>Support Service Cards</b>
Through inquiry of CareerSource staff, obtain an understanding of the current card purchasing, issuance and reconciliation processes and the tracking system utilized.
Perform a physical inventory of cards on-hand at various CareerSource locations and reconcile to the system generated reports.
Obtain the distribution logs and select a sample of cards issued and verify that the service was properly documented in the appropriate State system.
Determine that the balance of cards on-hand does not exceed two months' worth of average customer issuances.

One-Stop Operator – CareerSource Polk
Select a sample of quarterly reports and review reports to determine if they addressed the requirements outlined in the MOU with the Polk County Board of County Commissioners.
Select a sample of MOUs/IFAs and inspect the agreement to determine if all key elements as required by TEGs 16-16 were included in the applicable document.
Determine if the IFA reconciliation process as outlined in the IFA agreement has been completed for all required partners for the program year end.

Subrecipients (if applicable)
Programmatic Review
Review subrecipient performance against contracted requirements.
Financial Review
Review subrecipient contracts to obtain an understanding of the financial and programmatic requirements.
<p>Select a payment request submitted by each subrecipient, conduct a site visit at the direction of CareerSource, and perform the following:</p> <ol style="list-style-type: none"> <li>Test the mathematical accuracy.</li> <li>For a sample of payroll disbursements, obtain the supporting detail by employee salary and related benefits to determine whether costs were properly supported, allowable, and properly allocated.</li> <li>For a sample of non-personnel disbursements, determine whether the vendor invoice is present and contains the appropriate approval, and costs are properly allocated and classified.</li> <li>Determine whether costs are allocated in accordance with contractor's approved cost allocation plan.</li> <li>Determine whether indirect costs and profit were properly billed and supported.</li> <li>For a sample of customer wages determine whether gross pay recalculates, hours paid trace to supporting timesheets, timesheets are properly signed and approved, and the customer is enrolled in the State system with the appropriate activity.</li> <li>For a sample of customer stipend/incentive/support disbursements, determine whether the customer was registered in the State system with an appropriate activity, and the costs were properly classified and supported by appropriate documentation.</li> <li>Determine whether the contractor adhered to the line-item contract budget.</li> <li>Determine whether costs are properly reported among the SERA cost categories.</li> </ol>



A proud partner of the AmericanJobCenter network

**careersourcepolk.com**

**VENDOR SERVICE AGREEMENT  
BY AND BETWEEN POLK COUNTY WORKFORCE DEVELOPMENT BOARD, INC.  
dba CAREERSOURCE POLK  
AND TAYLOR HALL MILLER PARKER, P.A. (VENDOR)**

In consideration of the mutual covenant and stipulations set forth in the agreement herein, the parties hereby agree as follows:

**1. COMPLIANCE WITH POLICIES AND LAWS**

The warranty of this Section specifically includes compliance by Contractor and its subcontractors with the provisions of the Immigration Reform and Compliance Act of 1986 (P. L. 99-603), the Workforce Innovation and Opportunity Act (WIOA), the Workforce Innovation Act of 2000, 45 CFR 98, the Temporary Assistance for Needy Families Program (TANF), 45 CFR parts 260-265, and other applicable federal regulations and policies promulgated thereunder and other applicable State, Federal, criminal and civil law with respect to the alteration or falsification of records created in connection with this Agreement. Office of Management and Budget (OMB) Circulars: Contractor agrees that, if applicable, it shall comply with all applicable OMB circulars, such as 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Contractor will comply, as applicable, with the provisions of the David-Bacon Act (40 U.S.C. 276a to 276a7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40.327-333), regarding labor standards for federally assisted construction sub agreements.

**2. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER MATTERS**

Contractor certifies that it is not currently debarred, suspended, or excluded from the or for participation in Federal assistance programs, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency within a three-year period preceding the effective date of the Agreement in accordance with 29 CFR Parts 45, 74, 95 and 98. No contract shall be awarded to parties listed on the GSA List of Parties Excluded from Federal Procurement or Non-Procurement Programs.

**3. NON-DISCRIMINATION, EQUAL OPPORTUNITY ASSURANCES, CERTIFICATIONS, OTHER PROVISIONS**

As a condition of funding from CareerSource under Title I of the WIOA, Contractor assures that it will comply fully with the following:

- a. Title IV of the Civil Rights Act of 1964 as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin.
- b. Section 504 of the Rehabilitation Act of 1973 as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of disability.
- c. Title IX of the Education Amendments of 1972 as amended, 20 U.S.C. 1681 et. Seq. which prohibits discrimination on the basis of sex in educational programs
- d. The Age Discrimination Act of 1975 as amended, 42 U.S.C. 6101 et. seq., which prohibits discrimination on the basis of age
- e. Section 654 of the Omnibus Budget Reconciliation Act of 1981 as amended, 42 U.S.C. 9849, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs.
- f. Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or Participation in any WIOA Title I financially assisted program or activity.

- g. The Americans with Disabilities Act of 1990, P.L. 101-336, prohibits discrimination on the basis of disability and requires reasonable accommodation for persons with disabilities.
- h. Equal Employment Opportunity (EEO): The Contractor agrees that it shall comply with the Executive Order (EO) No. 11246, Equal Employment Opportunity, as amended by EO No. 11375, require that Federal Contractors and subcontractors not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. It also requires the Contractor/subcontractor to take affirmative action to ensure that applicants are employed and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin as supplemented in Department of Labor regulation 29 CFR Part 33 and 37 as well as 41 CFR Part 60 and 45 CFR Part 80 if applicable.
- i. Contractor also assures that it will comply with the 29 CFR Part 37 and all other regulations implementing the laws listed above. The assurance applies to the grant applicant's operation of the WIOA Title I-financially assisted program or activity Contractor understands that the United States has the right to seek judicial enforcement of this assurance.

#### **4. CERTIFICATION REGARDING CLEAN AIR ACT, WATER ACT, ENERGY EFFICIENCY AND ENVIRONMENTAL STANDARDS, SOLID WASTE**

Clean Air and Water Act: When applicable, if this Contract is in excess of \$100,000, Contractor shall comply with all applicable standards, orders, or regulations issued under the Clean Air Act as amended (42 U.S.C. 7401), Section 508 of the Clean Water Act as amended (33 U.S.C. 1368 et seq.), Executive Order 11738 and Environmental Protection Agency regulations (40 CFR Part 15). The Contractor shall report any violation of the above to the contract manager. Energy Efficiency: The Contractor shall comply with mandatory standards and policies relating to energy efficiency which are contained in the State of Florida's Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163)

Contractor will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205). The Contractor will comply with the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act (42 U.S.C. 6962)

#### **5. CERTIFICATION REGARDING LOBBYING AND INTEGRITY**

Contractor shall comply with the provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) 29 CFR Part 93. When applicable, if this agreement is in excess of \$100,000, Contractor must, prior to the contract execution, complete the Certification Regarding Lobbying Form.

#### **6. CONFIDENTIALITY**

It is understood that the Contractor shall maintain the confidentiality of any information, regarding CareerSource customers and the immediate family of any applicant or customer, that identifies or may be used to identify them and which may be obtained through application forms, interviews, tests, reports from public agencies or counselors, or any other source. Contractor shall not divulge such information without the written permission of the customer, except that such information which is necessary as determined by CareerSource purposes related to the performance or evaluation of the Agreement may be divulged to CareerSource or such other parties as they may designate having responsibilities under the Agreement for monitoring or evaluating the services and performances under the Agreement, or to governmental authorities to the extent necessary for the proper administration of the law. All release of information shall be in accordance with applicable State laws, and policies of the

CareerSource. No release of information by Contractor, if such release is required by Federal or State law, shall be construed as a breach of this Section.

## **7. RIGHTS TO DATA/COPYRIGHTS AND PATENTS**

The Board, State of Florida, and the U.S. Department of Labor shall have unlimited rights to inventions made under contract or agreement: Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements" and any implementing regulations issued by the awarding agency.

## **8. MONITORING**

At any time as often as CareerSource, the State of Florida, United States Department of Labor, Comptroller General of the United States, the Inspector Generals of the United State and the State of Florida, or their designated agency or representative may deem necessary, Contractor shall make available all appropriate personnel for interviews and all financial, applicant, or participant books, documents, papers and records or other data relating to matters covered by this contract, for examination and/or audit, and/or for the making of excerpt or copies of such records for the purpose of auditing and monitoring activities and determining compliance with all applicable rules and regulations, and the provisions of this Agreement. The above referenced records shall be made available at the Contractor's expense, at reasonable locations as determined by CareerSource. Contractor shall respond in writing to monitoring reports and requests for corrective action plans within 10 working days after the receipt of such request from CareerSource.

## **9. PUBLIC ANNOUNCEMENTS AND ADVERTISING**

Contractor agrees that when issuing statements, press releases, request for proposals, bid solicitation, and other documents describing the project or programs funded in whole or in part under this Agreement, Contractor shall clearly state: (1) the percentage of the total cost of the program or project which will be financed with Federal money under this Agreement and (2) the dollar amount of Federal funds for the project or program.

## **10. PUBLIC ENTITY CRIMES**

Contractor shall comply with subsection 287.L33(2)(a), F.S. whereby a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity and may not transact business with any public entity in excess of the threshold amount provided in section 287.0t7, F.S., for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

## **11. THE PRO-CHILDREN ACT**

Contractor agrees to comply with the Pro-Children Act of 1994, 20 U.S.C. 6083. Failure to comply with the provisions of the law may result in the imposition of civil monetary penalty up to \$1,000 for each violation and/or imposition of an administrative compliance order on the responsible entity. This clause is applicable to all approved sub-contracts. In compliance with Public Law (Pub. L.) LO3-277, the Contract shall not permit smoking in any portion of any indoor facility used for the provision of federally funded services including health, day care, early childhood development, education or library services on a routine or regular basis, to children up to age 18.

## **12. PROCUREMENT OF RECOVERED MATERIALS**

Contractor agrees to comply with the provisions of section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, and as supplemented by 2 CFR Appendix II to part 200 and 2 CFR part 200.323 and the requirements stated therein.

## **13. DOMESTIC PREFERENCES FOR PROCUREMENTS**

Contractor agrees to comply with the provisions of 2 CFR Appendix II to part 200 and 2 CFR part 200.322 and the requirements stated therein.

## **14. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT**

Contractor agrees to comply with the provisions of 2 CFR Appendix II to part 200 and 2 CFR part 200.216 and the requirements stated therein. See Public Law 115-232, section 889 for additional information and 2 CFR part 200.471

## **15. PROVISION OF SERVICES**

Contractor agrees to provide goods and services as specified on Attachment 1.

## **16. E-VERIFY**

Contractor warrants and represents that it is in compliance with section 448.095, Florida Statutes, as may be amended, and that it: (1) is registered with the E-Verify system (<https://www.e-verify.gov/>), and beginning January 1, 2021 uses the E-Verify system to electronically verify the employment eligibility of all newly hired workers; and (2) has verified that all of Contractor's subcontractors performing the duties and obligations of the Agreement are registered with the E-Verify System, and beginning January 1, 2021, use the E-Verify System to electronically verify the employment eligibility of all newly hired workers.

## **17. TERMS**

This Agreement shall become effective with the latest date of signature on the Agreement and shall remain in force until June 30, 2025, unless otherwise terminated as provided for herein.

## **18. TERMINATION FOR DEFAULT/CONVENIENCE**

This modified agreement may be terminated as follows:

- a. Either party may request termination of modified agreement upon 30 days prior written notice to the other party.
- b. The Board may unilaterally terminate or modify this modified agreement, if for any reason either the U.S. Department of Labor or the State of Florida reduces funding through the grants under which this is modified agreement is funded....
- c. The Board may unilaterally terminate this modified agreement at any time that it is determined that:
  - I. Contractor fails to provide any of the services it has contracted to provide; or
  - I. Contractor fails to comply with the provisions of this modified agreement; or
  - II. Such termination is in the best interest of the BOARD
- d. Written notification of termination must be registered mail, return receipt requested.

If Contractor disagrees with the reasons for termination, they may file a grievance in writing within ten days of notice of termination to the CareerSource, who will conduct a grievance hearing and decide, from evidence presented by both parties, the validity of termination.

In the event this modified agreement is terminated for cause, Contractor shall be liable to the Board for damages sustained for any breach of this modified agreement by the Contractor, including court costs and attorney fees, when cause is attributable to the Contractor.

In instances where Vendors/sub grantees violate or breach modified agreement terms, the Board will use all administrative, contractual or legal remedies that are allowed by law to provide for such sanctions and penalties as may be appropriate.

**IN WITNESS WHEREOF**, Contractor and CareerSource have caused this agreement to be duly executed as of the date set forth below.

FOR THE BOARD

  
\_\_\_\_\_  
Stacy Campbell-Domineck, President & CEO

05/30/2024

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Joylette Stevens, VP of Operations

05/30/2024

\_\_\_\_\_  
Date

FOR THE VENDOR

  
\_\_\_\_\_  
Name/Title - Witness Signature

5/30/2024

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Name/Title - Witness Signature

5/30/2024

\_\_\_\_\_  
Date