

**FRANKLIN COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR MEETING
COURTHOUSE ANNEX – COMMISSION MEETING ROOM
MARCH 6, 2018
9:00 AM
AGENDA**

*The Board of County Commissioners asks that all cell phones are turned off or placed on silent (vibrate) mode. If you would like to comment on any matter, when recognized by the Chairman, state your name, sign the speaker log, and please adhere to the 3-minute time limit. **Any handouts (information) for distribution to the Commission must be submitted to the Board Secretary (Clerk's Office) or to the County Coordinator on or before the Thursday prior to that Tuesday's meeting. Failure to do so will result in your removal from the agenda or a delay of any action relating to your request until a future meeting.***

- 9:00 AM** **Call to Order**
Prayer and Pledge
Approval of Minutes
Payment of County Bills
- 9:05 AM** **Presentation – Employee Resolution of Appreciation**
William Key
Tommy Sadler
- 9:10 AM** **Department Directors Report**
Howard Nabors – Superintendent of Public Works
Fonda Davis – Solid Waste Director
Pam Brownell – Emergency Management Director
Erik Lovestrand – Extension Office Director
- 9:30 AM** **Public Comments (3-minute time limit)**
- 9:45 AM** **Kim Bodine – CareerSource Gulf Coast – Approval of Service Plans**
- 10:00 AM** **Nate McKinley – Gortemoller Engineering, Inc. – Introduction/Presentation**
- 10:15 AM** **Deborah Belcher – CDBG – Report**
- 10:30 AM** **Marcia M. Johnson – Clerk of Courts – Report**
- 10:45 AM** **Alan Pierce – RESTORE Coordinator – Report**
- 11:00 AM** **Michael Morón – County Coordinator – Report**
- 11:30 AM** **Michael Shuler – County Attorney – Report**
- 11:45 AM** **Commissioners' Comments**
- 12:00 PM** **Adjourn**

March 6, 2018
Franklin County Road Department
Detail of Work Performed and Material Hauled by District
Detail from 2/15/18 - 2/28/18

District 1

<u>Work Performed:</u>	<u>Date</u>	<u>Road</u>
Edged Sidewalks, Sidewalk Maintenance (Build, Take Out, etc)	2/15/2018	W 1st Street
Bike Path (Edged, cut grass off of concrete)	2/15/2018	W 7th Street
Bike Path (Edged, cut grass off of concrete)	2/15/2018	W 8th Street
Bike Path (Edged, cut grass off of concrete)	2/15/2018	W 9th Street
Bike Path (Edged, cut grass off of concrete)	2/15/2018	W 12th Street
Edged Sidewalks, Sidewalk Maintenance (Build, Take Out, etc)	2/15/2018	Franklin Blvd
Edged Sidewalks, Sidewalk Maintenance (Build, Take Out, etc)	2/15/2018	W Pine Avenue
Edged Sidewalks, Sidewalk Maintenance (Build, Take Out, etc)	2/15/2018	E 2nd Street
Edged Sidewalks, Sidewalk Maintenance (Build, Take Out, etc)	2/15/2018	E Pine Avenue
Edged Sidewalks	2/15/2018	W 1st Street
Edged Sidewalks	2/15/2018	W Pine Avenue
Edged Sidewalks	2/15/2018	E Gorrie Drive
Edged Sidewalks	2/15/2018	E 2nd Street
Edged Sidewalks	2/15/2018	E Pine Avenue
Edged Sidewalks	2/15/2018	St. George Island
Pot hole Repair (Fill)	2/15/2018	E Pine Avenue
Pot hole Repair (Fill)	2/15/2018	E 10th Street
Pot hole Repair (Fill)	2/15/2018	E Gorrie Drive
Pot hole Repair (Fill)	2/15/2018	E 8th Street
Bike Path (Edged, cut grass off of concrete)	2/15/2018	W 11th Street
Pot hole Repair (Fill)	2/15/2018	E 5th Street
Edged Sidewalks	2/15/2018	Franklin Blvd
Pot hole Repair (Fill)	2/15/2018	W Pine Avenue
Shoulder Work	2/15/2018	E Gulf Beach Drive
Dig out ditches	2/15/2018	Jefferson Street
Dig out ditches	2/15/2018	US HWY 98 (Eastpoint, Ricky Jones)
Shoulder Work	2/15/2018	E Gulf Beach Drive
Shoulder Work	2/19/2018	E Gulf Beach Drive
Beach Access (Repair, Build, Clear, Create), Cut bushes back, Trim Trees	2/19/2018	W Gulf Beach Drive
Box drag	2/19/2018	Cat Point Road
Beach Access (Repair, Build, Clear, Create), Cut bushes back, Trim Trees	2/19/2018	W Gorrie Drive
Bike Path (Edged, cut grass off of concrete)	2/19/2018	W Gulf Beach Drive
Bike Path (Edged, cut grass off of concrete)	2/19/2018	E Gulf Beach Drive
Repaired Drop off from shoulder of road or sidewalk	2/19/2018	E Gulf Beach Drive
Beach Access (Repair, Build, Clear, Create), Trim Trees, Cut bushes back	2/19/2018	W Gulf Beach Drive
Driveway repair, Repaired Drop off from shoulder of road or sidewalk, Pot hole Repair (Fill)	2/20/2018	E 3rd Street
Cut bushes back	2/20/2018	W Gorrie Drive
Sign Maintenance	2/20/2018	E Pine Avenue
Sign Maintenance	2/20/2018	W 8th Street
Cut bushes back, Trim Trees, Weed Eat & Cut Grass around signs & Culverts	2/20/2018	W Pine Avenue

District 1**Work Performed:**

<u>Date</u>	<u>Road</u>
Cut bushes back, Trim Trees, Weed Eat & Cut Grass around signs & Culverts	2/20/2018 W Gulf Beach Drive
Driveway repair, Repaired Drop off from shoulder of road or sidewalk, Pot hole Repair (Fill)	2/20/2018 W 10th Street
Driveway repair, Repaired Drop off from shoulder of road or sidewalk, Pot hole Repair (Fill)	2/20/2018 W Gulf Beach Drive
Driveway repair, Repaired Drop off from shoulder of road or sidewalk, Pot hole Repair (Fill)	2/20/2018 E Pine Avenue
Shoulder Work, Repaired Drop off from shoulder of road or sidewalk	2/20/2018 E Gulf Beach Drive
Sign Maintenance	2/20/2018 E 6th Street
Cut bushes back	2/20/2018 W Gulf Beach Drive
Driveway repair, Repaired Drop off from shoulder of road or sidewalk, Pot hole Repair (Fill)	2/20/2018 W Pine Avenue
Sign Maintenance	2/20/2018 W Pine Avenue
Bike Path (Edged, cut grass off of concrete)	2/21/2018 W Gulf Beach Drive
Beach Access (Repair, Build, Clear, Create)	2/21/2018 W Pine Avenue
Bike Path (Edged, cut grass off of concrete)	2/21/2018 E Gulf Beach Drive
Cleaned up Brush	2/21/2018 W Pine Avenue
Cleaned up Brush	2/21/2018 W Gulf Beach Drive
Repaired Drop off from shoulder of road or sidewalk	2/21/2018 E Gulf Beach Drive
Repaired Drop off from shoulder of road or sidewalk	2/21/2018 W Gulf Beach Drive
Bike Path (Edged, cut grass off of concrete)	2/22/2018 E Gulf Beach Drive
Bike Path (Edged, cut grass off of concrete)	2/22/2018 W Gulf Beach Drive
Cut bushes back, Beach Access (Repair, Build, Clear, Create)	2/22/2018 E Pine Avenue
Cut bushes back, Beach Access (Repair, Build, Clear, Create)	2/22/2018 W Bay Shore Drive
Cut bushes back, Beach Access (Repair, Build, Clear, Create)	2/22/2018 W Pine Avenue
Picked up Debris, Cleaned up Brush	2/22/2018 E Pine Avenue
Picked up Debris, Cleaned up Brush	2/22/2018 W Pine Avenue
Picked up Debris, Cleaned up Brush	2/22/2018 W Gulf Beach Drive
Cut bushes back, Beach Access (Repair, Build, Clear, Create)	2/26/2018 E Pine Avenue
Beach Access (Repair, Build, Clear, Create)	2/26/2018 E Gorrie Drive
Beach Access (Repair, Build, Clear, Create)	2/26/2018 E Gulf Beach Drive
Beach Access (Repair, Build, Clear, Create)	2/26/2018 E Pine Avenue
Litter Pickup	2/26/2018 Otterslide Road
Beach Access (Repair, Build, Clear, Create)	2/26/2018 E 7th Street
Beach Access (Repair, Build, Clear, Create)	2/26/2018 E 6th Street
Beach Access (Repair, Build, Clear, Create)	2/26/2018 E 11th Street
Beach Access (Repair, Build, Clear, Create)	2/26/2018 E 10th Street
Beach Access (Repair, Build, Clear, Create)	2/26/2018 E Gulf Beach Drive
Beach Access (Repair, Build, Clear, Create)	2/26/2018 E Gorrie Drive
Cut bushes back, Beach Access (Repair, Build, Clear, Create)	2/26/2018 W 5th Street
Cut bushes back, Beach Access (Repair, Build, Clear, Create)	2/26/2018 W 6th Street
Litter Pickup	2/27/2018 Otterslide Road
Repaired Drop off from shoulder of road or sidewalk, Pot hole Repair (Fill)	2/27/2018 E Gorrie Drive
Repaired Drop off from shoulder of road or sidewalk, Pot hole Repair (Fill)	2/27/2018 W Pine Avenue
Repaired Drop off from shoulder of road or sidewalk, Pot hole Repair (Fill)	2/27/2018 E Gulf Beach Drive
Litter Pickup	2/27/2018 Twin Lakes Road
Repaired Drop off from shoulder of road or sidewalk	2/27/2018 W Gulf Beach Drive
Box drag	2/28/2018 E 7th Street

District 1**Work Performed:**

<u>Work Performed:</u>	<u>Date</u>	<u>Road</u>
Box drag	2/28/2018	Palmer Street
Box drag	2/28/2018	Marks Street
Box drag	2/28/2018	Akel Street
Box drag	2/28/2018	E 10th Street
Box drag	2/28/2018	W Bay Shore Drive
Box drag	2/28/2018	W Pine Avenue
Box drag	2/28/2018	W Sawyer Street
Box drag	2/28/2018	E Bay Shore Drive
Box drag	2/28/2018	E 8th Street
Box drag	2/28/2018	Randolph Street
Box drag	2/28/2018	E 4th Street
Box drag	2/28/2018	Baine Street
Box drag	2/28/2018	E 1st Street
Box drag	2/28/2018	Nedley Street
Box drag	2/28/2018	Porter Street
Box drag	2/28/2018	Cook Street
Box drag	2/28/2018	Bradford Street
Box drag	2/28/2018	Brown Street
Box drag	2/28/2018	E 9th Street
Box drag	2/28/2018	W 12th Street
Box drag	2/28/2018	W 3rd Street
Box drag	2/28/2018	Gunn Street
Box drag	2/28/2018	E 2nd Street
Box drag	2/28/2018	W 4th Street
Box drag	2/28/2018	W 5th Street
Box drag	2/28/2018	W 6th Street
Box drag	2/28/2018	W 8th Street
Box drag	2/28/2018	E 11th Street
Box drag	2/28/2018	W 10th Street
Box drag	2/28/2018	Bell Street
Box drag	2/28/2018	McCloud Street
Box drag	2/28/2018	Bledsoe Street
Box drag	2/28/2018	Wing Street
Box drag	2/28/2018	Quinn Street
Box drag	2/28/2018	Patton Street
Box drag	2/28/2018	Howell Street
Box drag	2/28/2018	Land Street
Box drag	2/28/2018	Buck Street, St. George Island
Box drag	2/28/2018	W 9th Street
Blowed off road/parking lot/intersection	2/28/2018	E 2nd Street
Litter Pickup	2/28/2018	Creamer Street
Box drag	2/28/2018	E 6th Street
Blowed off road/parking lot/intersection, Litter Pickup	2/28/2018	Franklin Blvd
Blowed off road/parking lot/intersection, Litter Pickup	2/28/2018	W Bay Shore Drive
Blowed off road/parking lot/intersection, Litter Pickup	2/28/2018	W 3rd Street
Blowed off road/parking lot/intersection, Litter Pickup	2/28/2018	W 2nd Street
Blowed off road/parking lot/intersection, Litter Pickup	2/28/2018	W 1st Street
Blowed off road/parking lot/intersection, Litter Pickup	2/28/2018	E Bay Shore Drive
Litter Pickup	2/28/2018	Avenue A

District 1**Work Performed:**

	<u>Date</u>	<u>Road</u>
Litter Pickup	2/28/2018	Avenue D
Litter Pickup	2/28/2018	South Bay Shore Drive
Litter Pickup	2/28/2018	Patton Drive
Litter Pickup	2/28/2018	E 3rd Street
Litter Pickup	2/28/2018	Begonia Street
Litter Pickup	2/28/2018	E 2nd Street
Litter Pickup	2/28/2018	E 1st Street
Blowed off road/parking lot/intersection	2/28/2018	E Pine Avenue
Litter Pickup	2/28/2018	S Franklin Street
Litter Pickup	2/28/2018	N Bay Shore Drive

0**Material HAUL From:**

	<u>Date</u>	<u>Road</u>	<u>Cubic Yards</u>	<u>Tons</u>
Debris	2/19/2018	W Gulf Beach Drive	40	0
Debris	2/19/2018	W Gorrie Drive	9	0
Debris	2/19/2018	W Gulf Beach Drive	9	0
Debris	2/20/2018	W Pine Avenue	7	0
Debris	2/20/2018	W Gulf Beach Drive	7	0
Debris	2/20/2018	W Gorrie Drive	8	0
Debris	2/20/2018	W Gulf Beach Drive	8	0
Debris	2/21/2018	W Gulf Beach Drive	8	0
Debris	2/21/2018	W Pine Avenue	8	0
Debris	2/21/2018	W Pine Avenue	24	0
Debris	2/22/2018	E Pine Avenue	2	0
Debris	2/22/2018	W Pine Avenue	6	0
Debris	2/22/2018	W Bay Shore Drive	6	0
Debris	2/22/2018	W Gulf Beach Drive	2	0
Debris	2/22/2018	E Pine Avenue	6	0
Debris	2/22/2018	W Pine Avenue	2	0

Debris TOTAL**152 0**

Litter	2/28/2018	Patton Drive	0.300000012	0
Litter	2/28/2018	South Bay Shore Drive	0.300000012	0
Litter	2/28/2018	Begonia Street	0.300000012	0
Litter	2/28/2018	Avenue D	0.300000012	0
Litter	2/28/2018	Creamer Street	0.300000012	0
Litter	2/28/2018	S Franklin Street	0.300000012	0

Litter TOTAL**1.800000072 0****Material HAUL To:**

	<u>Date</u>	<u>Road</u>	<u>Cubic Yards</u>	<u>Tons</u>
Debris	2/21/2018	W 3rd Street	24	0
Debris	2/22/2018	Stock Pile, W 3rd Street	6	0
Debris	2/22/2018	Stock Pile, W 3rd Street	6	0
Debris	2/22/2018	Stock Pile, W 3rd Street	6	0

Debris TOTAL**42 0**

Dirty 89 Lime Rock	2/15/2018	E Gulf Beach Drive	9	0
Dirty 89 Lime Rock	2/15/2018	E Gulf Beach Drive	9	0
Dirty 89 Lime Rock	2/19/2018	E Gulf Beach Drive	9	0
Dirty 89 Lime Rock	2/19/2018	E Gulf Beach Drive	9	0
Dirty 89 Lime Rock	2/20/2018	E Gulf Beach Drive	13	0

District 1**Material HAUL To:**

	<u>Date</u>	<u>Road</u>	<u>Cubic Yards</u>	<u>Tons</u>
Dirty 89 Lime Rock	2/21/2018	W Gulf Beach Drive	18	0
Dirty 89 Lime Rock	2/21/2018	E Gulf Beach Drive	9	0
Dirty 89 Lime Rock	2/27/2018	W Gulf Beach Drive	8	0
Dirty 89 Lime Rock	2/27/2018	W Pine Avenue	3	0
Dirty 89 Lime Rock	2/27/2018	E Gorrie Drive	3	0
Dirty 89 Lime Rock	2/27/2018	E Gulf Beach Drive	3	0

Dirty 89 Lime Rock**TOTAL****93 0**

Milled Asphalt	2/15/2018	E 10th Street	0.5	0
Milled Asphalt	2/15/2018	E Gorrie Drive	0.5	0
Milled Asphalt	2/15/2018	W Pine Avenue	0.5	0
Milled Asphalt	2/15/2018	E 5th Street	0.5	0
Milled Asphalt	2/15/2018	E 8th Street	0.5	0
Milled Asphalt	2/15/2018	E Pine Avenue	0.5	0
Milled Asphalt	2/20/2018	W 10th Street	6	0
Milled Asphalt	2/20/2018	E Pine Avenue	0.5	0
Milled Asphalt	2/20/2018	E 3rd Street	0.5	0
Milled Asphalt	2/20/2018	W Gulf Beach Drive	7	0
Milled Asphalt	2/20/2018	W Pine Avenue	3	0

Milled Asphalt**TOTAL****20 0****District 2****Work Performed:**

	<u>Date</u>	<u>Road</u>
Box drag	2/16/2018	6th Street E
Box drag	2/16/2018	Lakeview Drive
Box drag	2/16/2018	Jeff Sanders Road
Box drag	2/16/2018	Alligator Drive
Litter Pickup	2/19/2018	CR67
Box drag	2/19/2018	McIntyre Road
Travel	2/19/2018	McIntyre Road
Box drag	2/19/2018	Duvall Road
Cut bushes back	2/20/2018	Alligator Drive
Cut bushes back	2/20/2018	Harry Morrison
Flagged	2/20/2018	Alligator Drive
Flagged	2/20/2018	Alligator Drive
Cut bushes back	2/21/2018	Alligator Drive
Flagged	2/21/2018	Alligator Drive
Travel	2/21/2018	Alligator Drive
Cut bushes back	2/21/2018	Alligator Drive
Flagged	2/21/2018	Alligator Drive
Cut bushes back	2/21/2018	Clemens Street
Cut bushes back	2/21/2018	Bald Point Road
Flagged	2/21/2018	Alligator Drive
Litter Pickup	2/22/2018	CR67
Litter Pickup	2/22/2018	Lake Morality Road
Sign Maintenance	2/22/2018	Lake Morality Road
Repaired Drop off from shoulder of road or sidewalk	2/22/2018	Lake Morality Road
Litter Pickup	2/27/2018	CR67
Cut bushes back	2/27/2018	Alligator Drive
Litter Pickup	2/28/2018	CR67

District 2**Work Performed:**

<u>Work Performed:</u>	<u>Date</u>	<u>Road</u>
Cut bushes back	2/28/2018	Alligator Drive
Box drag	2/28/2018	Lake Morality Road
Graded Road(s)	2/28/2018	Jeff Sanders Road
Litter Pickup	2/28/2018	Lake Morality Road

0

Material HAUL From:

<u>Material HAUL From:</u>	<u>Date</u>	<u>Road</u>	<u>Cubic Yards</u>	<u>Tons</u>
Litter	2/22/2018	CR67	2	0
Litter	2/22/2018	Lake Morality Road	2	0

Litter **TOTAL**

4 0

Material HAUL To:

<u>Material HAUL To:</u>	<u>Date</u>	<u>Road</u>	<u>Cubic Yards</u>	<u>Tons</u>
Black Dirt	2/19/2018	Duvall Road	36	0

Black Dirt **TOTAL**

36 0

Dirty 89 Lime Rock	2/19/2018	McIntyre Road	18	0
Dirty 89 Lime Rock	2/22/2018	Lake Morality Road	18	0

Dirty 89 Lime Rock **TOTAL**

36 0

District 3**Work Performed:**

<u>Work Performed:</u>	<u>Date</u>	<u>Road</u>
Graded Road(s)	2/20/2018	Earl King Street
Repaired Drop off from shoulder of road or sidewalk	2/22/2018	22nd Avenue

0

Material HAUL To:

<u>Material HAUL To:</u>	<u>Date</u>	<u>Road</u>	<u>Cubic Yards</u>	<u>Tons</u>
Dirty 89 Lime Rock	2/20/2018	Earl King Street	18	0
Dirty 89 Lime Rock	2/22/2018	22nd Avenue	3	0

Dirty 89 Lime Rock **TOTAL**

21 0

District 4**Work Performed:**

<u>Work Performed:</u>	<u>Date</u>	<u>Road</u>
Box drag	2/15/2018	13 Mile
Box drag	2/15/2018	8 Mile
Box drag	2/15/2018	Teat Road
Litter Pickup	2/20/2018	Pal Rivers Road
Graded Road(s)	2/20/2018	Teat Road
Litter Pickup	2/20/2018	26th Avenue
Litter Pickup	2/22/2018	Thomas Drive
Repaired Drop off from shoulder of road or sidewalk	2/22/2018	26th Avenue
Litter Pickup	2/22/2018	Brownsville Road
Litter Pickup	2/22/2018	Bluff Road
Box drag	2/28/2018	Gibson Road

0

Material HAUL From:

<u>Material HAUL From:</u>	<u>Date</u>	<u>Road</u>	<u>Cubic Yards</u>	<u>Tons</u>
Litter	2/22/2018	Thomas Drive	2	0
Litter	2/22/2018	Brownsville Road	2	0
Litter	2/22/2018	Bluff Road	2	0

Litter **TOTAL**

6 0

Material HAUL To:

<u>Material HAUL To:</u>	<u>Date</u>	<u>Road</u>	<u>Cubic Yards</u>	<u>Tons</u>
Dirty 89 Lime Rock	2/15/2018	Teat Road	18	0

District 4**Material HAUL To:**

	<u>Date</u>	<u>Road</u>	<u>Cubic Yards</u>	<u>Tons</u>
Dirty 89 Lime Rock	2/15/2018	Teat Road	18	0
Dirty 89 Lime Rock	2/22/2018	26th Avenue	3	0
Dirty 89 Lime Rock		TOTAL	39	0

District 5**Work Performed:**

	<u>Date</u>	<u>Road</u>		
Graded Road(s)	2/15/2018	Wright Lake Road		
Graded Road(s)	2/15/2018	Hickory Landing		
Graded Road(s)	2/15/2018	Brick Yard Road		
Graded Road(s)	2/15/2018	Bloody Bluff Road		
Graded Road(s)	2/15/2018	North Road		
Graded Road(s)	2/15/2018	Gardners Landing Road		
Box drag	2/16/2018	St Teresa Ave		
Box drag	2/16/2018	7th Street E		
Box drag	2/16/2018	5th Street E		
Litter Pickup	2/19/2018	CC Land		
Sign Maintenance, Driveway repair	2/19/2018	Gulf View Road		
Culvert installation	2/19/2018	Gulf View Road		
Box drag	2/19/2018	4th Street		
Box drag	2/19/2018	Pruett Road		
Box drag	2/19/2018	Vroomin Park		
Flagged, Culvert installation	2/19/2018	Gulf View Road		
Graded Road(s)	2/20/2018	Quail Run Drive		
Graded Road(s)	2/20/2018	Herndon Road		
Swept / Blowed off Intersection	2/20/2018	Gulf View Road		
Driveway repair	2/21/2018	CC Land		
Intersections (filled in pot holes)	2/22/2018	Ridge Road		
Beaver Dam - Take Out	2/26/2018	Lighthouse Road		
Culvert repair	2/26/2018	Gulf View Road		
Litter Pickup	2/27/2018	Ridge Road		
Beaver Dam - Take Out	2/27/2018	Lighthouse Road		
Litter Pickup	2/27/2018	Wilderness Road		
Litter Pickup	2/27/2018	Bear Creek Rd		
Box drag	2/28/2018	Wright Lake Road		
Box drag	2/28/2018	Brick Yard Road		
Box drag	2/28/2018	Bruce Avenue		
Box drag	2/28/2018	Bloody Bluff Road		
Box drag	2/28/2018	Hickory Landing		
Box drag	2/28/2018	Jeffie Tucker Road		
Box drag	2/28/2018	North Road		
Box drag	2/28/2018	Sand Beach Road		
Box drag	2/28/2018	Gardners Landing Road		
			0	

Material HAUL To:

	<u>Date</u>	<u>Road</u>	<u>Cubic Yards</u>	<u>Tons</u>
Black Dirt	2/19/2018	Gulf View Road	36	0
Black Dirt		TOTAL	36	0
Dirty 89 Lime Rock	2/19/2018	Vroomin Park	18	0
Dirty 89 Lime Rock	2/19/2018	Gulf View Road	36	0

District 5

Material HAUL To:

	<u>Date</u>	<u>Road</u>	<u>Cubic Yards</u>	<u>Tons</u>
Dirty 89 Lime Rock	2/20/2018	Quail Run Drive	36	0
Dirty 89 Lime Rock	2/20/2018	Herndon Road	18	0
Dirty 89 Lime Rock	2/22/2018	Ridge Road	9	0
Dirty 89 Lime Rock		TOTAL	117	0



FRANKLIN COUNTY DEPARTMENT OF

Solid Waste & Recycling ❖ Animal Control ❖ Parks & Recreation
 210 State Road 65
 Eastpoint, Florida 32328
 Tel.: 850-670-8167
 Fax: 850-670-5716
 Email: fcswd@fairpoint.net

DIRECTOR’S REPORT

FOR: The Franklin County Board of County Commissioners

DATE March 6, 2018

TIME: 9:00 A.M.

SUBJECT(S):

PUBLIC SHOOTING RANGE: I am requesting the Board to permanently close the Shooting Range, located in Eastpoint behind the Humane Society. There is a safety risk to Landfill staff, as well as County Inmates at the Franklin County Sheriff’s Office. Parks & Recreation staff have reported that during their routine cleanup, they are finding television and other items that have been hauled to the Range as targets. For liability reasons and safety concerns I feel we need to move forward with closing it.

BOARD REQUESTED ACTION: Motion to close the Public Shooting Range in Eastpoint.

ROLL OFF BOX CONTAINERS: I am requesting Board approval to purchase off the State Bid Contract, 3 roll off box containers. They will be used to haul off Household Waste from the Franklin County Central Landfill Transfer Station to a proper disposal facility.

BOARD REQUESTED ACTION: Motion to approve purchase off the State Bid Contract, three roll off box containers, to be used to haul off Household Waste from the Franklin County Central Landfill Transfer Station.

Right-of-Way Debris Pickup/Recycle Material Hauled February 17th – February 28th
FOR BOARD INFORMATION:

February 17th – February 28th
RIGHT-OF-WAY DEBRIS PICKUP

Apalachicola	Eastpoint	St George Island	Carrabelle	Lanark	Alligator Point
134.71 TONS	43.26 TONS	20.22 TONS	19.95 TONS	24.03 TONS	31.67 TONS

RECYCLE MATERIAL HAULED

	Apalachicola	Eastpoint	St George Island	Carrabelle	Lanark	Alligator Point	St James
Cardboard	4.43 TONS	5.41 TONS	4.43 TONS	.81 TONS	-0- TONS	-0- TONS	-0- TONS
Plastic,Paper ,Glass, Aluminum	3.75 TONS	.46 TONS	4.18 TONS	2.33 TONS	-0- TONS	-0- TONS	.69 TONS

REQUESTED ACTION: None



28 Airport Road
Apalachicola, Florida 32320
(850) 653-8977, Fax (850) 653-3643
Em3frank@gtcom.net

Report to Board of County Commissioners

Date: March 6, 2018

Action Items:

1. Opening the Request for Qualifications on Contractual Services.
2. Approval and Signing of Hurricane Loss Mitigation Project Contractors

Information Items:

1. Franklin County EOC Staff continue to promote our Re-Entry Tag program and encourage all residents to apply for their Re-Entry Tag.
2. EOC Staff is updating our Special Needs Database to verify current information of our Special Needs Residents.
3. EOC Staff continue to promote the Alert Franklin System and encourage residents to sign up to receive updates and information from Emergency Management.
4. 03/08/18 EOC Staff will be attending the Big Bend Health Care Coalition Special Needs Exercise in Tallahassee.
5. 03/15/18 Staff will attend the Regional 2 Meeting in Wakulla County.

Pamela Brownell

Pamela Brownell
Director

County Extension Activities February 21, 2018 – March 6, 2018

General Extension Activities:

- Provided citizens with assistance on citrus greening, local natural areas, and soil tests.
- Hosted Small-scale Shiitake mushroom production workshop in Port St. Joe for 20 participants.
- Participated in planning call with NW District natural resource Extension Faculty.
- Extension Director attended NW District County Extension Director meeting in Destin.

Sea Grant Extension:

- Multi-county 40-hour Master Naturalist class is on-going.
- Participated in weekly conference call to coordinate Sea turtle lighting project work.

4-H Youth Development:

- Tropicana Public Speaking County competition will be held March 15.
- 4-H Day at the Capitol took place on Feb. 22 with over 800 registered participants arriving in Tallahassee from across the state. Our Franklin County 4-H delegation included 11 youth and 7 adults this year.

Family Consumer Sciences:

- Family Nutrition Program Assistant teaching scheduled classroom programs in local schools.

University of Florida's Institute of Food and Agricultural Sciences

Franklin County Educational Team

Erik Lovestrand, County Extension Director/Sea Grant Regional Specialized Agent

Michelle Huber, Office Manager/Program Assistant, Franklin County

Kayle Mears, Family Nutrition Program Assistant

Samantha Kennedy, Wakulla County Family and Consumer Sciences

Rachel Pienta, Ph.D., Wakulla County 4-H Youth Development

Scott Jackson, Sea Grant/Agriculture/Technology, Regional Specialized Agent Bay County

Melanie G. Taylor, Gulf County 4-H/Family and Consumer Sciences

Ray Bodrey, Gulf County CED/Agriculture/Horticulture/Sea Grant

Heather Kent, 4-H Regional Specialized Agent

Les Harrison, Wakulla County CED/Agriculture/Small Farms/Horticulture

John Wells, Northwest Extension District Information Technology Expert

Pete Vergot III, Ph.D., Northwest District Extension Director

The Foundation for The Gator Nation

An Equal Opportunity Institution

CareerSource Gulf Coast

Local Workforce Development Area 4

Website: www.careersourcegc.com

Plan Contact: Jennifer German

Email: jgerman@r4careersourcegc.com

Phone No. 850-913-3285

Submitted on: March 29, 2018

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ORGANIZATIONAL STRUCTURE

(1) Chief Elected Official(s) (CEO)

- A. Identify the chief elected official(s) by name, title, mailing address, phone number and email address.

Bay County, Florida

Mr. William Dozier, Chair
 Bay County Board of County Commissioners
 840 W. 11th Street
 Panama City, FL 32401
 (850) 248-8140
wdozier@baycountyfl.gov

Gulf County, Florida

Mr. Sandy Quinn, Chair
 Gulf County Board of County Commissioners
 1000 Cecil G. Costin, Sr. Boulevard
 Port St. Joe, FL 32456
 (850) 247-8870
commissioner4@gulfcounty-fl.gov

Franklin County, Florida

Mr. Joseph "Smokey" Parrish, Chair
 Franklin County Board of County Commissioners
 33 Market Street, Suite 305
 Apalachicola, FL 32320
 (850) 653-8861
smokey@franklincountyflorida.com

- B. If the local area includes more than one unit of general local government in accordance with WIOA sec. 107 (c)(1)(B), attach the executed agreement that defines how the parties carry out the roles and responsibilities of the chief elected official.

(See attachment 1 - Interlocal agreements)

- C. Attach a copy of the agreement executed between the chief elected official(s) and the Local Workforce Development Board.

(See attachment 1 - Interlocal agreements)

- D. Describe the by-laws established by the CEO to address the criteria contained in §679.310(g) of the proposed WIOA regulations:

- i. The nomination process used by the CEO to elect the local board chair and members;

Any member of the Board of Directors may be nominated as a candidate for any office of the Corporation with the following exception: only private sector representatives may be nominated as candidates for the office of Chairperson.

Nominations for membership shall be as follows:

Private Sector Appointments: Private sector appointments shall include representatives of business in the local area, who: are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority; represent businesses, including small businesses, or organizations representing businesses described in this clause, that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area; and are appointed from among individuals nominated by local business organizations and business trade associations. A majority of the members of the local board shall be representatives of business in the local area as described in paragraph 107 (b) (2) (A) (i-iii), WIOA.

Education Appointments: Education representatives shall be appointed in accordance with the Workforce Investment and Opportunity Act, 113-128, which states that each local board shall include representatives of entities administering education and training activities in the local area and shall include a representative of eligible providers administering adult education and literacy activities under title II; shall include a representative of institutions of higher education providing workforce investment activities (including community colleges). 107 (b) (2) (C) (i, ii) WIOA. School Superintendents will serve on the Workforce Board until the expiration of their term with the respective School Board or until resignation. One School Superintendent will serve as a Board member and the position will rotate between the three counties' superintendents on an annual basis.

Labor Appointments: Representatives of labor organizations shall include representatives of labor organizations (for a local area in which employees are represented by labor organizations), who have been nominated by local labor federations, or (for a local area in which no employees are represented by such organizations) other representatives of employees and also shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists. Labor representatives will serve on the Workforce Board until the expiration of their position with their respective labor organization or until resignation. 107 (b) (2) (B) (i, ii), WIOA.

Economic Development Appointments: Shall include a representative of economic and community development entities. Economic Development positions will serve on the Workforce Board until the expiration of their county positions as Economic Development Council representatives. 107 (b) (2) (D) (i) WIOA.

Mandatory Partners: Representatives shall include an appropriate representative from the State employment service office under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) serving the local area and shall also include an appropriate representative of the programs carried out under Title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), other than section 112 or part C of that title (29 U.S.C. 732, 741), serving the local area. 107 (b) (2) (D) (ii, iii) WIOA.

Other Appointments: May include representatives of community based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; may also include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth; may include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment; may include representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistance; may include representatives of philanthropic organizations serving the local area; and each local board may include such other individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate. 107 (b) (2) (B) (iii, iv) (C) (iii) (D) (iv, v) E, WIOA 113-128; (CSGC by-laws, Pg. 6, #3, attachment 2)

- ii. The term limitations and how the term appointments will be staggered to ensure only a portion of memberships expire in each year;

Terms of Office: In order to comply with regulations, the initial appointment of Board members shall be staggered terms of one (1) to three (3) years. The initial appointment shall be as follows with all succeeding appointments to be for a term of three (3) years.

INITIAL TERMS OF BOARD MEMBERS

Bay County	
Private Sector	1, 2 & 3 years
Education	1 year
Labor	1 year
Economic Development	1 year
CBO	1 & 2 years
Franklin County	
Private Sector	1, 2 & 3 years
Economic Development	1 year
Education	1 year
CBO	1 year
Gulf County	
Private Sector	1, 2 & 3 years
Education	1 year
Labor	1 year
CBO	3 years

- iii. The process to notify the CEO of a board member vacancy to ensure a prompt nominee;

In accordance with Section 107 (a), WIOA, a Local Workforce Development Board (LWDB) shall be certified by the Governor. LWDB vacancies will occur on a routine basis. Any vacancy shall be filled in the same manner as the original appointment in accordance with Section 107 (b) (1), WIOA 113-128. CareerSource Florida staff shall be advised of any changes in membership. Every effort will be made to fill vacancies within 45 days.) (CSGC by-laws, Pg. 5, last paragraph, attachment 2)

- iv. The proxy and alternative designee process used when a board member is unable to attend a meeting and assigns a designee per the requirements at §679.110(d)(4) of the proposed WIOA regulations;

Board members who are statutorily designated members of the Board pursuant to WIOA may, at the Board member's discretion, appoint a permanent designee to serve on the Board in the Board member's absence, subject to the Board's acceptance of the designee by regular vote. The Board member shall retain the right to attend and vote (except for non-voting members) at any and all regular meetings, but the permanent designee, once accepted by the Board, may, in the Board member's absence, attend and vote (except for those non-voting members) at any and all meetings. Such attendance and voting by the designee, shall be as if the Board member attended and voted himself/herself for all By Law attendance and voting requirements, including, but not limited to, establishing a Board quorum.

Members of the Board or their approved permanent designees that represent organizations, agencies, or other entities shall be individuals with optimum policy making authority within the organizations, agencies, or entities. A majority of the members of the local board shall be representatives described in paragraph (2) (a) (1) above. The importance of minority and gender representation shall be considered when making appointments to the Board. (CSGC by-laws, Pg. 5g, attachment 2)

- v. The use of technology, such as phone and web-based meetings used to promote board member participation;

Regular meetings of the Corporation shall be announced electronically, and be held each month unless otherwise provided by the Board of Directors. The meetings will be video and teleconferenced between a site in Bay County and a site in Gulf or Franklin County that will be designated and noticed prior to the Board meeting. A calendar of times and sites of the regular meetings shall be distributed among all members of the Board of Directors in a timely manner.

(CSGC by-laws Page 9, #3, attachment 2)

- vi. The process to ensure board members actively participate in convening the workforce development system's stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities; and,

The Board of Directors shall meet in accordance with the provisions set forth in Article VII of these By-laws. It shall be the duty and responsibility of each Board

member to attend the meetings, and any three consecutive unexcused absences, as determined by the Board, shall be deemed as sufficient reason for replacement of the Board member incurring such absences, unless such member is appointed specifically by law. Non-mandated Board members must attend 50 percent of the scheduled meetings in a six-month period. (CSGC by-laws, Page 3, Sect. 1, 2nd paragraph, attachment 2)

- vii. Any other conditions governing appointments or membership on the local board. In accordance with Section 107 (a) of WIOA, a Local Workforce Development Board (LWDB) shall be certified by the Governor. LWDB vacancies will occur on a routine basis. Any vacancy shall be filled in the same manner as the original appointment in accordance with Section 107 (b) (1) of WIOA. CareerSource Florida staff shall be advised of any changes in membership. Every effort will be made to fill vacancies within 45 days. CSGC by-laws, Page 5, last full paragraph, attachment 2)

- E. Provide a description of how the CEO is involved in the development, review and approval of the local plan and its two-year modification.

Each Board of County Commissioners in our LWDA selects a member to attend regularly scheduled LWDB meetings. The local workforce services plan process (including a timeline) was approved by the LWDB, and a draft plan was provided to both the LWDB and CEOs for input/feedback prior to the approval by the respective CEOs.

(2) Local Workforce Development Board (LWDB)

- A. Identify the chairperson of the Local Workforce Development Board by name, title, mailing address, phone number and email address. Identify the business that the chair represents.

CareerSource Gulf Coast Workforce Board – Region 4

Jennifer Conoley, Chair
Gulf Power Company
1230 E. 15th Street
Panama City, FL 32405-6132
Cell: (850) 527-0999
jconoley@southernco.com

- B. If applicable, identify the vice-chair of the Local Workforce Development Board by name, title, mailing address, phone number and email address. Identify the business or organization the vice-chair represents.

Ed Phelan
Maritech Machine, Inc.
1740 Sherman Avenue
Panama City, FL 32405
ephelan69@gmail.com

- C. Provide a description of how the LWDB was involved in the development, review, and approval of the local plan and its two year modification.

In the January 2018 meeting of the LWDB, the past workforce services plan was discussed with members to refresh them on the kinds of information that would be used in

completing the modified LWDB plan due to the request by DEO. Board members were requested to give feedback and ideas regarding the development of the plan to staff. The workforce services draft plan will be provided to board members prior to the March meeting and will be reviewed, discussed and approved in the March meeting of the LWDB.

(3) Local Grant Subrecipient (local fiscal agent or administrative entity)

- A. Identify the entity selected to receive and disburse grant funds (local fiscal agent) if other than the chief elected official. WIOA section 107(d)(12)(B)(1)(iii); 20CFR 679.420

Gulf Coast State College was designated by the CEOs as the grant sub recipient/fiscal agent, selected to receive and disburse grant funds.

- B. Identify the entity selected to staff the LWDB (commonly referred to as the administrative entity) and assist it in carrying out its responsibilities as a board organized under WIOA. (May be the same as the fiscal agent). 20 CFR 679.430

The administrative entity for LWDB 4 is the Gulf Coast Workforce Board, d/b/a CareerSource Gulf Coast. Board members selected and hired an Executive Director, who in turn hires staff. Some staff members are empowered to hire additional staff with approval of the Executive Director.

- C. If a single entity has been selected to operate in more than one of the following roles: local fiscal agent, local board staff, one-stop operator or direct provider of career services or training services, attach the agreement that describes how the entity will carry out its multiple responsibilities including how it will develop appropriate firewalls to guard against conflicts of interest interest as described in CareerSource Florida strategic policy 2012.05.24.A.2 – State and Local Workforce Development Board Contracting Conflict of Interest Policy.

Gulf Coast State College (GCSC) has been the fiscal agent for the Gulf Coast Workforce Board d/b/a CareerSource Gulf Coast since the Board was established in 1996 (See Attachment 1 – Interlocal Agreement). GCSC is also the One Stop Operator for the region’s full service job center, an arrangement reached though a competitive process. Part of the mission of GCSC is to provide education and training as a public institution. While there is no contractual agreement with GCSC to provide workforce training, clients may elect to obtain training funded though workforce dollars at GCSC (See Attachment 3 - One Stop Operator Contract). Local Workforce Development Board staff also provide career services as authorized by FS445.07 (6). A firewall exists as described in the Board’s Approved Request to Provide Direct Services (see org. chart below).

CareerSource Gulf Coast – Region 4



(4) One-Stop System

- A. Provide a description of the local one-stop system (including the number, type and location of comprehensive center(s) and other service delivery points).

The CareerSource Gulf Coast Job Center is operated by Gulf Coast State College (GCSC) at 625 Highway 231 in Panama City, Florida. The job center houses 17 staff employed through CSGC funds, eight employees funded through DEO (including Vet staff), special project board staff, Welfare Transition, and SNAP staff. The job center is the front door to workforce services for Bay, Franklin and Gulf Counties. The CareerSource Gulf Coast Board also maintains satellite physical one-stop job centers in Franklin and Gulf Counties when funds permit. Services are also available on-line at www.careersourcegc.com.

- B. Identify the days and times when service delivery offices are open to customers. Customers must have access to programs, services and activities during regular business days at a comprehensive one-stop center.

The hours of operation for the comprehensive one-stop job center centers are as follows:

- Bay County Center (full service) – Monday through Friday from 8 am – 5 pm
- Gulf County* (satellite) – Monday through Thursday, 8 am – 4 pm; Friday by appt. only.
- Franklin County* (satellite) – Monday through Friday from 8 am – 4 pm

*Hours of operations for the satellite locations are subject to change based upon funding levels.

- C. Identify the entity or entities selected to operate the local one-stop center(s).

Gulf Coast State College is the entity that operates the full service one-stop job center. Satellite centers are currently operated by board staff.

- D. Identify the entity or entities selected to provide career services within the local one-stop system.

Gulf Coast State College (GCSC) is the entity that was competitively procured to provide career services in the LWDA's comprehensive one-stop job center. GCSC staff work alongside DEO staff to provide career services in the comprehensive one-stop job center. In satellite centers, LWDB staff provide career services as approved by CareerSource Florida and in compliance with FS 445.

- E. Identify and describe what career services will be provided by the selected one-stop operator and what career services, if any, will be contracted out to service providers.

Gulf Coast State College is the sole operator of the full service one-stop job center in the region. In conjunction with the CareerSource Gulf Coast Board, Gulf Coast State College manages and provides a complete array of services to job seekers and employers including a single point of entry, unassisted core services, assisted core services, intensive services, and referrals to training providers. The college's CareerSource Gulf Coast Job Center staff have the expertise to design, administer, and deliver all workforce development activities and have demonstrated the ability to adapt and conform to changes in policy, practices and priorities to meet local community and customer-based needs.

- F. Pursuant to the CareerSource Florida Administrative Policy for One-Stop Certification, provide the required attestation that at least one comprehensive one-stop center in the local area meet the certification requirements.

CareerSource Gulf Coast (CSGC) has one comprehensive one-stop job center in the region's metro, Panama City. CareerSource Gulf Coast has a satellite Center in Gulf and Franklin Counties.

The CSGC Job Center (one-stop job center) has met the criteria for One Stop Credentialing pursuant to reviews by the Florida Dept. of Economic Opportunity's Programmatic Monitoring Team.

CSGC developed a One Stop credentialing tool per CSF Administrative Policy 92 in July of 2017. Applying this tool to the CSGC Job Center (one-stop job center), the center meets all requirements.

Effectiveness: Based upon the region's historically high performance on one-stop job center based goals, the Center is very effective. Per results of the latest CareerSource Florida Performance Funding model, CSGC was the state's top earner for the "excel" category (meaning the top performer in the state). CSGC consistently rates in the top quartile of the state for WIOA performance and meets or exceeds Wagner-Peyser goals on the Federal Common Measures.

Physical and Programmatic Accessibility: CSGC staff remain abreast of developments regarding improvements to services for persons with disabilities and share that information with Center staff. The Center itself is equipped with wheelchair accessible computer desks, and computer monitors designed for use by the visually impaired. Information is shared with customers regarding the availability of auxiliary aids and services as needed.

Continuous Improvement: CSGC has procedures in place to address all issues related to achieving, managing, and improving performance. The Center Director and Regional Training Coordinator work together to ensure that staff attend training as needed, including Tier I certification and subsequent continuing education. CSGC regularly reviews surveys completed by job seekers and employers to detect areas for improvement and uses that information to ensure that services are delivered as efficiently and effectively as possible.

ANALYSIS OF NEED AND AVAILABLE RESOURCES

1) Please provide an analysis (or existing analysis pursuant to WIOA section 108(c)) of the regional economic conditions, which must include:

A. Information on existing and emerging in-demand industry sectors and occupations; and

Local Workforce Development Area Four (LWDA 4), located in Northwest Florida includes three counties: Bay, Gulf, and Franklin. The Panama City MSA is the only metropolitan statistical area in the region and is located in Bay County. The other two counties are considered rural. The region has an estimated population of 211,865 and continues to grow, experiencing a 22% growth since 2010. In November 2017, there were 94,299 individuals employed in the region at an average annual wage of \$38,428.

Currently, the region's top industries include Accommodation and Food Services, Retail Trade, and Health Care and Social Assistance. Please see table below for a complete breakdown of employment by industry.

Industry Sector	Establishments	Employees
Accommodation and Food Services	714	14,549
Retail Trade (44 & 45)	984	12,649
Health Care and Social Assistance	637	11,307
Public Administration	129	7,905
Education Services	62	5,877
Admin., Support, Waste Mgmt, Remediation	377	5,639
Construction	818	5,075
Professional, Scientific & Technical Svc	649	4,168
Manufacturing (31-33)	157	3,385
Real Estate and Rental and Leasing	405	2,863
Other Services (except Public Admin.)	446	2,293
Wholesale Trade	211	2,189
Transportation and Warehousing (48 & 49)	201	2,112
Arts, Entertainment, and Recreation	125	1,934
Finance and Insurance	253	1,800
Information	72	796
Agriculture, Forestry, Fishing & Hunting	41	381
Utilities	17	365
Management of Companies and Enterprises	29	193
Mining	3	28
Unclassified establishments	32	17

Source: Labor Market Statistics, Quarterly Census of Employment and Wages Program

The existing in-demand occupations are mostly tied to hospitality (restaurant and lodging), sales and clerical and are for the most part low skill, low wage. The only exception to this is Registered Nurses which requires specialized training and earns a median wage of \$27.37 per hour in the region.

Top 15 Existing Demand Occupations

Workforce Development Area 4 - Bay, Franklin, and Gulf Counties
 Separations Method

Occupation		Employment			2017 - 2025			2017 Median Education Level	
Code	Title	2017	2025	Growth	Percent Growth	Total Job Openings*	Hourly Wage (\$)**	FL†	BLS†
353021	Combined Food Prep. and Serving Workers, Inc. Fast Food	3,325	3,903	578	17.4	5,879	9.34	NR	NR
434051	Customer Service Representatives	2,718	3,164	446	16.4	3,329	12.66	PS	HS
412031	Retail Salespersons	4,021	4,453	432	10.7	5,375	10.82	HS	NR
352014	Cooks, Restaurant	1,440	1,733	293	20.4	2,094	11.44	PS	NR
353031	Waiters and Waitresses	3,106	3,393	287	9.2	5,147	9.67	NR	NR
291141	Registered Nurses	1,639	1,888	249	15.2	973	27.37	A	B
311014	Nursing Assistants	1,072	1,254	182	17.0	1,263	11.82	PS	PS
439061	Office Clerks, General	2,077	2,220	143	6.9	2,076	12.99	HS	HS
372011	Janitors and Cleaners, Except Maids and Housekeeping	1,129	1,270	141	12.5	1,383	10.91	NR	NR
292061	Licensed Practical and Licensed Vocational Nurses	759	887	128	16.9	510	18.09	PS	PS
431011	First-Line Superv. of Office and Admin. Support Workers	1,371	1,496	125	9.1	1,174	21.94	A	HS
436014	Secretaries, Except Legal, Medical, and Executive	1,980	2,104	124	6.3	1,783	14.98	PS	HS
434171	Receptionists and Information Clerks	907	1,030	123	13.6	1,111	12.77	HS	HS
319092	Medical Assistants	628	748	120	19.1	728	13.71	PS	PS
537062	Laborers and Freight, Stock, and Material Movers, Hand	1,156	1,275	119	10.3	1,426	10.66	NR	NR

Emerging industry sectors paint a brighter economic picture for the region with industries related to healthcare, professional, scientific, and technical services, and administration and support services all in the top 5 of the list. The three fastest growing occupations (ranked by percent growth) are all in the healthcare sector and include Physical Therapist Assistants, Nurse Practitioners, and Occupational Therapists.

Emerging Industries

Workforce Development Area 4 - Bay, Franklin, and Gulf Counties

Industry		Employment		2017 - 2025 Change	
Code	Title	2017	2025	Total	Percent
722	Food Services and Drinking Places	11,816	13,447	1,631	13.8
621	Ambulatory Health Care Services	4,719	5,852	1,133	24.0
561	Administrative and Support Services	6,439	7,220	781	12.1
930	Local Government	8,723	9,359	636	7.3
540	Professional, Scientific, and Technical Services	4,535	5,129	594	13.1
238	Specialty Trade Contractors	3,407	3,845	438	12.9
531	Real Estate	2,305	2,609	304	13.2
622	Hospitals	3,098	3,345	247	8.0
423	Merchant Wholesalers, Durable Goods	1,574	1,806	232	14.7
522	Credit Intermediation and Related Activities	1,233	1,459	226	18.3
623	Nursing and Residential Care Facilities	1,851	2,070	219	11.8
624	Social Assistance	1,571	1,765	194	12.3
445	Food and Beverage Stores	2,351	2,521	170	7.2
444	Building Material and Garden Supply Stores	1,130	1,292	162	14.3
441	Motor Vehicle and Parts Dealers	1,447	1,594	147	10.2

Emerging Occupations

Workforce Development Area 4 - Bay, Franklin, and Gulf Counties

Separations Method

Occupation		Employment			2017 - 2025			2017 Median	
		2017	2025	Growth	Percent Growth	Total Job Openings*	Hourly Wage (\$)**	Education Level FL†	Education Level BLS†
312021	Physical Therapist Assistants	71	97	26	36.6	99	24.93	A	A
291171	Nurse Practitioners	79	102	23	29.1	58	50.84	M+	M
291122	Occupational Therapists	52	66	14	26.9	37	35.84	M+	M
472021	Brickmasons and Blockmasons	56	71	15	26.8	62	14.57	PS	HS
291123	Physical Therapists	79	100	21	26.6	52	38.08	M+	D
292056	Veterinary Technologists and Technicians	111	140	29	26.1	97	13.41	A	A
132052	Personal Financial Advisors	86	107	21	24.4	79	57.70	B	B
132072	Loan Officers	215	266	51	23.7	201	28.06	A	B
151132	Software Developers, Applications	116	142	26	22.4	89	28.87	A	B
319011	Massage Therapists	152	186	34	22.4	167	16.99	PS	PS
151133	Software Developers, Systems Software	63	77	14	22.2	48	43.69	B	B
119111	Medical and Health Services Managers	115	140	25	21.7	97	45.28	B	B
533041	Taxi Drivers and Chauffeurs	144	174	30	20.8	159	9.56	NR	NR
352014	Cooks, Restaurant	1,440	1,733	293	20.4	2,094	11.44	PS	NR
211022	Healthcare Social Workers	65	78	13	20.0	68	19.52	M+	M

B. The employment needs of employers in those industry sectors and occupations. WIOA §108(b)(1)(A)

To meet the needs of employers in demand industry sectors, CareerSource Gulf Coast and its educational partners work closely together to determine the needs of employers and how to translate those needs into the training of potential employees or employed workers. The CareerSource Gulf Coast Business Services Team regularly reaches out and meets with employers in demand industries to identify both short term and long term needs and solutions. Area training institutions have advisory boards made up of representatives from the relevant sectors and also host ad hoc groups for growth sectors such as manufacturing and defense contracts. These relationships have, and continue to guide the development of training.

2) Please provide an analysis of the knowledge and skills needed to meet the employment needs of the employers in the region, including employment needs in in-demand industry sectors and occupations. WIOA §108(b)(1)(B)

CareerSource Gulf Coast conducted analysis of the knowledge and skills needed to meet the employment needs of the employers in the region from November 2015 to November 2017. Based on that research, the region's top hard skills, common skills and qualifications are listed below for all industries are listed below.

Top 15 Hard Skills: Merchandising, Nursing, Restaurant Operation, Selling Techniques, Finance, Intensive Care Unit, Food Services, Purchasing, Pediatrics, Rehabilitations, Hazardous Materials, Acute Care, Customer Experience, and Critical Care

Top 15 Common Skills/Knowledge: Management, Sales, Customer Service, Communications, Operations, Driving, Leadership, Innovation, Presentation, Problem Solving, Retail Trade, Computer Literacy, Information Technology, Cleanliness, and Sanitation.

Top 15 Qualifications: Commercial Driver's License (CDL), Registered Nurse, Licensed Practical Nurse, Nurse Practitioner, Medical Technologist, Transportation Worker Identification Credential (TWIC) Card, American Registry of Radiologic Technologist (ARRT) Certified, Licensed Vocational Nurses, Certified Nursing Assistant, Patient Care Technician, Held Desk Certification, Family Nursing Practitioner, Licensed Clinical Social Workers (LCSW), and Certified Benefits Professional.

Research on skills and knowledge needed for our emerging industries was also conducted and listed below.

Health Care and Social Assistance

- **Top Occupations:** Registered Nurses, Medical and Health Service Managers, Licensed Practical Nurses, Physical Therapists, and Occupational Therapists
- **In-Demand Skills:** Nursing, Intensive Care Unit, Rehabilitations, Acute Care, Pediatrics
- **Top Qualification Needed:** Registered Nurse, Licensed Practical Nurse, American Registry of Radiologic Technologist (ARRT) Certified, Licensed Vocational Nurse

Professional, Scientific and Technical Services

- **Top Occupations:** Information Security Analysts, Network and Computer System Administrators, Merchandise Displayers and Window Trimmers, Demonstrators and Product Promoters, Advertising Sales Agents
- **In-Demand Skills:** Microsoft Access, System Engineering, Finance, Information Systems, Information Assurance
- **Top Qualification Needed:** Commercial Driver's License (CDL), CompTIA Security+ Certification, CompTIA Security+, Certified Information Systems Security Professional, and Certified Information Security Manager

Based on emerging and in-demand occupations determined by DEO, the skills and knowledge required to meet the current needs of employers are being met by citizens attending local training institutions. Some professionals have to be recruited from outside of the area (those degrees in higher level science and engineering fields), but most healthcare technician needs are being met. Although not listed as an emerging industry, aviation and aerospace manufacturing companies are being heavily targeted for economic development projects. To date, one new company in this industry has been recruited to the region. As part of this, CareerSource Gulf Coast has begun to lay the framework for meeting this industry's recruiting and training needs.

- 3) Please provide an analysis of the workforce in the region, including current labor force employment (and unemployment) data, information on labor market trends, and the educational and skill levels of the workforce in the region, including individuals with barriers to employment (WIOA §108(b)(1)(C)).

CareerSource Gulf Coast Region (WDA4)

Panama City MSA

Labor Force and Unemployment

The unemployment rate has declined by over one percentage point over the year to 3.8 percent in November 2017. Since the Great Recession unemployment has decreased dramatically from a peak of 10.3 percent in 2010 to 4.8 percent in 2016, a decrease of 5.5 percentage points. The labor force has increased slightly in recent years (2016 labor force = 98,769 from 2010 labor force = 97,240). In addition, the number of employed persons has been on a steady climb since 2010 while the number of unemployed persons has been declining since 2010 (2016 unemployed persons = 4,783).

Persons with Barriers to Employment

The most recent information on unemployment rates for persons with disabilities is for 2016 from a report sponsored by the Florida Chamber (Dr. Jerry D. Parrish). The unemployment rate for individuals with disabilities in Bay County was 14.5%, Franklin County 15.1% and 16.4% for Gulf County.

Education of the Workforce

In 2017, the most common educational attainment level of LWDA 4 workforce participants was a high school diploma (including equivalency) at 42.2 percent, followed by some college or Associate degree at 37.3 percent, and then Bachelor's degree or higher at 14.7 percent. Only 5.8 percent of workforce participants had attained less than a high school diploma.

The educational attainment of our workforce participants differs from that of the overall population of the region which includes educational breakdown of the following: less than high school – 13.2%, high school diploma (including equivalency) – 30.8%, some college and Associates degree 34.6%, Bachelor's degree or higher – 21.4%.

Mining, Logging, and Construction

In November 2017, the employment was 5,600. The over the year change in November 2017 (+600 jobs, +12 percent) was 900 more when compared to November 2015. The number of jobs in this sector has been trending upward over the last three years.

Manufacturing

In November 2017, the employment was 3,500. The over the year change in November 2017 (-100 jobs, -2.8 percent) was 200 less when compared to November 2015. The number of jobs in this sector has been trending downward.

Trade, Transportation, and Utilities

In November 2017, the employment was 17,100. The over the year change in November 2017 (+400 jobs, +2.4 percent) was 300 more when compared to November 2015. The number of jobs in this sector has grown over this past year.

Information

In November 2017, the employment was 1,000. Employment in this sector remained unchanged over the year and is down by 100 when compared to November 2015. The number of jobs in this sector has been fairly constant over the past years.

Financial Activities

In November 2017, the employment was 4,500. The over the year change in November 2017 (+200 jobs, +4.7 percent) was 300 more when compared to November 2015. The number of jobs in this sector has increased slightly over the past three years.

Professional and Business Services

In November 2017, the employment was 11,500. The over the year change in November 2017 (+600 jobs, +5.5 percent) was 400 more when compared to November 2015. The number of jobs in this sector has been trending upward over this past year.

Education and Health Services

In November 2017, the employment was 11,200. The over the year change in November 2017 (-100 jobs, -0.9 percent) was 100 more when compared to November 2015. The number of jobs in this sector has been fairly constant over the past three years.

Leisure and Hospitality

In November 2017, the employment was 12,300. The over the year change in November 2017 -700 jobs, -5.4 percent) was 500 less when compared to November 2015. The number of jobs in this sector has declined over this past year.

Other Services

In November 2017, the employment was 2,800. The over the year change in November 2017 (+0 jobs, +0 percent) and was the same when compared to November 2015. The number of jobs in this sector has been fairly constant over the past three years.

Government

In November 2017, the employment was 15,000. The over the year change in November 2017 (+400 jobs, +2.7 percent) was 600 more when compared to November 2015. The number of jobs in this sector has increased over the past three years.

Emerging Industries

Health care, professional and personal services industries top the lists of emerging industries. Emerging industries tend to employ a higher percentage in professional occupations.

- 4) Please provide an analysis of the workforce development activities (including education and training) in the region, including an analysis of the strengths and weaknesses of such services and the capacity to provide such services, to address the identified education and skill needs of the workforce and employment needs of employers in the region (WIOA §108(b)(1)(D) and WIOA §108(b)(7)).

CareerSource Gulf Coast maintains an excellent relationship with local economic development and business organizations. These relationships, coupled with long term partnerships with Gulf Coast State College, Florida State University – Panama City and the local school districts allows us to broker education and training opportunities to meet workforce needs.

From a perspective of strengths, our education partners are led by people with vision and an understanding that flexibility is key to meeting the training needs of a changing economy. Bay County, our most populous, has a population in which 87% of persons twenty-five years of age and older have at least a high school diploma. That provides a workforce capable of being trained to meet the needs of industry change.

As for weaknesses, only Bay County has experienced a population increase greater than the state average. The labor force for the region has shrunk approximately 1.6% since December of 2014; however, the labor force of the state as a whole has shrunk by nearly 10% over the same time period.

Another weakness in the region relates to educational infrastructure. In order to complete many health care professional certifications, clinical rotations are required. Unfortunately, qualified facilities in this area are at capacity. Some educational institutions are moving towards simulated clinical settings; in Florida, the legislature has passed into law (Chapter 2014-92) rules to allow up to 50% of clinical training to be conducted in a simulated session. While the law is catching up to the needs, the funds to provide the properly furnished environment are still lacking. Locally, Gulf Coast State College has begun integrating simulation technology into its curriculum.

- 5) Please provide a description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area (WIOA §108(b)(7)).

Employment & Training Activities – Description and Assessment

EMPLOYMENT

Description

CareerSource Gulf Coast Job Center – Operated by Gulf Coast State College. Comprehensive One Stop provides career services per WIOA (see 134 (c) (2), access to training houses Veteran’s programs, SNAP and WT Programs, SCEP, Wagner-Peyser, Labor

Assessment

Meets One Stop Certification requirements. Met or exceeded all 2014-2015 Florida Workforce Common Measures. An average ranking of 3.7 for the 2015 monthly Job Placement Report. The Job Center staff attends and completes training as required.

Exchange Services, Access and referrals to all required partners.

EDUCATION

Gulf Coast State College was established in 1957 as the State’s first public 2-year institution after the Legislature established a network of Community Colleges. The school offers four vocational Bachelor’s Degrees, 13 AS Degrees, 16 AAS degrees and 41 technical, PSAV and Workforce College credit certificates as well as 75 AA degree transfer tracks. The College is accredited by the Southern Association of Colleges and Schools.

GCSC’s students who complete vocational programs in demand occupations have high pass rates for state licensing exams. Five year average:

RN - 86.07%+
 LPN – 91.2%
 Radiography – 92.7%
 Respiratory Therapy – 91.7%

Students sponsored by WIA/WIOA at GCSC in 2014-2015 had the following:

	ADULTS	DW
Entered Employment	99%	97%
Wage at Placement	\$17.36	\$17.38

Tom P. Haney Technical Center was established in 1968 and is a part of the Bay District Schools. The school offers 16 different programs including Adult Education, and GED. Workforce sponsored programs at Haney include: LPN, Welding, and as appropriate, Aviation Airframe Mechanics and Electrician.

Haney’s Vocational programs have a high completion and placement rates:

<u>Program</u>	<u>Completion</u>	<u>Placement</u>
Welding	77%	90%
Aviation	91%	88%
Electrician	100%	100%
LPN	100%	98%

In some cases, individuals obtain sufficient skills to secure employment in the field before training completion

- 6) Please provide a description and assessment of the type and availability of youth workforce investment activities in the local area, including activities for youth who are individuals with disabilities. The description and assessment must include an identification of successful models of such youth workforce investment activities (WIOA §108(b)(9)).

The region receives limited Workforce Innovation and Opportunity Act (WIOA) Youth formula funds and, therefore, depends upon foundation dollars and partner resources.

Program	Description	Assessment
Cornerstone – Gulf Coast State College serves Out of School Youth, aged 16-24, Bay County	Cornerstone is funded through WIOA-OSY dollars and other foundation and agency dollars. Cornerstone is housed at the CSGC Job Center and focuses on assisting young people to obtain their GED/diploma and work towards employment that would make them self-sufficient. The program also teaches Financial Literacy and provides opportunities for leadership development through community service.	GCSC’s Cornerstone Program is assessed for success by meeting performances related to WIOA and the Common Measures: (1) Attain a degree/Credential: 92% (2) Literacy/Numeracy Gains: 73% (3) Wage at Placement Rate; \$10.70 To receive credit for performance #1, the student must also be found in employment or post-secondary education after exit.
The Ladder – CareerSource Gulf Coast; serves unemployed, low income youth, aged 18-22, Port St. Joe, FL, Gulf County.	The Ladder is funded through the Jessie Ball DuPont Capacity Building Fund and housed in the Port St. Joe. It provides an intense 12 week classroom based program. Students are provided with uniforms (khaki pants and polos), internships and the opportunity to earn a training allowance. They complete the program with computer software certifications, employability skills training and Dale Carnegie training and a driver’s license.	The Program is the pilot upon which Cornerstone is modeled. It has gone from a 66% successful outcome rate at its beginning to a rate of 88% of youth attaching to the workforce, military service, or post-secondary education.
Growing Minds Center (GMC), Gulf County High School/High Tech. Gulf County	GMC gives children and youth with autism and developmental disabilities after school and summer school programs. Activities are based on Applied Behavior Analysis. Career exploration, work-based learning, youth leadership opportunities for high school students aged 14-22 with disabilities who are interested in technology-related careers	CareerSource Gulf Coast provides Ladder interns to the Growing Minds Center. HS/HT students are offered internship opportunity at CSGC’s Summer Camp

LOCAL WORKFORCE DEVELOPMENT AREA VISION AND STRATEGIC GOALS

- (1)** Please provide a description of the local board’s strategic vision and goals for preparing an educated and skilled workforce (including youth and individuals with barriers to employment), including goals relating to primary indicators of performance described in WIOA section 116(b)(2)(A) to support regional economic growth and economic self-sufficiency (WIOA §108(b)(1)(E)).

The strategic vision of CareerSource Gulf Coast (CSGC) is to develop strong partnerships that will result in the development of a globally competitive workforce.

Our goals are to:

- Create and sustain a network of partners to provide a guiding force for community prosperity through education, training, developing an economic climate for growing business and jobs, and support the success of our youth.
- Provide the very best service to every customer every day
- Create strong connections between Veterans and our business community
- Facilitate the creation and operation of community based initiatives which support CareerSource Gulf Coast’s goals.
- Partner to create a globally competitive workforce.

The primary indicators of performance under WIOA tie neatly to the details of CSGC’s strategy to support regional economic growth and economic self-sufficiency.

- 1) Percentage of participants in unsubsidized employment in the second quarter after program exit;
- 2) Percentage of program participants found in unsubsidized employment in the fourth quarter after program exit;
- 3) The median earnings of participants referenced in (1), (Youth and Adults/DW);
- 4) The percentage of Youth participants who obtain a recognized post-secondary credential, secondary school diploma or recognized equivalent while participating or within a year of exit (secondary credential only counts towards performance if the participant is found in employment, training leading to a post-secondary credential);
- 5) Percentage of Youth participants in a program year who are participating in an education/training program (leading to credential or employment) who are achieving measurable skill gains;
- 6) Percentage of Youth participants found in education, training or employment during the second and fourth quarters after exit (2 measures) and
- 7) Effectiveness of services to employers (not yet defined)

- (2)** Describe the local area’s strategy to work with entities that carry out the core programs to align resources available to the local area to achieve the strategic vision and goals established by the local board.

CareerSource Gulf Coast (CSGC) has been responsible for carrying out four of the six core programs listed at Section 116 (a) (3) (A)(II), WIOA. CSGC has worked with partners in Vocational Rehabilitation, Adult Education and Literacy Programs over the years and will expand on those relationships to better align resources in order to achieve our shared vision and goals in LWDA 4.

We have met with our local Vocational Rehabilitation partners and are in the process of executing an MOU/IFA. We are working through new and better referral processes to ensure a seamless transition for clients without duplication of services. We are weaving together our employer services for both entities so that we don't inundate employers with several staff visits from different agencies. We have also learned about our ability to use the Partnership Plus program to better serve our Ticket to Work clients together. We have close connections to our Adult Education partners. All three school superintendents who oversee the Adult Education and Literacy programs for this region are rotating members on our board and we often sponsor students into their programs.

- (3)** Describe the actions the local board will take toward becoming or remaining a high-performing board, consistent with the factors developed by the state board pursuant to section 101(d)(6) of WIOA.

CareerSource Gulf Coast (CSGC) has traditionally been a high-performing board and expects to continue this level of excellence under WIOA. Performance is carefully monitored by staff and service providers and corrective action pursued immediately. CSGC will apply the same performance management techniques to achieve efficiency in our operations consistent with factors developed by the State Board.

- (4)** Describe service strategies the LWDB has in place or will develop that will improve meeting the needs of customers with disabilities as well as other population groups protected under Section 188 of WIOA and 29 CFR Part §38.

CareerSource Gulf Coast (CSGC) was a recipient of funding under the Disability Employment Initiative and is an Employment Network. This experience has improved our staff’s ability to serve jobseekers with disabilities. The full service and satellite job centers have been equipped with technology to assist the legally blind to access services. The full service job center hosts a Disabled Veterans Outreach (DVOP) unit. CSGC and service provider staff are culturally and ethnically diverse and dedicated to upholding non-discrimination standards. Representatives from Vocational Rehabilitation (VR) and the Division of the Blind Services (DBS) attend our Board meetings and provide advice and technical assistance as requested. We are currently developing a lease for VR to use office space three days a week at the Job Center.

- (5) Describe the process used to develop your area’s vision and goals, including a description of participants in the process.

CareerSource Gulf Coast’s Executive Director regularly meets with area education, economic development, local elected officials, regional partners, and business partners to develop a vision and goals appropriate to the region’s needs. Our vision and goals are reviewed annually by the LWDB, of which many of our partner agencies are members or attendees.

- (6) Describe how the LWDB’s goals relate to the achievement of federal performance accountability measures to support economic growth and self-sufficiency. WIOA §108(b)(1)(E)
The Federal performance accountability measures, as defined and executed by CareerSource Gulf Coast (CSGC) fully support economic growth and workforce self-sufficiency. By determining employer and business needs, CSGC’s job center can make lasting placements which lead to wage increases. The relationship between CSGC, the employer community, economic development and education allows us to broker training that benefits all parties and contributes to economic growth and self-sufficiency.

- (7) Please indicate the negotiated local levels of performance for the federal measures. WIOA §108(b)(17)

CSGC has negotiated Performance Goals for PY 17-18 and had those goals approved by DEO. See the Chart below.

PY 2017 - 2018 Local Performance Goals	
Measures	PY 2017-2018 USDOL-Approved State Performance Levels
Adults:	
Employed 2nd Qtr After Exit	89.00%
Employed 4th Qtr After Exit	85.00%
Median Wage 2nd Quarter After Exit	\$9,341.00
Dislocated Workers:	
Employed 2nd Qtr After Exit	83.00%
Employed 4th Qtr After Exit	79.00%
Median Wage 2nd Quarter After Exit	\$8,357.00
Youth:	
Employed 2nd Qtr After Exit	60.00%
Employed 4th Qtr After Exit	69.00%
Wagner-Peyser:	
Employed 2nd Qtr After Exit	64.00%
Employed 4th Qtr After Exit	66.00%
Median Wage 2nd Quarter After Exit	\$4,850.00

(8) Please describe indicators used by the LWDB to measure performance and effectiveness of the local fiscal agent (where appropriate), contracted service providers, and the one-stop delivery system in the local area. WIOA §108(b)(17)

CareerSource Gulf Coast (CSGC) uses a variety of methods to measure performance and effectiveness of the fiscal agent, service providers, and one-stop system. All of these components of the CSGC system are monitored by our Quality Assurance team and our fiscal department undergoes a state and independent audit annually, making for three reviews per year utilizing approved tools. In addition to formal monitoring by the QA team, the CSGC system is reviewed by Department of Economic Opportunity teams.

On a monthly basis, CSGC staff produces a report using indicators of performance to meet state and federal goals (where possible). The data systems, queries and formulas to which we have access are used to allow management to review and make course corrections and to present a monthly “plain English” report to the Board.

<i>Indicator</i>	<i>Common Measures</i>	<i>Performance Funding Model</i>
Closed With Employment	Employed 2 nd and 4 th Quarters after exit	Unemployed quarter prior to exit, found employed
Median wage at Placement	Median Wage 2 nd Quarter After Exit	Average Earnings Two Quarters After Exit
Employer Satisfaction Salesforce Surveys	Not Yet Defined	Business Engagement – Business Satisfaction

9) Please describe the definition of “self-sufficiency” utilized by your local area. WIOA §108(b)(1)



Board Policies

25. TITLE: Self-Sufficiency Definitions

1. PURPOSE:

In the process of developing the CareerSource Gulf Coast Local Workforce Services Plan, definitions of self-sufficiency had to be developed for certain customer groups. To this end, the following definitions apply in Region 4.

2. POLICY:

Adult and Welfare Transition:

Self-sufficiency is defined as an income, based on family size that exceeds 250% of the Federal Poverty Level or the LLSIL (Lower Living Standard Income Level), whichever is higher.

Dislocated Worker:

Self-sufficiency is defined in this case to be an income which is at least 80% of the income level at the time of dislocation.

Employed Worker:

The CareerSource Gulf Coast definition of a self-sufficient employed worker is defined as a worker earning over \$25 an hour OR over 250% of the federal poverty level or LLSIL (whichever is higher for family size) OR a worker not in danger of losing employment without training OR a worker who would not have an opportunity for advancement after training is considered self-sufficient.

Date Adopted/Amended: September 30, 2002

Date Amended and Approved: February 16, 2010

COORDINATION OF SERVICES

- (1) Coordination of programs/partners:** Describe how individualized career services will be coordinated across programs/partners in the one-stop centers, including Vocational Rehabilitation, TANF and Adult Education and Literacy activities. Specify how the local area coordinates with these programs to prevent duplication and improve services to customers (TEGL 3-15).

The Board maintains communication with and provides information to all partners detailing the services and resources available and makes training and use of the Job Center's facility available upon request. Under the direction of the CSGC management, joint meetings, workshops and webinars are used to maximize resources within the region and ensure all programs are aware of each other's services. The continued involvement, close working relationships, and strong communication help to avoid duplication of services offered by other organizations.

All workforce providers will confirm that participants are not already being served by another provider and will enter participant data into appropriate databases promptly. To avoid duplication of services, the Job Center will promptly record all supportive services and case notes into the Employ Florida Management System and collaborate with other community partner agencies, as appropriate.

- (2) Coordination with Economic Development Activities:** Describe how the local board coordinates workforce investment activities carried out in the local areas with economic development activities carried out in the region (or planning region) in which the local area is located, and promotes entrepreneurial training and microenterprise services (WIOA §108(b)(5)).

CareerSource Gulf Coast has been a member of all economic development organizations, both regional and local, since it was chartered as a workforce region in 1996. Our board believes that close partnerships with both economic development and education partners are critical to successful workforce solutions for participants of our programs and for the business community, as well as for the economic prosperity of the region as a whole. Our administrative offices are co-located with the Bay County Economic Development Alliance on the campus of Gulf Coast State College where we work together in an Economic and Workforce Center of Excellence. Through this co-location and partnership we are constantly working together to assist in the attraction of new businesses to the region as well as sustaining and expanding existing businesses. We are aware of all project activities and are often part of the team that works with new business prospects considering our region for re-location or start up. Additionally we are supportive of the Millaway Institute, located on the campus of Gulf Coast State College.

The Millaway Institute for Entrepreneurship (M.I.E.) is a commercial and social accelerator that supports our community of innovators and aspiring entrepreneurs. The Institute helps inventors and entrepreneurs as they explore transformation of ideas into commercial products, services, and companies.

- (3) Coordination of education and workforce investment activities:** Describe how the local board coordinates education and workforce investment activities carried out in the local area with relevant secondary and postsecondary education programs and activities to coordinate strategies, enhance services, and avoid duplication of services (WIOA §108(b)(10)).

CareerSource Gulf Coast (CSGC) has closely partnered with our counties' secondary and post-secondary training providers since our establishment in 1996. CSGC will continue to coordinate activities with our education partners in the local area coordinating resources to avoid duplication of services. CSGC collaborated with Gulf Coast State College and Bay District Schools to create and implement a Career and Technical Education Council, which resulted in a partnership to support a Career Technical and Education Director position for the county. The CTE Director works with the three way partnership to strengthen career related academies beginning at the middle school level and reaching to post-secondary. Since this partnership began career academies have increased exponentially. This partnership allows better coordination to develop strategies for our students which link them to career pathways and training for occupations in the area. The CTE Council was superseded by Alignment Bay County in 2014, however the partnership supporting the CTE Director is still active.

In the spring of 2014 these primary partners (Bay District Schools, CSGC, Gulf Coast State College and the Bay County Economic Development Alliance) came together to discuss the need to develop strategies to improve outcomes for youth, from pre-birth to career. This initiative, Alignment Bay County, is patterned after and advised by Alignment Nashville (AN). This collective impact organization brought together community/business leaders, community organizations, local government and education partners to coordinate resources for the benefit of the K-12 students. The organization develops desirable long term outcomes with mid-term and short-term goals along the way. The Alignment Nashville model has seen major successes in the 12 years since its establishment.

Alignment Bay County (ABC) has passed its developmental stage and has four over arching goals. The four long term goals developed by ABC are:

1. Support children's health and well-being, birth to career
2. Improve student achievement for every student
3. Increase career and college readiness
4. Increase civic/community/family involvement in all schools

CareerSource Gulf Coast (CSGC) has been, and continues to be, engaged in education and community initiatives tied to workforce investment.

- (4) Coordination of transportation and other supportive services:** Describe how the local board coordinates workforce investment activities carried out under this title in the local area with the provision of transportation, including public transportation, and other appropriate supportive services in the local area (WIOA §108(b)(11)).

CareerSource Gulf Coast (CSGC) serves an area with extremely limited public transportation options. In Franklin and Gulf counties, public transportation is limited to serving the disabled, elderly, indigent transportation disadvantaged and veteran's, to medical appointments and grocery shopping. Even those services are very limited and costly. In Bay County, there is a Trolley (bus) system, but it is still developing, has limited routes, hours, and funding. Services are difficult to use as timeliness and convenience are not guaranteed. It can take up to three hours for a mother to get her children to daycare and herself to work due to routes and transfers. Where applicable and when funds allow, CSGC provides Trolley passes and gas cards to allow participants to engage in employment and training activities. Trolley services do not run on Sunday or before 6:00 a.m. or after 8:00 p.m.

- (5) Coordination of Wagner-Peyser Services:** Describe plans and strategies for, and assurances concerning maximizing coordination of services provided by the state employment service under the Wagner-Peyser Act (29 U.S.C 49 et seq.) and services provided in the local area through the one-stop delivery system to improve service delivery and avoid duplication of services (WIOA §108(b)(12)).

The CareerSource Gulf Coast Job Center houses all DEO partner programs available (LVER, DVOP, Wagner-Peyser), as well as WIOA and TANF/WT. Currently, the Senior Community Employment Program has office space in the job center. All partners are integrated into operations and function as part of the system as a whole.

- (6) Coordination of Adult Education and Literacy:** Describe how the local board coordinates workforce investment activities carried out under this title in the local area with the provision of adult education and literacy activities under Title II in the local area, including a description of how the local board carries out, consistent with subparagraphs (A) and (B)(i) of section 107(d)(11) and section 232, the review of local applications submitted under Title II WIOA §108(b)(10).

CareerSource Gulf Coast has existing partnerships with providers of adult education and literacy. We currently refer clients to adult education for Literacy, diploma attainment and General Equivalency diploma preparation and ESOL programs as appropriate. Any applications submitted to the Board will be reviewed consistent with the requirements of Title II, Section 232.

- (7) Reduction of Welfare Dependency:** Describe how the local board coordinates workforce investment activities to help reduce welfare dependency, particularly how services are delivered to TANF and Supplemental Nutrition Assistance Program (SNAP) recipients, to help such recipients become self-sufficient. Additionally, describe the strategies the local area uses to meet CareerSource Florida's goal of reducing welfare.

CareerSource Gulf Coast has worked diligently since the first days of the "WAGES" program and FSET to reduce the number of people in need of TANF and Food Stamps Assistance, so much so that CSGC has gone from contracting with three providers of WT services and caseloads of 446

in October 1998 to 100 cases annually today. The SNAP caseload stood in the mid-600s before the latest iteration of SNAP as a mandatory program and currently there are only 221 open cases. CSGC uses the employer contacts of our Employer Service Representatives, training and employer/participant incentives to assist benefit recipients to obtain and retain employment.

- (8) Cooperative Agreements:** Describe the replicated cooperative agreements (as defined in WIOA section 107(d)(ii)) between the local board or other local entities described in section 101(a)(11)(B) of the Rehabilitation Act of 1973 (29 U.S.C 721(a)(11)(B)) and the local office of a designated state agency or designated state unit administering programs carried out under Title I of such Act (29 U.S.C. 721(a)(11)) with respect to efforts that enhance the provision of services to individuals with disabilities and to other individuals, such as cross-training staff, technical assistance, use and sharing of information, cooperative efforts with employers and other efforts of cooperation, collaboration and coordination.

CareerSource Gulf Coast partners with the Division of Vocational Rehabilitation and the Division of Blind Services through Memorandum of Understanding. The purpose of the MOU is to facilitate cooperative workforce training and employment placement efforts. The goal for the MOU and the work undertaken by all three entities is to facilitate cooperation, collaboration and coordination including planning, referrals and preventing duplication for the advancement of our mutual clients.

DESCRIPTION OF THE LOCAL ONE-STOP SYSTEM

(1) General System Description: Describe the one-stop delivery system in your local area, including the roles and resource contributions of one-stop partners (WIOA §108(b)(6)).

A. Describe how required WIOA partners contribute to your planning and implementation efforts. If any required partner is not involved, explain the reason.

All the required partners are involved with the one stop delivery system. The CareerSource Gulf Coast job center provides the full array of employment services and connects customers to work-related training and education. CareerSource Gulf Coast provides high-quality career services, referrals to education and training, and supportive services needed by customers to get good jobs and stay employed. The CSGC job center also provides excellent services to businesses so that they can find skilled workers.

CareerSource Gulf Coast's job center staff creates and nurtures ongoing relationships with employers to make them aware of education and training opportunities such as on the job training, incumbent worker training and employed worker training.

The local workforce development board directly manages or has administrative oversight of a wide-range of core programs. Coordination is managed within a direct line of supervision which ensures coordinated service delivery and accountability.

The Six CORE WIOA Programs are outlined below:

- WIOA Title I (Adult, Dislocated Worker and Youth formula programs) administered by Department of Labor (DOL)
- Title II – Adult Education and Literacy programs administered by the Department of Education (DoED)
- Title III – Wagner- Peyser employment services administered by DOL; and
- Title IV – Rehabilitation Act of 1973 programs administered by DoED.

WIOA Title I	Youth Employment & Training	WIOA Youth program services include the attainment of a high school diploma or its recognized equivalent, entry into postsecondary education, and individualized delivery of 14 types of career readiness opportunities.
	Adult Employment & Training	WIOA Adult program services include career services, training services and job placement assistance. Priority is given to recipients of public assistance, other low income individuals, veterans, and individuals who are basic skills-deficient.
	Dislocated Worker Employment & Training	WIOA dislocated worker program services target individuals who lost jobs due to plant closures, company downsizing, or some other significant change in market conditions. In most cases, eligible workers are unlikely to return to their

		occupations, and they must be eligible (or have exhausted) unemployment compensation.
WIOA Title II	Basic Education for Adults	Adult Education and Literacy services include: adult education; literacy, workplace, family literacy, and English language acquisition activities; and integrated English literacy and civics education, workplace preparation activities, and integrated education and training.
WIOA Title III	Wagner Peyser Employment Services	Wagner Peyser Employment Services, often referred to as basic labor exchange services provide access to employment services to all job seekers including job search preparation and placement assistance services. Employers may receive general or specialized recruitment services through self-service or staff assisted job orders.
WIOA Title IV	Vocational Rehabilitation Services	Vocational Rehabilitation programs provide training services to help eligible individuals with disabilities become employed. The priority is competitive, fulltime employment. Depending on the individual’s disability and functional limitations, however, other outcomes such as part-time employment, self-employment, or supported employment are also appropriate. Services focus both on helping high school students plan as they prepare for transition to work, as well as delivery of a range of individualized adult services.

In addition to the core programs, for individuals with multiple needs to access the services, the following partner programs provide access through the LWDA job centers:

Programs	Contributors/Roles/Resources
Career and Technical Education (Perkins)	<ul style="list-style-type: none"> • Board and planning representation • Co-location of staff onsite at the campuses • Adult Education – basic skills training, GED training and testing • Post-Secondary- occupational Skills Training through ITAs • Job placement assistance • Promotes CareerSource Gulf Coast programs and services on their campuses by providing collateral materials flyers etc. • Involves CareerSource Gulf Coast management staff on their Advisory Boards
Job Corps	<ul style="list-style-type: none"> • Coordination of referral between entities • Provide access to space as needed onsite at the LWDA job centers

	<ul style="list-style-type: none"> • Adult education and occupational skills training • Job placement assistance • Promotes CareerSource Gulf Coast programs and services in their offices by providing collateral materials, flyers etc.
Local Veterans' Employment Representatives and Disabled Veterans' Outreach	<ul style="list-style-type: none"> • Co-located in CareerSource Gulf Coast job center • Promotes CareerSource Gulf Coast's programs and services as appropriate • Provides a linkage between CareerSource and Veteran Community • Job Placement assistance • Coordination of Services between Veteran's and partner programs
Senior Community Service Employment Program	<ul style="list-style-type: none"> • Planning and coordination of services • Co-location of staff onsite at the LWDA job centers • Job placement assistance • Promotes CareerSource Gulf Coast programs and services • in their offices by providing collateral materials flyers etc.
Temporary Assistance for Needy Families (TANF)	<ul style="list-style-type: none"> • Planning and coordination of services • Co-location of staff onsite at LWDA job centers
Trade Adjustment Assistance Programs	<ul style="list-style-type: none"> • Planning and coordination of services • Co-location of staff onsite at LWDA job centers
Unemployment Compensation Programs	<ul style="list-style-type: none"> • CareerSource Gulf Coast provides information and local navigation assistance to support DEO's centralized State Unemployment Compensation program.

B. Identify any non-required partners included in the local one-stop delivery system.

CareerSource Gulf Coast continually seeks out opportunities within the region to develop Workforce Services Agreements with partner organizations including community-based, faith-based, and/or nonprofit organization, as well as employment, education, and training programs that align with our vision, mission and strategic goals. Ongoing partnership development is paramount to our success by ensuring that we are sharing promising and proven practices by doing what is best for our communities to enhance the overall economic development.

To demonstrate this point, CareerSource Gulf Coast manages/oversees several optional workforce programs through its centers and CareerSource Gulf Coast staff, which include:

- SSA Employment Network and Ticket to Work program
- Military Family Employment Advocate Program
- Summer Youth Leadership Program (Gulf County Only)
- U.S Department of Commerce Apalachicola Bay Fishery Diaster Recovery Project
- Christian Community Development Fund
- Goodwill

- C. The LWDB, with the agreement of the chief elected official, shall develop and enter into a memorandum of understanding between the local board and the one-stop partners. Please provide a copy of any executed MOUs. WIOA §108(b)(6)(D).

The LWDB, with the agreement of the chief elected official, developed and entered into a Memorandum of Understanding between the local board and the following one-stop partners:

Gulf County District Schools

NCBA-MOU/IFA

Haney Technical Center-MOU/IFA

Gulf Coast State College-MOU/IFA

Tri-County Community Council, Inc.- MOU/IFA

*DOE Division of Blind Services-currently waiting for signature

*DOE Division of Vocational Rehabilitation – currently waiting for signature

*These MOU/IFAs have been sent for approval/signature; awaiting for final execution

- (2) Customer Access:** Describe actions taken by the LWDB to promote maximum integration of service delivery through the one-stop delivery system for both business customers and individual customers.

- A. Describe how entities within the one-stop delivery system, including one-stop operators and one-stop partners comply with the Americans with Disabilities Act regarding physical and programmatic accessibility of facilities, programs and services, technology and materials for individuals with disabilities, including providing staff training and support for addressing needs of individuals with disabilities. Describe how the LWDB incorporates feedback received during consultations with local Independent Living Centers on compliance with Section 188 of WIOA (WIOA §108(b)(6)(C)).

CareerSource Gulf Coast requires the one stop operator and all of its partners to comply with the Americans with Disabilities Act. At least once a year, the one stop center monitors program activities and performs facility accessibility checks to ensure universal access. The one stop center has software and equipment available to individuals with a disability including but not limited to handicap accessible doors, bathrooms, computers/computer desks, document reader/computer screen magnifier, and video phone. In addition, all one

stop center staff and partners receive disability training as part of the on boarding process and are also required to complete additional disability training annually.

The CareerSource Gulf Coast region does not include a full Independent Living Center, however, the satellite center (The Disability Resource Center) was housed in the Job Center and their input was sought and implemented in the process of ensuring that the Job Center was properly built for job seekers with disabilities.

- B. Describe how entities within the one-stop delivery system use principles of universal design in their operation.

CareerSource Gulf Coast job centers in our local area assist job seekers with disabilities in all programs, and our region annually assesses physical and programmatic accessibility. This includes, but is not limited to, ensuring assistive technology and materials are in place, and front-line staff members are trained in the use of this technology.

In addition, CareerSource Gulf Coast and its partners located within the career centers ascribe to the principles of universal design of the facility, materials, service delivery and technology whenever and wherever possible and practical, including the following seven core principles:

1. Equitable use – the design is useful for people with diverse abilities
 - a. The same means of use is provided for all users: identical whenever possible; equivalent when not.
 - b. We avoid segregating or stigmatizing any users.
 - c. Provisions for privacy, security, and safety are made equally available to all users.
2. Flexibility in Use - the design accommodates a wide range of individual preferences and abilities.
 - a. We provide choice in methods of use.
 - b. We provide adaptability to the user's pace.
3. Simple and Intuitive Use - use of the design is easy to understand, regardless of the user's experience, knowledge, language skills, or current concentration level.
 - a. We eliminate unnecessary complexity.
 - b. We try to always meet user expectations.
 - c. We accommodate a wide range of literacy and language skills.
4. Perceptible Information - the design communicates necessary information effectively to the user, regardless of ambient conditions or the user's sensory abilities.
 - a. We use different modes (pictorial, verbal, written) for redundant presentation of essential information.

- b. We maximize "legibility" of essential information.
- c. We make it easy to give instructions or directions.

5. Tolerance for Error- the design minimizes hazards and the adverse consequences of accidental or unintended actions.

- a. We arrange facility furniture, equipment and walkways to minimize hazards and hazardous elements are eliminated, isolated, or shielded.
- b. We provide fail safe features.

6. Low Physical Effort - the design can be used efficiently and comfortably and with a minimum of fatigue.

- a. Allow user to use reasonable operating forces.
- b. Minimize repetitive actions.
- c. Minimize sustained physical effort.

7. Size and Space for Approach and Use - appropriate size and space is provided for approach, reach, manipulation, and use regardless of user's body size, posture, or mobility.

- a. We always attempt to provide a clear line of sight to important elements for any seated or standing user.
- b. We make reach to all components comfortable for any seated or standing user.
- c. We provide adequate space for the use of assistive devices or personal assistance.

C. Describe how the LWDB facilitates access to services provided through the local delivery system, including remote areas, using technology and other means (WIOA §108(b)(6)(B)).

CareerSource Gulf Board facilitates access to services by offering services at multiple physical locations. There is one comprehensive job center in the region (Bay County) along with satellite offices at Gulf Coast State College, Port St. Joe, and Apalachicola. In addition, the LWDB partners with local agencies including the public library system, educational institutions, local chambers of commerce, and military bases to promote services at the physical locations and through the Employ Florida (EF) website. Through EF, both employers and jobseekers can access services at any time.

For clients accessing Welfare Transition services in the outlying counties, Skype is provided so that they connect with their case manager in Bay County. All documentation that requires collection is scanned and sent in by staff in the remote counties.

(3) Integration of Services: Describe how one-stop career centers implemented and transitioned to an integrated, technology-enabled intake and case management information system for programs carried out under WIOA and programs carried out by one-stop career center partners (WIOA §108(b)(21)).

CareerSource Gulf Coast advocates and supports an integrated information system at the state and local level that would allow entities that carry out core programs to better coordinate service delivery for mutual customers and cross program referrals. We will work with state and local organizations to improve customer services and program management by exploring and possibly implementing integrated intake, case management and reporting systems. Wherever possible CareerSource Gulf Coast will maximize the utilization of technology to consolidate, streamline services and enhance the overall customer experience.

CareerSource Gulf Coast has established policies that address the integration of services for the region's career centers that support a customer-centered, fully integrated service delivery system that ensures customers and employers have maximum access to the full range of education, employment, training and supportive services offered through the programs available under WIOA.

These career center policies are clearly referenced in our MOUs and reflect that an appropriate combination and integration of services are made available directly or through partner program referrals. Customers experience a "common front door" at our centers for all one-stop partner programs supported by common registration where possible. Formal and informal assessments evaluating basic skills, career interests and aptitudes are shared with partner programs thus avoiding duplication in service provision.

Whenever possible our intake, case management, and data systems are also integrated between partners to allow for efficient service access. Where systems are not fully integrated at this time, conversations have been conducted between CareerSource Gulf Coast and the partners in an effort to promote this integration. It is our intent to continue this dialogue between partners to continue to advance our efforts. CareerSource Gulf Coast Memorandum of Understanding (MOU) with core program entities and other key partners, document agreed-to strategies to enhance service provision to employers and jobs seekers. CSGC has begun the process of "going paperless" with casefiles, thereby increasing the security of client information.

(4) Competitive Selection of OSO: Describe steps taken to ensure a competitive process for selection of the one-stop operator(s) (WIOA §121(d)(2)(A)).

CareerSource Gulf Coast has used a competitive process (Request for Proposals) to secure a Job Center Operator and provider of workforce services in the past under the guidance of DEO and WIOA. CSGC will continue to use the competitive process to procure One Stop Operator Services through an updated RFP which will follow the requirements of WIOA and guidance from DEO.

The RFP process involves a set of rules to safeguard fair and objective decision making when awarding grant funds to a successful proposer. The rules comply with applicable federal, state and local requirements, i.e. Florida Statutes (F.S.) 287 and Title 2 Code of Federal Regulations (CFR) Part 200. Notice of the RFP is sent to entities on CSGC's Bidders List (a list of local non-

profit and for-profit entities interested in conducting business with CSGC). The list is updated when a new entity requests being added to it. Additionally, information regarding the RFP is legally noticed, i.e. published in local newspapers such as the Panama City news Herald and the Port St. Joe Star. Finally, all RFP material is posted on the CSGC's website.

The RFP typically contains the following sections: timetable, bidders' conference, services solicited, contract terms, submission guidelines, and evaluation and appeals process.

Following release of the RFP, a bidders' conference is held providing prospective bidders an opportunity to request clarification regarding the RFP's programmatic specifications from CSGC's staff. All questions and answers from the conference are posted on CSGC's website.

After proposals are submitted, proposal components (i.e. technical narrative, performance, budget, cost allocation/indirect cost proposal, organizational capabilities) are reviewed by a Rating Committee. The Committee makes a recommendation to the full Board for operator selection which the Board discusses and either accepts or rejects.

- (5) System Improvement:** Describe additional criteria or higher levels of service than required to respond to labor market, economic, and demographic conditions and trends in the local area (WIOA §108(b)(6)(A)).

CareerSource Gulf Coast complies with all continuous improvement criteria and procedures listed in Under Administrative Policy 93 including demonstration of compliance with all CareerSource Florida statewide branding, local branding, and national branding standards and practices; demonstration of compliance with staff training and skills certification; and established procedures to capture and respond to job seeker and employer feedback. In addition to these items, CareerSource Gulf Coast has implemented customer service standards to ensure that all customers (jobseekers, employers, and partners) are being provided high quality service with an equal opportunity for all. These standards aim to go beyond the basics and demonstrate a consistent desire to exceed customer expectations and anticipate the customer's need. In support of this effort, staff at the one stop have received additional customer service training.

DESCRIPTION OF PROGRAM SERVICES

- (1) System description:** Describe the local workforce development system. Identify programs included in the system and how the local board works with each entity to carry out core programs and other workforce development programs supporting alignment in provision of services. Identify programs of study authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.), that support the strategy identified in the Florida Unified Plan under WIOA section 102(b)(1)(E) (WIOA §108(b)(2)).

CareerSource Gulf Coast (CSGC) is charged with serving Bay, Franklin, and Gulf counties in Florida's northwest. CSGC is focused on creating a globally competitive workforce to facilitate economic development, and to promote prosperity for existing and future business and industry, as well as our communities.

CSGC contracts Job Center services to Gulf Coast State College for our full-service One Stop in Panama City, Florida. Two satellite centers, one in each of our rural counties, are staffed by Board employees. CSGC works closely with service providers and partners to ensure that programs are aligned to the greatest extent possible.

CSGC Workforce System Core Programs include:

- WIOA Adult, Dislocated Worker and Youth Services
- Wagner-Peyser Labor Exchange services
- Trade Adjustment Assistance through DEO staff
- Welfare Transition (TANF) services
- Local Veterans Employment & Disable Veterans Outreach Programs
- RESEA
- Senior Community Employment Program
- Supplemental Nutrition Assistance Program
- Ticket to Work

Referral Partnerships had been in place for Vocational Rehabilitation, Division of Blind Services and Adult Education. We are in the process of working with these partners to develop closer service delivery processes.

- (2) Subgrants and contracts:** Describe the competitive process used to award sub-grants and contracts in the local area for WIOA-funded activities (WIOA §108(b)(16)).

CareerSource Gulf Coast (CSGC) issues Requests for Proposals (RFP) for workforce program services. The RFPs provide a clear and accurate description of services to be provided, provide for an open and fair competition encouraging small and minority owned business sources to apply, specify information regarding when the proposals shall be due that will give the proposers sufficient time to prepare their proposals, and specify criteria which shall be used to determine the award.

Requests for Proposals are advertised a minimum of three (3) days in a daily paper and one (1) time in a weekly paper of the county(s) where workforce program services are being solicited. The Board also seeks to advertise in local minority publications when possible.

A rating committee as determined by the Board Chair evaluates each proposal. Steps are taken to insure that each rater adheres to the established Conflict of Interest Policy. Raters are furnished with a copy of each proposal and a rating sheet for evaluating each proposal. Proposals are judged in the potential contractors' ability to perform successfully under the terms and conditions of the proposal, with additional consideration given to such matters as contractor integrity, record of past performance (if available), financial, and technical resources or accessibility of other necessary resources. Upon completion of the proposals' rating, a summary is made by staff averaging the ratings. The decision of the committee is presented to the CareerSource Gulf Coast Board for final consideration and approval.

The approval of the proposal by the Board provides approval for only the program concept and the total funding amount, which may be contracted. It does not provide approval for any proposed unit cost(s) or for any specific terms and conditions. These details are negotiated after a full review and discussion of the proposed program and cost between proposer representatives and Board staff. Occasionally, special requirements may exist where commodities or services may be purchased on a "sole source" non-competitive basis. These conditions may exist when a commodity or service is available from one vendor, with no known competitors capable of satisfying the requirements; the necessity or emergency for the item will not permit a delay resulting from competitive solicitation; the awarding agent authorizes non-competitive process is found to be inadequate; on-the-job training (OJT) contracts, except OJT brokering contracts which are selected competitively; or enrollment of individual participants in classroom training. Educational services paid through Individual Training Accounts are only procured from training providers on the Eligible Training Provider List. The Board minimizes the use of "sole source" procurements to the extent practicable, but in every case, the use of "sole source" procurements will be justified or documented.

CSGC staff may provide direct services as allowed under Florida statutes and the local direct services plan.

- (3) Expanding access to employment:** Describe how the local board, working with entities carrying out core programs, expanded access to employment, training, education and supportive services for eligible individuals, particularly eligible individuals with barriers to employment. This includes how the local board facilitates developing career pathways and co-enrollment, as appropriate, in core programs, and improves access to activities leading to recognized postsecondary credentials (including portable and stackable industry-recognized certificates or certifications) (WIOA §108(b)(3)).

The universal nature of the CareerSource Gulf Coast (CSGC) Job Centers allows individuals with barriers to employment easy access to services. In addition, to being the universal “go-to” site for assistance, job centers are home to Veterans Services (LVER, DVOP and Military Spouses), TANF and SNAP services and, in the full service job center, Ticket to Work programming. Area correctional institutions are well aware of and refer exiting inmates to employment, training, education and support services through the Centers. We also have staff participate on advisory boards of the prisons and present to groups of inmates as they go through the prison system’s exit program. Year-round marketing and community partners facilitate awareness of, and access to our programs.

CareerSource Gulf Coast maintains a website with access to the Employ Florida and a calendar of hiring events and workshops. A “hot jobs” link is updated daily with new employment offerings. The website also provides information on pre-employment and skills training.

The comprehensive job center and satellite centers have computer labs and staff to assist clients in job search as needed. All locations host hiring events at employer request and work with partners to publicize the events to all populations, including individuals with barriers.

There are two primary providers of education and training in the LWDA. CareerSource Gulf Coast stations career managers at Gulf Coast State College, Panama City and the Gulf-Franklin campus. Tom P. Haney Technical Center, Panama City also hosts career managers on site. By being co-located, CSGC can facilitate career pathway opportunities for eligible individuals. To maximize resources, students are co-enrolled (when possible) in other partner programs for which they are eligible. Career Managers are versed in the concept of career pathways and therefore able to knowledgeable present the opportunity to clients. Further, by maintaining career managers who understand the challenges of first time post-secondary students, CSGC ensures that individuals with barriers have the additional support needed to achieve success.

- (4) Key Industry Sectors:** Identify how the LWDB aligns resources that support and meet training and employment needs of key industry sectors in the local area. Describe strategic or other policies that align training initiatives and Individual Training Accounts (ITAs) to sector strategies and demand occupations (WIOA §134(c)(1)(A)(v)).

Key industry sectors for our region are: Health Services, Manufacturing, Homeland Security/Law Enforcement, Logistics and Distribution, Information Technology, Financial and Professional Services and Aviation and Aerospace. CSGC works well with business partners as well as economic development and education partners to ensure that there is a balancing between the need to follow the targeted occupations list with horizon jobs. Since workforce training must be operated as a demand driven system, it is critical to align the timing of training individuals into key sectors to the availability of jobs for the graduates. CSGC was instrumental in assisting our local technical center in developing an FAA certified Airframe and Power Plant Academy as our new airport was coming on line, in anticipation of attracting new aviation and aerospace

businesses to the space available both inside and outside the fence at the airport. We continue to work closely with our economic development organizations to attract industry to the region. In fact CSGC is often part of the team that meets with business prospects interested in locating or expanding their business in the region. It is important that prospective businesses understand the value that CareerSource Gulf Coast brings to any project under the Florida Flex umbrella of services. Quite often our discussions focus on training strategies to fit the talent needs of these employers. We provide an overview of the existing talent pipeline as well as the one that we can develop with training partners.

CSGC works in partnership with CareerSource Florida as well to make sure that prospects are aware of all incentives at the state level, including training incentives. Recently, we've been involved with the Florida Trade Grant, a manufacturing sector initiative to address the skill gap through training and job placement and supported the expansion of the Licensed Practical Nursing Program at Haney Technical Center which increased training capacity to address the strong demand for nurses. In addition, we are currently working with Haney Technical Center to secure funding to create a Pipefitting Program. This program will help address the needs of a local boat manufacturer who plans to expand and create approximately 1,000 new jobs to the region. Our process for aligning training for demand driven sector opportunities is fluid and entirely based upon the demands of our business partners.

- (5) Industry Partnerships:** Describe how the LWDB identifies and collaborates with existing key industry partners in the local area. Describe how the LWDB coordinates and invests in partnership infrastructure where key industry partnerships are not yet developed (WIOA §134(c)(1)(A)(iv)). The local area must describe how the following elements are incorporated into its local strategy and operational sector strategy policy:

Initiatives with which we have participated are the Florida Trade Grant, a manufacturing sector initiative where we worked with our state college, the regional manufacturing council and manufacturing businesses to identify training candidates, provide training and placement of the participants into manufacturing jobs. We are currently working on a regional grant to provide training and internships for the health services sector and working with the Florida Healthcare Workforce Initiative to find out issues facing our healthcare industry partners. We have good relationships with business partners across a number of industry sectors. We participate with our chambers of commerce, regional and local economic development organizations, regional manufacturers' council, the defense contractors' roundtable group as well as ad hoc committees formed to focus on specific industry issues.

- A. Describe how selected industries or sectors are selected based on, and driven by, high-quality data (cite data source used).

CareerSource Gulf Coast regularly reviews and analyzes high quality, timely labor market data by industry and occupation to sector strategy efforts. Specific data sources include:

- i. [Employment Projections Data](#) (both by industry and occupation) produced by the Florida Department of Economic Opportunity, Labor Market Statistics
 - ii. [Occupational Employment Statistics and Wages \(OES\) Program](#). The information is the result of an occupational employment and wage survey conducted by Labor Market Information, in cooperation with the U.S. Department of Labor, Bureau of Labor Statistics.
 - iii. [Employ Florida](#) and [Help Wanted Online](#) Reports to determine real time labor demand through online ads/job postings.
 - iv. Direct feedback from employers collected through onsite visits, surveys, community meetings and professional trade groups.
- This information is distilled and discussed with the Board for input.

B. Describe how sector strategies are founded on a shared/regional vision;

The leadership of CareerSource Gulf Coast maintains close working relationships with the economic development and employer alliances of the region, and has a deep-rooted partnership with the area K-20 (school districts and state college). These relationships have guided the development of the area's sector strategies. All partners agree and supported the target sectors in alignment with Enterprise Florida's identified sectors.

C. Describe how the local area ensures that the sector strategies are driven by industry;

CareerSource Gulf Coast ensures that sector strategies are driven by industry by inviting them to be part of the process. For example, representatives from targeted industries serve on the Local Workforce Development Board as well as the local and regional economic development organizations. In addition, the business services team targets onsite meetings and feedback from employers in targeted industry sectors.

D. Describe how the local area ensures that sector strategies lead to strategic alignment of service delivery systems;

Members of the CareerSource Gulf Coast management team have great partnerships with economic development organizations, institutions of higher learning, and other community organizations. On a regular basis, CareerSource Gulf Coast meets with these partners to ensure alignment of service delivery systems.

E. Describe how the local area transforms services delivered to job-seekers/workers and employers through sector strategies: and

CSGC has a tradition of flexibility to meet local employment and training needs and works closely with state and training partners to meet needs as they emerge. The method and type of transformation depends upon the need; as an example, a recently added employer required an additional layer of screening and pre-employment training prior to consideration of hire. The steps to obtaining a job with this employer were not simply 'apply – basic screening- refer' but 'apply – screen into additional assessment – be selected for pre-

employment training – be selected from that training for referral to interview – hire.’ The additional complexity of the hiring process for this sector industry was met through CSGC’s partnership with Gulf Coast State College.

F. Describe how the local area measures, improves and sustains sector strategies.

Though sector strategies as christened are in their infancy in LWDA 4, measurement is conducted informally and based on employer satisfaction, job seeker placements and training completions. As policy is developed and issued by the state, GCSC will conform to system-wide procedures.

(6) In-demand training: Describe how the local board ensures training provided is linked to in-demand industry sectors or occupations in the local area, or in another area to which a participant is willing to relocate (WIOA §134(c)(G)(iii)).

CareerSource Gulf Coast (CSGC) staff receives the Regional and State Demand Occupations list annually from the Department of Economic Opportunity. Staff compare the Regional list with locally available training programs, historical employment needs and employer requests. Board staff strike through occupations without area approved training providers, insufficient local openings and historically (locally) low-paying occupations. For example, although Police and Sheriff’s Patrol Officers has appeared on the Regional List for years, actual hiring is so limited that sponsoring individuals into Law Enforcement training (other than Corrections Officer) has rarely resulted in employment.

After performing these proposal edits and notifying ETPL providers (if applicable), staff request that providers submit any training programs they believe to be in demand. Staff review these applications and, for those that meet income and annual opening criteria, take the applications and proposed list to the Board. Members review and request additional information, sometimes suggesting additions to the list themselves. Staff research the latter and bring the proposed list back to the Board for discussion and final approval.

(7) Employer Engagement: Describe strategies and services used in the local area to:

A. Facilitate engagement of employers, including small employers and employers in in-demand industry sectors and occupations, in workforce development programs;

CareerSource Gulf Coast uses a variety of methods to engage employers in the region. As part of our strategy, the business services team sets annual goals for the number of employers engaged and retained. Specifically the team contacts employers through on-site visits, informational mailings, telephone contact, and electronically through email and social media. As part of that outreach, the team targets employers connected to in-demand industry sectors and small businesses. The CareerSource Gulf Coast Board also implements a marketing campaign that includes community/public relation activities, digital, radio, television and print advertising, and printed collateral material (brochures, flyers etc.) to build awareness and stimulate usage of the workforce system programs.

- B. Support a local workforce development system that meets the needs of businesses in the local area;

A large part of employer engagement strategy involves community relations. CareerSource Gulf Coast actively participates in economic development and local chamber of commerce activities, as well as other community/industry focused groups. As a result of community involvement, CareerSource Gulf Coast is able to establish and build strong relationships with area employers. These relationships allow us to understand their needs and then offer solutions through our services.

- C. Better coordinate workforce development programs and economic development; and

The CareerSource Gulf Coast Board actively and consistently participates in local and regional economic development activities which allows us to be included in business roundtables regarding the state of the workforce, hear firsthand from prospective, existing and expanding employers the workforce and training needs that they have, and to understand the challenges and successes our education partners have in delivering training. We will continue to utilize these opportunities to better coordinate the delivery of services/programs. The CareerSource Gulf Coast Board has partnered with the Bay County Economic Development Alliance (EDA) to form the Economic Development Center of Excellence whereby both organizations are co-located. The close proximity has allowed for improved communication and better coordination.

- D. Strengthen linkages between the one-stop delivery system and unemployment insurance programs (WIOA §134(c)).

CareerSource Gulf Coast will continue to strengthen the linkage between one stop delivery services and unemployment insurance programs by actively promoting our services to individuals filing a claim or receiving benefits. For example, when individuals register in Employ Florida (EF) and identify as a claimant, a CareerSource Gulf Coast (CSGC) representative contacts them to provide an orientation of one stop services. In addition, CSGC participates in the RESEA program which provides assessments, labor market information, employment plans and job referrals to claimants likely to exhaust their benefits. Lastly the region, hosts workshops for employers Connect, the unemployment compensation system and also uses that as an opportunity to promote one stop services.

- (8) Priority for Services:** Describe local policies and procedures are established to prioritize recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for individualized career and training services in the adult program.

CareerSource Gulf Coast's (CSGC) Board Policy #45 establishes that CSGC will ensure that priority of services will be given to recipients of public assistance, other low-income individuals and individuals who are basic skills deficient. Priority to these groups is woven into priority for veterans and eligible spouses. The procedure calls for staff and service providers to promote

available services to participants in workforce system programs such as LVER, DVOP, Military Spouse, SNAP and Welfare Transition. Staff will also conduct outreach through community partners which serve the targeted groups.

Since we cannot predict the level at which individuals will access services, we must create an eligibility criterion for non-covered individuals. To that end, CSGC Policy 45 directs that these applicants must meet an income level equating to \$25 per hour or less OR a household income at or below 200% of the Lower Living Standard Income Level or Federal Poverty Level, whichever is higher.

(9) Training Services: Describe how training services are provided, including how contracts for training services are used, and how such contracts are coordinated with the use of ITAs (WIOA §134(c)(1)(A)(v)).

Training services will be provided using ITA's to institutions on the eligible training provider list.

(10) Customer choice process: Describe processes the local board uses to ensure customer choice in the selection of training programs, regardless of how the training services are to be provided (WIOA §108(b)(19)).

Customers interested in training services must select a field from the Demand Occupations List and meet eligibility criteria. The eligible training provider list is on the CareerSourceGC.com website along with the Demand Occupations list. Information is also provided to interested individuals who come into workforce training offices.

(11) Individual training accounts: Describe the process and criteria for issuing Individual Training Accounts (ITAs) (WIOA §108(b)(19)).

An individual found eligible for training in a demand occupation is given an ITA document to use for those costs. The amounts on the ITA are updated for each new training period.

A. Describe any ITA limitations established by the board

The limit established on ITA's (the "cap") is \$6,000 per program of training.

B. Describe any exceptions to the use of ITA

Exceptions to the use of an ITA are On-the-Job training, customized training, test preparation, work-based training (i.e. work experience) and youth training.

(12) Microenterprise and Entrepreneurial Training: Describe mechanisms currently in place or in consideration that provide microenterprise and entrepreneurial training. Describe mechanisms in place that support programs and co-enrollment, where appropriate, in core programs as described in WIOA section 134(a)(3)(A)(i) (WIOA §108(b)(5)).

Gulf Coast State College offers entrepreneurial training through the Millaway Institute of Entrepreneurship. CSGC supports the Institute by referring potential entrepreneurs/inventors to the program, and by marketing their events.

The college also offers a certificate program in Business Entrepreneurship which has applications to microenterprise as well.

There are no viable registered internship programs in the area at present however, the Deputy Director is a member of a statewide group tasked with increasing the availability and usage of internships.

- (13) Enhancing Apprenticeships:** Describe how the LWDB enhances the use of apprenticeships to support the local economy. Describe how the LWDB works with industry representatives and local businesses to develop registered apprenticeships, in collaboration with apprenticeship training representatives from the Florida DEO and other partners, including educational partners. Describe how job seekers are made aware of apprenticeships opportunities (TEGL 3-15).

There are no active apprenticeship programs in our area, however, our state college partner has expressed a strong interest in establishing some. We will offer support to their effort and provide input when asked.

- (14) Other Program Initiatives:** Describe services provided that include implementing initiatives such as incumbent worker training programs, on-the-job training programs, customized training programs, industry and sector strategies career pathway initiatives, utilization of effective business intermediaries, and other initiatives supporting the board's vision and strategic goals described in Section III WIOA §134(c).

CareerSource Gulf Coast (CSGC) works with the business community to meet its training needs, whether for incumbent or customized training. On-the-job training is provided when funds permit and the project is advantageous to business and the training participant.

CSGC has supported career pathway programs in the healthcare field for several years. Clients who have begun their career ladder in WT or SNAP-funded CNA training are sponsored into practical nursing, sonography or other higher-level training. Eligible LPNs who have completed pre-requisites and been accepted into the RN program are supported by WIOA to receive their RN certification. In addition to creating more self-sufficient citizens, this process increases the number of needed healthcare professionals.

CSGC incorporates the incumbent worker training programs, on-the-job training programs, customized training programs, employed worker programs and industry and sector initiatives, career pathway initiatives, and other strategies to support the board's vision and strategic goals. CareerSource Gulf Coast offers these programs to provide either occupational or educational training to employees of the local area's businesses.

This very specific training (incumbent worker, customized job training and employed worker training) helps the incumbent workers retain a job with changing skill requirements, or helps the employee upgrade their skills, often qualifying them for advancement opportunities with the employer. Advancement often offers increased wages to the employee. The training addresses skill gaps of the incumbent workers which impacts the stability of the company, and enhances

the employees' continued employability. On-the-job training continues to provide a bridge between employers and workers, offering a timely and cost effective solution to meet the needs of both. On-the-job training is an effective option for upgrading skills and ultimately retaining employment.

- (15) Service Provider Continuous Improvement:** Describe the local board's efforts to ensure the continuous improvement of eligible providers of services, including contracted services providers and providers on the eligible training provider list, so they meet the needs of local employers, workers and job-seekers (WIOA §108(b)(6)(A)).

CareerSource Gulf Coast employs one Quality Assurance Coordinator who monitors all workforce programs. The results of monitoring are used for formal and informal training to improve performance. Additionally performance reports for all programs are discussed at every CSGC board meeting. If performance is not acceptable, the CSGC Deputy Director meets with provider staff to troubleshoot and review data down to the participant level. A plan for improvement is agreed upon and executed. Poor performance by a disproportionate share of students enrolled in a common training program are identified by career managers and referred to the Deputy Director for the corrective action process, which is the same as that listed for service providers, but may include the division chair or instructor of the training program and may result in the training being removed from the provider's accepted training list.

- (16) Youth Program Design:** Describe the design framework for local youth programs and how the 14 program elements required in §681.460 of the WIOA regulations are made available within that framework (WIOA §129(c)(1)).

CareerSource Gulf Coast does not receive an allocation large enough to operate both In and Out of School Youth programs, therefore all program dollars are allotted for Out of School Youth. The limited amount of In School dollars available are taken up with indirect, shared costs and overhead, leaving a small amount invested in the support of a Career-Technical Education Director. The Framework for Cornerstone (CSGC's Out of School Youth Program) is based on student needs and required goals.

Assess: Students are assessed for basic and occupational skills, work experience, aptitudes and support service needs. The assessments used include the Test for Adult Basic Education, Career Scope, Kinexa's Prove It! and other assessments as indicated.

Strategies: Information revealed in the assessment process will be used to develop an Individual Service Strategy to assist the young person towards obtaining their goals.

Meet Goals: The Youth served through Cornerstone are dropouts with no diploma or equivalent so the first goal is to assist them in obtaining their high school diploma or equivalent. The population targeted is not monolithic, however, and the issues surrounding the lack of high school diploma/equivalent must be addressed and they are diverse. Goals are therefore both individualized and tied to performance outcomes.

- a. Tutoring study skills and instruction leading to secondary school completion

WIOA youth enrolled at the Tom P. Haney Technical Center's Adult school receive an individual needs assessment which is then used to develop the plan for their individualized instruction module. Career Managers are familiarized with the plan and reinforce the goals with encouragement and other supports, such as tutors.

b. Dropout Retrieval

Gulf Coast State College, the local school district and community youth programs, including faith based programs) encourage high school drop outs to re-engage in the education process. Credit retrieval programs are available at the technical school and some of the alternative schools in the county.

Cornerstone is also providing outreach in terms of marketing and orientations to those who are considering re-entering school with the goal of high school diploma attainment or its equivalent.

c. Paid and Unpaid Work Experiences

Where appropriate apprenticeships, internships, pre-apprenticeships, job shadowing, and/or volunteer work experience opportunities will be made available to the participant. Organizations such as Zoo World, Gulf Coast Hospital, and the Gulf Coast State College IT department have job shadowing and volunteer opportunities available for work experience. Relationships with businesses will consistently be developed in order to create opportunities for growth for youth and development of a talent pipeline for businesses.

d. Occupational Skills Training

For Occupational Skills Training, online and web-based programs such as Prove-It!® (provides practice tutorials in a variety of different fields) and O*Net (My Next Move) will be used to provide the knowledge, skills, abilities, personality, education, job outlook, and technology that would be required to perform the selected job. Work readiness skills will be provided before the participant is linked to a job shadowing, on-the-job training, internship or pre-apprenticeship opportunity. Integrating basic skills training and job readiness training with occupational "hands-on" skills training is expected to increase engagement in learning and makes it more likely that participants will complete job training and enter post-secondary education or employment.

e. Education offered concurrently with workforce preparation activities and training for a specific occupation or occupational cluster

Where appropriate, students will be dual-enrolled in occupational skills while working towards a diploma or GED. For the most part, participants will be encouraged to obtain their secondary school credential and participate in work preparation activities.

f. Leadership development opportunities

Workshops dedicated to developing leadership are offered, along with opportunities to practice those skills through community projects. The Cornerstone has partnered with the downtown Panama City Redevelopment Agency to conduct blight removal and beautification projects in a historic neighborhood of the city.

g. Supportive services: performance incentives

The career manager will determine which supportive services are reasonably required based on the participant's circumstances and unique needs, as identified through the assessment process. Only documented needs outlined in the ISS will be addressed. However, this does not prevent newly identified needs from being added, as the career manager is made aware. Attention will be given to ensure that supportive services provided are not available through other agencies and that they are necessary for the client to participate in WIOA activities. Supportive services provided will be limited in amounts and duration; the participant must either be enrolled in the required WIOA program elements or eligible for follow-up services.

h. Adult Mentoring

The Cornerstone career manager will serve as the adult mentor for the older Out of School Youth. The career manager will be aware of all activities in the youth's ISS and will guide, assist in goal setting, act as an encourager, motivator and "champion" for the participant's success. Frequent meetings and opportunities for communication will be instrumental in building the relationship between participant and career manager. Additional mentoring relationships (with others such as employers, fellow co-workers, etc.) will be sought and encouraged to provide for other caring adults in the young person's life.

i. Follow-up Services

Contact with the participant will be maintained for a period of not less than one year. Phone calls and/or one-on-one interaction will be the primary form of contact. In instances where either of the two forms of communication cannot be maintained, emails will be used. Follow-up services shall consist of calling the client or employer to confirm continued employment, engagement in post-secondary training, education, military service, or qualified apprenticeship. If the WIOA youth loses a job or is no longer engaged in either of the aforementioned activities, additional support services specifically tailored to their need will be made available.

j. Comprehensive guidance and counseling; including mental health, drug and alcohol abuse counseling and referrals to such counseling is individualized and handled in accordance to the specific needs of each client. Where appropriate, career managers may refer clients to resources available within the community to address their specific concerns/issues. Pre-negotiated counseling rates have been secured with a local Licensed Mental Health Counselor (LMHC) who has over 20 years of experience in counseling services using cognitive behavioral, solution-focused and existential approaches in addiction/substance abuse, coping skills, depression, emotional disturbances, stress and as well as other related mental health issues.

k. Provide comprehensive Financial Literacy training and ensure that the training contains interactive components and is relevant to the lives of 16-24 year olds

Financial Literacy training will be provided via an on-line, off-the-shelf interactive product containing all of the program elements relevant to youth ages 16-24. Training shall consist of checking/savings account, spending, loans, credit/credit cards, financial products evaluation, identity theft, components, age appropriate financial education, budgeting and how to make informed financial decisions.

l. Entrepreneurial Skills Training

Participants who express an interest in entrepreneurship will be referred to the Business Innovation Center or Gulf Coast State College, where they can receive coaching, counseling, networking opportunities, workshops, seminars and other training services, as required.

m. Labor Market and Employment Information

One of the goals for Cornerstone to achieve with students is a successful transition into the world of work. To that end, career managers will assist them with becoming familiar with the Employ Florida system and understanding how to use Labor Market and employment information. Cornerstone plans to assist students in becoming savvy job seekers who understand their rights in the workplace, the techniques to be successful in the labor force and the skills needed to search for opportunities suited to their interests and education.

n. Preparation for post-secondary educational opportunities

Based on a participant's chosen career field, additional training may be required to ensure that the client has the appropriate skills training to successfully enter employment. When the eligibility requirements for the WIOA training program are met, and skills deficiencies, if any, are recognized, the appropriate remediation and training tools will be determined. The applicant will have access to the CSGC Job Center Resource and Assessment Rooms for computer/equipment use. The computers in the Assessment Room have been pre-loaded with the Prove-It!® assessment. This assessment tool will allow practice testing of college admissions and placement tests as well as other practice tutorials in a variety of different fields and skill sets.

Students expressing interest in post-secondary training will be assisted in researching occupations, applying for financial aid and developing a realistic budget to live on during the training.

- A. **Definition of the term “a youth who is unable to compute or solve problems, or read, write, or speak English at a level necessary to function on the job, in the individual’s family, or in society.”** Describe how the local board defines whether a youth is unable to demonstrate these skills sufficiently to function on the job, in their family, or in society and what assessment instruments are used to make this determination (20 C.F.R. §681.290).

When a Youth approaches a CSGC worker for services and he/she cannot understand the youth, a translator for the appropriate language will be located (as per PI #14) and an initial assessment performed to determine the youth’s ability to speak and understand English. This assessment is a matter of observation by the translator and attestation by the youth. If the youth indicates an ability to read English then a TABE will be administered to determine whether the youth performs above a basic skills deficient level.

- B. **Definition of “requires additional assistance.”** Describe how the local board defines the term “requires additional assistance” used in determining eligibility for WIOA-funded youth programs (20 CFR §681.300).

Procedural Instruction #5 describes the definition of “requires additional assistance” and how that is documented (see below)

(17) Please include the following attachments with your local plans:

- A. Executed Memoranda of Understanding for all one-stop partners - currently not required to attached per an email dated 1/30/18 from DEO.
- B. Executed Infrastructure Funding Agreements with all applicable WIOA required partners - currently not required to attach per an email dated 1/30/18 from DEO.



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 careersourcegc.com

WIOA Procedural Instruction 5

TO: All Service Providers
 FROM: Jennifer German, Deputy Director
 DATE: July 1, 2015
 SUBJECT: **Additional Barrier for Youth**
 CC: Kim Bodine, Shannon Walding, Deb Blair, file

-
1. **Purpose:** To provide guidance on documentation of the WIOA Youth Barrier described at Sec. 129 (a) (1) (B) (VIII) and (c) (VII)
 2. **Authority:** PL 113-128
 3. **Background:** As stated in our regional plan, the Sixth Youth Barrier is defined as follows and will be grandfathered in as the WIOA definition of "individual who requires additional assistance to enter or complete an educational program or to secure or hold employment." We will be using this barrier definition for WIOA Youth.

Resides in a county where the unemployment rate exceeds the state average and/or is the child of a person who was a teen parent or from a single parent family, or has been held back one or more grade levels, or is a member of an assistance group that has received within the last six months or is currently in receipt of food stamps or cash welfare, or is disabled or self-attests that he/she has left a job due to lack of basic skills, job skills or substance abuse problems, or receives public housing assistance, WIC, Medicaid or Free/reduced lunch, or resides in a county in which the percentage of poor persons is above the state average, resides in a county in which the percentage of persons under age 18 in poverty is above the state average, or resides in a county on which the percentage of teen births is above the state average.

4. **Procedure:** WIOA Youth must be 16-24 years old if out of school, 14-21 if in school, and have an additional barrier. There are five traditional barriers and one locally defined barrier. The appropriate documentation for the five traditional barriers is listed in the attachment. In-school youth must be low income as must an out-of-school youth for whom this barrier is used.



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Definitions:

Collateral Contact: Telephone, fax, mail or email contact with a school or other agency to verify information. Include name of agency and contact person, telephone number and contact person's title. Note barrier documented on collateral contact form; attach any documentation to form or note contact results on form.

Registration: Formerly eligibility. The act of collecting data for eligibility determination is registration.

Parent/Guardian Self-Attestation: Use the form included in this correspondence for parents or guardian to state that the barrier in question exists. Eligibility specialist may witness the attestation and sign as witness to the signature. Secure a copy of identification (Drivers License or Florida ID card) to prove the adult's identity.

Client Self-Attestation: Use for Youth only for job loss due to lack of basic skills, job skills or substance abuse. May be used for parent/guardian self-attestation items only if: A situation exists in which the youth is living in a dysfunctional situation where no parent or guardian is available and information is available from another adult or agency to verify that fact; OR the youth is 18 or older and therefore eligible to be considered an adult for contractually binding statements. Note the barrier being documented on the form.

Attachments:

WIOA Out-of-School Youth Eligibility

Additional Barrier Checklist

WIOA Collateral Contact Form

WIOA Client Statement/Parent or Guardian Statement



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WIOA Out-of-School Youth Eligibility

	1) Aged 16 -24
	2) Not attending any school or college (adult school doesn't count) <u>AND</u> with an additional barrier:
	a) A Drop-out
	b) Homeless
	c) Subject to the juvenile/adult justice system (i.e. on probation)
	d) Pregnant or parenting
	e) Individual with a disability
	f) Low income and requires additional assistance to enter or complete an educational program or to secure or hold employment. (See P.I. 5)
	OR
	1) Aged 16 - 24
	2) Not attending any school
	3) Low income with a diploma or equivalent who is basic skills deficient OR an English language learner WITH one of the additional barriers listed above.



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**Additional Barrier Instructions - Check & Document all that apply.
 Staple documentation to this form, include in Registration Packet.**

Barrier	Documentation
Resides in a county where unemployment rate is higher than state average.	Copy of State of Florida Labor Force Summary for most recent year.
Child of a person who was teen parent.	Self-Attestation from parent/guardian OR other collateral contact.
From a single parent family.	Self-Attestation from parent OR other collateral contact.
Has been held back one or more grade levels.	Self-Attestation from parent/guardian OR other collateral contact.
Current/past 6 months TANF/FS recipient.	Grant award Letter/FLORIDA screen-print, or collateral agency contact.
Disabled	Physician's statement or school records or parent/guardian statement.
Job loss due to skill level or substance abuse.	Client Self-Attestation and MIS screen-print showing lost job if available.
Public Housing Assistance	Landlord statement OR agency collateral contact.
WIC	Agency collateral contact OR copy of current WIC card.
Medicaid	Copy of Medicaid card OR agency collateral contact.
Free or Reduced Lunch	School records OR collateral contact.
Resides in a County in which the percentage of poor persons is above the state average.	Copy of appropriate table from the most recent Florida Statistical Abstract.
Resides in a County in which the percentage of teen births is above the state average.	Copy of appropriate table from the most recent Florida Statistical Abstract.



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Data for Teen Pregnancy and Poverty in Region 4

Teen Births

Area	Total Births	Teen	Percent
Bay	2,237	178	7.96% *
Franklin	113	8	7.1% *
Gulf	139	13	9.4%*
Florida	217,563	13,956	6.41%

Poor Persons

Area	Total Persons	Percent
Bay	170,781	18.0%*
Franklin	11,794	25.9% *
Gulf	16,543	22.4% *
Florida	3,268,130	16.7%

* = Above State Rate

Issued April 4, 2014

Monitor maintains source documentation from U.S. Census
 Quickfacts and UF Bureau of Economic and Business Research



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WIOA Collateral Contact Form

I contacted _____, _____
Name Title

at _____ on _____
Agency Date

to document:

_____ for client _____
Barrier Name

Social Security Number

The results of that contact are attached or noted below:

Eligibility Worker Signature

Date

Printed Name



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WIOA Client Statement/Parent Guardian Statement

I hereby certify that I _____

I attest that the information stated above is true and accurate.

Signature/Date

Witness Signature

Printed Name

Witness' Relationship to Signatory

Signatory's Address

The above statement is being used to document the following eligibility criteria:

PUBLIC COMMENT PROCESS

Please describe the process used, in accordance with the five criteria below, to provide an opportunity for public comment and input into the development of the local plan:

- (1)** Make copies of the proposed local plan available to the public through electronic and other means, such as public hearings and local news media (WIOA §108(d)(1)).

The CareerSource Gulf Coast Local Workforce Development plan 2018-2020 will be made available for public comment on the careersourcegc.com website on January 31, 2018. Additionally, the plan will be sent to all three Boards of County Commissioners for review and input. The plan was advertised for public review and comments on February 2nd, 3rd, and 4th 2018 in the daily Panama City News Herald newspaper and February 1st 2018 weekly in The Star in Gulf County and Apalachicola Times.

- (2)** Provide a 30-day period for comment on the plan before its submission to CareerSource Florida, Inc., beginning on the date on which the proposed plan is made available, prior to its submission to the Governor (WIOA §108(d)(2)).

The plan was made available electronically on the CSGC website on January 31, 2018, will be sent to each Board of County Commission for review, comment and approval, as well as the plan advertised in each county newspaper welcoming public comment.

- (3)** Provide a description of the process used by the board to obtain input and comment by representatives of businesses and labor organizations for the development of the plan (WIOA §108(d)(2)).

The Executive Director of CareerSource Gulf Coast introduced the WIOA and CSFL requirements for the Local Workforce Services Plan Modification to the CareerSource Gulf Coast Board members on January 9, 2018. The Board's membership includes business representatives and Labor Organizations as well as community leaders from the public and private sector. The board members were made aware that the new draft plan would be available on the CSGC website and were assured they would be notified when it was available to review. The modification will be presented at the March 13, 2018 board meeting for approval.

- (4)** Describe any other efforts to coordinate with other workforce partners to obtain input into the development of the plan.

The CareerSource Gulf Coast Executive Director and staff have met with required partners to discuss plan development and solicit input. Many of those partners attend our monthly board meetings as well.

- (5) Include, as an attachment with the plan to the Governor, any comments that express disagreement, the LWDB's response to those comments, and a copy of the published notice.

WIOA §108(d)(3)

None submitted thus far.

CEO/INTERLOCAL AGREEMENT

BOARD OF COUNTY COMMISSIONERS OF BAY COUNTY, FLORIDA
AND
GULF COAST WORKFORCE DEVELOPMENT BOARD, INC dba CAREERSOURCE GULF
COAST
AND
GULF COAST STATE COLLEGE

THIS AGREEMENT is made and entered into this 19th day of April, 2016, between the BOARD OF COUNTY COMMISSIONERS OF BAY COUNTY, FLORIDA ("County"), GULF COAST WORKFORCE DEVELOPMENT BOARD, INC. (Board") dba CAREERSOURCE GULF COAST (hereinafter referred to as the "Board"), and GULF COAST STATE COLLEGE ("GCSC"), (fiscal agent for GULF COAST WORKFORCE DEVELOPMENT BOARD, INC. dba CAREERSOURCE GULF COAST).

WITNESSETH

WHEREAS, the United States Congress has enacted the Workforce Innovation and Opportunity Act, PL 113-128, July 1, 2015, ("WIOA") and charged the State of Florida with the establishment of local Service Delivery Areas; and

WHEREAS, the Board has been designated as the Local Workforce Development Area to set policy for the portion of the statewide workforce investment system within the local area; and

WHEREAS, the County has been designated as part of the Local Workforce Development Area ("LWDA") for the unincorporated and incorporated areas within the confines of the boundaries; and

WHEREAS, a representative of each county's Board of County Commission are encouraged to attend and participate with the local workforce development board; and

WHEREAS, the County is comprised of the Chief Elected Officials and the Chair of the Board of County Commissioners serves as the Chief Elected Official in the LWDA; and

WHEREAS, the Chair of the Board is signatory to agreements with the Board and has been authorized to represent the Board; and

WHEREAS, the parties desire to enter into an agreement to engage employers and local and regional partners, such as economic development, education, and other community organizations to prepare an educated and skilled workforce under the WIOA regulations to residents in the LWDA.

NOW, THEREFORE, IT IS MUTUALLY AGREED:

1. Grant Recipient and Administrative Entity: Pursuant to PL 113-128, Sec. 107 (d) (12) (B) (i) (II), the Chief Elected Official shall serve as the local grant recipient and the Chief Elected Official hereby designates the Gulf Coast State College ("GCSC") to serve as the Fiscal Agent, and the Grant Recipient for all WIOA funds, as well as those funds allocated to the Local Workforce Development Area for other workforce related programs by both the Federal and State governments. However, the Chief Elected Official is not relieved of the liability for any misuse of grant funds. GCSC shall disburse such grant funds immediately for workforce investment activities at the direction of the Board pursuant to the requirements of the WIOA and for other related programs in the appropriate manner authorized by State and Federal laws. The Board may solicit and accept grants and donations from sources other than Federal funds made available under the WIOA, and other related legislation.
2. Development of the Local Workforce Services Plan: Pursuant to PL 113-128, Sec. 106 (c) (2), the Board will prepare the local WIOA Plan consistent with PL Sec. 108 (a) and (b). Prior to submittal of the Plan to the Governor, the Board shall make available copies of the proposed Plan to the public through such means as public hearings and local news media. The Board will allow members of the Board and members of the public, including representatives of business and representatives of labor organizations, to submit comments on the proposed Plan to the Board not later than the end of the 30-day period beginning on the date on which the proposed Plan is made available. The Board will also include in the local Plan submitted to the Governor any such comments that represent disagreement with the Plan. Following development of the Local Workforce Services Plan, the Board will submit it to the Governor.
3. Negotiation of Local Performance Standards: Pursuant to PL 113-128, Sec. 116 (c) (2), the Board and will negotiate local performance measures with the Governor.
4. Employment Statistics: The Board shall assist the Governor in developing the statewide employment statistics system described in Sec. 107 (d) (2) (B) of the Wagner-Peyser Act.
5. Policy Guidance/Oversight: The Board shall set broad general policy for WIOA programs in partnership with the County, and pursuant to PL 113-128, Sec. 107 (d) (8), shall conduct oversight with respect to youth activities, local employment and training activities and the One-Stop delivery system in the local area.
6. One-Stop Operator: Pursuant to PL 113-128, Sec. 121(d) (1) The LWDB, with the agreement of the chief elected official, is authorized to designate or certify one-stop operators and to terminate for cause the eligibility of such operators. The one-stop operator shall be designated or certified as a one-stop operator through a competitive

process; and shall be an entity (public, private or nonprofit), or consortium of entities which may include an institution of higher education; an employment service State agency established under the Wagner-Peyser Act on behalf of the local office of the agency; a community-based organization, nonprofit organization, or intermediary; a private for-profit entity; a government agency; and another interested organization or entity, which may include a local chamber of commerce or other business organization, or a labor organization.

7. Employer Linkages: The Board shall coordinate the workforce investment activities authorized under by law and carried out in the local area with economic development strategies and develop other employer linkages with such activities.
8. Connecting, Brokering and Coaching: The Board shall promote the participation of private sector employers in the statewide workforce investment system and ensure the effective provision, through the system, of connecting, brokering and coaching activities to assist employers in meeting hiring needs.
9. Budget: The Board shall develop a budget for the purpose of carrying out the duties of the Board under WIOA, subject to the approval of the Chief Elected Official.
10. Memorandum of Understanding: The LWDB, with the agreement of the chief elected official, shall develop and enter into a memorandum of understanding between the local board and the one-stop partners.
11. Composition of Board: The Board will be comprised of members pursuant to PL 113-128, Sec. 107 (b) (2) and State law. The CEO has been presented and approved of bylaws related to governing appointments or membership on the local board pursuant to PL 113-128, Sec. 679.36 (g).
12. Government in the Sunshine: The activities of the Board shall be governed by Chapters 119 and 286, Florida Statutes, in accord with PL 113-128, Sec. 107 (e).
13. Limitations on the Board: The Board is limited in activity and authority by the provisions of PL 113-128, Sec. 107 (g) (1).
14. Standing Committees: PL 113-128, Sec.107 (b) (4) (A)
 - A. IN GENERAL. - The local board may designate and direct the activities of standing committees to provide information and to assist the local board in carrying out activities under this section. Such standing committees shall be chaired by a member of the local board, may include other members of the local board, and shall include other individuals appointed by the local board who are not members of the local board and who the local board determines have appropriate experience and expertise. At a minimum, the local board may designate each of the following:
 - i. A standing committee to provide information and assist with operational and other

issues relating to the one-stop delivery system, which may include as members representatives of the one-stop partners.

- ii. A standing committee to provide information and to assist with planning, operational, and other issues relating to the provision of services to youth, which shall include community-based organizations with a demonstrated record of success in serving eligible youth.
- iii. A standing committee to provide information and to assist with operational and other issues relating to the provision of services to individuals with disabilities, including issues relating to compliance with PL 113-128, Sec.188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding providing programmatic and physical access to the services, programs, and activities of the one-stop delivery system, as well as appropriate training for staff on providing supports for or accommodations to, and finding employment opportunities for, individuals with disabilities.

15. Identification and Selection of Eligible Providers of Youth Activities: The Board shall identify eligible providers of youth programs pursuant to PL 113-128, Sec.107 (d) (10) (B) and Sec. 123, by awarding grants or contracts on a competitive basis, based upon the criteria of the State Plan. Contracts may be renewed for up to three years.

16. Identification of Eligible Providers of Training Services: Consistent with PL 113-128, Sec. 122 (b) (3), the Board shall identify eligible providers of training services within the LWDA.

17. Identification of Eligible Providers of Career Services: If the one-stop operator does not provide career services described in PL 113-128, Sec. 134(c) (2) in a local area, the local board shall identify eligible providers of those career services in the local area by awarding contracts.

18. Conflicts of Interest: Actions by Board members are restricted pursuant to PL, Sec. 107 (h), and other applicable law concerning voting and engaging in certain activities.

19. Non-Discrimination: During the performance of this Agreement, the County and the Board assure, both individually and jointly, that they will not engage in any form or manner of discrimination on the basis of race, color, sex, national origin, handicap, marital status, religion or age in the performance of their individual and/or joint functions under this Agreement. The County and the Board individually and jointly assure compliance with Title VI of the Civil Rights Act of 1964; Title VII of the 1964 Civil Rights Act, as amended; the Florida Human Rights Act of 1977; and all other applicable Federal and State laws, Executive Orders and regulations prohibiting discrimination as hereinabove referenced. These assurances shall be interpreted to include Vietnam-Era Veterans and Disabled Veterans, as applicable.

Furthermore, the County and the Board individually and jointly understand that this Agreement is conditioned upon the variety of these assurances, and that the County and the Board members bind themselves to such assurances by execution of this Agreement.

20. Severability: If any terms or provisions of this Agreement or the application thereof to any person or circumstance shall, to any extent be held invalid or unenforceable, the remainder of this Agreement, or the application of such terms or provisions to persons or circumstances other than those as to which it is held invalid or enforceable, shall not be affected thereby and every other term and provision of this Agreement shall be valid and enforced to the fullest extent permitted by law.
21. Board Attestation: The Board represents and warrants that its members have not offered or given any gratuity to any official employee or agent of the County or any political party, with the purpose or intent of securing an agreement or securing favorable treatment with respect to the awarding or amending of an agreement or the making of any determinations with respect the performance of an agreement, and that each member has read and is familiar with this provision.

IN WITNESS WHEREOF, the parties hereto, by and through the undersigned, have entered into this Agreement on the date and year first written above.

CHAIRMAN
GULF COAST WORKFORCE DEVELOPMENT
BOARD, INC dba CAREERSOURCE GULF
COAST

[Handwritten Signature]

April 19, 2016
DATE

CHAIRMAN
BOARD OF COUNTY COMMISSIONERS
OF BAY COUNTY

[Handwritten Signature]

April 19, 2016
DATE



ATTEST: KIMBERLY L. BODINE
EXECUTIVE DIRECTOR

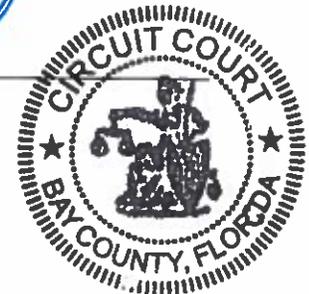
[Handwritten Signature]

April 19, 2016
DATE

ATTEST: BILL KINSAUL
BAY COUNTY CLERK OF COURT

[Handwritten Signature]

04/22/16
DATE



PRESIDENT
GULF COAST STATE COLLEGE

[Handwritten Signature]

4/28/16 DATE

CEO/INTERLOCAL AGREEMENT

BOARD OF COUNTY COMMISSIONERS OF FRANKLIN COUNTY, FLORIDA
AND
GULF COAST WORKFORCE DEVELOPMENT BOARD, INC dba.CAREERSOURCE GULF
COAST
AND
GULF COAST STATE COLLEGE

THIS AGREEMENT is made and entered into this 5TH day of APRIL, 2016, between the BOARD OF COUNTY COMMISSIONERS OF FRANKLIN COUNTY, FLORIDA ("County"), GULF COAST WORKFORCE DEVELOPMENT BOARD, INC. (Board") dba CAREERSOURCE GULF COAST, and GULF COAST STATE COLLEGE ("GCSC"), (fiscal agent for GULF COAST WORKFORCE DEVELOPMENT BOARD, INC dba CAREERSOURCE GULF COAST).

WITNESSETH

WHEREAS, the United States Congress has enacted the Workforce Innovation and Opportunity Act, PL 113-128, July 1, 2015, ("WIOA") and charged the State of Florida with the establishment of local Service Delivery Areas; and

WHEREAS, the Board has been designated as the Local Workforce Development Area to set policy for the portion of the statewide workforce investment system within the local area; and

WHEREAS, the County has been designated as part of the Local Workforce Development Area ("LWDA") for the unincorporated and incorporated areas within the confines of the boundaries; and

WHEREAS, a representative of each county's Board of County Commission are encouraged to attend and participate with the local workforce development board; and

WHEREAS, the County is comprised of the County Commissioners and the Chair of the Board of County Commissioners serves as the Chief Elected Official in the LWDA; and

WHEREAS, the Chair of the Board is signatory to agreements with the Board and has been authorized to represent the Board; and

WHEREAS, the parties desire to enter into an agreement to engage employers and local and regional partners, such as economic development, education, and other community organizations to prepare an educated and skilled workforce under the WIOA regulations to residents in the LWDA.

NOW, THEREFORE, IT IS MUTUALLY AGREED:

1. Grant Recipient and Administrative Entity: Pursuant to PL 113-128, Sec. 107 (d) (12) (B) (i) (II), the Chief Elected Official shall serve as the local grant recipient and the Chief Elected Official hereby designates the Gulf Coast State College ("GCSC") to serve as the Fiscal Agent, and the Grant Recipient for all WIOA funds, as well as those funds allocated to the Local Workforce Development Area for other workforce related programs by both the Federal and State governments. However, Franklin County is not relieved of the liability for any misuse of grant funds. GCSC shall disburse such grant funds immediately for workforce investment activities at the direction of the Board pursuant to the requirements of the WIOA and for other related programs in the appropriate manner authorized by State and Federal laws. The Board may solicit and accept grants and donations from sources other than Federal funds made available under the WIOA, and other related legislation.
2. Development of the Local Workforce Services Plan: Pursuant to PL 113-128, Sec. 106 (c) (2), the Board will prepare the local WIOA Plan consistent with PL Sec. 108 (a) and (b). Prior to submittal of the Plan to the Governor, the Board shall make available copies of the proposed Plan to the public through such means as public hearings and local news media. The Board will allow members of the Board and members of the public, including representatives of business and representatives of labor organizations, to submit comments on the proposed Plan to the Board not later than the end of the 30-day period beginning on the date on which the proposed Plan is made available. The Board will also include in the local Plan submitted to the Governor any such comments that represent disagreement with the Plan. Following development of the Local Workforce Services Plan, the Board will submit it to the Governor.
3. Negotiation of Local Performance Standards: Pursuant to PL 113-128, Sec. 116 (c) (2), the Board and will negotiate local performance measures with the Governor.
4. Employment Statistics: The Board shall assist the Governor in developing the statewide employment statistics system described in Sec. 107 (d) (2) (B) of the Wagner-Peyser Act.
5. Policy Guidance/Oversight: The Board shall set broad general policy for WIOA programs in partnership with the County, and pursuant to PL 113-128, Sec. 107 (d) (8), shall conduct oversight with respect to youth activities, local employment and training activities and the One-Stop delivery system in the local area.
6. One-Stop Operator: Pursuant to PL 113-128, Sec. 121(d) (1) The LWDB, with the agreement of the chief elected official, is authorized to designate or certify one-stop operators and to terminate for cause the eligibility of such operators. The one-stop

operator shall be designated or certified as a one-stop operator through a competitive process; and shall be an entity (public, private or nonprofit), or consortium of entities which may include an institution of higher education; an employment service State agency established under the Wagner-Peyser Act on behalf of the local office of the agency; a community-based organization, nonprofit organization, or intermediary; a private for-profit entity; a government agency; and another interested organization or entity, which may include a local chamber of commerce or other business organization, or a labor organization.

7. Employer Linkages: The Board shall coordinate the workforce investment activities authorized under by law and carried out in the local area with economic development strategies and develop other employer linkages with such activities.
8. Connecting, Brokering and Coaching: The Board shall promote the participation of private sector employers in the statewide workforce investment system and ensure the effective provision, through the system, of connecting, brokering and coaching activities to assist employers in meeting hiring needs.
9. Budget: The Board shall develop a budget for the purpose of carrying out the duties of the Board under WIOA, subject to the approval of the Chief Elected Official.
10. Memorandum of Understanding: The LWDB, with the agreement of the chief elected official, shall develop and enter into a memorandum of understanding between the local board and the one-stop partners.
11. Composition of Board: The Board will be comprised of members pursuant to PL 113-128, Sec. 107 (b) (2) and State law. The CEO has been presented and approved of bylaws related to governing appointments or membership on the local board pursuant to PL 113-128, Sec. 679.36 (g).
12. Government in the Sunshine: The activities of the Board shall be governed by Chapters 119 and 286, Florida Statutes, in accord with PL 113-128, Sec. 107 (e).
13. Limitations on the Board: The Board is limited in activity and authority by the provisions of PL 113-128, Sec. 107 (g) (1).
14. Standing Committees: PL 113-128, Sec.107 (b) (4) (A)
 - A. IN GENERAL. - The local board may designate and direct the activities of standing committees to provide information and to assist the local board in carrying out activities under this section. Such standing committees shall be chaired by a member of the local board, may include other members of the local board, and shall include other individuals appointed by the local board who are not members of the local board and who the local board determines have appropriate experience and expertise. At a minimum, the local board may designate each of the following:
 - i. A standing committee to provide information and assist with operational and other

- issues relating to the one-stop delivery system, which may include as members representatives of the one-stop partners.
- ii. A standing committee to provide information and to assist with planning, operational, and other issues relating to the provision of services to youth, which shall include community-based organizations with a demonstrated record of success in serving eligible youth.
 - iii. A standing committee to provide information and to assist with operational and other issues relating to the provision of services to individuals with disabilities, including issues relating to compliance with PL 113-128, Sec.188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding providing programmatic and physical access to the services, programs, and activities of the one-stop delivery system, as well as appropriate training for staff on providing supports for or accommodations to, and finding employment opportunities for, individuals with disabilities.
15. Identification and Selection of Eligible Providers of Youth Activities: The Board shall identify eligible providers of youth programs pursuant to PL 113-128, Sec.107 (d) (10) (B) and Sec. 123, by awarding grants or contracts on a competitive basis, based upon the criteria of the State Plan. Contracts may be renewed for up to three years.
16. Identification of Eligible Providers of Training Services: Consistent with PL 113-128, Sec. 122 (b) (3), the Board shall identify eligible providers of training services within the LWDA.
17. Identification of Eligible Providers of Career Services: If the one-stop operator does not provide career services described in PL 113-128, Sec. 134(c) (2) in a local area, the local board shall identify eligible providers of those career services in the local area by awarding contracts.
18. Conflicts of Interest: Actions by Board members are restricted pursuant to PL, Sec. 107 (h), and other applicable law concerning voting and engaging in certain activities.
19. Non-Discrimination: During the performance of this Agreement, the County and the Board assure, both individually and jointly, that they will not engage in any form or manner of discrimination on the basis of race, color, sex, national origin, handicap, marital status, religion or age in the performance of their individual and/or joint functions under this Agreement. The County and the Board individually and jointly assure compliance with Title VI of the Civil Rights Act of 1964; Title VII of the 1964 Civil Rights Act, as amended; the Florida Human Rights Act of 1977; and all other applicable Federal and State laws, Executive Orders and regulations prohibiting discrimination as hereinabove referenced. These assurances shall be interpreted to include Vietnam-Era Veterans and Disabled Veterans, as applicable.

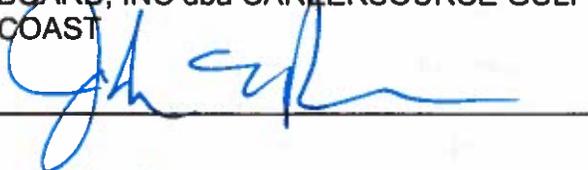
Furthermore, the County and the Board individually and jointly understand that this Agreement is conditioned upon the variety of these assurances, and that the County and the Board members bind themselves to such assurances by execution of this Agreement.

20. Severability: If any terms or provisions of this Agreement or the application thereof to any person or circumstance shall, to any extent be held invalid or unenforceable, the remainder of this Agreement, or the application of such terms or provisions to persons or circumstances other than those as to which it is held invalid or enforceable, shall not be affected thereby and every other term and provision of this Agreement shall be valid and enforced to the fullest extent permitted by law.
21. Board Attestation: The Board represents and warrants that its members have not offered or given any gratuity to any official employee or agent of the County or any political party, with the purpose or intent of securing an agreement or securing favorable treatment with respect to the awarding or amending of an agreement or the making of any determinations with respect the performance of an agreement, and that each member has read and is familiar with this provision.

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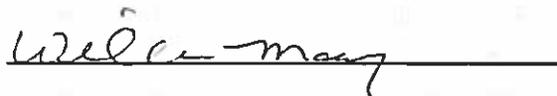
IN WITNESS WHEREOF, the parties hereto, by and through the undersigned, have entered into this Agreement on the date and year first written above.

CHAIRMAN
GULF COAST WORKFORCE DEVELOPMENT
BOARD, INC dba CAREERSOURCE GULF
COAST



April 5, 2016
DATE

CHAIRMAN
BOARD OF COUNTY COMMISSIONERS
OF FRANKLIN COUNTY



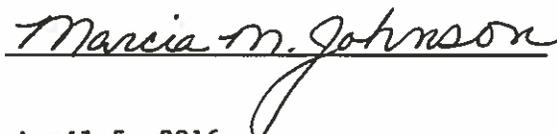
April 5, 2016
DATE

ATTEST: KIMBERLY L. BODINE
EXECUTIVE DIRECTOR



April 5, 2016
DATE

ATTEST: MARCIA M. JOHNSON
Franklin County Clerk of Court



April 5, 2016
DATE

PRESIDENT
GULF COAST STATE COLLEGE



4/25/16
DATE

CEO/INTERLOCAL AGREEMENT

BOARD OF COUNTY COMMISSIONERS OF GULF COUNTY, FLORIDA
AND
GULF COAST WORKFORCE DEVELOPMENT BOARD, INC dba. CAREERSOURCE
GULF COAST
AND
GULF COAST STATE COLLEGE

THIS AGREEMENT is made and entered into this 22nd day of March, 2016, between the BOARD OF COUNTY COMMISSIONERS OF GULF COUNTY, FLORIDA ("County"), GULF COAST WORKFORCE DEVELOPMENT BOARD, INC. (Board") dba CAREERSOURCE GULF COAST, and GULF COAST STATE COLLEGE ("GCSC"), (fiscal agent for GULF COAST WORKFORCE DEVELOPMENT BOARD, INC. dba CAREERSOURCE GULF COAST).

WITNESSETH

WHEREAS, the United States Congress has enacted the Workforce Innovation and Opportunity Act, PL 113-128, July 1, 2015, ("WIOA") and charged the State of Florida with the establishment of local Service Delivery Areas; and

WHEREAS, the Board has been designated as the Local Workforce Development Area to set policy for the portion of the statewide workforce investment system within the local area; and

WHEREAS, the County has been designated as part of the Local Workforce Development Area ("LWDA") for the unincorporated and incorporated areas within the confines of the boundaries; and

WHEREAS, a representative of each county's Board of County Commission are encouraged to attend and participate with the local workforce development board; and

WHEREAS, the County is comprised of the Chief Elected Officials and the Chair of the Board of County Commissioners serves as the Chief Elected Official in the LWDA; and

WHEREAS, the Chair of the Board is signatory to agreements with the Board and has been authorized to represent the Board; and

WHEREAS, the parties desire to enter into an agreement to engage employers and local and regional partners, such as economic development, education, and other community organizations to prepare an educated and skilled workforce under the WIOA regulations to residents in the LWDA.

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6. One-Stop Operator: Pursuant to PL 113-128, Sec. 121(d) (1) The LWDB, with the agreement of the chief elected official, is authorized to designate or certify one-stop operators and to terminate for cause the eligibility of such operators. The one-stop operator shall be designated or certified as a one-stop operator through a competitive process; and shall be an entity (public, private or nonprofit), or consortium of entities

which may include an institution of higher education; an employment service State agency established under the Wagner-Peyser Act on behalf of the local office of the agency; a community-based organization, nonprofit organization, or intermediary; a private for-profit entity; a government agency; and another interested organization or entity, which may include a local chamber of commerce or other business organization, or a labor organization.

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- i. A standing committee to provide information and assist with operational and other issues relating to the one-stop delivery system, which may include as members representatives of the one-stop partners.
 - ii. A standing committee to provide information and to assist with planning, operational, and other issues relating to the provision of services to youth, which shall include community-based organizations with a demonstrated record of success in serving eligible youth.
 - iii. A standing committee to provide information and to assist with operational and other issues relating to the provision of services to individuals with disabilities, including issues relating to compliance with PL 113-128, Sec.188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding providing programmatic and physical access to the services, programs, and activities of the one-stop delivery system, as well as appropriate training for staff on providing supports for or accommodations to, and finding employment opportunities for, individuals with disabilities.
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18. Identification of Eligible Providers of Career Services: If the one-stop operator does not provide career services described in PL 113-128, Sec. 134(c) (2) in a local area, the local board shall identify eligible providers of those career services in the local area by awarding contracts.
19. Conflicts of Interest: Actions by Board members are restricted pursuant to PL, Sec. 107 (h), and other applicable law concerning voting and engaging in certain activities.
20. Non-Discrimination: During the performance of this Agreement, the County and the Board assure, both individually and jointly, that they will not engage in any form or manner of discrimination on the basis of race, color, sex, national origin, handicap, marital status, religion or age in the performance of their individual and/or joint functions under this Agreement. The County and the Board individually and jointly assure compliance with Title VI of the Civil Rights Act of 1964; Title VII of the 1964 Civil Rights Act, as amended; the Florida Human Rights Act of 1977; and all other applicable Federal and State laws, Executive Orders and regulations prohibiting discrimination as hereinabove referenced.

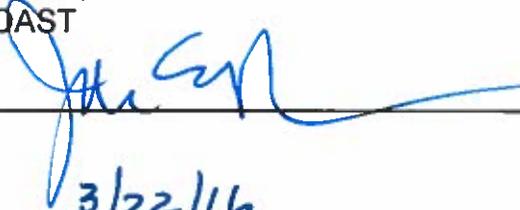
These assurances shall be interpreted to include Vietnam-Era Veterans and Disabled Veterans, as applicable.

Furthermore, the County and the Board individually and jointly understand that this Agreement is conditioned upon the variety of these assurances, and that the County and the Board members bind themselves to such assurances by execution of this Agreement.

21. Severability: If any terms or provisions of this Agreement or the application thereof to any person or circumstance shall, to any extent be held invalid or unenforceable, the remainder of this Agreement, or the application of such terms or provisions to persons or circumstances other than those as to which it is held invalid or enforceable, shall not be affected thereby and every other term and provision of this Agreement shall be valid and enforced to the fullest extent permitted by law.
22. Board Attestation: The Board represents and warrants that its members have not offered or given any gratuity to any official employee or agent of the County or any political party, with the purpose or intent of securing an agreement or securing favorable treatment with respect to the awarding or amending of an agreement or the making of any determinations with respect the performance of an agreement, and that each member has read and is familiar with this provision.

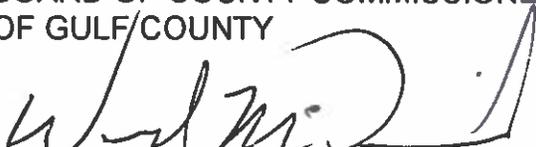
IN WITNESS WHEREOF, the parties hereto, by and through the undersigned, have entered into this Agreement on the date and year first written above.

CHAIRMAN
GULF COAST WORKFORCE DEVELOPMENT
BOARD, INC dba CAREERSOURCE GULF
COAST



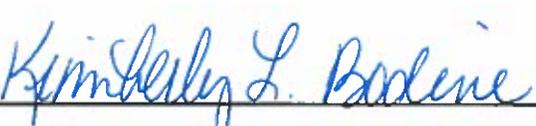
3/22/16
DATE

CHAIRMAN
BOARD OF COUNTY COMMISSIONERS
OF GULF COUNTY



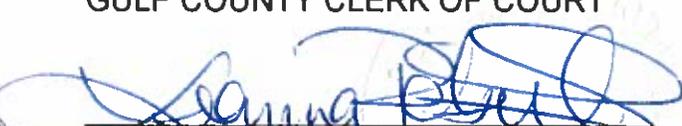
03/22/2016
DATE

ATTEST: KIMBERLY L. BODINE
EXECUTIVE DIRECTOR



3/22/16
DATE

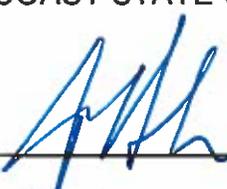
ATTEST: BECKY NORRIS
GULF COUNTY CLERK OF COURT



LEANNA ROBERTS, DEPUTY CLERK OF COURT

03/22/2016
DATE

PRESIDENT
GULF COAST STATE COLLEGE



4/25/16
DATE

BY-LAWS
GULF COAST WORKFORCE BOARD, INC.
A CORPORATION NOT FOR PROFIT

ARTICLE I

NAME

The name of the Corporation shall be **GULF COAST WORKFORCE BOARD, INC.**, (“Corporation”).

ARTICLE II

PURPOSE

1. The purposes for which the Corporation is formed are those set forth in its Articles of Incorporation. The Corporation is not formed for pecuniary or financial gain, and no part of the assets, income, or profit of the corporation is distributable to, or will inure to the benefit of its directors or officers. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.
2. The purpose of this organization is to:
 - (a) Serve as an intermediary to assist in stimulating and providing for the involvement of the business community, including small businesses, minority business enterprises, labor and community-based organizations, in the employment and training activities, including all such other purposes described in and under the Personal Responsibility and Work Opportunity Act, 104-193; Workforce Investment and Opportunity Act, 113-128; the Workforce Innovation Act of 2000; and Welfare Transition rules and regulations, and to increase the private sector employment opportunities for economically disadvantaged persons.
 - (b) Serve as the business and industry contact point in the local employment and training system to present the private sector’s views and recommendations for making programs more responsive to local employment needs.

ARTICLE III

BASIC POLICIES

The following are the basic policies of the Corporation:

1. The Corporation shall be non-commercial, non-sectarian, and non-partisan.
2. The name of the Corporation or the names of the Directors, in their official corporate capacity, shall not be used in any connection with a commercial concern or with any partisan interest.

ARTICLE IV

MEMBERSHIP

Pursuant to the provisions of the Articles of Incorporation, the named officers and directors (set forth in the Articles) shall be members of this Corporation. Any individual who subscribes to the purpose and basic policies of the Corporation may be designated a member of the Corporation without regard to sex, race, color, creed, or national origin.

ARTICLE V

OFFICERS

1. Pursuant to the provisions of the Articles of Incorporation, the elected officers of the Corporation shall consist of a Chairperson, a Vice-Chairperson, and a Past-Chairperson. Each officer shall represent different counties when possible. If no member of a given county chooses to serve as an officer, the seat will be filled from one of the other county's board members pursuant to the approved election procedures.
2. **Chairperson:** The Chairperson shall conduct and preside at all meetings of the Corporation and the Board of Directors. The Chairperson shall be the official spokesperson of the Corporation and the Board of Directors. The Chairperson shall appoint all committees, with the approval of the Board of Directors. The Chairperson shall be the Chief Executive of the Corporation, and shall be vested with full power to exercise whatever functions may be necessary or incident to the full exercise of any power bestowed upon him or her by the Board of Directors, not inconsistent with the provisions of the Articles of Incorporation. It shall be the duty and obligation of the Chairperson to furnish leadership in the accomplishment of the aims and purposes of the Corporation.
3. **Vice-Chairperson:** It shall be the duty of the Vice-Chairperson to render every assistance and cooperation to the Chairperson, and to provide the Chairperson with the fullest measure of counsel and advice. In the event of the absence of the Chairperson, or the Chairperson's inability to act, the Vice-Chairperson shall fulfill the duties of the Chairperson on a temporary basis. The Vice-Chairperson shall familiarize himself/herself with all activities and affairs of the Corporation, and shall have such other duties as may be assigned to him or her by the Board of Directors. In the event the Vice-Chairperson is absent or unable to act, or in the event of his or her death, disability, or resignation, the Board of Directors shall select acting Vice-Chairperson to hold office until a successor has been elected by the Board of Directors.
4. **Past-Chairperson:** The Past-Chairperson shall serve as an officer of the corporation and a member of the Executive Committee. The Past-Chairperson shall serve in an advisory capacity to the Chairperson and Vice-Chairperson, and may represent the Board in the absence of the Chairperson and/or Vice-Chairperson at the request of those officers or the Executive Director.
5. **Qualifications:** Only members of the Board of Directors, in good standing, shall be eligible to hold any elective office of the Corporation.
6. **Election:** The Board of Directors shall elect annually all of the Officers and Executive Committee members of the Corporation. Board officers shall be represented by one person

from each of the three counties whenever possible: Bay, Franklin, and Gulf. The Executive Committee positions shall include two (2) persons from Bay County, one (1) person from Franklin County, and one (1) person from Gulf County. Additionally, 51% of the seven- (7) member Executive Committee will be represented from the private and community-based sectors. The election shall be by written ballot when there is more than one nominee for any office. The election shall take place at the Corporation's annual meeting.

7. **Nominations**: Any member of the Board of Directors may be nominated as a candidate for any office of the Corporation with the following exception: only private sector representatives may be nominated as candidates for the office of Chairperson.
8. **Term of Office**: Elected officers shall assume their official duties following the close of the annual meeting and shall serve for a term of one (1) year or until the election of their successors. A person shall not be eligible to serve more than two consecutive terms in the office as Chairperson.
9. **Vacancies**: A vacancy occurring in the office of Chairperson or Vice-Chairperson of the Corporation shall be filled for the unexpired term by the Board of Directors, in accordance with the provisions of these By-laws.

ARTICLE VI

BOARD OF DIRECTORS

1. **Duties and Responsibilities**: The Board of Directors ("Board"), as the governing body of the Corporation, shall be vested with exclusive power and authority to formulate, fix, determine, and adopt matters of policy concerning the activities, affairs, or organization of the Corporation, subject only to any limitations imposed by applicable law. The Board of Directors shall be charged with the duty and responsibility of enforcing and carrying into effect the provisions of the Articles of Incorporation and the accomplishment of the aims and purposes of the Corporation. The Board of Directors shall direct the manner in which funds of the Corporation are disbursed, and for the purpose; therefore, shall adopt and approve a budget for each year. The Board of Directors shall perform all other duties imposed under the Articles of Incorporation and shall have full power to exercise such functions as may be necessary, expedient, or incidental to the full exercise of any powers bestowed upon in the Articles of Incorporation or any amendment thereto or by the by-laws.

The Board of Directors shall meet in accordance with the provisions set forth in Article VIII of these By-laws. It shall be the duty and responsibility of each Board member to attend the meetings, and any three consecutive unexcused absences, as determined by the Board, shall be deemed as sufficient reason for replacement of the Board member incurring such absences, unless such member is appointed specifically by law. Non-mandated Board members must attend 50 percent of the scheduled meetings in a six-month period.

2. **Membership**: Members may be appointed by the chief elected officials to represent only those categories as outlined in applicable law: private sector, education, organized labor, community-based organizations, economic development agencies, representatives of required one-stop partners, and may include such other individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate.

The composition of the Board shall require at a minimum that the membership of the local board shall include:

- a. Representatives of business in the local area, who: 107 (b) (2) (A) (i, ii, iii) Public Law 113-128
 1. Are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority;
 2. Represent businesses, including small businesses, or organizations representing businesses described in this clause, that provide employment opportunities that, at a minimum, include high-quality work-relevant training and development in in-demand industry sectors or occupations in the local area; and
 3. Are appointed from among individuals nominated by local business organizations and business trade associations;
- b. Representatives of entities administering education and training activities in the local area who shall include a representative of eligible providers administering adult education and literacy activities under title II and also shall include a representative of institutions of higher education providing workforce investment activities (including community colleges); 107 (b) (2) (C) (i, ii) Public Law 113-128
- c. Representative of labor organizations (for a local area in which employees are represented by labor organizations), nominated by local labor federations, or (for a local area in which no employees are represented by such organizations), other representatives of employees and shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists; 107 (b) (2) (B) (i, ii) Public Law 113-128
- d. Representatives of economic and community development entities, including private sector economic development entities; and
- e. Representatives of each of the required one-stop partners; and
- f. The membership of the Board may also include other individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate. Representatives of community-based organizations (including organizations representing individuals with disabilities and veterans, for a local area in which such organizations are present);

Provided that the Board is twenty-three (23) in number, representation shall be as follows:

Total: 11	WIOA Required Non-Business Members
1	Adult Education and Literacy under Title II: (School Superintendent rotates between Bay, Franklin and Gulf Counties for each fiscal year)
1	Institution of Higher Education / Community College
2	Labor or Employee Representation
Up to 3	Community-Based Organizations:
2	Economic Development Agencies
0*	Wagner-Peyser
1	Vocational Rehabilitation / Blind Services
Additional Non-Voting Members	
1	Representative from Military Installation (if available in region)
Total: 12	WIOA Required Business Members (WIOA Required Non-Business +1)
6	Bay County
3	Gulf County
3	Franklin County
FL Required Private Education Provider (If available in region)	
1	Private For Profit Training Provider

*Wagner – Peyser will be represented by Higher Ed. Representative

- g. Board members who are statutorily designated members of the Board pursuant to Public Law No. 113-128 may, at the Board member's discretion, appoint a permanent designee to serve on the Board in the Board member's absence, subject to the Board's acceptance of the designee by regular vote. The Board member shall retain the right to attend and vote (except for non-voting members) at any and all regular meetings, but the permanent designee, once accepted by the Board, may, in the Board member's absence, attend and vote (except for those non-voting members) at any and all meetings. Such attendance and vote shall be as if the Board member attended and voted himself/herself for all By Law attendance and voting requirements, including, but not limited to, establishing a Board quorum.

Members of the Board or their approved permanent designees that represent organizations, agencies, or other entities shall be individuals with optimum policy making authority within the organizations, agencies, or entities. A majority of the members of the local board shall be representatives described in paragraph (2) (a) (1) above. The importance of minority and gender representation shall be considered when making appointments to the Board.

In accordance with Section 107 (a) of Public Law 113-128, a Local Workforce Development Board (LWDB) shall be certified by the Governor. LWDB vacancies will occur on a routine basis. Any vacancy shall be filled in the same manner as the original appointment in accordance with Section 107 (b) (1) of Public Law 113-128. CareerSource Florida staff shall be advised of any changes in membership. Every effort will be made to fill vacancies within 45 days.

The initial Board of Directors: listed in Attachment 1

3. **Nominations:** Nominations for membership shall be as follows:

- a. **Private Sector Appointments:** Private sector appointments shall include representatives of business in the local area, who: are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority; represent businesses, including small businesses, or organizations representing businesses described in this clause, that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area; and are appointed from among individuals nominated by local business organizations and business trade associations. A majority of the members of the local board shall be representatives of business in the local area as described in paragraph 107 (b) (2) (A) (i-iii) of Public Law 113-128.
- b. **Education Appointments:** Education representatives shall be appointed in accordance with the Workforce Investment and Opportunity Act, 113-128, which states that each local board shall include representatives of entities administering education and training activities in the local area and shall include a representative of eligible providers administering adult education and literacy activities under title II; shall include a representative of institutions of higher education providing workforce investment activities (including community colleges). 107 (b) (2) (C) (i, ii) Public Law 113-128. School Superintendents will serve on the Workforce Board until the expiration of their term with the respective School Board or until resignation. One School Superintendent will serve as a Board member and the position will rotate between the three counties' superintendents on an annual basis.
- c. **Labor Appointments:** Representatives of labor organizations shall include representatives of labor organizations (for a local area in which employees are represented by labor organizations), who have been nominated by local labor federations, or (for a local area in which no employees are represented by such organizations) other representatives of employees and also shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists. Labor representatives will serve on the Workforce Board until the expiration of their position with their respective labor organization or until resignation. 107 (b) (2) (B) (i, ii) Public Law 113-128
- d. **Economic Development Appointments:** Shall include a representative of economic and community development entities. Economic Development positions will serve on the Workforce Board until the expiration of their county positions as Economic Development Council representatives. 107 (b) (2) (D) (i) Public Law 113-128
- e. **Mandatory Partners:** Representatives shall include an appropriate representative from the State employment service office under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) serving the local area and shall also include an appropriate representative of the programs carried out under Title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.),

other than section 112 or part C of that title (29 U.S.C. 732, 741), serving the local area. 107 (b) (2) (D) (ii, iii) Public Law 113-128

- f. **Other Appointments:** May include representatives of community based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; may also include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth; may include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment; may include representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistance; may include representatives of philanthropic organizations serving the local area; and each local board may include such other individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate. 107 (b) (2) (B) (iii, iv) (C) (iii) (D) (iv, v) E Public Law 113-128

4. **Terms of Office:** In order to comply with regulations, the initial appointment of Board members shall be staggered terms of one (1) to three (3) years. The initial appointment shall be as follows with all succeeding appointments to be for a term of three (3) years.

INITIAL TERMS OF BOARD MEMBERS

Bay County

Private Sector	1, 2 & 3 years
Education	1 year
Labor	1 year
Economic Development	1 year
CBO	1 & 2 years

Franklin County

Private Sector	1, 2 & 3 years
Economic Development	1 year
Education	1 year
CBO	1 year

Gulf County

Private Sector	1, 2 & 3 years
Education	1 year
Labor	1 year
CBO	3 years

5. **Expenses:** By resolution of the Board, the members may be reimbursed or paid their actual expenses arising out of their service as members, but shall not be paid compensation for their services.

ARTICLE VII

COMMITTEES

Committees: The Corporation shall create from time to time such committees as it may deem advisable and necessary, and shall define the powers, duties, functions and scope of each committee. As soon as is practicable after each annual meeting of the Corporation, the Chairperson, with the advice and consent of the Board of Directors, shall appoint the members of all committees for the ensuing administrative year, and shall name and designate the Chairperson and Vice-Chairperson of each committee. The members of such committees shall serve for the term of the Chairperson appointing them, except the Board of Directors may provide for members of any standing committee to serve for staggered terms beyond the current administrative year. Vacancies occurring in the membership of such committees shall be filled by the Chairperson, with the advice and consent of the Board of Directors, for the remainder of the unexpired term. Each committee may select from its membership such officers, other than the Chairperson and Vice-Chairperson of said committee, as it deems advisable and subcommittees may be designated from the committee membership. The Chairperson of the Board, with the advice and consent of the Board of Directors, may appoint additional members to a committee or remove members from a committee. The Board of Directors may dissolve a committee when it deems that a committee is no longer necessary. Each committee shall meet at such times and places as may be designated by the Committee Chairperson or Vice-Chairperson.

Each committee shall file with the Executive Director such interim reports as desired or as may be requested by the Chairperson of the Board of Directors. Upon the termination of its duties or terms, each committee shall deliver to the successor membership, if such there is, or to the Executive Director all files, reports, records and data, and information accumulation by the committee. No action, report, or recommendation of any committee shall be binding on the Corporation unless adopted and approved by the Board of Directors.

Standing and Special Committee: The Board of Directors, as soon as is practicable, shall determine and designate which shall be considered a special committee, and shall define the specific powers and duties thereof.

1. **Executive Committee:** The Executive Committee shall be charged with the duty of advising and counseling the Chairperson, and rendering assistance and cooperation to such an officer. The Executive Committee shall be made up of seven members as follows: the three Corporation Officers (Chairperson, Vice-Chairperson, and Past-Chairperson), and four other Board members (two from Bay County, one from Franklin County, and one from Gulf County, whenever possible). In addition, 51 percent of the seven members of the Executive Committee will be represented from the private and community-based sectors. The Executive Committee shall be solely responsible for hiring, managing and terminating, if necessary, the Executive Director. The Executive Committee shall have the power and authority to act upon any of the day-to-day matters, which may arise and require disposition between meetings or when a quorum does not exist at a Directors' meeting consistent with the policies established by the Board of Directors. The Board of Directors shall ratify all actions of the Executive Committee. All actions taken by the Executive Committee shall be subject to approval, confirmation or ratification by the Board of Directors. The Executive Committee shall exercise other functions as may be delegated to it by the Board of Directors.

The Executive Committee shall be kept well informed by the Executive Director and Finance Director of all Board financial practices, management of funds, budget process, and financial audits. All financial records shall be kept by the Finance Director and shall be available for review by any Officer or Member of the Board of Directors. The Executive Committee shall serve in the capacity of the Board's finance committee by reviewing and making recommendations to the full Board on any financial related issues,

Finances of Committees: No Committee or sub-committee shall incur any debt payable by the Corporation without prior approval of the Board of Directors.

ARTICLE VIII

MEETINGS

1. **Annual Meeting:** The Chairperson shall prepare a program for the annual meeting of the Corporation. Such a program, when approved by the Board of Directors, shall be the order of business for the annual meeting. The Chairperson and Executive Director shall have the authority to extend invitations to non-members to attend the annual meeting, as honored guests or speakers in connection with the annual meeting, without prior approval of the Board of Directors. All papers, addresses, and reports read before or submitted at a meeting shall become the property of the Corporation and may be published by the Corporation.
2. **Rules of Procedure:** Only the Board of Directors and permanent designees, which comprise the entire membership of the Corporation, shall be entitled to vote in any committee or general Corporation meeting. Resolutions for consideration at the annual meeting may be proposed by a member of the Board of Directors or by a Resolutions Committee, provided that the same shall be presented and handled in accordance with the procedure which shall be established by the Board of Directors within a reasonable amount of time prior to each meeting. Any member of the Board of Directors may offer resolutions. Unless indicated on the official program, no person shall speak for more than ten (10) minutes or more than twice on any matter, except upon consent of a majority of the members of the Board of Directors present and voting at the meeting.
3. **Regular Meetings:** Regular meetings of the Corporation shall be announced electronically, and be held each month unless otherwise provided by the Board of Directors. The meetings will be video and teleconferenced between a site in Bay County and a site in Gulf or Franklin County that will be designated and noticed prior to the Board meeting. A calendar of times and sites of the regular meetings shall be distributed among all members of the Board of Directors in a timely manner.
4. **Special Meetings:** Special meetings of the Corporation may be called at any time by the Chairperson, or by a majority of the Board of Directors or upon a petition signed by not less than one-third (1/3) of the membership of the Board of Directors.
5. **Public Access to Meetings:** The annual meeting, and all regular and special meetings of the Board of Directors, shall be open to the public and meeting notices shall be sent to the newspapers in all three (3) counties, as well as other media, as called for by the Board of Directors.

- 6. **Quorum:** One-third (1/3) of the members of the Board of Directors shall constitute a quorum for the transaction of any corporate business. Non-voting, ex-officio members shall not count toward a Quorum, nor may non-voting ex-officio members make motions.

ARTICLE IX

INDEMNIFICATION

The Board of Directors is specifically authorized, pursuant to Florida Statutes and by these By-laws, to indemnify all persons for any liability and expense incurred or arising out of activities undertaken on behalf of the Corporation.

Additionally, the Corporation is specifically authorized to provide bonding, as required as a condition to enter into any contract. Any officer, director, or employee of the Corporation, authorized to make distributions on behalf of the Corporation, shall be bonded for a sum as may be determined from time to time by the Board of Directors. All premiums payable to any insurance company for any contract of insurance of indemnity or bonding may be paid from the funds of the Corporation for the benefit of any officer, director, or employee of the Corporation. Officers, directors, or employees of the Corporation may be indemnified by the Corporation for liabilities to third parties incurred in the discharge of their duties as officers, directors and/or employees, including legal fees and out-of-court settlements, provided that the officers, directors, and/or employees acted in good faith in a reasonable belief that their actions were in the best interest of the Corporation. The Corporation shall provide further indemnification to the officers and members of the Board of Directors by purchasing for their benefit an insurance policy insuring said parties against any liability and the Corporation shall be responsible for the payment of any deductible provisions contained in said insurance policies.

ARTICLE X

AMENDMENTS TO BY-LAWS

These By-laws, and any amendments hereafter adopted, may be amended, modified, altered or replaced by a two-thirds (2/3) vote of the members of the Board of Directors present and voting at any meeting of the Board of Directors. All members shall be notified with written copies of the changes at least two weeks in advance of any meeting that is scheduled for the amendment modification and repeal of the By-laws.

Chairperson

Vice-Chairperson

Past-Chairperson

Attachment 1: Initial Gulf Coast Workforce Board, Inc.

DIRECTORS

CATEGORY: PRIVATE SECTOR

19 REPRESENTATIVES

<u>NAME</u>	<u>ADDRESS/TELEPHONE</u>	<u>TERM</u>
Kristin Anderson Franklin County	P.O. Box 386 Apalachicola, FL 32329-0386 (904) 653-9335	1 year (07/01/96 - 06/30/97)
Jimmy Barr Bay County	Peoples First 2305 Highway 77 Panama City, FL 32405 (904) 769-5261	1 year (07/01/96 - 06/30/97)
David Butler Franklin County	Gulf State Bank P.O. Drawer GG Carrabelle, FL 32322 (904) 697-3395	2 years (07/01/96 - 06/30/98)
Charles Watson Clark Franklin County	127 Avenue J Apalachicola, FL 32320 (904) 653-8183	3 years (07/01/96 - 06/30/99)
Richard Dodd Bay County	Gulf Asphalt Corporation P.O. Box 2462 Panama City, FL 32402 (904) 785-4675	2 years (07/01/96 - 06/30/98)
Ted Haney (Replacement) Bay County Anne Hull-Dick (Resigned)	Haney & Associates 522 Mercer Avenue Panama City, FL 32401 (904) 763-1783	3 years (07/01/96 - 06/30/99)
Sylvester Herron Bay County	Print Express 1328 Harrison Avenue Panama City, FL 32401 (904) 872-0005	1 year (07/01/96 - 06/30/97)
Chuck Marks (Resigned) Frank Latham (Replacement) Franklin County	1081 East Gorrie Drive St. George Island, FL 32328 (904) 927-2981	1 year (07/01/96 - 06/30/97)
Sue Marley (Resigned) Rex Buzzette (Replacement) Gulf County	P.O. Box 879 Port St. Joe, FL 32456 (904) 229-8771	1 year (07/01/96 - 06/30/97)

Ted Mosteller Franklin County	151 24 th Avenue Apalachicola, FL 32320 (904) 653-8166	2 years (07/01/96 - 06/30/98)
Dr. Tim Nelson Gulf County	P.O. Box 274 Port St. Joe, FL 32456 (904) 229-8400	2 years (07/01/96 - 06/30/98)
Tom Neubauer Bay County	Tom Neubauer Real Estate 740 S. Tyndall Parkway Panama City, FL 32404 (904) 785-1551	2 years (07/01/96 - 06/30/98)
Ralph Rish Gulf County	326 Reid Avenue Port St. Joe, FL 32456 (904) 227-7200	3 years (07/01/96 - 06/30/99)
Roy Smith Gulf County	Hannon Insurance Co. 211 Reid Avenue Port St. Joe, FL 32456 (904) 227-1133	1 years (07/01/96 - 06/30/97)
John Tinney Bay County	Spurlin Industries 700 Jackson Way Panama City, FL 32405 (904) 785-1535	3 years (07/01/96 - 06/30/99)
Jan Traylor Gulf County	P.O. Box 551 Wewahitchka, FL 32465 (904) 639-2222	2 years (07/01/96 - 06/30/98)
Darrell Barron Bay County	Vocational Rehabilitation 2939 Highway 77 Panama City, FL 32405 (904) 872-4380	1 year (07/01/96 - 06/30/97)
Greg Boggs Bay County	Central Council Labor Rep. P.O. Box 3576 Panama City, FL 32401 (904) 785-7663	1 year (07/01/96 - 06/30/97)
Tom Clendenning Jobs & Benefits	Region 1 Office 1264 Timberlane Road Tallahassee, FL 32312 (904) 487-1795	1 year (07/01/96 - 06/30/97)
Stephanie Gall Bay County	Bay County Schools 1311 Balboa Avenue Panama City, FL 32401 (904) 872-4100	1 year (07/01/96 - 06/30/97)
Robert McSpadden	Gulf Coast Community College	1 year (07/01/96 - 06/30/97)

Bay County	5230 W. Highway 98 Panama City, FL 32401 (904) 872-3800	
C.T. Ponder Franklin County	Franklin County Schools 155 Avenue E Apalachicola, FL 32320 (904) 653-8831	1 year (07/01/96 - 06/30/97)
Walter Wilder Gulf County	Gulf County Schools 502 Niles Road Port St. Joe, FL 32456 (904) 229-8256	1 year (07/01/96 - 06/30/97)
Katie Zimpfer Bay County	HRS 500 W. 11 th Street Panama City, FL 32401 (904) 872-7648	1 year (07/01/96 - 06/30/97)

SUB-CATEGORY: PUBLIC SECTOR EX-OFFICIO NON-VOTING

<u>NAME</u>	<u>ADDRESS/TELEPHONE</u>	<u>TERM</u>
Rick Hurst Bay County	Bay County Commission P.O. Box 1818 Panama City, FL 32402 (904) 784-4026	1 year (07/01/96 - 06/30/97)
Billy Traylor Gulf County	Gulf County Commission Gulf County Courthouse Port St. Joe, FL 32456 (904) 229-6106 or 639-2764	1 year (07/01/96 - 06/30/97)
Jimmy Mosconis (Resigned) Buford "Dink" Braxton (Replacement) Franklin County	Franklin County Commission 33 Market Street, Suite 203 Apalachicola, FL 32320 (904) 653-8861	1 year (07/01/96 - 06/30/97)

SUB-CATEGORY: PUBLIC SECTOR ECONOMIC DEVELOPMENT

<u>NAME</u>	<u>ADDRESS/TELEPHONE</u>	<u>TERM</u>
Tamara Laine Gulf County	Gulf County Chamber of Commerce P.O. Box 964 Port St. Joe, FL 32456 (904) 227-1223	1 year (07/01/96 - 06/30/97)
Mike Murphy (Resigned) Cliff Butler (Replacement) Franklin County	P.O. Box 488 Apalachicola, FL 32329 (904) 653-2126 Ext. 31	1 year (07/01/96 - 06/30/97)

Larry Sassano
Bay County
Bay County Chamber of Commerce 1 year (07/01/96 - 06/30/97)
235 W. 5th Street
Panama City, FL 32401
(904) 785-8732

CATEGORY: COMMUNITY-BASED ORGANIZATION

<u>NAME</u>	<u>ADDRESS/TELEPHONE</u>	<u>TERM</u>
John Bruce Bay County	927 Center Avenue Panama City, FL 32401 (904) 763-2936	1 year (07/01/96 - 06/30/97)
Jane Cox (Resigned) Brent Taylor (Replacement) Franklin County	231 Avenue E Apalachicola, FL 32320	1 year (07/01/96 - 06/30/97)
Ruth Phillips Gulf County	326 Peters Street Port St. Joe, FL 32456 (904) 229-8644	3 years (07/01/96 - 06/30/99)
Bob Swenk Bay County	P.O. Box 27191 Panama City Beach, FL 32411 (904) 234-6678	2 years (07/01/96 - 06/30/98)

**MINUTES OF ORGANIZATIONAL MEETING OF DIRECTORS OF GULF COAST
WORKFORCE DEVELOPMENT BOARD, INC.**

The Board of Directors of Gulf Coast Workforce Development Board, Inc., a Florida not for profit Corporation (the "Corporation"), acting pursuant to Section 617.0205, Florida Statutes, duly assembled on the day below written and by the signature and with the approval and consent of the undersigned, who constitute all the initial Directors of the Corporation, hereby takes the following organizational actions:

RESOLVED, that notice of this meeting was properly given to each initial Director or is hereby waived;

RESOLVED FURTHER, that the form, terms, and provisions of the Articles of Incorporation of the Corporation, approved and filed in the Office of the Secretary of State of Florida on the 24th day of June, 1996, are hereby in all respects approved, and the Secretary/Treasurer is hereby instructed to file in the Corporation's Minute book the Corporations Certificate of Incorporation, certified by the Secretary of the State of Florida, together with a copy of such Articles of Incorporation;

RESOLVED FURTHER, that the By-laws presented to the Board, prepared by the incorporator of the Corporation, and filed in the Corporation's Minute book are hereby adopted by the Board of Directors as the By-laws of this Corporation;

RESOLVED FURTHER, that the following persons are elected to serve as officers of the Corporation, until their successors are elected and qualified:

Chairperson: Ralph Rish
 Vice-Chairperson: Bob Swenk
 Secretary-Treasurer: Kristin Anderson

RESOLVED FURTHER, that the seal, an impression of which is hereto affixed, be adopted as the seal of the Corporation;

RESOLVED FURTHER, that the appropriate officers of the Corporation are hereby authorized to pay all fees and expenses incident to and necessary for the organization of this Corporation;

RESOLVED FURTHER, that the Chairperson is authorized and directed to open an account(s) in the name of the Corporation with the First National Bank, and the proper officers of the Corporation are authorized and directed to execute such signature cards, and other documents, in connection with such account(s) as may be necessary or advisable;

RESOLVED FURTHER, that the term of office for the Directors of the Corporation is not permanent, but shall be in staggered terms of 1, 2, or 3 years as outlined below. Each Director shall serve until the latter of either the expiration of their term, or the election of their successor. A Director may resign by delivery of written notice of resignation to the Chairperson.

The initial Board of Directors shall be:

DIRECTORS

CATEGORY: PRIVATE SECTOR

16 REPRESENTATIVES

<u>NAME</u>	<u>ADDRESS/TELEPHONE</u>	<u>TERM</u>
Kristin Anderson Franklin County	P.O. Box 386 Apalachicola, FL 32329-0386 (904) 653-9335	1 year (7/1/96-6/30/97)
Jimmy Barr Bay County	Peoples First 2305 Highway 77 Panama City, FL 32405 (904) 769-5261	1 year (7/1/96-6/30/97)
David Butler Franklin County	Gulf State Bank P.O. Drawer GG Carrabelle, FL 32322 (904) 697-3395	2 years (7/1/96-6/30/98)
Charles Watson Clark Franklin County	127 Avenue J Apalachicola, FL 32320 (904) 653-8183	1 year (7/1/96-6/30/97)
Richard Dodd	Gulf Asphalt Corporation	2 years (7/1/96-6/30/98)

Bay County	P.O. Box 2462 Panama City, FL 32402 (904) 785-4675	
Anne Hull-Dick-(Resigned) Ted Haney-(Replacement)		(904) 763-1783
Sylvester Herron Bay County	Print Express 1328 Harrison Avenue Panama City, FL 32401 (904) 872-0005	1 year (7/1/96-6/30/97)
Chuck Marks-(Resigned) Frank Latham-(Replacement) Franklin County	1081 East Gorrie Drive St. George Island, FL 32328 (904) 229-8771	1 year (7/1/96-6/30/97)
Sue Marley-(Resigned) Rex Buzzett-(Replacement) Franklin County	P.O. Box 879 Port St. Joe, FL 32456 (904) 229-8771	1 year (7/1/96-6/30/97)
Ted Mosteller Franklin County	151 24th Street Apalachicola, FL 32320 (904) 653-8166	2 years (7/1/96-6/30/98)
Dr. Tim Nelson Gulf County	P.O. Box 274 Port St. Joe, FL 32457 (904) 229-8400	2 years (7/1/96-6/30/98)
Tom Neubauer Bay County	Tom Neubauer Real Estate 740 S. Tyndall Parkway Panama City, FL 32404 (904) 785-1551	2 years (7/1/96-6/30/98)
Ralph Rish Gulf County	326 Reid Avenue Port St. Joe, FL 32456 (904) 227-1133	3 years (7/1/96-6/30/99)
Roy Smith Gulf County	Hannon Insurance Company 211 Reid Avenue Port St. Joe, FL 32456 (904) 227-1133	1 year (7/1/96-6/30/97)
John Tinney Bay County	Spurlin Industries 700 Jackson Way Panama City, FL 32405 (904) 785-1535	3 years (7/1/96-6/30/99)
Jan Traylor Gulf County	P.O. Box 551 Wewahitchka, FL 324645 (904) 639-2222	2 years (7/1/96-6/30/98)

Darrell Barron Bay County	Vocational Rehabilitation 2939 Highway 77 Panama City, FL 32405 (904) 872-4380	1 year (7/1/96-6/30/98)
Greg Boggs Bay County	Central Council Labor Rep. P.O. Box 3576 Panama City, FL 32401 (904) 785-7663	1 year (7/1/96-6/30/97)
Tom Clendenning Labor & Benefits	Region 1 Office 1264 Timberlane Road Tallahassee, FL 32312 (904) 487-1795	1 year (7/1/96-6/30/97)
Stephanie Gall Bay County	Bay County Schools 1311 Balboa Avenue Panama City, FL 32401 (904) 872-4100	1 year (7/1/96-6/30/97)
Robert McSpadden Bay County	Gulf Coast Community College 5230 W. Highway 98 Panama City, FL 32401 (904) 872-3800	1 year (7/1/96-6/30/97)
C.T. Ponder Franklin County	Franklin County Schools 155 Avenue E Apalachicola, FL 32320	1 year (7/1/96-6/30/97)
Walter Wilder Gulf County	Gulf County Schools 502 Nile Road Port St. Joe, FL 32456 (904) 229-8256	1 year (7/1/96-6/30/97)
Katie Zimpfer Bay County	HRS 500 W. 11th Street Panama City, FL 32401 (904) 872-7648	1 year (7/1/96-6/30/97)

SUB-CATEGORY: PUBLIC SECTOR**EX-OFFICIO NON-VOTING****NAME****ADDRESS/TELEPHONE****TERM**

Rick Hurst Bay County	Bay County Commission P.O. Box 1818	1 year (7/1/96-6/30/97)
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	Panama City, FL 32402 (904) 784-4026	
Billy Traylor Gulf County	Gulf County Commission Gulf County Courthouse Port St. Joe, FL 32456 (904) 229-6106/639-2794	1 year (7/1/96-6/30/97)
Jimmy Mosconis-Resigned Buford "Dink" Braxton Franklin County	Franklin County Commission 33 Market Street, Suite 203 Apalachicola, FL 32320 (904) 653-8861	1 year (7/1/96-6/30/97)
<u>NAME</u>	<u>ADDRESS/TELEPHONE</u>	<u>TERM</u>
John Bruce Bay County	927 Center Avenue Panama City, FL 32401 (904) 763-2936	1 year (7/1/96-6/30/97)
Jane Cox-(Resigned) Brent Taylor-(Replacement)	P.O. Box 722 231 Avenue E Apalachicola, FL 32320 (904) 653-2800	1 year (7/1/96-6/30/97)
Ruth Phillips Gulf County	26 Peters Street Port St. Joe, FL 32456 (904) 229-8644	3 years (7/1/96-6/30/97)
Bob Swenk Bay County	P.O. Box 27191 Panama City Beach, FL 32411 (904) 234-6678	2 years (7/1/96-6/30/97)

RESOLVED FURTHER, that the term of office for each of the above named Directors shall begin on July 23, 1996, and continue for the length of their respective terms as shown above. Should a Director resign from their position before their term has expired, the replacement Director shall serve for the remainder of said term. Nominations for replacement Directors at the end of the term for that appropriate segment of the Board (i.e., Public, Private) are made to the County Commission of the appropriate County who then make the appointment.

~~The Board of Directors of the Corporation~~ took THE ABOVE actions on the 23rd day of July 1996

GULF COAST WORKFORCE BOARD, INC d/b/a CareerSource Gulf Coast			
HEREIN REFERRED TO AS BOARD			
GRANT AGREEMENT NUMBER:	18-GCSC-WFC-WIOA-UC-MIL-WP-RESEA-DVOP-LVER	MODIFICATION NUMBER:	
SERVICE PROVIDER:	Gulf Coast State College	DUNS NO.: 026280982	
MAILING ADDRESS:	5230 West U.S. Highway 98, Panama City, FL 32401		
TELEPHONE / FAX NO:	(850) 872-4340, Ext. 144	FAX: (850) 872-4346	
CONTACT PERSON:	Sharon Watley		
EMAIL ADDRESS:	watleys@careersourcegc.com		
GRANT AGREEMENT MANAGER:	Al McCambry – Dean of Workforce Development		
EMAIL ADDRESS:	amccambr1@gulfcoast.edu		
TITLE OF PROJECT:	GCSC – CareerSource Job Center Services		
CFDA or CSFA NUMBERS:	USDOL WIOA-Adult #17.258; WIOA-Youth #17.259; WIOA-Dislocated Worker #17.278; RA/UC- #17.225; Wagner-Peyser #17.207; Military 17.207; RESEA #17.225; DVOP 17.801; LVER 17.804; WT TANF 93.558; SNAP 10.561		
RESEARCH OR DEVELOPMENT:	No		

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Federal Award Identification Numbers (FAINS)			
FAIN	DESCRIPTION / NAME	FEDERAL AWARD YEAR	FEDERAL AWARING AGENCY
AA-28310-16-55-A-12	WIOA Youth/Adult/Dislocated Workers Formula Combined	PY 2016/FY 2017	U.S. Dept. of Labor
AA-28310-16-55-A-12	WIOA Youth/Adult/Dislocated Workers Formula Combined	PY 2016/FY 2017	U.S. Dept. of Labor
AA-28310-16-55-A-12	WIOA Youth/Adult/Dislocated Workers Formula Combined	PY 2016/FY 2017	U.S. Dept. of Labor
UI-29835-17-55-A-12 and	Unemployment Insurance – RA/UC Program	PY 2017	U.S. Dept. of Labor
ES-29405-16-55-A-12	Employment Services – Wagner Peyser	PY2016	U.S. Dept. of Labor
ES-27482-15-55-A-12	Employment Services – Military Spouse	PY2015	U.S. Dept. of Labor
DV-30007-17-55-5-12 DV-30007-17-55-5-12	Jobs for Veterans – DVOP	PY 2018, PY 2017	U.S. Dept. of Labor / Vets. Empl. & Training
DV-30007-17-55-5-12 DV-30007-17-55-5-12	Jobs for Veterans – LVER Program	PY 2018, PY 2017	U.S. Dept. of Labor / Vets. Empl. & Training
UI-3021-17-60-A-12	Unemployment Insurance – RESEA 17	FY2017	U.S. Dept. of Labor
175FL411Q7503	Supplemental Nutrition Assistance Program	FY 2017	U.S. Dept. of Agriculture
G1701FLTANF	Temporary Assistance for Needy Families (Welfare Transition Program)	FY2017	U.S. Dept. of Health and Human Services
To be determined	UI-RESEA 18	FY 2018	U.S. Dept. of Labor
*Fain numbers subject to change			

FUNDING	WIOA Adult	WIOA Youth	WIOA DW	RA (UC)	WP	WP Perf. Incentives	RESEA 17	RESEA 18	DVOP	LVER	MIL	Welfare Trans.	SNAP	TOTAL
Direct Svcs	170,000	73,000	109,500	6,500	10,000	24,000	22,500	22,500	16,000	8,000	75,000	10,000	5,000	552,000
AMT +/-														
TOTAL														

MODIFICATIONS: (DO NOT COMPLETE FOR INITIAL GRANT AGREEMENT OBLIGATIONS)

1. The purpose of this modification is to: _____
 - (a) This modification ___ increases, ___ decreases, ___ does not change the funds previously obligated by _____ to a new obligation of _____
 - (b) This modification changes the agreement period from _____ through _____ to _____ through _____.
2. Effective date of this modification is:
3. This modification does not affect any provision of the original **GRANT AGREEMENT** and prior modification(s), except insofar as any provision or requirements is expressly changed, deleted or otherwise altered by this modification. All provisions or requirements of the original **GRANT AGREEMENT** and prior modification(s), except as expressly changed, deleted, or otherwise altered herein, are expressly incorporated by reference into and make a part of this modification as fully as if set forth herein.

IN WITNESS WHEREFORE, the parties have executed this GRANT AGREEMENT/ MODIFICATION and in signing, thereby validating this GRANT AGREEMENT/MODIFICATION, the parties also certify that each possesses legal authority to contractually bind their respective organizations in their capacity as a signatory official.

APPROVED FOR THE BOARD

APPROVED FOR SERVICE PROVIDER

By Kimberly L. Bodine
(Signature)

By [Signature]
(Signature)

Name: Kimberly L. Bodine
Title: Executive Director
Date: 6-30-17

Name: Dr. John Holdnak
Title: President
Date: 6/29/17

Witness: [Signature]
Date: 6/30/17

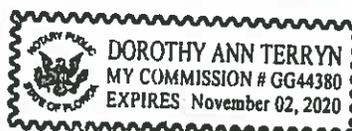
SERVICE PROVIDER'S NOTARIZED SIGNATURE AND STATEMENT OF AUTHORITY TO SIGN THIS DOCUMENT

STATE OF FLORIDA
COUNTY OF BAY

I hereby certify that on this date before me, a Notary Public duly authorized in the state and county named above to take acknowledgments, personally appeared Dr. John Holdnak to me known as the person described as President of Gulf Coast State College who executed the foregoing instrument before me, and he acknowledged before me that he executed it in the name of and for that Service Provider, and that he has statutory authority or has legally been duly delegated the authority to bind this Service Provider.

WITNESS my hand and official seal in the County and State named above this 29 day of June 2017.

Notary Public [Signature]
My commission expires: 11-2-2020



This GRANT AGREEMENT is between Gulf Coast Workforce Development Board, Inc., doing business as CareerSource Gulf Coast, hereinafter referred to as "Board", whose address is 5230 West U.S. Highway 98, Panama City FL 32401-1041, and Gulf Coast State College whose address is 5230 West U.S. Highway 98, Panama City, FL 32401, referred to as "Service Provider" or "Contractor".

This GRANT AGREEMENT is funded for the express purpose of provision of services pursuant to the Workforce Innovation and Opportunity Act (WIOA) of 2014, the Workforce Innovation Act of 2000, and any other programs administered by CareerSource Gulf Coast and funded within this Grant Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representations contained herein, the Parties hereto agree as follows:

ARTICLE I. SCOPE OF SERVICES

The Service Provider, in a satisfactory and proper manner as determined by the Board, shall carry out all services described or referred to in the Statement of Work and the Program Summary, which are attached hereto and made a part hereof. Such services shall be performed, except as otherwise specifically stated herein, by persons or instrumentalities solely under the dominion and control of the Service Provider.

ARTICLE II. PERIOD OF GRANT AGREEMENT

This GRANT AGREEMENT is effective **July 1, 2017** and the Service Provider shall commence performance of the terms and conditions hereof within thirty-(30) days after said effective date. Such performance shall be completed on or before **June 30, 2018** unless this Agreement is terminated as herein provided. The Board reserves the right to extend contractual agreements for up to three years to successful providers, and to award existing and newly acquired funds into existing contracts. Renewals shall be contingent on the provider's satisfactory performance evaluations and subject to availability of funds.

1. Type of Organization:		
	Individual	
	Partnership	
	Public Agency	Specify:
	Corporation	State of Incorporation:
X	Other	Specify: State College
		Yes No
	2. Minority and/or Female Owned and Operated	X
	3. Community-Based Organization	X
	4. Status of Organization: Has the organization ever had a contract cancelled for cause?	X
	5. Does the Organization owe any repayment of funds to any organization?	X
	6. Has the Organization declared bankruptcy and/or had any assets attached by any court in the last three years?	X
	7. Has the organization ever been, or is it presently debarred or suspended from contracting with Federal, State, or Local governments?	X
	8. Has the Organization and/or its' principal officers, in their capacity as such, been involved in a lawsuit in the past three years?	X
	9. Does the Organization have subsidiaries, a parent organization, or other affiliates?	X

If answers to any of the questions (numbers 4 - 9) in this section are YES, provide full details.
 (Enter the above in red before "ORGANIZATIONAL INFORMATION")

CareerSource Gulf Coast Debarred/ Suspension Verification	Yes	No
Has the organization ever been, or is it presently debarred or suspended from contracting with Federal, State, or Local governments?		X

Vision of the CareerSource Gulf Coast Job Center

Gulf Coast State College's vision entails continuing to deliver high-quality employment and re-employment services to both job/career seekers and employers in Bay, Gulf and Franklin counties. Gulf Coast State College (GCSC) has remained consistent in its commitment to excellence in the operation of the CareerSource Gulf Coast (CSGC) Job Center. The college, in conjunction with the CSGC Board, will manage and provide a complete array of services to both employers and job/career seekers under the Workforce Innovation Opportunity Act (WIOA) which shall include; employee recruitment and screening, basic career and individualized career services, follow-up services and referrals to training providers for in-demand occupations. Additionally, GCSC will consistently provide a professional environment centered on the needs of the client within a fully integrated framework of workforce services, to include leveraging the resources of partnering organizations. Our overall goal is to deliver excellent customer service, along with effectively and efficiently delivering various welfare reform and workforce services that will lead to the long-term success of our clients. The Job Center staff have the expertise to design, administer, and deliver all workforce development activities and have demonstrated the ability to adapt and conform to changes in policy, practices and priorities to meet local, state, regional, community and customer-based needs. As the sole provider of One-Stop services in Local Workforce Development Area (LDWA) 4, the college has always maintained a high performance level in the operation of the CSGC Job Center and the one-stop has been recognized as one of the top performers in the state for the delivery of workforce services. The college will continue to adopt a customer-focused, service-oriented, value-added, employer-driven service strategy that is responsive to the needs of both employers and job/career seekers.

Estimate of number to be served by activity and service area

It is estimated that the CSGC Job Center will serve approximately 35,000 universal job seekers and will work directly with over 1,200 employers in Bay, Gulf and Franklin counties. Over 8,000 customers will be work registered and receive basic career and individualized career services, as needed. The CSGC Job Center will also provide WIOA eligibility certification for an estimated 150 clients referred by pre-approved training providers. CSGC staff will be available at the college's Gulf/Franklin Center in Gulf County to meet the needs of Gulf and Franklin counties on an as-needed basis. CSGC Job Center staff has assisted and will continue to provide assistance to these counties. Veteran's staff will serve an estimated 1,600 veterans in Bay, Gulf, and Franklin counties. The Military Family Employment Services (MFES) program will assist military spouses with employment or re-employment services. The CSGC Job Center's partnership with the Senior Employment Program ensures job seekers over the age of fifty-five receive employment assistance.

GCSC realizes the importance of incorporating the human-centered design in the delivery of workforce services. During a client's initial intake, front-line staff explains the use of the Employ Florida (EF) labor exchange system. For familiarization of the EF system, staff will turn their computer screens towards the client so that they can follow along and visually witness a demonstration on how to set up an account, view personalized dashboards and background information, along with conducting inquiries and job searches. See Automation and Technology, Section H.4., for the type of equipment readily available for use by clients that may have physical limitations. Additionally, interpretative services for clients who may have language barriers and online/electronic services are available. The overall goal of the college is to provide effective and efficient customer service satisfaction in a manner that is most convenient and beneficial to meeting the client's needs.

Number of employees and their planned caseloads

It is anticipated that GCSC will have ten college employees; eight Department of Economic Opportunity (DEO) employees, and one temporary employee. Three staff members maintain the front-line and resource room with one temporary staff member assisting clients with job searches, resumes, filing claims on DEO's CONNECT system, along with other services. One intake orientation assistant (IOA) is the lead staff member for determining WIOA eligibility for local training programs and provides support to the front-line as needed. A Reemployment Services and Eligibility Assessment (RESEA) case manager will assist unemployment insurance claimants in returning to

work faster by providing a number of services, to include an individual employment plan. One employment service representative (ESR) specializes in processing incoming job orders from employers and enters the orders into the state's Employ Florida (EF) database. The CSGC Job Center's three marketing team members are responsible for employer outreach and recruitment, as well as providing individualized career services to WIOA clients. An average individual caseload of 34 (for intensive/individualized) clients per ESR is manageable based on current economic conditions, our local unemployment rate which has continually improved over the past several years and estimated funding. The business services/marketing team, composed of one Veterans' representative and three ESRs, participates in job fairs and other community-based activities and provides screening, along with other as needed employer-related services. One Jobseeker Services Representative (JSR) case manages the Displaced Homemakers Program (DHP) and provides referrals for training and employment assistance for clients to enter or re-enter the workforce. The JSR also provides customer service to the Job Center's online/ internet services. These services include record creation in EF for GCSC graduating students, password resets, online referrals, and other requested services. One local veteran's employment representative (LVER) serves in the lead position for the veteran staff. The LVER's primary responsibility is to work with area employers, federal contractors and veterans seeking employment assistance. Two Disabled Veterans Outreach Program (DVOP) representatives equally share the case management responsibility for disabled veterans with significant barriers to employment. One career manager will serve as the Military Family Employment Specialist (MFES) to assist active duty military dependents. The Coordinator is responsible for the functional supervision of the CSGC Job Center. All staff will be cross trained and will have the capability to support the front-line and resource room; assist with work registrations; provide job referrals and labor market information; assist with resume writing; conduct employer follow-ups, file searches, testing; enter job orders; and record placements and obtained employment information.

Customer service

GCSC has focused on continuous improvement in delivering workforce development services at the Job Center. Community involvement, outreach and recruitment, and collaboration with local agencies are essential to the success of a One-Stop environment. Demonstrating initiative, creativity, and responsiveness to the employment needs of the community, employers, and clients will remain a top priority of the CSGC Job Center. GCSC is customer focused and committed to delivering a seamless flow of quality employment and re-employment services to all populations regardless of the program, targeted customer group, or funding stream. GCSC employs a team leader strategy in five primary areas of service delivery: jobseeker services, business outreach services, veterans/military services, finance/operations and performance/special projects. Team Leaders will provide leadership to each of these areas and will participate in monthly meetings that address issues relevant to service delivery, best practices, performance, customer service experiences and training. Information/decisions from these meetings flow down to all staff and is used to improve services and enhance performance outcomes. GCSC also provides its student graduates the opportunity to "opt in" to register for workforce services through the CSGC One Stop Job Center. Students can receive assistance with their job search and other work readiness skills training (such as interviewing) while their registration in EF serves to increase the accessibility and number of trained/skilled workers within the labor pool.

PROGRAM SUMMARY
CareerSource Gulf Coast Job Center One-Stop Services

SERVICE PROVIDER NAME: Gulf Coast State College
CONTRACT YEAR: 2017 - 2018

CUSTOMER GROUP: WIOA ADULT

(Cumulative)	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
TOTAL ENROLLED	10	15	21	38	50	54	65	73	76	89	98	102
CARRIED OVER TOTAL	7	7	7	7	7	7	7	7	7	7	7	7
NEW ENROLLMENT TOTAL (by Activity)												
Career Services	3	8	14	31	43	47	58	66	69	82	91	95
TOTAL TERMINATIONS (List by Type)	5	12	18	33	41	49	59	68	73	82	91	97
Entered Employment	5	12	18	33	41	49	59	68	71	80	89	95
Negative	0	0	0	0	0	0	0	0	1	1	1	1
Exempt	0	0	0	0	0	0	0	0	1	1	1	1
Transferred to other WIOA Service Provider	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL REMAINING ACTIVE	5	3	3	5	9	5	6	5	3	7	7	5

TOTAL ENROLLED = Total enrolled includes the carried over total and the new enrollment total.

TOTAL TERMINATIONS = Cumulative total of all types terminations.

TOTAL REMAINING ACTIVE = Total terminations subtracted from total to be enrolled.

PROGRAM SUMMARY
CareerSource Gulf Coast Job Center One-Stop Services

SERVICE PROVIDER NAME: Gulf Coast State College **CUSTOMER GROUP:** WIOA DISLOCATED WORKER
CONTRACT YEAR: 2017 - 2018

(Cumulative)	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
TOTAL ENROLLED	4	4	4	4	5	5	5	5	6	6	6	6
CARRIED OVER TOTAL	4	4	4	4	4	4	4	4	4	4	4	4
NEW ENROLLMENT TOTAL (List by Activity)												
Career Services	0	0	0	0	1	1	1	1	2	2	2	2
TOTAL TERMINATIONS (List by Type)	0	0	1	2	2	2	2	3	3	3	4	4
Entered Employment	0	0	1	2	2	2	2	3	3	3	3	3
Exempt	0	0	0	0	0	0	0	0	0	0	1	1
Negative	0	0	0	0	0	0	0	0	0	0	0	0
Transferred to other WIOA Service Provider												
TOTAL REMAINING ACTIVE	0	0	3	2	3	3	3	2	3	3	2	2

TOTAL ENROLLED = Total enrolled includes the carried over total and the new enrollment total.

TOTAL TERMINATIONS = Cumulative total of all types terminations.

TOTAL REMAINING ACTIVE = Total terminations subtracted from total to be enrolled.

1. CareerSource Gulf Coast shall pay an aggregate amount not to exceed of **\$552,000** shown on the copy of the budget summary hereto attached and made a part of this GRANT AGREEMENT. If during the term of the GRANT AGREEMENT Gulf Coast State College determines that submitted line items need to be adjusted, then these adjustments may be made if prior written approval is obtained from CareerSource Gulf Coast. The total amount allowed of **\$552,000** cannot be over expended. CareerSource Gulf Coast is not obligated to approve payment of any amount for expenses incurred related to this Agreement prior to the effective date.
2. CareerSource Gulf Coast has entered into an agreement with Gulf Coast State College under the terms of which Gulf Coast State College is the fiscal agent for CareerSource Gulf Coast. All financial reports must be submitted by the 10th of each month to the Finance Director for CareerSource Gulf Coast located at Gulf Coast State College. The reimbursement check issued will be a Gulf Coast State College check.

***Note: All of the above expenses must be for services provided by this GRANT AGREEMENT for those individuals eligible for Workforce Programs administered by CareerSource Gulf Coast as outlined in this GRANT AGREEMENT.**

3. Documentation for reimbursement shall include an invoice and the following:
 - a) Salaries/Fringes: Documentation of rate of pay and payment for positions identified in budget summary.
 - b) Staff Travel: Documentation of mileage and/or travel expenses and payment.
 - c) Other Staff support items: Copy of invoice/bill to support costs.
 - d) Indirect Costs (must be approved in the contract budget prior to submittal)
4. Reimbursements shall be made to the Service Provider in a timely manner in accordance with standard accounting procedures. The payment of funds under the GRANT AGREEMENT to the Service Provider is contingent upon and subject to the receipt of funds for said purpose by the Board from the Florida Department of Economic Opportunity, and/or CareerSource Florida, Inc.
5. It is understood and agreed by the parties hereto that this is a cost reimbursement GRANT AGREEMENT, which requires a level of performance for full payment. Failure to meet the minimum level of performance or to provide the services as specified will result in payments being withheld or repayment by the Service Provider of all or a portion of the funds paid for such services and activities. This provision is subject to any legal proceedings available to the Service Provider.

The Service Provider understands that monthly reimbursements to finance this GRANT AGREEMENT are for the purpose outlined in the Statement of Work, and outcomes specifically identified in the Program Summaries and Performance sections of the GRANT AGREEMENT. The Service Provider may expect cost reimbursement by the end of the reporting month if all reports are submitted in a timely and accurate manner to the Board. The following performance is required of all Workforce Innovation and Opportunity Act (WIOA) providers:

- Actual job placements achieved by a service provider will be compared to planned quarterly benchmarks specified in the Program Summary. Failure to achieve 80% of those planned placements into unsubsidized employment may result in funds being withheld until the Service Provider reaches the stated level of performance. The Service Provider will be required to repay funds if the performance level is not achieved by the end of the GRANT AGREEMENT period.
- Of all actual terminations that occur in the Adult, Dislocated Worker and Older Youth programs, an overall 85% must be associated with placement into unsubsidized employment by the end of the GRANT AGREEMENT period. Contractual benchmarks below a 75% placement rate are not acceptable.

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In the above-mentioned situation, whereby a Service Provider does not achieve the stated level of performance, the following methodology will be used to calculate the payback for each placement below 80% of the contracted job Placements: Cost per placement = total funds expended divided by number of participants placed into unsubsidized employment.

Number of placements missed X Cost per placement = dollar amount of pay back.

Failure to provide training and/or program activities as specified may result in repayment of all or a portion of the funds paid for such.

PERFORMANCE OUTCOMES

Performance goals for the career managers will be set by the Coordinator and/or Director of Workforce Services at the beginning of the program year and will be based on contractual obligations. Internal self-monitoring and contractual performance reviews will be conducted and evaluated monthly to track adherence to policies, procedures and processes. The Statement of Work section outlines how follow-ups will be conducted. If it is determined, before or at the time of follow-up, that a client needs additional services to obtain/retain employment, the career manager will assist the client with resources and services, as necessary (including through available funding or referral to services/training, if applicable). The job performance and goals of the career managers will be addressed on an “informal, day-to-day basis,” as needed. “Formal” reviews, however, will be conducted semi-annually. The purpose of these periodic reviews will be to address any performance issues, provide coaching, facilitate continuous improvement, and determine additional training needs, when and where required. Personal improvement plans and/or corrective action plans will be implemented, when needed.

Unless otherwise noted, this is a performance-based cost reimbursement GRANT AGREEMENT and CareerSource Gulf Coast may withhold up to ten (10) percent of funds should the service provider not meet performance measures (below) on a quarterly basis. However, achieving benchmarks by the fiscal year’s end may allow the service provider to earn the performance holdback in whole.

CareerSource Gulf Coast Job Center Operator - 2017-2018 Required Performance Levels			
Adult Entered Employment Rate	90%	Wagner Peyser Entered Employment Rate	75%
Adult Wage at Placement Rate	\$18.00	Wagner Peyser Median Wage Rate	\$10.00
Dislocated Worker Entered Employment Rate	91%	Timeliness of Data Entry—WIOA Applications	5 days
Dislocated Worker Wage at Placement Rate	\$17.00	Timeliness of Data Entry—WIOA Exits	2 days

Three performance measures for contract year 2017-2018 are listed below. The service provider must meet two of the three measures to earn the ten (10) percent holdback. Exceeding one measure will count as meeting two; however, the service provider is encouraged to strive towards meeting all three goals.

- 1) Adult Entered Employment Rate 90%
- 2) Adult Wage Rate (hourly) \$18.00
- 3) Dislocated Worker Entered Employment Rate 91%

1. Assurance of commitment to achieving each of the performance levels

Performance is a priority at the CSGC Job Center. The college is committed to achieving each of the performance levels as established by the CSGC Board. On a monthly basis, the Coordinator will monitor all performance measures. To maintain high levels of performance, the CSGC Job Center will employ qualified staff and provide training on performance measures and what each measure represents. ESRs will review and evaluate WIOA and employer customer satisfaction levels regularly. Information related to performance will be shared with staff at regularly scheduled staff meetings and training. If the CSGC Coordinator determines staff need additional assistance to perform at a higher level, the Coordinator will immediately request technical assistance or additional training from the CSGC Board or DEO.

Gulf Coast State College understands that the GRANT AGREEMENT may be cancelled if the customer satisfaction level falls below 75% or the State average (whichever is higher).

2. Additional performance indicators

The CSGC Job Center proposes the following additional measures that fairly measure successful workforce programs:

- Number of work registrations
- Number of job seekers or employers served
- Number of services provided

The level of performance should be based on the level of funding or program requirements. The CSGC Job Center reports on these measures in the monthly CareerSource Gulf Coast Job Center Traffic Report.

**CareerSource Gulf Coast Job Center
Budget (July 1, 2017 - June 30, 2018)**

	PY 17/18 Budget	WIOA DW	WIOA Adult	WIOA Youth	SNAP	WT	RA	WP Perform. Incentives *	WP **	DVOP	LVER	Military	RESEA17 ***	RESEA18 ****
Coordinator/Walley	45,434	6,558	11,282	4,107	250	338	338	6,219	3,184	4,418	2,420	3,796	1,200	1,324
Admin Asst/Chappelle	35,941	6,033	10,498	3,357	162	217	278	4,926	1,246	3,115	1,495	2,598	930	1,086
Finance Operations/Lewis	35,633	6,447	8,589	3,479	158	216	275	4,877	2,497	2,988	1,393	2,719	920	1,075
Military Family/Barnes	35,155											35,155		
Job Developer/ Dekouche	32,240	9,921	13,945	6,012	608	1,146	608							
Job Seeker Services/ Brady	36,064	11,551	14,663	7,332	683	1,152	683							
Intake/Orientation /Woodard	35,406	10,633	16,041	8,732		1,046								
Intake/Orientation/Balilio	30,130	8,940	11,652	7,350	571	1,012	571							
Intake/Orientation/ Hunt	31,036	9,558	11,938	7,350	589		589							
RESEA/Case Mgr./Beach	16,497	2,475	2,475										11,547	
RESEA2/CM/Beach	16,498	2,475	2,475											11,548
TOTAL SALARIES:	350,034	74,591	103,558	47,719	3,021	5,127	3,342	16,022	6,927	10,521	5,308	44,268	14,597	15,033
FRINGES:														
FICA /Medicare (7.65 %)	26,778	5,706	7,922	3,650	231	392	256	1,226	530	805	406	3,387	1,117	1,150
Retirement (7.52%)	26,323	5,609	7,788	3,588	227	386	251	1,205	521	791	399	3,329	1,098	1,131
Health Ins (no inc/one mil)	69,131	14,088	18,300	12,844	1,032	2,886	1,866	2,691	1,074	1,974	955	3,451	3,950	4,020
Life	1,345	275	378	160	8	12	14	35	12	24	10	340	37	40
TOTAL FRINGES:	123,577	25,678	34,388	20,242	1,498	3,676	2,387	5,157	2,137	3,594	1,770	10,507	6,202	6,341
TOT SALARIES /FRINGES	473,611	100,269	137,946	67,961	4,519	8,803	5,729	21,179	9,064	14,115	7,078	54,775	20,799	21,374
OPERATIONAL:														
Travel	5,200	756	1,946	293	18	30	20	313	106	300	150	1,050	178	40
Postage	882	100	176	74	12	25	15	85	60	90	40	100	75	30
Printing Services	2,500	699	1,070	477	11	28	15	110	0	40	50	0	0	0
Maintenance/ Repairs	1,750	371	584	322	10	42	20	70	0	54	47	85	95	50
Other Svcs. Institutional Mem.	2,980	888	1,289	277	3	45	20	0	0	134	44	100	95	85
Contracted Services	3,060	786	1,654	89	2	35	15	115	24	110	45	100	55	30
Marketing	3,000	398	471	600	12	38	30	420	123	415	186	150	125	32
Temporary Hire (2)	32,680	0	16,216	0	233	400	295	0	0	0	0	15,536	0	0
Supplies	10,262	2,044	3,697	781	34	263	152	1,009	332	276	127	920	423	204
Indirect Program Costs	16,075	3,189	4,951	2,126	146	291	189	699	291	466	233	2,184	655	655
Total Operational	78,389	9,231	32,054	5,039	481	1,197	771	2,821	936	1,885	922	20,225	1,701	1,126
Total Budget	552,000	109,500	170,000	73,000	5,000	10,000	6,500	24,000	10,000	16,000	8,000	75,000	22,500	22,500

*, *** (6 months - from July through December)

** , **** (6 months - from December through June)

Justification of each proposed expense and method of computation

The budget reflects projected needs for the program year. Employee costs will be allocated to the programs they support. Expenditures are based on prior year expenditures unless otherwise noted. Advertising, marketing, equipment and software will be purchased in accordance with the college's policies and procedures.

Salary/Fringes: Salaries of **\$350,034** are for the following positions: Coordinator, Administrative Assistant, Finance/Operation Team Lead, Military Family Manager, Job Developer, Job Seeker Services Team Lead, RESEA Career Manager and three Intake/Orientation Assistants. Fringes include FICA and Medicare match, retirement and insurance. FICA and Medicare match is 7.65% of taxable salaries **\$26,778**. Retirement is 7.52% of salaries **\$26,323**. Health insurance is **\$69,131**, and Life insurance is **\$1,345**. Total benefits are **\$123,577**.

Travel: Travel costs to deliver services include local travel between the CSGC Job Center and college locations or employer sites as well as out-of-district travel for staff to attend workforce-related conferences and workshops. Total travel is **\$5,200**.

Postage: Postage is projected to be **\$882**.

Printing: Printing costs are projected to be **\$2,500** to print forms, brochures, stationery, employee name badges, and business cards.

Maintenance/Repairs: Equipment maintenance and repairs are estimated at **\$1,750**.

Other Services - Institutional Memberships: Memberships with the local Chambers of Commerce are **\$2,980**.

Contracted Services: Total contracted services are **\$3,060**. They include staff frontline training for \$1,500, floor mat rentals for \$480, pest control services for \$300 annually.

Marketing: Total marketing budget is **\$3,000**. This will purchase advertisements in the *Panama City News Herald*. Remaining funds will purchase newspaper advertising, promotions, marketing, employer outreach and recruitment.

Temporary Hire: Temporary employee costs are **\$32,680** to provide one part time individual for coverage as needed.

Supplies: Supply expenditures **\$10,262** to purchase items necessary to support operation of the Job Center (i.e., printers, file folders, pens, pencils, software, printer/fax toner cartridges, paper for copiers and equipment with a unit cost of less than \$750).

Equipment: Equipment budget is **\$ 0**.

Indirect Program Costs: Reimbursement for costs incurred by the college in support of the contract, not reflected in stand-in costs, is projected at **\$16,075**. Indirect costs are calculated at 3% of the total contract and will be paid 1/12 per month for each month of the contract period.

Costs will be direct charged where appropriate. Costs that cannot be direct charged will be pooled in the WIOA/WT Universal Service Cost Pool (USCP) and the Coordination and Operational Cost Pool (COCP) at the direction of the CareerSource Gulf Coast Board. The USCP contains all costs related to the wages, fringe benefits, and overhead costs associated with the non-DEO front line, resource room and job developer positions. Costs will be distributed based on the total prior month-to-date expenditures of service providers in the region. The CareerSource Gulf Coast Board staff compiles monthly service provider program expenditures for the region, and the CareerSource Gulf Coast Job Center uses the percentages charged to WIOA and WT grants to allocate costs accumulated in the USCP. The CareerSource Gulf Coast Job Center will maintain month-to-date expenditure spreadsheets to support percentage distributions to grants. The COCP contains all costs related to CareerSource Gulf Coast Job Center overhead costs and the wages and fringe benefits for the Coordinator, administrative assistant/switchboard operator, and finance/operation team lead. Monthly costs in the COCP pool will be allocated based on the percentage of partner program staff charges to grants and will be supported by personnel activity reports.

Per the CareerSource Gulf Coast Board, a function or activity that benefits two or more programs may be set up as a single cost objective. Costs allocable to that cost objective are allowable to any of the programs that benefit from the activities or costs. Therefore, the CareerSource Gulf Coast Job Center will make business decisions regarding what combination of funds made available under these programs will be applied to cost objectives

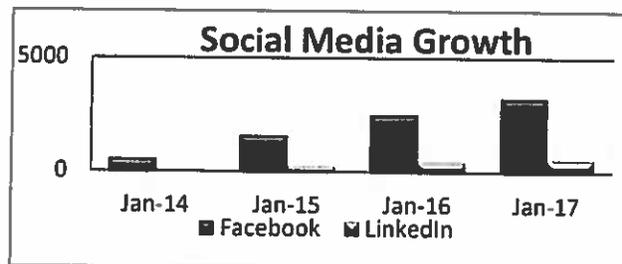
STATEMENT OF WORK

EMPLOYER SERVICES**Assisting employers with recruitment**

The CSGC Job Center will develop an employer outreach and recruitment plan that provides complete, comprehensive services to local employers. Each plan will be custom tailored based on the employer's needs. Four staff members will comprise the marketing team, and they will be trained to work with individual employers to establish goals and timelines in meeting the employer's current and projected workforce needs. Participating employers will be made aware of labor market information, labor pools, and additional resources. The CSGC Job Center will post job announcements online with Employ Florida and will assist employers with pre-screening, testing, and interviewing for prospective employees. The CSGC Job Center advertises bi-weekly in the local newspaper for both employers and job seekers and is an active participant in community sponsored events, expos, and local and regional job fairs. These events include the Bay County Job Fair where the Job Center partners with Haney Technical Center to organize and market this annual event - with over 50 employers and 1,100 job seekers in attendance. The Job Center has also worked with General Dynamics IT and organized numerous mass recruitment events to recruit and staff their Lynn Haven Call Center. Well over 1,500 employees were hired using the services and resources of the CSGC Job Center.

Social media is used to notify interested jobseekers of job fairs and hiring events; "hot jobs" and post daily job listings; information and news relevant to our partnering agencies; as well as important links and programmatic news, activities, and events in Bay, Gulf and Franklin counties. The use of this media platform creates a social network that can expand its reach, frequency and immediacy with 'no cost' to the user. In addition, a mobile-specific site was constructed separately to meet today's growing use of smartphones, tablets and other mobile devices.

LinkedIn serves a more "professional/career" role in the CSGC messaging strategy. Each of the two channels has experienced significant growth from 2014 to 2017: Facebook - 493% increase (from 549 to 3,256); and LinkedIn - 497% increase (from 89 to 532). As of February 2017, nearly 60% of LinkedIn followers were Senior Managers, Directors or Business Owners.



Collaborative partnerships have been established with organizations that specifically target our job seeker population of individuals with disabilities, older workers, welfare recipients and youth. These programs and partners include: The Department of Education's Division of Vocational Rehabilitation (Voc-Rehab); NCBA - a senior employment program (for ages 55+); Royal American Management (RAM) - the service provider for workforce services for welfare transition and food stamp program clients; as well as a college operated older-out-of-school youth program. Voc-Rehab and the CSGC Job Center created a cross-referral process to assist individuals with disabilities who are seeking employment. NCBA, RAM and the college-operated youth program are located within the Job Center facility where client accessibility can be made readily available. Adecco, a temporary staffing agency, is co-located to assist with immediate employer and job seeker needs also. As a result of established relationships and the co-location of partner agencies, the Job Center would be able to aptly make a wide demographic of job seekers accessible to employers.

Assessing, pre-screening, and referring prospective employees

The CSGC Job Center will provide in-house training to all staff relating to job orders, pre-screening, referring job applicants, and searching databases to ensure they are well trained and customer focused. The CSGC Job Center has developed a jobseeker services team concept, which is utilized in the resource room, front-line, and referral desk for job order referrals. All staff will be cross trained, knowledgeable, and work closely with a designated team leader. Internal office procedures address work registrations, job orders, and job referrals.

Designated staff will be assigned to provide follow-up services to employers for timely job closure. The CSGC's Coordinator and Director of Workforce Services will monitor procedures related to assessing, pre-screening, and referring prospective employees. When seeking candidates for positions that are more difficult to fill, CSGC staff will conduct candidate searches in labor exchange databases, on behalf of the employer, to identify suitable candidates for referrals.

Providing information

All ESRs are trained and knowledgeable and will provide employers with local, regional, and state labor market information. The DEO provides labor market information and literature, which is available at the CSGC Job Center and online at the Employ Florida website (www.employflorida.com). Marketing team members will also provide employers with information on current employer sponsored incentives (to include tax, recruitment/hiring and training incentives) available through various local, regional and state agencies, as needed.

Providing rapid response services

Once notification of a pending lay-off or closure is received, the Director of Workforce Services works with the Job Center Coordinator to respond immediately with Rapid Response services. The CSGC Job Center staff and partnering agencies will be available to provide an on-site orientation for the affected employer and employees. CSGC Job Center staff will also provide information or one-on-one assistance to dislocated workers on how to file a Re-employment Assistance compensation claim through DEO's CONNECT system; Workforce Innovation Opportunity Act services; training opportunities for in-demand occupations; job search and resume assistance; employability skills workshops; veteran services, and referrals to employers.

Implementation of sector strategies as developed by CSGC

Sector strategies developed by CSGC will be implemented by the college, as appropriate. Sector strategies promote partnerships between education, employers and workforce that address issues of skills needs and can result in helping to meet the needs of workers for good jobs and the needs of employers for skilled workers. Relationships will be facilitated, maintained and strengthened between key stakeholders in order to ensure genuine stakeholder participation and engagement.

Marketing services to employers

Under the supervision of the CSGC Job Center Coordinator and Director of Workforce Services, the marketing team will conduct outreach and recruitment activities in Bay, Gulf, and Franklin counties. They will contact employers through on-site visits, informational mailings, telephone contact, and email to acquire and post job announcements in EF. The marketing team members will be available to respond to the needs of employers who visit the CSGC Job Center. The marketing team will be actively involved in local Chambers of Commerce, partnering agencies and community activities, job fairs, and expos. The CSGC Job Center will actively recruit new employers and maintain a solid employer base by providing high-quality employment services. Dedicated staff will maintain a centralized job order data entry system, enter job orders into EF, receive calls from existing employers and provide administrative support to the marketing team. The CSGC Job Center will market its services through its involvement in community activities, newspaper advertisements, job fairs and expos as well as through social media outlets (Facebook, twitter, Instagram, etc.).

Allowing employers and community partners to utilize space at the CareerSource Gulf Coast Job Center

The CSGC Job Center will provide necessary space and accommodations to employers and partners for employment and community related activities, and will enforce all board policies relating to usage of space and CSGC Job Center resources.

OUTREACH AND RECRUITMENT FOR EMPLOYERS

All marketing activities, materials and publications will be approved in advance by CareerSource Gulf Coast, and no service provider staff will speak to the media without approval from the Executive Director or Director of Workforce Services. Failure to abide by this directive may result in the Board requiring the immediate termination

of the offender. Staff will sign statements of understanding confirming that this policy has been explained to them. All marketing materials/publications will contain the ADA statement: "Equal opportunity employer/program and auxiliary aids and services are available upon request to individuals with disabilities" and will also list the Center's TDD/TTY or relay service. 112

JOB SEEKERS SERVICES

The CSGC Job Center service delivery system will be managed to provide access to employer and job seeker services. Availability of funds, in conjunction with customer need and eligibility guidelines, will determine the combination of services appropriately provided to individual customers.

Basic Career Services

1) *Registration in Employ Florida (EF).*

All job seeker clients are oriented to ED by the front-line and resource room staff. A front-line staff member will determine the level and types of services and assistance required on an individual basis. New clients will be referred to the resource room for orientation, job search services and activities. Clients needing basic career and individualized services will be referred to the appropriate staff member. All job seeking clients will be assisted in work registration in the Employ Florida system and provided directives depending on their individual needs.

An Employment Security Representative prepares and distributes a monthly calendar to all staff members identifying the ESRs and veterans representative designated each day of the month to be 'on call' and address customer needs.

2) *Eligibility determinations for services under WIOA, and Veteran's priority of service.*

All clients and job seekers will be informed of eligibility requirements and determination for all services under WIOA. Eligible Veterans and spouses will be provided with priority of service for all workforce activities and referrals to training, job referrals and job search assistance.

3) *Assessing skill levels, aptitudes, abilities and supportive service needs of job seekers.*

At the initial one-on-one assessment, CSGC Job Center staff will assess the skill levels, aptitudes, abilities, and supportive services needs of job seekers. The assessment process will identify strengths and barriers to success. Assessments available on site include the Test for Adult Basic Education (TABE), Career Scope (Career Assessment), and Prove-It (in the areas of accounting, financial, industrial, behavioral, MS Office Suite, etc.) testing. ESRs or veteran representatives will provide one-on-one career management and WIOA services upon request, by referral or by determination of need by front line and resource room staff.

4) *(Outreach and recruitment) Informing community partners and job seekers about services.*

To inform community partners and job seekers about the services available, the CSGC Job Center will advertise in the Panama City [printed] *News Herald* bi-weekly as well as utilizing the *News Herald's* on-line web ads. Social media outlets such as Facebook, Twitter, LinkedIn, YouTube, and Instagram as well as other publications and media outlets will be utilized, as needed. The CSGC Job Center will also conduct outreach and recruitment and promote special events through radio and television, if adequate funding is available, and will maintain and develop partnerships with local community organizations, businesses, workforce partners, and area educational and training institutions. Marketing team members will participate in employment-related community and networking events and will maintain active memberships with the local Chambers of Commerce. CareerSource Gulf Coast will promote and participate in area job fairs, business expos, special events and college activities. At a minimum, the CSGC Job Center will provide a monthly update of activities to the CareerSource Gulf Coast's Director of Workforce Services.

5) Making current labor market information available.

The CSGC Job Center will make informational booklets available on how to file Re-employment Assistance (RA), formerly known as unemployment compensation (UC), claims. Front line and resource room staff will be trained to provide assistance in filing RA claims via the internet, mail, telephone, or facsimile.

Staff will provide information about local and state training providers, along with the approved training programs. An approved training providers list will also be posted on the CSGC web page under "Job seekers – training services."

Job Center staff has developed a community resource book for various resources and supportive services that will be made available to the client, as needed.

CSGC will make current local, regional, and state labor market information available through informational handouts and posters. The information will also be available online through the DEO and EF web sites. Literature provided by the Job Center and the DEO about job vacancy listings, skills and training needed to obtain jobs, average wages, and number of job openings will be readily available and displayed onsite in a useful and clear format. Staff will also provide one-on-one individual orientations to assist clients in becoming familiar with services and resources of the center.

6) Resource room operation.

The following self-directed basic career services will be available in the resource room:

Work Registration in EF	Resume Assistance
Job Referrals	Reemployment Assistance
Career Counseling	Fax, Phone & Copy Services
Labor Market Information	WIOA Eligibility Information
Referrals to Training Providers	Assessment and Testing
Community Resources	Job Center Orientation

The resource room will be maintained by certified workforce professional staff members to provide information and assistance in all job search activities and workforce services and programs. Basic and individualized career services will be available and provided based on the specific needs of the job seeker. A team leader will provide functional supervision to the front-line and resource room staff.

The resource room will be equipped with 24 computer workstations and 4 referral stations and will be staffed with employees certified to provide workforce services and assistance to job seeker clients. To ensure the needs of both the job seeker and the employer are met, resource room staff will pre-screen clients and will only refer applicants that meet the employer's qualifications as stated in the job order. Staff will be available to provide labor market information and resume writing assistance and to answer job search and employment-related questions. Adecco, a temporary staffing agency, is co-located to assist with immediate employer and job seeker needs. Co-location presents the opportunity for the Adecco/ CSGC Job Center partnership to be maximized as well as resources to be shared and leveraged.

7) Quarterly Follow-up services.

The Coordinator will designate an intake orientation assistant (IOA) to be responsible for WIOA certification and eligibility determination. When a client who is registered in WIOA is placed in unsubsidized employment, the IOA will conduct quarterly follow-up services for twelve months to document retention in employment. The follow-up consists of calling the client or employer to confirm continued employment. If a WIOA client loses a job, CSGC staff will provide assistance in locating another job.

Individualized Career Services

1) **Comprehensive and specialized assessments**

Individualized services will be provided to all WIOA adult and dislocated job seekers at the CSGC Job Center based on job seeker or employer need. Services will include in-depth case management, TABE testing, Prove-It assessments, and employer specific evaluations, as appropriate. If a job seeker requires additional assessments, CSGC staff will refer the individual to appropriate community resources.

2) **Case management**

Job seekers will be evaluated individually to determine appropriate levels of services. Many job seekers may have special needs or barriers that require in-depth case management. CSGC staff will provide services to meet each client's needs. When appropriate, staff will make referrals to training providers for further assessment or to community agencies for supportive services. Orientations to employee groups will be available when an employer anticipates a plant closure, downsizing, or layoff contacts CSGC. Additionally, staff will provide information about training options and job search assistance, as needed.

3) **Short term pre-vocational services**

The CSGC Job Center will provide short-term pre-vocational services to job seekers as needed to enhance their ability to obtain and maintain employability. Short term pre-vocational services will be provided either through referral to a partner organization or via on-site training and will include, but not necessarily be limited to communication skills, introductory computer skills, and basic employability skills (i.e., resume writing, interviewing skills, and professional conduct).

Follow-Up Services

Follow-Up Services will be provided to Adults and Dislocated Workers, as appropriate, for up to twelve months after being placed in employment. All youth participants will receive some form of follow up services for a minimum of twelve months.

Training Services (eligibility and referral process for training participants)

The CSGC Job Center coordinates with the Board and training providers to determine eligibility requirements and availability of funding. The CSGC Job Center will determine WIOA eligibility for all LWD Area 4 training providers based on the client providing appropriate documentation (as directed by the state and the CSGC Board). Customers will be referred to training providers based on customer choice and program availability.

Special Populations

Veterans' Program, Displaced Homemaker Program, Military Spouse Program, and National Emergency Grants, and any other specialized service programs

GCSC understands that the Job Center must provide job development and service referrals for customers who need special accommodations due to specific needs or circumstances. The CSGC Coordinator will designate staff to work with special populations or targeted groups that may be entitled to or require special assistance.

The CSGC Job Center will ensure veterans receive services by conducting outreach and recruitment, making employer visits, maintaining relations with veteran organizations, and being active in veteran-related activities. Veteran staff will monitor the need for and provide services in all areas including in-depth case management for veterans and eligible veteran spouses. The CSGC Job Center Coordinator will designate a staff member to manage and operate the Military Spouse Program. The case manager will conduct outreach and recruitment at local military bases and provide case management and job search assistance to the eligible military spouse population. A Job Seeker Services Representative/Displaced Homemaker Program case manager will conduct community outreach and recruitment for individuals who may need assistance with entering/re-entering the workforce.

Gulf Coast State College coordinates training and technical assistance between Job Center staff in the Bay County location with CSGC board-directed staff in affiliate sites. College staff has supported and held job fairs in the affiliate sites on several occasions; as well as provided certification and eligibility assistance for training programs, when necessary. These services have been requested, when needed, by staff at the affiliate sites and include hosting, on the Gulf/Franklin campus, a Career Day event in Gulf County for high school seniors. Gulf Coast State College will also convene bi-annual meetings with the required one-stop partners, to include other partner organizations, as required, in order to ensure the coordination of service delivery. The college will offer training to staff members of the affiliate sites, as appropriate.

STAFFING PLAN

The CSGC Job Center will be staffed by 19 individuals (10 college, 8 DEO and 1 temp staff). The college will hire highly-qualified applicants to provide high-quality workforce services. As part of the screening process, potential employees must comply with and pass a Level 2 fingerprinting/ criminal background check before being hired. The table below provides staffing details including title, number of individuals per position, and duties.

- A. Gulf Coast State College Human Resources will provide all job postings of Gulf Coast State College to a CSGC Job Center representative for input into EF.
- B. Career service positions to be advertised will include wording that applications must be filled out at the CSGC Job Center, and an assessment test, decided upon by the Gulf Coast State College department head, will be required as part of the application process.
- C. The Gulf Coast State College Human Resources department will input the career service job postings into their Banner mechanized system, and for copying to the Gulf Coast State College search committee.
- D. The Gulf Coast State College Human Resources department will provide a CSGC Job Center representative with a list of the job applicants who were chosen for interviews, and the person who was hired with their hire date and salary information.

Position	#	Responsibilities/Program
GCSC Staff		
Coordinator & Training Facilitator	1	Functional supervision of CSGC Center
Case Manager-RESEA	1	Assists unemployment claimants with return to work
Career Manager – MFES	1	Case management for military dependents
Sr. Employment Rep./Job Seeker Svcs Team Leader	1	Oversight and basic career services for front-line/resource room clients
Intake Orientation Assistant	3	(2) Front-line/resource room services, unemployment filing support, client orientation, and (1) certification & eligibility determination
Administrative Assistant	1	Switchboard and administrative duties
Case Manager-DHP & Customer Service	1	Case manager for displaced homemaker program; customer service and internet (online) services
Senior Bookkeeper/Finance & Operations Team Leader	1	Executes/maintains CSGC budgets and facilities
DEO Staff		
Employment Security Rep. II/LVER	1	Veteran services; employer outreach; monitors federal job listings; "hiring" advocate for vets
Employment Security Rep.	2	Case management services to veterans with significant barriers to

Position	#	Responsibilities/Program
II/DVOP		employment; outreach
Employment Security Rep. II	4	(3 staff) Employer services, marketing, recruitment, outreach; WIOA & (1 staff) Job orders (JO)/JO follow-up and performance
Employment Security Rep. II	1	Wagner-Peyser employment, re-employment and customer service
Temporary Staff		
Customer Service Rep.	1	Front-line/resource room services, online referrals, and resource room assistive services; may assist with specific programs, such as Military Family".

To support CSGC Job Center staff, the college will provide support and expertise with interpretative and translation services, as well as make the use of assistive technology and equipment available for use by clients at the One Stop, as needed.

1. Required training and certifications

GCSC understands that the CSGC Job Center staff will complete the DEO's Florida Workforce Professional Tier 1 Certification. All front-line staff will complete ongoing training in customer service, communication skills, basic computer software (i.e., Word, Excel), programmatic training (i.e. WIOA, etc.) and the DEO's Learning Management System training programs, as directed.

2. Maintenance of 15 hours of continuing education credit requirement

Front-line staff will attain at least 15 hours of continuing education annually after certification date. All training will be documented in staff personnel files. Staff will be encouraged and, in some instances, required to attend training as requested by the Dean of Workforce Development, the CareerSource Gulf Coast Board staff, or coordinator. Staff will be required to attend staff meetings, which will be a forum for evaluating strategies, providing training, disseminating information, and encouraging continuous improvement of staff. CSGC Job Center staff will be responsive to training recommended or mandated by CSGC Board Staff related to quality service delivery and performance improvement.

3. Key staff resumes.

Resumes for key staff members will be available upon request of the CareerSource Board.

4. Hours of operation and holiday schedule.

The CSGC Job Center will provide service in all areas Monday through Friday from 8:00 a.m. to 5:00 p.m. The CSGC Job Center will be closed on the following holidays: New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Holidays (Thursday & Friday), Christmas Day. Hours are subject to change upon notification and approval from the CSGC Board.

GCSC has read and understands that the holiday schedule and days of operation may change during inclement weather which may not coincide with the college's own weather policies or decisions. GCSC will provide services, as needed after hours or alternate work days, when required.

5. Conducting business

Gulf Coast State College will operate the CSGC Job Center on a day-to-day basis in accordance with Procedural Instructions and policies promulgated by the CSGC Board.

6. Operation of special projects

The CSGC Job Center may be designated to operate special projects; funds permitting, staff will provide technical assistance and support of these projects, as requested and appropriate.

7. Reimbursement for personnel costs

The CSGC Job Center will request reimbursement for personnel costs only for time actually worked, approved accrued leave payouts, and reasonable vacation, sick leave, and holidays in accordance with Gulf Coast State College personnel policies and earned during the term of the agreement; no other paid leaves of absence nor will they be a part of the negotiated grant agreement. 117

8. Security of sensitive information

Staff will be informed that misuse of sensitive information can result in termination and potential legal action. They will have security forms on file with the Regional Security Officer (RSO) to access state and local databases. System access will be terminated when staff leaves CSGC. Managers will be responsible for activation and deactivation of requests for system access. All staff will be required to pass a Level 2 background check. GCSC will abide by these directives.

9. Security Awareness Training

The Service Provider will comply with the board's comprehensive security awareness training program. This program is compliant with the Department of Economic Opportunity protocol 5.05.02.04, which promotes and reinforces the importance of preserving the confidentiality, integrity, and limited access of data and IT resources entrusted to them. Staff must receive and complete their initial security awareness training provided by the board within 30 days of their start date of employment and prior to gaining any system access. Staff will continue to receive refresher training on an annual basis throughout their employment.

10. Personnel files

GCSC will supervise its staff, provide functional supervision of DEO staff, and maintain accurate, up-to-date personnel files. Job performance and goals will be discussed at informal, day-to-day basis, as needed. Mid-year and annual performance reviews will be conducted to address any performance issues, provide coaching, and determine additional training needs, if required. All personnel information, such as continuing education, mid-year evaluations, annual progress reports, and disciplinary actions will be included in the personnel files, kept in a secure location by management.

COORDINATION AND NON-DUPLICATION

The college will maintain communication with and provide information to all partners detailing the services and resources available and will make training and use of the center's facility available upon request. Under the direction of the CSGC Board, the CSGC Job Center staff will participate in group workshops and webinars to maximize resources within the region. The continued involvement, close working relationships, and strong communication will avoid duplication of services offered by other organizations.

All workforce providers will confirm that participants are not already being served by another provider and will enter participant data into appropriate databases promptly. To avoid duplication of services, the CSGC will promptly record all supportive services and case notes into the Employ Florida (EF) system and collaborate with other community partner agencies, as appropriate.

The CSGC Job Center understands and will coordinate all marketing, media relations and advertising, through the CSGC Board. All printed materials, advertising and marketing materials relating to the CSGC Job Center will be approved by the Board.

In keeping with CareerSource Gulf Coast's effort to maintain a strong recognizable presence and to reduce duplication of effort, CSGC-JC staff will comply with the CareerSource Gulf Coast requirement to submit all media, marketing, advertising, and public relations materials pertinent to this grant agreement to the CareerSource Gulf Coast Executive Director or Director of Communications for approval. Under no circumstances should CSGC-JC staff meet with media without prior approval of CareerSource Gulf Coast.

The Florida Legislature requires that any purchase by regional workforce boards of promotional/outreach/informational items which exceeds a certain amount each year must be approved by the Department of Economic Opportunity prior to purchase. In order to ensure that purchases for this region do not exceed the limit, Service Providers must obtain written permission in advance from the CareerSource Gulf Coast Executive Director prior to making purchases of outreach/informational/promotional items.

AUTOMATION AND TECHNOLOGY

Gulf Coast State College attests that:

1. Staff will have reliable access to the internet for the purposes of email and data entry.
2. Staff will possess the basic skills needed to perform their duties, which may include proficiency in Microsoft Office Word, Excel and the ability to download forms, scanning and emailing documents as required.
3. Staff will check email regularly throughout the day, and add auto notices to their email account when out of the office.
4. Data entry by staff will be periodically checked by a supervisor for accuracy. The Board's Regional Security Officer (RSO) will be notified of any recurring problems so that appropriate corrective actions may be conducted through the Board to state IT staff.
5. On a time schedule determined by the Board, the Service Provider shall submit accurate, complete and timely participant and financial records, program reports and/or documentation, as specified by the Board.

The CSGC Job Center has secured access to the Internet for staff and customers. The center maintains a resource and assessment room equipped with 24 computer workstations with internet access, resume writing software, assessment software, videos, facsimile, printing, copier, and telephone services. Assistive technology is available for individuals with special needs including a 20 inch color automatic focus television for the visually impaired, a teletypewriter (TTY) machine with text display for the hearing impaired, and a workstation with wheel chair accessibility. The training room is equipped with 24 computer workstations, an instructor's workstation, an automated projection screen, and a mounted overhead projector. The board room accommodates 32 people and is equipped with interactive video conferencing equipment and access to the Internet.

All Job Center staff have the necessary resources to provide services and to communicate with all partnering agencies via email and the internet. Each office is equipped with a personal computer with Microsoft Windows applications, email, and internet service. Staff also has access to a facsimile machine, copier and network printers. The college's Coordinator, in conjunction with the Board's RSO, is responsible for establishing and maintaining email accounts and internet services. The Coordinator ensures that each staff member has been trained and has demonstrated the necessary skills to access state databases, Internet, email, and software programs.

An intake orientation assistant is responsible for timely data entry. Job Center staff track client progress using both hard-copy case files and the interactive state labor exchange database (EF).

All staff requiring access to information systems for which CareerSource Gulf Coast provides security will have signed security forms on file with the CSGC Regional Security Officer (RSO). The CSGC-JC Coordinator is responsible for ensuring that the RSO is notified when staff leaves CSGC-JC employment for deactivation of system access.

Gulf Coast State College agrees that it will exercise care to avoid any real or perceived conflict of interest in referring clients to training services. Gulf Coast State College understands that customer choice must be respected and that clients may select from institutions on the Eligible Training Provider List without any undue influence by Gulf Coast State College as the CareerSource Gulf Coast Job Center Operator.

The college prides itself in delivering quality services to all clients and strongly encourages a cooperative effort among the training providers. To avoid real or perceived conflicts of interest, the selection of a service provider is based solely upon the client's choice.

The CareerSource Gulf Coast Job Center delivers customer-focused services to job seekers and employers. The number one priority is meeting each client's needs with the end result of securing substantial employment. CSGC Job Center staff will participate in appropriate training and are not permitted to encourage or direct clients into specific programs or to specific providers. Instead, CSGC Job Center staff will also provide information and encourage clients to explore all program opportunities and providers. All approved service and training providers and their representatives are treated in a fair and equitable manner. The coordinator closely monitors the level of coordination of services among providers.

The CSGC Job Center's service delivery model ensures quality service for employers and job seekers by providing recruiting services, applicant pre-screening, applicant testing, public service announcements, resume assistance, job search assistance, basic career, individualized, and follow-up services. The scope of services of the CSGC Job Center does not encompass funding for client participation in vocational training programs; however, the center fully supports and encourages referrals to approved training providers. The CSGC Job Center determines WIOA eligibility after referral to appropriate training providers for assessment and acceptance. In doing so, the CSGC completes a WIOA application with supporting documentation to determine client eligibility.

1. Program and financial monitoring

The college uses effective quality control measures to detect and reduce fraud and errors in data collection, eligibility determinations, and service delivery. CSGC Job Center staff requires a client's original state and federally-approved documents to determine eligibility, and verifies case files and data entry.

The Job Center ensures that it protects and maintains the confidentiality of information by keeping hard-copy files in locked filing cabinets and maintaining the security of passwords for electronic databases. The security officer monitors access to programs and information. The public does not have direct, unaccompanied access to office areas; and staff receives consistent, frequent training regarding the importance of maintaining confidentiality. Internal quarterly monitoring is also conducted to ensure compliance with all policies, procedures and processes, whether state or CSGC Board directed.

GCSC manages and provides accounting support for numerous Federal, State and locally-funded programs in accordance with GAAP, federal regulations, Florida statues, Florida's accounting manual for Florida's Community Colleges. Projects are monitored by GCSC financial personnel to secure administrative and programmatic goals and objectives are performed as stated in each project. As part of federal and state requirements, the college performs annual audits to secure accountability. See Attachment D, *Certified Audit Statement*, for a summary of the Florida Auditor General's most recent GCSC audit.

2. Performance evaluation

All DEO and Wagner-Peyser performance measures will be monitored on a monthly basis by the Coordinator. All local CSGC Board performance measures as stated in the Service Provider contract will be monitored monthly by the One-Stop Operator Coordinator and reviewed by the local CSGC Board.

3. Tracking effectiveness

The CSGC Coordinator will track performance outcome data, monthly reports, and information relating to the overall operation of the center. The Coordinator will provide copies of reports at monthly meetings or at in-house workshops, and staff will discuss the information contained in the reports and brainstorm strategies to improve performance.

1. Case Files**A. Maintenance**

CSGC Job Center staff will create a hard-copy and electronic file for each client determined to be eligible for WIOA. All status changes, case notes, and services will be recorded/maintained until follow ups are completed and files are kept for five years. When eligibility is determined, all data, Wagner-Peyser work registrations, case notes, and services will be entered into EF and maintained until program completion.

B. Monitoring compliance

All customer case files, both hard copy and electronic, will be kept up to date and will be cross checked at the time of eligibility and maintained on a regular basis. No more than three percent of files will have out-of-date or incorrect information when monitored by the CSGC Board or its designee.

C. Counseling notes

CSGC Job Center staff will maintain contact with WIOA clients monthly (at a minimum) and will enter notes within 48 hours of a participant contact.

D. Files are the property of the CareerSource Gulf Coast (CSGC) Board

The CSGC Job Center acknowledges that all files are the property of the CareerSource Gulf Coast Board and will be turned over to CSGC upon request.

2. Documentation

Case files will include information and documentation of each of the following, as appropriate, to program requirements; a) All eligibility and data validation items; b) The initial and comprehensive assessments; c) The Individual Service Strategy (ISS) and its updates; d) Progress reports (if applicable); e) Time and attendance (if applicable); f) Training completion certification (if applicable), g) Counseling notes; h) Job placement information; i) Job retention verification; and j) Supportive Services/expenditures on behalf of a client.

3. Data Entry

GCSC will apply for access to relevant management information systems through the CSGC RSO and will notify the RSO when staff no longer requires access. CSGC Job Center staff will enter all WIOA applications within five days of the application date, and files will be transferred to the training provider within 48 hours of the application date and program exits will be entered within two days of the client's exit date.

BONDING STATEMENT**To Whom It May Concern:****Crime - Employee Theft, Money and Securities:**

Service Provider agrees to bond every officer, director, or employee authorized to receive or deposit workforce program funds or issue financial documents, checks, or other instruments or payment of program costs. The Bond shall be effective prior to any Grant Agreement payment and for at least twelve (12) months after this Grant Agreement terminates with amounts up to sovereign immunity limits for State purposes.

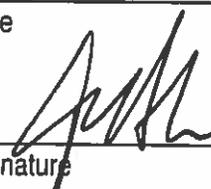
Gulf Coast State College by signing below certifies that they will keep in force, through the entirety of this Grant Agreement, a crime/theft insurance policy, with coverage of a maximum limit of \$1,000,000 per occurrence. Gulf Coast State College is self-insured and shall provide coverage under plan number RMC 2017-0301 provided through Florida College System Risk Management Consortium from March 1, 2017 to February 28, 2018.

A copy of the policy declaration page must be provided to CareerSource Gulf Coast within ten (10) days of Grant Agreement execution.

Gulf Coast State College
Service Provider

Dr. John Holdnak
Name (Printed or Typed)

President
Title

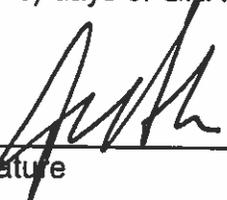

Signature

6/29/17
Date

CERTIFICATION OF INSURANCE

Gulf Coast State College is self-insured and shall provide general liability insurance in an amount not less than \$100,000 per person and \$200,000 per occurrence under plan number RMC 2017-0301 provided through **Florida Community College Risk Management Consortium** from March 1, 2017 to February 28, 2018.

A copy of the policy declaration page must be provided to CareerSource Gulf Coast within ten (10) days of GRANT AGREEMENT execution.



Signature

6/29/17
Date

Dr. John Holdnak
Name (Printed)

President
Title

The Service Provider agrees to comply fully with non-discrimination and equal opportunity provisions of the Workforce Innovation and Opportunity Act of 2014, including Public Law 97-300; Title VI and VII of the Civil Rights Act of 1964, as amended; Age Discrimination Act of 1975, as amended; Section 504 of Rehabilitation Act of 1973, as amended; Title IX of the Education Amendments of 1972, as amended; the Nontraditional Employment for Women Act of 1991; Section 654 of the Omnibus Budget Reconciliation Act of 1981, as amended; the American with Disabilities Act of 1990, and the Florida's Human Rights Act of 1977. The Service Provider further agrees that it will in no way discriminate against, deny benefits to, deny employment to, or exclude from participation any person on the basis of race, color, religion, sex (including pregnancy), sexual orientation, gender identity, gender expression, sex stereotyping, national origin, age, disability, marital status (except as otherwise permitted under Title IX of the Education Amendments of 1972), political affiliation or belief, citizenship/status as a lawfully admitted immigrant authorized to work in the United States, from any program or activity funded in whole or in part with funds made available through CareerSource Gulf Coast. It is also agreed that participation in programs and activities shall be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees and parolees, and other individuals authorized by the Attorney General to work in the United States. It is further agreed that the grievance and complaint procedures submitted by the grant recipient and approved by the Office of Civil Rights will be adhered to.

Programs funded through CareerSource Gulf Coast are equal opportunity programs and the Service Provider shall assure that all programs and activities conducted under this Agreement are accessible to individuals with disabilities. Where the physical facilities are not accessible, an alternate plan for accessing the program or activity must be developed and retained on file, and a copy provided to the CareerSource Gulf Coast Equal Opportunity Officer. Provisions must also be made for the limited English speaking and vision and sensory impaired. These provisions include: having a plan to provide interpreters and sign language assistance when necessary, and assuring that adequate staff or other sources are available to adequately communicate with non-English speaking applicants and/or participants.

CareerSource Gulf Coast has established and maintains procedures to informally resolve grievances or complaints from, and provide counseling to participants in programs operated under this Agreement. A representative of the Service Provider will be required to inform program participants of such procedures and their right to file with the appropriate local, State, or National entity a complaint if the matter is not resolved through information procedures. The Service Provider agrees to require that each participant read, and understand their rights and responsibilities as enumerated in the NOTICE OF NONDISCRIMINATION AND COMPLAINT & GRIEVANCE PROCEDURES FORM.

Sub-recipients shall not discharge or in any manner discriminate against any individual in connection with the administration of the program, or against any individual because such individual has filed any complaint or instituted or caused to be instituted any proceeding under or related to this Act, or has testified or is about to testify in any such proceeding or investigation under or related to the Act, or otherwise unlawfully deny to any individual any benefit to which that participant is entitled under the provisions of the Act or privileges secured by 29 CFR Part 34.

Pursuant to Section 188 of the Workforce Innovation and Opportunity Act of 2014, Public Law 113-128, I, Dr. John Holdnak the undersigned, in representation of Gulf Coast State College, the grantee, attest and certify that the grantee will adhere to any and all nondiscrimination laws and equal opportunity laws. The undersigned will adhere to any and all federal, state and local Board non-discrimination rules and regulations.

Dr. John Holdnak, President
Name / Title

[Signature]
Signature

6/29/17
Date

STATE OF FLORIDA
COUNTY OF BAY

I hereby certify that on this date before me, a Notary Public duly authorized in the State and County named above to take acknowledgments, personally appeared: Dr. John Holdnak, who is known as the person described as President of Gulf Coast State College and who executed the foregoing instrument before me, and acknowledged before me he executed it in the name of and for Gulf Coast State College, and that he had statutory authority or has been legally and duly delegated the authority to bind this contractor.

WITNESS my hand and official seal in the County and State named above this 29 day of June 2017.

Dorothy Ann Terry
Notary Public
My Commission Expires: 11/2/2020
DOROTHY ANN TERRY
MY COMMISSION # GG44380
EXPIRES November 02, 2020

Participant Name: _____

NOTICE OF NONDISCRIMINATION AND COMPLAINT & GRIEVANCE PROCEDURES**NOTICE OF NONDISCRIMINATION:**

CareerSource Gulf Coast does not discriminate on the basis of race, color, religion, sex (including pregnancy), sexual orientation, gender identity, gender expression, sex stereotyping, national origin, age, disability, marital status, political affiliation or belief, citizenship/status as a lawfully admitted immigrant authorized to work in the United States, participation in any WIA Title I financially assisted program or activity, or any other characteristic protected by Federal, State or local law.

Programs funded through CareerSource Gulf Coast are equal opportunity programs with auxiliary aids and services available upon request to individuals with disabilities. Persons using TTY/TDD equipment use Florida Relay Service 711. Individuals with disabilities may make requests for reasonable accommodations to the CareerSource Gulf Coast Equal Opportunity Officer by calling (850) 913-3285, emailing accommodations@r4careersourcegfc.com or writing to CareerSource Gulf Coast, Equal Opportunity Officer, 5230 W US Hwy 98, Panama City, FL 32401.

INTIMIDATION AND RETALIATION PROHIBITED:

CareerSource Gulf Coast shall not discharge, intimidate, retaliate, threaten, coerce or discriminate against any person because such person has filed a complaint or grievance. The same prohibition applies to people who have furnished information, assisted or participated in any manner in an investigation, review, hearing or any other activity related to administration of, or exercise of authority under, or privilege secured by 29 CFR Part 34.

COMPLAINT PROCEDURES:

If you as a Workforce program participant feel that you have been subjected to discrimination based on race, color, religion, sex (including pregnancy), sexual orientation, gender identity, gender expression, sex stereotyping, national origin, age, disability, marital status, political affiliation or belief, citizenship/status as a lawfully admitted immigrant authorized to work in the United States, participation in any WIA Title I financially assisted program or activity, or any other characteristic protected by Federal, State or local law, you may file a complaint of discrimination with either the Local Equal Opportunity Officer, Shannon Walding, 5230 W. Highway 98, Panama City, FL, 32401, the Department of Economic Opportunity, Office of Civil Rights (OCR), Caldwell Building, 107 East Madison Street, MSC 150, Tallahassee, FL 32399-4129 or directly with the U.S. Department of Labor, Civil Rights Center (CRC), 200 Constitution Avenue, Northwest, Room N-4123, Washington, DC 20210. Your complaint must be filed within 180 days of the alleged discriminatory act.

If you elect to file your complaint with the OCR, you must wait until the OCR issues a decision or until 90 calendar days have passed, whichever is sooner, before filing with the CRC. If the OCR's resolution of your complaint is unsatisfactory, you may file the complaint with the CRC. The complaint must be filed within 30 calendar days of the date the notice of the OCR proposed resolution was received.

GRIEVANCE PROCEDURES (PARTICIPANTS):

If you as a Workforce participant have a problem which arose in connection with Workforce programs operated by the Region in Bay, Gulf or Franklin counties, under these Acts, you should discuss the matter with the appropriate representative. If the problem cannot be resolved at that level, you may request a review with the Supervisor. If you do not receive a response within ten working days or wish to further pursue the issue, please contact your Service Provider's individual responsible for Workforce Programs with your grievance. If you do receive an adverse response and wish to pursue the grievance further, OR ten working days have elapsed and no response received, please submit a formal letter of grievance to the Deputy Director or Executive Director of CareerSource Gulf Coast, 5230 West Hwy. 98, Panama City, FL 32401. If you do not receive a decision at the Region level within 60 calendar days of filing the grievance, or if there is an adverse decision, you may request a review within 10 days of the receipt of the adverse decision or, within 15 days from the date you should have received a timely decision. The request for review should be filed with the Department of Economic Opportunity. The Department of Economic Opportunity shall issue a decision within 30 calendar days of receipt of the request. The Department of Economic Opportunity's decision constitutes final agency action. If the Department of Economic Opportunity fails to provide a decision within the 30-day time limit, you may request a determination by the Secretary of the United States Department of Labor on whether reasonable cause exists to believe that the Act or its regulations have been violated. A grievance must be filed within ONE year of the alleged violation.

As a Workforce program participant, I certify that I have read the above statement and understand my rights and responsibilities as enumerated in this statement and a copy was provided for my reference.

Participant's signature _____

Date _____

As a representative of _____, I verify that the above-signed participant read the above statement of the Workforce programs' grievance/complaint procedures and indicated an understanding of the procedures.

Program Representative _____

Date _____

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS ¹²⁶

Non-federal entities and contractors are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR part 180. These regulations restrict awards, sub-awards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities. When applicable, as required by the regulation implementing EO No. 12549 and 12689, Debarment and Suspension, 2 CFR, part 180, the Contractor must not be presently nor previously within a three-year period preceding the effective date of the Contract, debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency. No contract shall be awarded to parties listed on the GSA List of Parties Excluded from Federal Procurement or Non-Procurement.

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its officers /principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State or local governmental department or agency;
 - b. Have not within a three (3) 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 or embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph 1 b. above of this certification; and
 - d. Have not had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. That if the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Dr. John Holdnak, President
Name/Title

[Signature]
Signature

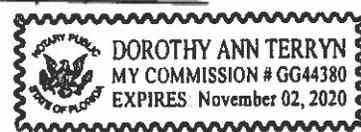
6/29/17
Date

STATE OF FLORIDA
COUNTY OF BAY

I hereby certify that on this date before me, a Notary Public duly authorized in the State and County named above to take acknowledgments, personally appeared: Dr. John Holdnak, who is personally known, is the person described as President of Gulf Coast State College, and who executed the foregoing instrument before me, and acknowledged before me he executed it in the name of and for Gulf Coast State College, and that he had statutory authority or has been legally and duly delegated the authority to bind this contractor.

WITNESS my hand and official seal in the County and State named above this 29 day of June 2017

[Signature]
Notary Public
My Commission Expires: 11/2/2020



The undersigned Grantee certifies, to the best of his or her knowledge and belief, that:

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal grant, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal grant, loan or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employees of Congress, or employee of a Member of Congress in connection with this Federal grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, "Disclosure Form to Report Lobbying" available at: <https://forms.sc.egov.usda.gov/efcommon/eFileServices/eForms/SFLLL.PDF> in accordance with its instructions.

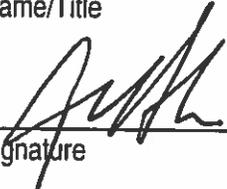
The undersigned shall require that the language of this certification can be included in the award documents for all sub awards at all tiers (including sub grants, sub grants and loans, and cooperative agreements) and that all "sub recipients" shall certify and disclose accordingly. Additionally, the undersigned will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7328).

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, US Code (Byrd Anti-Lobbying Amendment). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Dr. John Holdnak, President

Name/Title

Signature



Date

6/25/17.

COPYRIGHTS STATEMENT

Contracting agency shall have unlimited rights in: Data first produced in the performance of this Grant Agreement form, fit and function data delivered under this contract; data delivered under this Grant Agreement (except for restricted computer software) that constitute manuals or instructional and training material for installation, operation or routine maintenance and repair of items, components or processes delivered or furnished for use under this Grant Agreement; and all other data delivered under this Grant Agreement.

I will not release to others, reproduce, distribute or publish any data first produced or specifically used by the Contractor in the performance of this Grant Agreement without written permission from the Board. ¹²⁸

Dr. John Holdnak, President

Name/Title

Signature

Date

ASSURANCE OF PELL GRANT COORDINATION

Gulf Coast State College assures that all participants enrolled in training/retraining activities at approved institutions will apply for student financial assistance, whether it be federal, state or local, and will make maximum efforts to assist each participant in qualifying for available assistance. The provider further assures that documentation of such application shall be maintained in each participant file.

Dr. John Holdnak, President

Name/Title

Signature

Date

SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

1. This sworn statement is submitted to: CareerSource Gulf Coast by Dr. John Holdnak, President of Gulf Coast State College whose business address is: 5230 West Highway 98, Panama City, FL 32401 and its Federal Employer Identification Number (FEIN) is 59-1208155
2. My relationship to Contractor is: President
(sole proprietor, partner, president, vice-president)
3. I understand that a "public entity crime" as defined in Paragraph 287.133 (1) (g), Florida Statutes, includes a violation of any state and federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or by contract for goods and services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.
4. I understand the "convicted" or "conviction" as defined in Paragraph 287.133(1) (b), of the Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a pleas of guilty or nolo contendere.
5. I understand that "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, to mean:
 - (1) A predecessor or successor of a person or a corporation convicted of a public entity crime; or a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, (3) those officers, directors,

executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months. 129

- 6. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods and services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
- 7. Based on information and belief, the statement that I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies.)

Neither the contractor nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the contractor nor any affiliate of the contractor has been convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearing and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order.)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OR THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Dr. John Holdnak, President
Name/Title

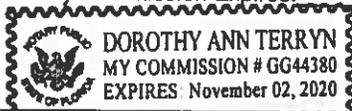
[Signature]
Signature

STATE OF FLORIDA
COUNTY OF BAY

I hereby certify that on this date before me, a Notary Public duly authorized in the State and County named above to take acknowledgments, personally appeared: Dr. John Holdnak, who is personally known, is the person described as President of Gulf Coast State College, and who executed the foregoing instrument before me, and acknowledged before me he executed it in the name of and for Gulf Coast State College, and that he had statutory authority or has been legally and duly delegated the authority to bind this contractor.

WITNESS my hand and official seal in the County and State named above this 29 day of June 2017.

[Signature]
Notary Public
My Commission Expires: 11-2-2020



I, **Dr. John Holdnak**, an authorized representative of the Service Provider do hereby make the following certification with respect to the execution of responsibilities assigned to CareerSource Gulf Coast (CSGC) by WIOA and the Drug-Free Workplace Act of 1988 and its' implementing regulations codified at 29 CFR 98, Subpart F. The contractor attests and certifies that a drug-free workplace will be provided by the following actions:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace;
 - b. The contractor's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of the Grant Agreement be given a copy of the statement required by paragraph (1) of this certification;
4. Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the Grant Agreement, the employee will:
 - a. Abide by the terms of the statement, and;
 - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.
5. Notifying CSGC in writing ten (10) calendar days after receiving notice under subparagraph 4. b. from an employee or otherwise receiving actual notice of such conviction. We will provide such notice of convicted employees, including position title, to every Grant officer on whose Grant activity the convicted employee was working. The notice shall include the identification number(s) of each affected contract/Grant.
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4. b., with respect to any employee who is so convicted:
 - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 as amended.
 - b. Requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local, health, law enforcement, or other appropriate agency.
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of this entire certification.

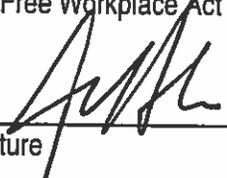
Notwithstanding, it is not required to provide the workplace address under the Grant Agreement. As of today, the specific sites are known and we have decided to provide the specific addresses with the understanding

that if any of the identified places change during the performance of the Grant Agreement, we will inform the agency of the changes. The following are the sites for the performance of work done in connection with the specific Grant Agreement including street address, city, county, state and zip code: 131

625 Highway 231, Panama City, FL 32405 (Bay County)
3800 Garrison Avenue, Port St. Joe, FL 32456 (Gulf County)

Check () if there are workplaces on file that are not identified here.
Check () if an additional page was required for the listing of the workplaces.

I declare, under penalty of perjury under the laws of the United States, and under the penalties set forth by the Drug-Free Workplace Act of 1988, that this certification is true and correct.



Signature

Dr. John Holdnak, President
Name/Title

I, **Dr. John Holdnak**, certify that I am the **President of Gulf Coast State College** and sign this Drug-Free Workplace Certification on behalf of the authority given by the following organization and that such signing is within the scope of my powers.

Gulf Coast State College
(Organization Name)

Executed on: 6/29/17

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO-SMOKE

The Pro-Children Act of 2001, 42 U.S.C. 7181 through 7184, imposes restrictions on smoking in facilities where Federally-funded children services are provided. Grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or granted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or granted for) used for the routine or regular provision of Federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

SCRUTINIZED COMPANIES LISTS CERTIFICATION, SECTION 287.135, F.S.

If grant is in the amount of \$1 million or more, in accordance with the requirements of Section 287.135, Florida Statue Grantor hereby certifies that it is not listed on either the Scrutinized Companies with Activities in Sudan

List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Both lists are created pursuant to section 215.473, Florida Statutes. 132

Grantee understands that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject Grantee to civil penalties, attorney's fees, and/or costs.

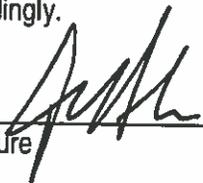
If Grantee is unable to certify to any of the statements in this certification, Grantee shall attach an explanation to this Grant Agreement.

CERTIFICATION REGARDING STAFF BACKGROUND CHECKS

All employees of One-Stop (Job) Centers and LWDA grantees with access to and the ability to change or destroy confidential data stored in workforce information systems are required to undergo a Level Two background check as a condition of employment or grant award. The Level Two background check will include but is not limited to: employment history checks, statewide criminal correspondence checks through the Florida Department of Law Enforcement, and a check of the Dru Sjodin National Sex Offender Public Website, as well as local criminal records checks through local law enforcement agencies. This requirement may change based upon state or federal law/guidance or DEO sub grant agreement.

Disqualifying offenses are listed in FS 435.04 and 435.07. Additionally, persons undergoing this background check may not have an arrest awaiting final disposition, must not have been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, and must not be adjudicated delinquent and the record has not been sealed or expunged under any offense prohibited under FS 435.04, 741.28 (related to domestic violence) or for fraud, forgery, embezzlement or identity theft. Screening results indicating convictions of disqualifying offenses will result in non-approval of that individual to be paid from CSGC administered funds.

Background checks are to be repeated every five years of consecutive employment and upon re-employment or employment in a new or different position of special trust. Grantees shall be re-screened upon assignment to a new grant agreement or after a new grant award. CSGC will pay this expense and schedule the screens accordingly.

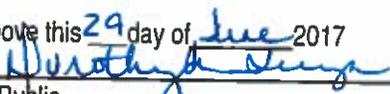
Signature  Date 6/29/17

STATE OF FLORIDA
COUNTY OF Bay

I hereby certify that on this date before me, a Notary Public duly authorized in the State and County named above to take acknowledgments, personally appeared: John Holdrak, to me known as the person described as

President Gulf Coast State College who executed the foregoing instrument before
(Title) (Sponsoring Agency)

me, and he/she acknowledged before me that he/she executed it in the name of and for that Service Provider, and that he/she had statutory authority or has been legally and duly delegated the authority to bind this Service Provider.

WITNESS my hand and official seal in the County and State named above this 29 day of June 2017


Notary Public
My Commission Expires 11-2-2020
DOROTHY ANN TERRY
MY COMMISSION # GG44380
EXPIRES: November 02, 2020

As a condition of the receipt of Federal and State funds under the Personal Responsibility Act (Public Law 104-193), the Workforce Innovation and Opportunity Act (WIOA) (Public Law 105-220), and the Workforce Innovation Act of 2000 rules and regulations, hereby identified as Board programs, the Service Provider agrees to submit a plan for the delivery of Job Center services and operations under the WIOA and Welfare Transition programs, and agrees to operate the programs in accordance with Federal, State and local requirements, the Region Four Local Workforce Services Plan, the Welfare Transition Plan, the Department of Economic Opportunity's Welfare Transition Employment and Training Handbook and all other laws as applicable.

THE SERVICE PROVIDER ASSURES THAT:

1. The Service Provider will substitute stand-in costs for any unauthorized expenditures deemed as disallowances in the operation of the program, and for any disallowed costs incurred as a result of the service provider expending funds not authorized under this Agreement or in violation of the appropriate Federal or State statutes, regulations or guidelines. In order for stand-in costs to be substituted for disallowed expenditures, the service provider must submit a stand-in cost report for the quarter that the disallowance was incurred. The application of stand-in cost will occur at the audit resolution stage, and will not exceed recorded and approved stand-in costs. Any funds requested for reimbursement by the service provider that are determined by the Board, the Governor, Department of Economic Opportunity, CareerSource Florida, and/or United States Department of Labor to be in violation of appropriate Federal and State Statutes, regulations or guidelines shall be refunded and repaid to the Board by the Service Provider with non-federal funds. Should the Service Provider question the Board's determination of a disallowance, the Department of Economic Opportunity may be contacted for a final opinion regarding the appropriateness of the expenditure(s) in question. If this Agreement or Amendments thereto are still in effect, CareerSource Gulf Coast shall withhold these monies from any allowable reimbursement request of the Service Provider.
2. The Service Provider agrees to promptly repay the Board any amount previously paid to the Service Provider by the Board, which is determined by final audit to be an unallowable cost or expenditure. The Service Provider shall repay the Board any funds found not to have been expended in accordance with workforce system programs' regulations or any disallowed expenditure in the final resolution of the audit report. The Service Provider shall repay such amounts from funds other than funds received under this GRANT AGREEMENT. The Board may withhold funds from future deliverables or cost reimbursement requests pending resolution of disallowed costs. This provision is subject to any administrative or other legal procedures available to the Service Provider. No funds under this GRANT AGREEMENT may be used in support of any religious, anti-religious, or political activity.
3. In the event the service provider breaches this GRANT AGREEMENT, the service provider shall indemnify and hold harmless CareerSource Gulf Coast for any disallowed costs resulting from any such breach of this GRANT AGREEMENT. The management, administration and implementation of all terms and conditions of this GRANT AGREEMENT shall be performed in a manner satisfactory to the Board. The Board may act in its own best interest including, but not limited to:
 1. Requiring a written report of corrective action within specific time frames;
 2. Withholding payment;
 3. Disallowing inappropriate claims, payments, or costs;
 4. De-obligating GRANT AGREEMENT funds; or
 5. Terminating or suspending this GRANT AGREEMENT.

If the Board determines that the program described in this GRANT AGREEMENT is not functioning as intended, the Board shall notify the Service Provider immediately by telephone, followed by written notice,

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which may result in bilateral corrective action or adjustment of the Contractual terms through modification of this GRANT AGREEMENT.

4. The Department of Economic Opportunity requires that the Board's monitoring plan include fiscal monitoring of all service providers. The Board's Fiscal Department monitors the invoices for appropriateness of costs, timeliness of the submission related to the time that the expenditures were incurred dates of enrollment related to dates of expenditures and overall accuracy of the invoice.

Each month, program fiscal reports are due on the 10th of the month. The Fiscal Department monitors the reports and invoices over the remainder of that month. When there is a discrepancy, the service provider is immediately notified and appropriate clarification and/or documentation is requested. If the service provider submits the requested documentation in a timely manner and the Fiscal Department reviews and accepts the documentation/clarification, no reimbursement is withheld. If the service provider fails to submit proper documentation/clarification, all reimbursements will be withheld until such time that the proper clarification is submitted to and accepted by the Fiscal Department.

CareerSource Gulf Coast reserves the right not to pay if invoices are submitted more than sixty (60) days past the end of the month being invoiced. Each year a final closeout report is due within twelve (12) days after the contract end date. After this deadline, no reimbursement can be made for prior year's expenses from prior year's funds.

5. The Service Provider shall maintain sufficient financial records to allow costs to be properly charged to the appropriate cost categories. The Service Provider shall maintain proper accounts and an accurate verification of participant statistics.
6. In accordance with Florida Statutes, 50% of adult and dislocated worker funds must be expended for Individual Training Accounts (ITAs). Please refer to DEO FG 074 for guidelines on allowable costs that may be considered as a part of the 50% funds.
7. Service provider expenditures will be reviewed after the second quarter of the program year. If contract funds are not 35% expended, funds may be de-obligated.
8. In compliance with WIOA Public Law 113-128, Section 194 (15) none of the funds provided under this title shall be used by a recipient or sub-recipient of those funds to pay the salary and bonuses of an individual at a rate in excess of Executive Level II. This restriction does not apply to vendors/contractors providing goods and services as described in NPRM 683.290 (c).
9. The Florida Legislature requires that any purchase by regional workforce boards of promotional/outreach/informational items which exceeds a certain amount each year must be approved by the Department of Economic Opportunity prior to purchase. In order to ensure that purchases for this region do not exceed the limit, Service Providers must obtain written permission in advance from the CareerSource Gulf Coast Executive Director prior to making purchases of outreach/informational/promotional items.
10. The Service Provider who is a public or private nonprofit agency assures that revenues in excess of costs shall be treated as program income. Accordingly, these funds may be retained by the Service Provider to underwrite additional training or training related services pursuant to the project or program that generated them. Funds not spent during the GRANT AGREEMENT period shall be returned to the Board within thirty-(30) days of the expiration date of the GRANT AGREEMENT.
11. The Service Provider shall establish and maintain an auditable accounting system, and report on an accrual basis at year end in accordance with recognized accounting practices and the Board's and

Department of Economic Opportunity's requirements for fiscal and program reports. This includes establishing record keeping systems that are sufficient to permit the preparation of reports required by the Department of Economic Opportunity (DEO) and the Board, and to permit the tracing of funds to a level of expenditure adequate to ensure that the funds have not been spent unlawfully.

- 12. Pursuant to FS 119, 257, and State of Florida General Records Schedule GS1-SL, records related to contracts with CareerSource Gulf Coast will be retained for a period of five (5) years after all payments are made and all other pending items related to those records are closed. **Service Provider may only maintain two (2) years of participant files on site.** The Board maintains space for record retention, should space not be available at the provider's site; however, the transport of the records is the responsibility of the provider. CareerSource Gulf Coast is the contact for the admission to storage facilities.
- 13. Service Provider agrees to participate in all inventory processes for items purchased with funds awarded by the Board. The Board will tag and log into a database all inventory over \$750.00 that is purchased with funds awarded by the Board. Also, property purchased that has a value of \$750.00 or greater and a life expectancy of one year or more shall be reported on the monthly financial report to the Board. While the provider may utilize the equipment in delivering services allowable under the appropriate program, the ownership of all equipment, supplies and inventory vests with the Board. Equipment, supplies and inventory no longer being utilized by a provider will be assessed and redistributed as necessary. Equipment, supplies and inventory may not be disposed of without approval of CareerSource Gulf Coast. The transporting, removal, and/or disposal of any equipment, supplies and/or inventory are the responsibility of the service provider with direction from CareerSource Gulf Coast.
- 14. The Service Provider will comply with the uniform fiscal and administrative requirements of the Federal Office of Management and Budget Uniform Guidance at 2 CFR 200 and as codified for the United States Department of Labor at 29 CFR (Code of Federal Regulations) Part 97.
- 15. The Service Provider assures that an annual audit will follow the audit and audit resolution requirements of the Department of Economic Opportunity's (DEO) Division Policy AWI FG-05-019, The Single Audit Act of 1984 and the Federal Office of Management and Budget Uniform Guidance and a copy of the audit furnished to CareerSource Gulf Coast along with a statement explaining the effect that any findings have on workforce system program funds. Per DEO, Division Policy AWI FG-05-019, Service Providers are required to immediately notify CareerSource Gulf Coast if they are going out of business or unilaterally terminate the GRANT AGREEMENT and a custodian of the records must be appointed. CareerSource Gulf Coast's independent auditors will then be notified to perform an immediate audit, which could be a grant-specific audit, of the service provider's records. The audit firm will obtain information from the custodian of records of the company for use in preparation of the audit.
- 16. The failure of the Board to strictly enforce any of the provisions of this Agreement/ Modification, or to require strict performance by the Service Provider of any of the provisions hereof, shall in no way be construed to be a waiver of such provisions or any other validity of this agreement or any part hereof, or waive the right of the Board to thereafter enforce each and every provision therein
- 17. The CareerSource Gulf Coast shall indemnify, defend and hold the Service Provider harmless from all claims, suits, judgments or damages, including court costs and attorneys' fees caused by CareerSource Gulf Coast's negligent act or omission in the course of the operation of this GRANT AGREEMENT.
- 18. The Service Provider assures that it will comply with the requirements of workforce system programs and with Federal and State regulations and policies to include 2 CFR 175 (Trafficking Victims Protection Act of 2000) when applicable, 29 CFR 2, Subpart D (Religious Activity Prohibitions), and will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies

governing the programs associated with this Agreement. The Service Provider further agrees to comply with all subsequent revisions, modifications and amendments to workforce system programs and the related regulations as assigned by CareerSource Gulf Coast. Failure by the Service Provider to accept or comply with changes to workforce system programs or the related regulations that affect the terms of this Agreement, and which the Board shall present in writing, shall be sufficient basis for termination by the Board. The Service Provider assures that it will comply with CareerSource Gulf Coast procedural instructions and policies.

19. The Service Provider understands that modifications and/or revisions to the financial and/or program aspects of this GRANT AGREEMENT may be required as a result of changes in the Board's funding allocations. The Service Provider understands and agrees that if either party desires to change or modify this Agreement, the proposed changes shall be written documents executed by both parties. The Service Provider understands that the written proposed changes shall be negotiated and that the Agreement shall become a written signed modification to the original GRANT AGREEMENT. The Service Provider further understands that the Board may amend this GRANT AGREEMENT to conform to those changes in any Federal or State Statute, Regulation, Procedural Instruction, and/or Executive Order relevant to this Agreement or any amendment hereto. This Agreement may not be modified, amended, canceled, extended or assigned orally without the express written consent of the Board or the Executive Director of the Board. All modifications, amendments, cancellations, extensions and/or assignments must be reduced to writing and incorporated into an amendment hereto.
20. The Service Provider understands and agrees that verbal communications between the parties will not be accepted in any audit determinations or other matters involving interpretations of the rules and regulations governing the implementation of workforce system programs.
21. The Service Provider assures that it will develop monitoring procedures to ensure that its program is in compliance with workforce system laws and regulations, and that adequate administrative and accounting controls are being used. The Board shall have the right to monitor and evaluate all aspects of program activities and the Service Provider shall provide access to all records necessary to accomplish this obligation.
22. The Board, CareerSource Florida, the Department of Economic Opportunity (DEO), the United States Department of Labor, the Inspector General of the United States Department of Labor, the U.S. Comptroller General, or their designated representatives shall have access and the authority to monitor, audit, examine and make excerpts, copies, or transcripts from records, including all contracts, invoices, materials, payrolls, records of personnel, conditions of employment, and other data relating to all matters covered by this Agreement in accordance with applicable federal/state laws.
23. The Service Provider shall indemnify, hold harmless, and defend the Board, its agents and employees from and against any and all liabilities, losses, claims, damages, demands, expenses or actions, either at law or in equity, including court costs and attorneys' fees, that may hereafter at any time be made or brought by anyone on account of personal injury, property damage, loss of monies or other loss, allegedly caused or incurred, in whole or in part, in any act of fraud or defalcation by the Service Provider, its agents, subcontractors, assigns, heirs and employees during performance under the Agreement. The extent of this indemnification shall not be limited in any way as to the amount or types of damages or compensation payable to the Board on account of any insurance limits contained in any insurance policy procured or provided in connection with this Agreement. In any and all claims against the Board or any of its agents or employees by any employee of the Service Provider, any subcontractor, heir, assign, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way as to the amount or types of damages, compensation or benefits payable by or for the Service Provider or any subcontractor, under

worker's compensation acts, disability benefit acts, or other employee benefit acts. The foregoing indemnification provisions shall not be applicable to any injuries, damages or losses resulting in whole from the acts or omissions of the Board. 137.

Notwithstanding anything to the contrary contained herein, the Service Provider does not hereby waive any of its sovereign immunity and any obligation of the Service Provider to indemnify, defend, or hold harmless the Board as stated above shall extend only to the limits, if any, permitted by Florida law, and shall be subject to the monetary limitations established by section 768.28, Florida Statutes.

24. The Service Provider understands that the Board shall assume no liability with respect to bodily injury, illness or any other damages or losses, or with respect to any claims arising out of any activity under this GRANT AGREEMENT whether concerning persons or property in the Service Provider's organization or any third party. The only exception to the aforementioned hold harmless would be in the case of liability allowed by the general liability policy procured and paid for by the Board for the operation of the CareerSource Gulf Coast Job Center. The Board as the leaseholder is required to maintain a general liability policy of 1.5 million dollars per occurrence, and insures the contents of the site up to one million dollars. The Board assumes liability as outlined in the policy on file at the Board's Administrative offices at Gulf Coast State College.
25. The Service Provider shall not assign, delegate, or in any way transfer any of its rights or responsibilities, or any part of the work and services as called for by this GRANT AGREEMENT without prior written approval of the Board. The Service Provider understands that any contract approved to be subcontracted under this GRANT AGREEMENT shall be specified by written agreement and shall be subject to each provision of this GRANT AGREEMENT and all Federal, State, and local laws and regulations. This includes appropriately executed separate sub agreements for on-the-job training, limited internships, and work experience positions.
26. This GRANT AGREEMENT is subject to termination by either party with thirty-(30) days advance written notice. Any determination under this provision must be made in good faith, with due consideration given to availability of funding and the dedication of resource by the Service Provider to this Agreement. In the event funds to finance this GRANT AGREEMENT are not available, the obligations of each party hereunder may be terminated upon no less than twenty-four (24) hours' notice in writing by CareerSource Gulf Coast to the Service Provider. The Service Provider understands that the Board has the right to terminate this GRANT AGREEMENT by providing a thirty-day written notification when an extenuating circumstance arises, for example when the work is no longer required. It is understood that the Service Provider will be compensated for work already completed or in the process according to accurate, appropriately submitted documents.
27. Avoidance of Conflict of Economic Interest - an executive, officer, agent, representative, or employee of the Service Provider will not solicit or accept money or any other consideration from a third person or entity for the performance of an act reimbursed in whole or in part by the Service Provider. No member of any council under the workforce system shall cast a vote on the provision of services by that member or any organization, which the member directly represents or vote on any matter that would provide direct financial benefit to that member. No official member or employee of the Board or any Board member, or any immediate family member of a Board employee or Board member may have a material financial interest in any service provider entering into this contract as entered into. There will be no conflict of interest permitted by the Service Provider's organization, officials, or employees, real or apparent, in the participation toward any performance of this GRANT AGREEMENT. During any performance of this contract, if there becomes an awareness of an actual or opposing interest, organizational or personal, that will or could affect the ability to be confidential, fair and impartial, they will withdraw from further action taken in that course of performance. Documentation of a conflict of interest and the action taken will be

documented by a Conflict of Interest/Disclosure and Action Statement and furnished to CareerSource Gulf Coast. This Breach of Ethical Standards Certification is a material representation of action upon which reliance can be placed when this contract is entered into. 138

28. The submittal of false information may be considered as fraud and any other breach of these agreement terms could result in the immediate termination of the GRANT AGREEMENT. The Service Provider is liable for the repayment of funds that were paid by the Board for reported performance, or other compensation for services or expenses subsequently determined to be invalid. Repayment may be by deduction from subsequent invoices or in the form of a check for the amount owed if the program ended.
29. The Service Provider assures that it will comply with 29 CFR Section 37.42 and shall make efforts to provide equitable services among substantial segments of the population eligible for participation. Such efforts shall include but not be limited to outreach efforts to broaden the composition of the pool of those considered for participation, to include members of all genders, the various race/ethnicity and age groups, and individuals with disabilities.

The Service Provider assures that it will comply with Title 29 CFR Part 37.37, data and information collection and confidentiality, which require recipients to collect the data and maintain the records that the Civil Rights Center finds necessary to determine recipient compliance with nondiscrimination and equal opportunity provisions. This includes:

- Records on applicants, eligible applicants, participants and terminees, as well as on applicants for employment and employees;
 - By race, ethnicity, gender, age, and "where known", disability status.
30. The Service Provider assures that it will comply with 29 CFR Section 37.29, dissemination of nondiscrimination and equal opportunity policy, and that initial and continuing notice shall be provided that it does not discriminate on any prohibited ground to: applicants, eligible applicants, participants, applicants for employment, employees, and members of the public, including those with impaired vision or hearing, and unions or professional organizations holding collective bargaining or professional agreements with the recipient.

The notice requirements imposed require, at a minimum, the notice be posted prominently in reasonable numbers and places, disseminated in internal memoranda and other written communications, included in handbooks or manuals, made available to each participant and made a part of the participant's file. The notice shall be provided in appropriate formats to individuals with visual impairments. Where notice has been given in an alternate format to a participant with a visual impairment, a record that such notice has been given shall be made a part of the participant's file.

In accordance with Federal and State requirements, the posters listed below are to be displayed prominently at all WIA Title I locations, including satellite offices, and by all service providers.

- Equal Opportunity Is the Law (Spanish and English)
- Equal Employment Opportunity Is The Law (Spanish and English)
- Florida Law Prohibits Discrimination (Spanish and English)

The Service Provider shall, during each presentation to orient new participants and/or new employees to its workforce system funded programs or activities, include a discussion of participant's and/or employees' rights under nondiscrimination and equal opportunity provisions, including the right to file a complaint of

discrimination with the recipient, the Department of Economic Opportunity's Office for Civil Rights,¹³⁹ or the Civil Rights Center, U.S. Department of Labor.

31. The Service Provider agrees to abide by Federal and State rules/regulations pertaining to patent rights with respect to any discovery or invention that arises or is developed in the course of or under such contract (as applicable). The Service Provider will comply with requirements pertaining to copyrights (agreements which involve the use of copyrighted materials or the development of copyrightable materials), 627.420(h) (4) (ii), and will comply with requirements pertaining to rights to data, 627.420(h) (4) (iii). CareerSource Gulf Coast and the Department of Economic Opportunity shall have unlimited rights to any data first produced or delivered under this Agreement (agreements which involve the use/development of computer programs/applications, or the maintenance of databases or other computer data processing programs, including the inputting of data).
32. The Service Provider agrees to abide by Federal and State rules/regulations pertaining to compliance with all applicable standards, orders, or requirements issued under Sections 300 and 508 of the Clean Air Act, Executive Order 11738, and Environmental Protection Agency regulations (contracts, subcontracts, and sub-grants of amounts in excess of \$100,000).
33. The Service Provider agrees to abide by Federal and State rules/regulations pertaining to compliance with all mandatory standards and policies relating to energy efficiency, which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act.
34. The Service Provider will comply with the Federal Sarbanes-Oxley Act of 2002 and acknowledges that it is illegal for any corporate entity to punish whistleblowers or retaliate against any employee who reports suspected cases of fraud or abuse (SOX, Section 1107, Section 1513 of Title 18, USC) and that it is a crime to alter, cover up, falsify, or destroy any document that may be relevant to an official investigation (SOX, Section 1102, Section 1512 of Title 18, USC).
35. The Service Provider assures that clarification will be sought from the Board on any policy, law, rule, regulation and/or directive that is not clearly understood prior to adopting any practice or procedure to which the Board shall supply clarification. The Service Provider understands that the Board will give the Service Provider thirty (30) days to take corrective action should it be determined that there is a violation of the WIA and/or Workforce Innovation Acts. If the Service Provider does not take corrective action, funding will be withheld or revoked.
36. Service Providers who are responsible for determining participants' eligibility will assume the liability of all costs incurred because of erroneous determinations of eligibility. Participant eligibility must be completed prior to enrollment and submitted to the Board upon request after enrollment into the program if the Service Provider is the verifier. Service Provider understands that participant eligibility will be determined prior to enrolling a participant into training.
37. The Service Provider agrees that conditions of employment or training shall be appropriate and reasonable with regard to the type of work, geographical region, and skills of the participant. No participant will be trained or receive services in buildings or surroundings which are unsanitary or dangerous. The Service Provider assures that on-the-job training participants will be provided the same working benefits at the same level as other employees similarly employed.
38. The Service Provider assures that to the extent that a State Worker's Compensation law is applicable, information regarding worker's compensation benefits, in accordance with such law, shall be provided to the potential employer by the Service Provider. The State of Florida, through Welfare Transition and SNAP, shall provide worker's compensation coverage for all Community Work Experience participants.

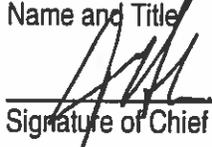
To the extent that such law is not applicable, each recipient of funds under WIOA shall secure insurance coverage for injuries suffered by such participants. ¹⁴⁰

39. The Service Provider understands that workforce system programs' services and activities are to be coordinated with other agencies in the region and that positive working relationships shall be established for the benefit of the participants. To prevent duplication of funding and to comply with WIOA Section 134 (c) (3) (B), students will present information regarding HEA, Title IV awards and other types of financial aid they receive to their case manager. In the event the student does not supply this information, the Service Provider is responsible for obtaining that information and providing it to appropriate workforce staff.
40. Service providers are required to provide priority of services for veterans and eligible spouses pursuant to 20 CFR part 1010, the regulations implementing priority of service for veterans and eligible spouses in Department of Labor job training programs under the Jobs for Veterans Act (P.L. 107-288) published at 73 Fed. Reg. 78132 on December 19, 2008.
41. The Service Provider assures that if the contractor or employee of the contractor who is directly involved in activities funded under this contract has a grievance not related to discrimination, the following steps will be taken:
 - A. The contractor/employee should speak to his/her supervisor unless that person is the cause of the grievance. In that case, the aggrieved should address his/her concern with the next level of supervisor of their respective organization.
 - B. If the problem is not resolved to the aggrieved's satisfaction and he/she wishes to pursue the issue further, he/she should present the problem to the Deputy Director of CareerSource Gulf Coast. The aggrieved must allow 14 working days from the date the Deputy Director was apprised of the issue to receive a written response.
 - C. If the aggrieved receives no response during the 14 working day period or receives an adverse decision that he/she wishes to contest, the aggrieved shall submit a formal, written grievance to the Executive Director of CareerSource Gulf Coast. The written grievance should be sent to CareerSource Gulf Coast, 5230 West U.S. Highway 98, Panama City, Florida 32401 and 60 working days allowed for a written response.
 - D. If the aggrieved receives no response during the allowed time period or is dissatisfied with the response, he/she may write to the Department of Economic Opportunity Director of Workforce Services, 107 East Madison Street, Tallahassee, Florida 32399-4128. This grievance must be filed within one year of the alleged incident.
 - E. There is a separate grievance/complaint process for participants.

By the signature on this page, the Service Provider certifies that it has read and understands all of the provisions of this GRANT AGREEMENT and agrees to the information contained herein.

Dr. John Holdnak, President
Name and Title

6/26/17
Date


Signature of Chief Official

SIGNATURE PAGE

This plan represents the efforts of CareerSource Gulf Coast to implement the Workforce Innovation and Opportunity Act in the following counties:

- Franklin County

We will operate in accordance with the plan/ addendum as well as applicable federal and state laws, rules, and regulations.

Workforce Development Board Chair

Chief Elected Official

Signature

Signature

Jennifer Conoley, Board Chair

Joseph Parrish, Chairman - Franklin County BOCC

Name and Title (printed or typed)

Name and Title (printed or typed)

Date

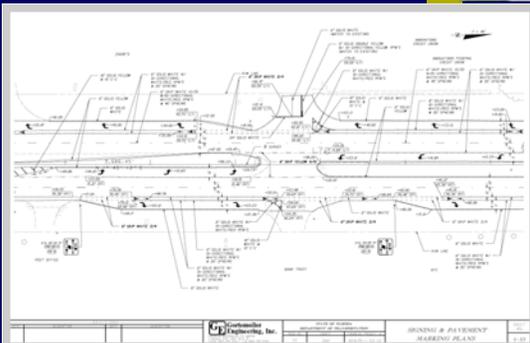
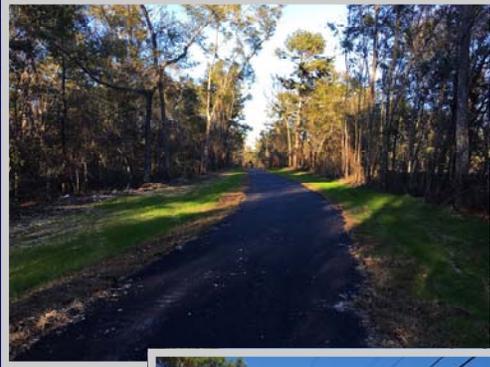
Date



**Gortemoller
Engineering, Inc.**

ENGINEERING SERVICES PORTFOLIO

2018



Gortemoller Engineering, Inc.
708 Thomas Drive
Panama City Beach, FL 32408
P. (850) 249-2425
Dexter M. Gortemoller, P.E.
www.gorteng.com



Dexter M. Gortemoller, MBA, PE

Gortemoller Engineering, Inc. offers a broad range of professional services including but not limited to Civil Engineering, Land Use Planning, Site Development, Sustainable Development Design including LEED Certifications, Potable Water and Wastewater, Regulatory Permitting, Transportation Engineering, and Construction Management. We are located in Panama City Beach, with a service area that covers all of Northwest Florida and South Alabama. With over 52 years of combined civil engineering and construction experience, our highly qualified staff of professionals is dedicated to meeting and exceeding the needs our client's.

GE has been providing services to a broad range of clients since 2002. We are here to provide our client with a high level of service and will work to exceed their expectations. We look forward to the opportunity to work with you on your next project.

Sincerely,

Gortemoller Engineering, Inc.

A handwritten signature in blue ink, appearing to read "Dexter M. Gortemoller". The signature is fluid and cursive, written over a light blue horizontal line.

Dexter M. Gortemoller, MBA, P.E.

LEED AP

President

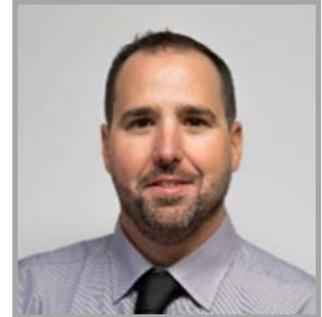
KEY PERSONNEL



*Heather Weber, P.E.
Lead Roadway Engineer
12 Years Experience*



*Richard Zion, P.E., P.G.
Project Engineer
11 Years Experience*



*Nate McKinley
Construction Manager
16 Years Experience*



*Blake Furbee, E.I.
Design Engineer
3 Years Experience*



*David Miller, E.I.
Design Engineer
2 Years Experience*



*Nancy Newell, P.E.
Utility Engineer
4 Years Experience*



*Clemetina Popa
Engineer
4 Years Experience*

Additional Staff Includes:

Jeremy Brooks, E.I.

Dillon Fuder

Austin Masker

Mitch Stubbs

PROFESSIONAL SERVICES

Experience and diversity is one of **GE's** most distinguishing characteristics. Many firms can claim that they or their staff have been exposed to various elements of civil engineering and construction which lead to overall project wide experience; however, **GE** and their staff can claim that have developed, designed, managed, and constructed large scale civil engineering projects in Northwest FL, from beginning to end, and have the track record to prove it. Since 2013, and spanning across 5 projects, **GE** has maintained an "Above Satisfactory" performance rating with the FDOT. A generalized listing of **GE's** Multi-Service capabilities is provided below:

- **Transportation Engineering Design**
- **CEI & Construction Management**
- **Permitting & Environmental Engineering**
- **Public Utility Planning**
- **Site Planning and Development**
- **Sustainable Development and LEED Certification**
- **Stormwater Management**
- **Drainage Conveyance Systems**
- **Construction Engineering Inspection**
- **Potable Water Treatment**
- **Distribution Facilities**
- **Wastewater Treatment**
- **Collection Systems**
- **Site Feasibility Investigations**
- **Comprehensive Plan Amendments**
- **Implementation Mining Projects**
- **Commercial and Residential Subdivisions**
- **Commercial Development**

FDOT Qualifications

Non-DBE Small Business

Advanced MOT

Certified Traffic Noise Analyst

FHWA Traffic Noise Model 2.5

Group 3 - Highway Design - Roadway

3.1 - Minor Highway Design

3.2 - Major Highway Design

Group 7 -Traffic Operations Design

7.1 -Signing, Pavement Marking and Channelization

7.2 - Lighting

7.3 - Signalization

Group 10 - Construction Engineering & Inspection

10.1 - Roadway CEI

10.3 - Construction Materials Inspection (CMI)

Group 13 - Planning

13.6 - Land Planning/Engineering

TRANSPORTATION ENGINEERING EXPERIENCE

- ***Transmitter Road (CR 2327)** - Bay County - 1.49 Mile resurfacing of Transmitter Road to include the addition of bike lanes and drainage improvements (2017)
- ***SR 30 (US 98) Shared Use Path in Wakulla County** - FDOT District 3 - 12 Mile Shared Use Path Design extending St. Marks Tail to SR 61 (Crawfordville Highway) Project (2015)
- ***SR 30/61 (US 98/US 319) in Wakulla County** - FDOT District 3 - 7 Mile Resurfacing and Drainage Improvement Project (2015)
- ***SR 81 in Holmes County** - FDOT District 3 - 22 Mile Resurfacing and Drainage Improvement Project (2014)
- ***Jenks Avenue from 23rd Street to Baldwin Avenue** - City of Panama City - 2 to 5 Lane Widening (2014)
- ***Magnolia Beach Road Bicycle & Pedestrian Facility Design** - Bay County - 2 Mile Multi-Use Path and Sidewalk Project (2014)
- ***SR 75 (US 231) @ Commerce Boulevard Signalization** - Saad Development Group/ Port of Panama City Intermodal Distribution Center (2013)
- ***SR 30E (Cape San Blas Rd) in Gulf County** - 4 Mile Widening, Resurfacing and Drainage Improvement Project (2013)
- ***SR 389 (East Avenue) in Bay County** - FDOT District 3 - 3 Mile Resurfacing and Drainage Improvements (2012)
- ***SR 85 in Walton County** - 4 Mile Resurfacing Project (2011)
- ***SR 10 (US 90) in Sneads** - FDOT District 3 - 1 Mile Widening and Resurfacing Project (2010)
- West Bay Parkway (SR 388)** from SR 79 to Northwest Florida Beach International Airport Entrance in Bay County - FDOT District 3 - Sign & Pavement Markings (2015)
- SR22 (Wewa Highway) Reconstruction** from BUS 98 to Star Avenue in Bay County - FDOT District 3 - Signalization & Utility Coordination (2015)
- Gulf Coast Parkway** from CR 2315 (Star Avenue) to SR 30A/ US 98 (Tyndall Parkway) in Bay County - FDOT District 3 - Utility Coordination (2014)
- SR 77 Reconstruction** from North of Sunny Hills Blvd to One Mile South of Wausau City Limits - FDOT District 3 - Utility Coordination (2013)
- SR 77 (MLK Jr. Blvd.)** from SR 75 (US 231) to the Bailey Bridge in Lynn Haven - FDOT District 3 - Sign & Pavement Markings (2012)

*GE Prime Firm Project

CEI & CONSTRUCTION MANAGEMENT EXPERIENCE

***Jenks Avenue from 23rd Street to Baldwin Avenue** - City of Panama City - Lane Widening of Jenks Avenue from 2 to 5 lanes. GE's services provided to date have included the coordination and design of subsurface changes in soil conditions within the roadway excavation, clarification and design of urban approaches to conform to FDOT Standards, temporary easements, and designed quantities, utility relocation documentation and as-built design, construction inspection, and overall project design vs. construction support to the construction project team. (2014-2018)

***Transmitter Road (CR 2327)** - Bay County - 1.49 Mile resurfacing of Transmitter Road to include the addition of bike lanes and drainage improvements. GE's scope of services included the inspection of pre-existing roadway conditions which included key characteristics such as drainage, pavement condition, intersections, easements, pavement markings, and signage, as well as, EOR project management and coordination services during construction. (2017-2018)

***City of Panama City Beach – Capital Improvement Plan for Roadways** - This project consisted of assessing the existing pavement conditions of the City's entire roadway system. GE was responsible for performing field inspections and pavement evaluation for approximately 77 miles of the City's roadways. GE's scope of work also included the review of the existing roadway drainage conditions and the development of a maintenance schedule, budget, and Capital Improvement Plan for the City's publicly maintained roadways. (2016-2017)

***Magnolia Beach Road Bicycle & Pedestrian Facility Design** - Bay County - 2 Mile Multi-Use Path and Sidewalk Project. GE's scope of service included the inspection of both pre-existing and constructed project features which included concrete sidewalk, paved pathways, signage, and pavement markings for compliance with contract specifications and established design standards. (2014)

SR 30A (US 98/Tyndall Parkway) - FDOT District 3 - 3.6 Mile resurfacing of SR 30A from a point east of CR 2327 to the intersection with SR 30 (US 98B). GE's scope of services included the inspection of both pre-existing and constructed sidewalk, driveways, ADA ramps, and crosswalks to verify conformity with the design and the established standards for construction. (2015)

***GE Prime Firm Project**

GE's CEI & Construction Management Services Include

- **Project/Program Management**
- **Contract Administration**
- **Contractor Management**
- **RFI, RFC, & Change Order Processing**
- **Owner, Public, & Utility Relations**
- **CEI ADA Compliance Reviews**
- **Submittal Review & Processing**
- **FHWA Program Oversight Assistance**
- **Construction Engineering Inspection**
- **Project Documentation Controls**
- **Claims Analysis and Review**
- **Budgeting and Cost Controls**
- **Constructability Reviews**
- **Schedule Analysis**
- **EEO Compliance Reviews and Processes**
- **Quality Assurance/Control Management**
- **Estimate Processing**
- **Control of Materials Processes and Controls**

SITE & LAND DEVELOPMENT EXPERIENCE

Apartments, Hotels, and Marinas

Panama Commons - 92 Unit Affordable Apartment Complex - **Platinum Level LEED for Homes** (2009)

Treescape Apartments - Provided professional engineering services for a 75 unit Apartment Community located on Balboa Avenue in Panama City, Florida (2009)

Sunrise Marina - Provided professional engineering services and permitting support for 147-slip marina expansion associated with an upland commercial development, consisting of retail and office space, a dry storage facility and a 100 room hotel with a restaurant (2009)

Hampton Inn & Suites - Permitting and site civil design with an emphasis on stormwater design and traffic analysis(2008)

Distribution Centers

124k sf FedEx Ground @ I-10/ Mahan Drive in Summit East - City of Tallahassee - **LEED Project** (2014)

Lewis Bear Distribution Facility - Ebro - 100k sf (2008) 36k sf Expansion (2013)

60k sf FedEx Ground @ Port Panama City Intermodal Distribution Center - City of Panama City (2012)

Lewis Bear Distribution Facility - Pensacola - 35k sf Expansion (2010)

Acadian Hardwoods - 34,000 sq. foot distribution center (2006)

Banks

Centennial Bank Callaway - Redevelopment of a previous Winn Dixie for a new bank in the parking lot (2007)

Centennial Bank Thomas Drive - Provided professional engineering services for 1,500 square foot bank with drive thru lanes on 0.3 acre site (2007)

Centennial Bank St. Andrews - Redevelopment of a parking lot and drive thru area for the renovated bank branch (2005)

Miscellaneous Projects

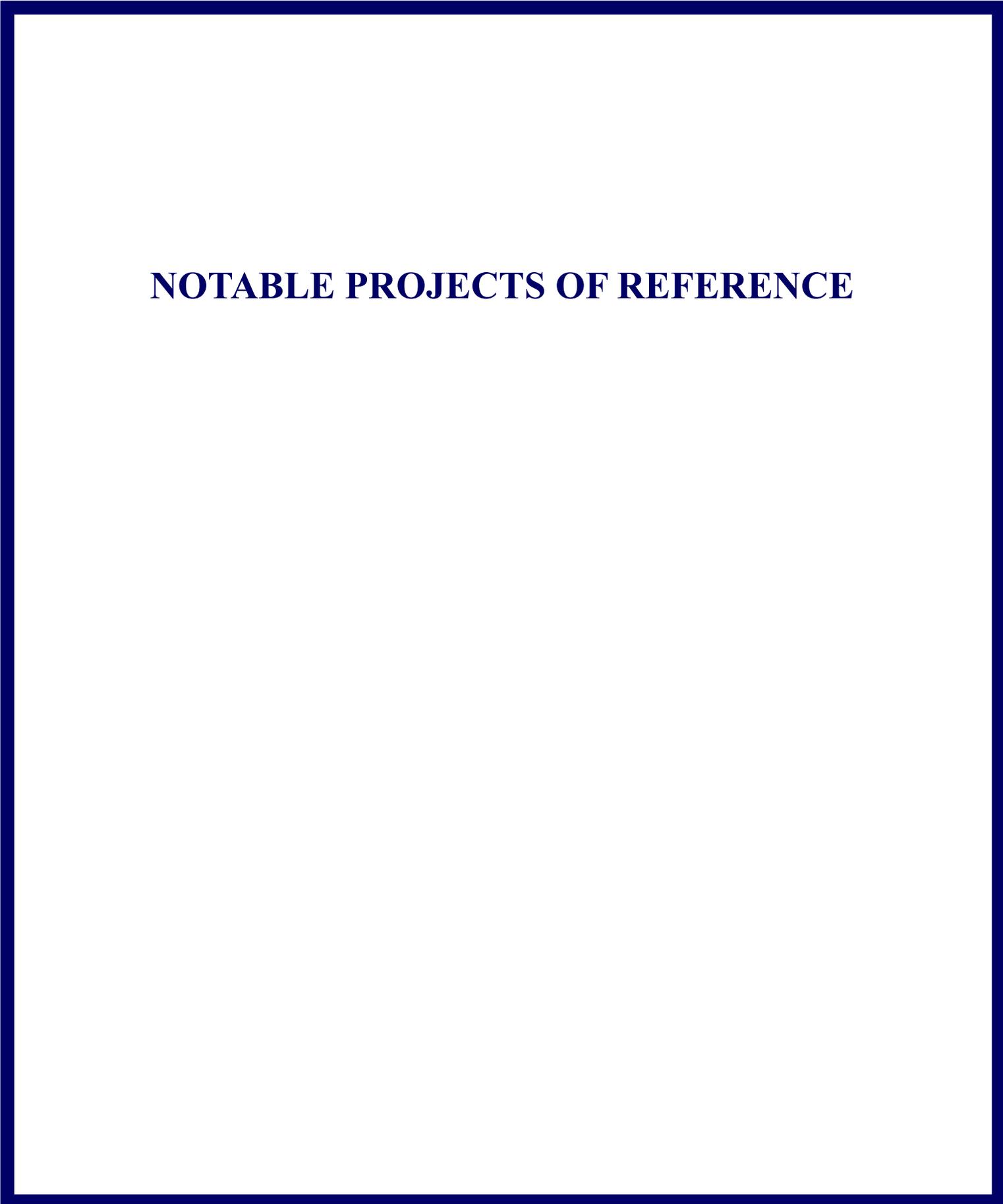
Watson Bayou Park Pier - Pier design, site layout and permitting for project (2012)

Bay County Utility Services - Potable Water Distribution System Audit (2011)

King's Point - Dredging of the canals through the neighborhood (2011)

Port St. Joe Post Office - Stormwater facility expansion retrofit (2009)

Hiland Park Elementary Bus Loop - Permitting and site civil design with an emphasis on stormwater design (2009)



NOTABLE PROJECTS OF REFERENCE



FDOT District Three



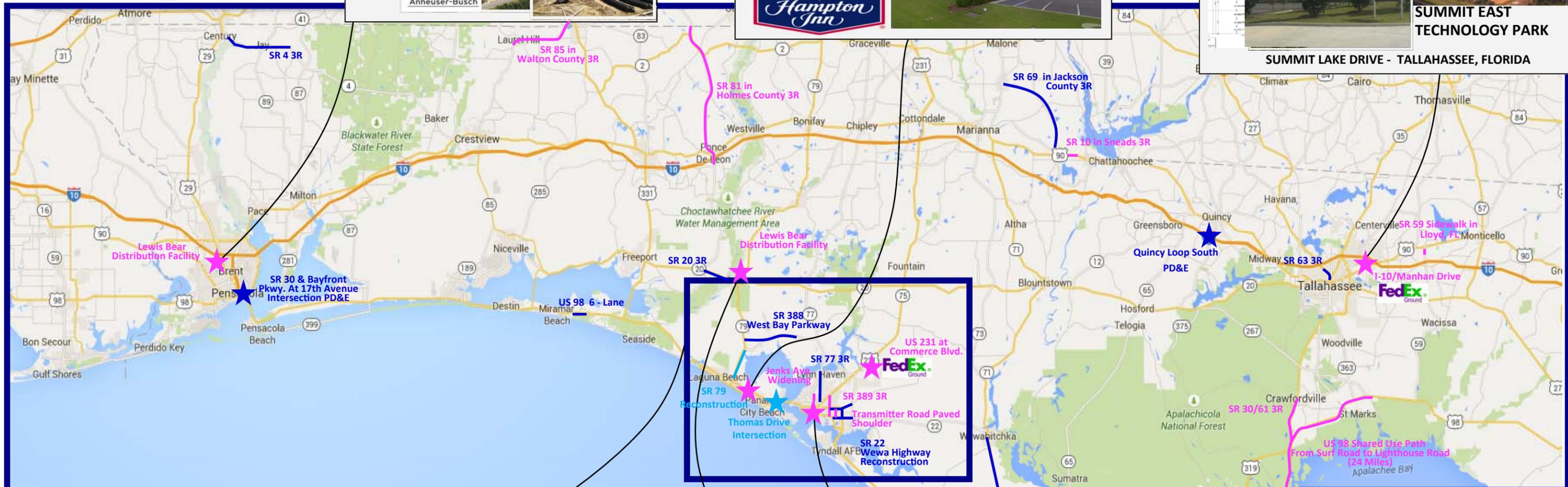
EXPANSION OF THE LEWIS BEAR DISTRIBUTION FACILITY

Hampton Inn

FedEx Ground

SUMMIT EAST TECHNOLOGY PARK

SUMMIT LAKE DRIVE - TALLAHASSEE, FLORIDA



200,000 Square Foot Lewis Bear Distribution Facility

PANAMA COMMONS APARTMENT HOMES



Gortemoller Engineering, Inc.

Land Development • Infrastructure • Transportation

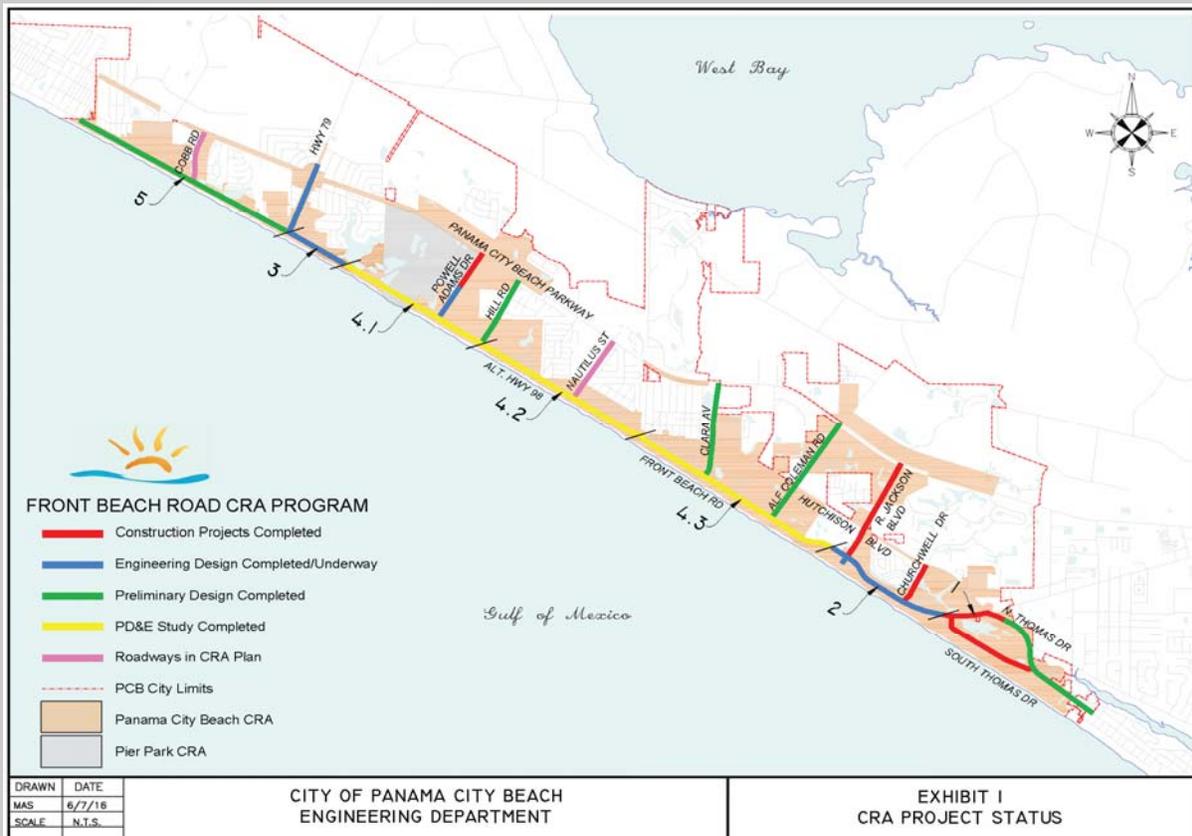
Description of Project

Provided professional engineering services for the City of Panama City Beach consisting of a general roadway condition assessment, redevelopment cost analysis, and Operations Maintenance (O&M) cost evaluation for the City roadways and streets designated as part of the Community Redevelopment Agency (CRA) program.

Estimated Annual O&M Cost: \$2,417,000

Estimated Redevelopment Cost: \$277,088,000

City of Panama City Beach Capital Improvement Plan CRA Roadway Condition Assessment and Operations & Maintenance Cost Analysis Panama City Beach, FL



Gortemoller Engineering, Inc.
708 Thomas Drive
Panama City Beach, Florida 32408
PH: 850-249-2425
dgortemoller@gorteng.com
www.gorteng.com

Project Owner's Information:
City of Panama City Beach
Kelly Jenkins, P.E.
(850) 233-5054

Year Completed:
2017 - Professional Services

Firms involved with this Project:
Gortemoller Engineering, Inc.
ZHA, Inc.



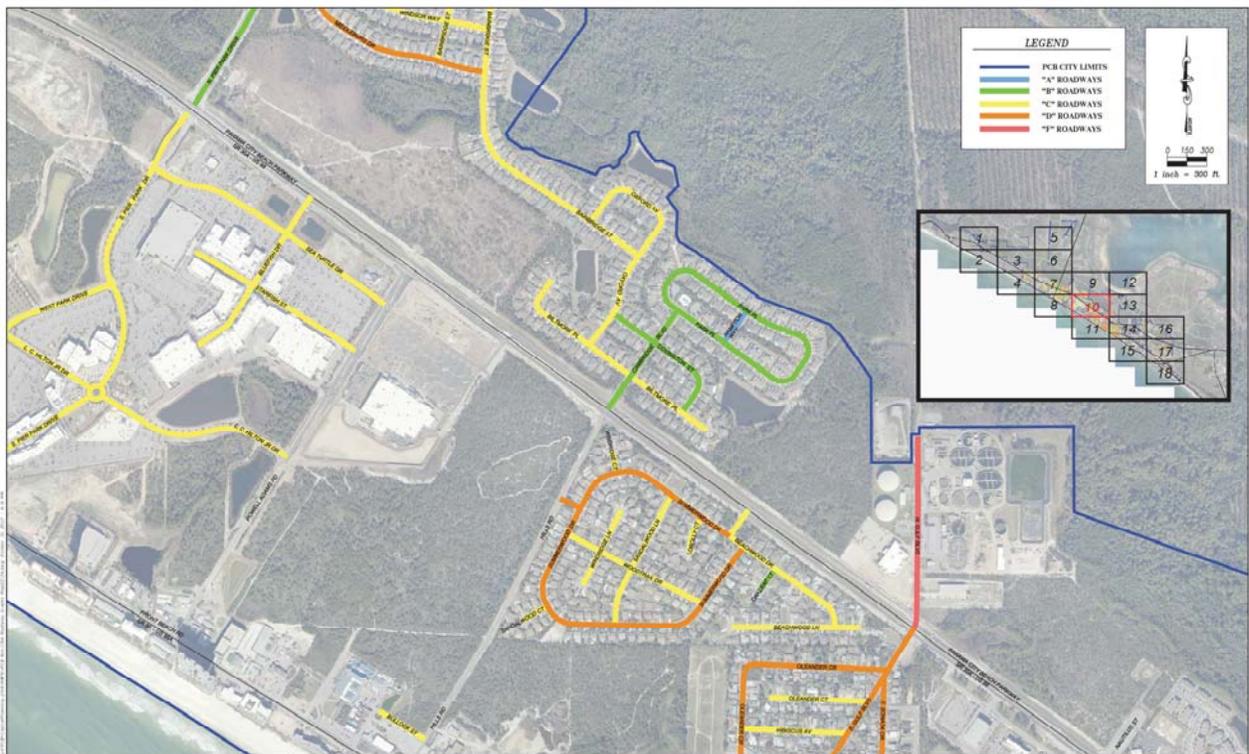
Gortemoller Engineering, Inc.

Land Development • Infrastructure • Transportation

Description of Project

Provided professional engineering services for the City of Panama City Beach consisting of a roadway condition assessment and maintenance cost evaluation for Sixty-Eight (68) centerline miles of publicly maintained roadways and streets.

City of Panama City Beach Existing Condition Roadway Assessment & Maintenance Cost Evaluation Panama City Beach, FL



Gortemoller Engineering, Inc.
708 Thomas Drive
Panama City Beach, FL 32408
(850) 249-2425
CA:00009505



CLIENT
City of Panama City Beach
110 South Arnold Road
Panama City Beach, FL 32413

PROJECT
Panama City Beach CIP
Non-CRA Roadway Assessment

**PCB Non-CRA
Roadway Grades Map**

1" = 300'
SHEET 10

Gortemoller Engineering, Inc.
708 Thomas Drive
Panama City Beach, Florida 32408
PH: 850-249-2425
dgortemoller@gorteng.com
www.gorteng.com

Project Owner's Information:
City of Panama City Beach
Kelly Jenkins, P.E.
(850) 233-5054

Year Completed:
2017 - Professional Services

Firms involved with this Project:
Gortemoller Engineering, Inc.
ZHA, Inc.



Gortemoller Engineering, Inc.

Land Development • Infrastructure • Transportation

Description of Project

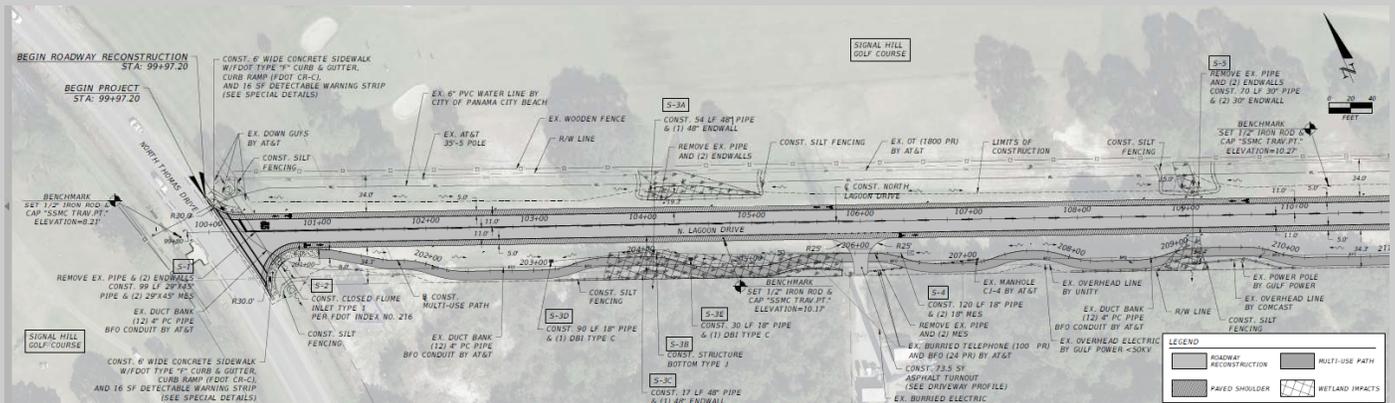
Provided professional engineering design services for the rehabilitation/reconstruction of North Lagoon Drive from Joan Avenue to N. Thomas Drive. The project also included the addition of paved shoulders and new multi-use path.

Construction Cost: \$523,416

North Lagoon Drive (CR 3030)

Reconstruction and Multi-Use Path Design from Joan Avenue to Thomas Drive (approximately 0.4 miles).

Panama City Beach, Bay County, FL



Project Owner's Information:
Bay County Board of Commissioners
(850) 248-8250

Year Completed:
2017 - Professional Services
2018 - Construction

Firms involved with this Project:
Gortemoller Engineering, Inc.
Southeastern Surveying & Mapping
Southern Earth Science
Cypress Environmental

Gortemoller Engineering, Inc.

708 Thomas Drive
Panama City Beach, Florida 32408
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dgortemoller@gorteng.com
www.gorteng.com



Gortemoller Engineering, Inc.

Land Development • Infrastructure • Transportation

Description of Project

Prime Consultant providing design and CEI services for a 1.0 mile widening project from 2 to 5 lanes project between 23rd Street and Baldwin Road.



Project highlights include widening the roadway from 2 lanes to 5 lanes, drainage system design, potable water main relocation and pedestrian safety improvements.

Construction Cost: \$ 5,500,000 (Est.)

Jenks Avenue Widening (CR 2341)

Panama City, Florida



Project Owner's Information:

City of Panama City
Dale Cronwell, PE
850-872-3015

Year Completed:

2015 - Professional Services
2016 - 2018 Construction

Firms involved with this Project:

Gortemoller Engineering, Inc.
Metric Engineering, Inc.
Cypress Environmental LLC
Southeastern Surveying & Mapping Corp.
Southern Earth Sciences, Inc.

Gortemoller Engineering, Inc.

708 Thomas Drive
Panama City Beach, Florida 32408
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www.gorteng.com



Gortemoller Engineering, Inc.

Land Development • Infrastructure • Transportation

Description of Project

Gortemoller Engineering Inc. provided engineering services in the way of design consultation and construction management for the installation of bike lanes, drainage improvements, and resurfacing of 1.49 miles of Transmitter Road. In sub-agreement with Cypress Environmental, Southern Earth Sciences, Inc., and Southeastern Surveying and Mapping Corporation, GE will ensure redesigned and expanded storm-water facility meets current Northwest Florida Water Management District and Bay County design criteria.



TRANSMITTER ROAD (CR 2327) - BIKE LANES AND RESURFACING Panama City, Florida



Project Owner's Information:

Bay County Board of Commissioners
850-784-6149

Year Completed:

2017 - Professional Services
2018 - Construction

Firms involved with this Project:

Gortemoller Engineering, Inc.
C.W. Roberts Contracting, Inc.
Cypress Environmental of Bay County
Southern Earth Sciences, Inc.
Southeastern Surveying and Map Corp.

Gortemoller Engineering, Inc.

708 Thomas Drive
Panama City Beach, Florida 32408
PH: 850-249-2425
FAX: 850-249-2426
dexterg@gorteng.com
www.gorteng.com



Gortemoller Engineering, Inc.

Land Development • Infrastructure • Transportation

Description of Project

Provided professional engineering services for a 12 mile shared use path facility along SR 30 (US 98) from SR 61 (US 319) to St. Marks Trail in Wakulla County, Florida under 4 separate projects. Design included Facility Design Plans, along with full roadway, drainage, and survey coordination to verify with FDOT and ADA Standards. Project highlights include pedestrian accommodations.

Construction Cost: \$5,400,000 (est.)



SR 30 (US 98) Coastal HWY

Shared Use Path from SR 61
(US 319) to St. Marks Trail
Wakulla County, Florida

Project Owner's Information:

FDOT District 3
Jimmy Smith, P.E. (GEC)
850-638-0250

Year Completed:

2015 - 2016 - Professional Services
2017 - Construction

Firms involved with this Project:

Gortemoller Engineering, Inc.
Alday-Howell Engineering, Inc.
Environmental and Geotechnical Specialists
Carpe Diem Community Solutions
Kennedy Engineering & Associates
Jacobs Engineering Group

Gortemoller Engineering, Inc.

708 Thomas Drive
Panama City Beach, Florida 32408
dgortemoller@gorteng.com
www.gorteng.com



Gortemoller Engineering, Inc.

Land Development • Infrastructure • Transportation

Description of Project

Provided professional engineering services for a 7 mile resurfacing, rehabilitation, & restoration project along SR 30/SR 61 (US 98/319) from Boykin Road to SR 369 in Wakulla County, Florida. Design included Sign & Pavement Markings Plans, along with full roadway, drainage, and survey coordination to verify with FDOT Standards, and traffic studies.

Construction Cost: \$3,368,192 (est.)



SR 30 /SR 61 (US 98/319)
Resurfacing, Rehabilitation, & Restoration
from Boykin Road to SR 369
Wakulla County, Florida



Project Owner's Information:

FDOT District 3
Jimmy Smith, P.E. (GEC)
850-638-3363

Year Completed:

2015 - 2016 - Professional Services
2018 - Construction

Firms involved with this Project:

Gortemoller Engineering, Inc.
Alday Howell Engineering, Inc.
Wantman Group, Inc.
Jacobs

Gortemoller Engineering, Inc.

708 Thomas Drive
Panama City Beach, Florida 32408
PH: 850-249-2425
dgortemoller@gorteng.com
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Gortemoller Engineering, Inc.

Land Development • Infrastructure • Transportation

Description of Project

Provided professional engineering services as a prime consultant for the 21.4 mile resurfacing project of SR 81 from the Walton County Line to the Alabama State Line in Holmes County, Florida. The design included Roadway Plans and Sign & Pavement Marking Plans.

Construction Cost: \$8,257,000



SR 81

Resurfacing, Rehabilitation, and Restoration
From the Walton County Line to
the Alabama State Line
Holmes County, Florida



Project Owner's Information:

Florida Department of Transportation
Lisa Bell
(850) 330-1744

Year Completed:

2014-2015 - Professional Services
2016 - Construction

Firms involved with this Project:

Gortemoller Engineering, Inc.
Alday-Howell Engineering
Southeastern Surveying & Mapping Corp.
Ecological Resource Consultants, Inc.

Gortemoller Engineering, Inc.

708 Thomas Drive
Panama City Beach, Florida 32408
PH: 850-249-2425
dgortemoller@gorteng.com
www.gorteng.com



Gortemoller Engineering, Inc.

Land Development • Infrastructure • Transportation

Description of Project

Provided professional engineering services for a 1.9 mile long sidewalk and asphalt path from Thomas Drive to Jan Cooley Drive in Panama City Beach, Florida. This was a LAP Project, FPID No. 429976-1-58-01. Design includes pedestrian accommodations, drainage improvements and roadway safety enhancements along with project coordination with the Bay Point Golf Course and the Veterans Administration Health Care Clinic project.

Construction Cost: \$886,000



Magnolia Beach Road

*Pedestrian & Bicycle Facility Design from
Thomas Drive to Jan Cooley Drive
Panama City Beach, Florida*



Project Owner's Information:

Bay County Board of
County Commissioners
Marc Mackey, E.I.
850-248-8744

Year Completed:

2014 - Professional Services
2015 - Construction

Firms involved with this Project:

Gortemoller Engineering, Inc.
Southeastern Survey & Mapping Corp.
Southern Earth Sciences, Inc.

Gortemoller Engineering, Inc.

708 Thomas Drive
Panama City Beach, Florida 32408
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dgortemoller@gorteng.com
www.gorteng.com



Gortemoller Engineering, Inc.

Land Development • Infrastructure • Transportation

Description of Project

Prime FDOT Consultant providing professional engineering services for a 4.17 mile resurfacing project from SR 30A to the St. Joe Buffer Preserve.



Design includes Paved Shoulders & Drainage Improvements, Roadway Plans, Sign & Pavement Plans, along with full roadway, drainage, and survey coordination to verify compliance with Department Standards.

Construction Cost: \$ 3,400,000

Gortemoller Engineering, Inc.

708 Thomas Drive
Panama City Beach, Florida 32408
PH: 850-249-2425
dgortemoller@gorteng.com
www.gorteng.com

SR 30E

Resurfacings, Rehabilitation,
and Restoration from SR30A
to St. Joe Buffer Preserve
Gulf County, Florida



Project Owner's Information:

Florida Department of Transportation
Alaina Webb, P.E.
850-330-1447

Year Completed:

2014 - Professional Services
2016 - Construction

Firms involved with this Project:

Gortemoller Engineering, Inc.
Alday-Howell Engineering, Inc.
Southeastern Surveying &
Mapping Corp.
Environmental and Geotechnical
Specialist



Gortemoller Engineering, Inc.

Land Development • Infrastructure • Transportation

Description of Project

Prime FDOT Consultant providing professional engineering services for a 4.24 mile resurfacing project from the



Okaloosa County Line to the Alabama State Line in Walton County, Florida. Design included Roadway Plans, Sign & Pavement Marking Plans along with full roadway, drainage, and survey coordination to verify compliance with Department Standards.

Construction Cost: \$ 1,430,000

Gortemoller Engineering, Inc.

708 Thomas Drive
Panama City Beach, Florida 32408
PH: 850-249-2425
dgortemoller@gorteng.com
www.gorteng.com

SR 85

Resurfacings, Rehabilitation,
and Restoration

From Okaloosa County Line to Alabama
state line in Walton County, Florida



Project Owner's Information:

Florida Department of Transportation
Garret Martin, P.E. (Atkins)
850-260-3217

Year Completed:

2011 - Professional Services
2014 - Construction

Firms involved with this Project:

Gortemoller Engineering, Inc.
Alday Howell Engineering, Inc.
Ecological Resource Consultants, Inc.
Registe Sliger Engineering, Inc.



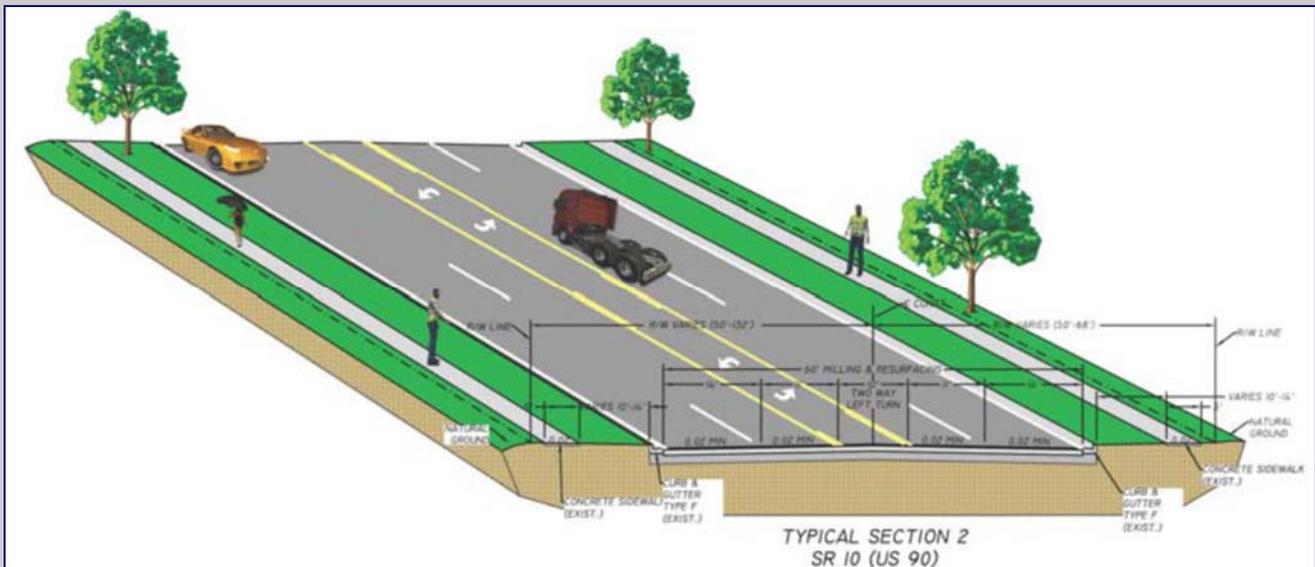
Gortemoller Engineering, Inc.

Land Development • Infrastructure • Transportation

Description of Project

Prime FDOT Consultant providing professional engineering services for a 1.05 mile resurfacing project in Sneads,

State Rd 10 (US 90)
Resurfacings, Rehabilitation,
and Restoration
Sneads, Florida



Florida. Design included Roadway Plans, Sign & Pavement Marking Plans along with full roadway, drainage, survey coordination and ADA analysis to verify compliance with Department Standards.

Construction Cost: \$ 1,100,000

Project Owner's Information:
Florida Department of Transportation
Greg Rogers
850-330-1755

Year Completed:
2010 - Professional Services
2013 - Construction

Firms involved with this Project:
Gortemoller Engineering, Inc.
Alday Howell Engineering, Inc.
DRMP, Inc.
HSA Consulting, Inc.

Gortemoller Engineering, Inc.
708 Thomas Drive
Panama City Beach, Florida 32408
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dgortemoller@gorteng.com
www.gorteng.com



Gortemoller Engineering, Inc.

Land Development • Infrastructure • Transportation

Description of Project

Provided professional engineering services for a 92 unit Apartment Community located at the intersection of Sherman Avenue and 11th Street in Panama City, Florida. The project met platinum level LEED for Homes criteria. Design required coordination with the City of Panama City, NFWFMD and FDEP staff.

Stormwater facility, potable water, gravity sewer and a traffic analysis were among the numerous design tasks for the apartment community. The stormwater was designed to be treated and attenuated underground with a sand filter system to address the potential for groundwater intrusion into the system.

Construction Cost: \$14,500,000

Panama Commons Apartment Complex

Sherman Avenue / 11th Street
Panama City, Florida



Project Owner's Information:

The PACES Foundation
Rick Haymond
706-663-4816

Year Completed:

2009 - Professional Services
2010 - Construction

Firms involved with this Project:

Gortemoller Engineering, Inc.

Gortemoller Engineering, Inc.

708 Thomas Drive
Panama City Beach, Florida 32408
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dgortemoller@gorteng.com
www.gorteng.com



Gortemoller Engineering, Inc.

Land Development • Infrastructure • Transportation

Description of Project

Provided professional engineering services for a 60,000 square foot office and distribution center for FedEx Ground. Design and permitting approval required extensive coordination with the City of Panama City, Florida Department of Environmental Protection and the Panama City Port Authority. Design included stormwater management potable water / fire line and sewer lateral system.



FedEx Ground Distribution Facility

Port Panama City
Intermodal Distribution Center
Panama City, Florida



Construction Cost: \$5,500,000

Project Owner's Information:
SAAD Development Corporation
(251) 432-8871

Year Completed:
2012 - Professional Services
2013 - Construction

Firms involved with this Project:
Gortemoller Engineering, Inc.
Southeastern Survey & Mapping Corp.
Southern Earth Sciences, Inc.

Gortemoller Engineering, Inc.

708 Thomas Drive
Panama City Beach, Florida 32408
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dgortemoller@gorteng.com
www.gorteng.com



Gortemoller Engineering, Inc.

Land Development • Infrastructure • Transportation

Description of Project

Provided professional engineering services for a 122,500 square foot office and distribution center for FedEx Ground. Design and permitting approval required extensive coordination with the City of Tallahassee, Northwest Florida Water Management District. Design included stormwater conveyance, potable water / fire line and sewer lateral system.

Construction Cost: \$13,000,000



Project Owner's Information:
SAAD Development Corporation
(251) 432-8871



Year Completed:
2014 - Professional Services
2015 - Construction

Gortemoller Engineering, Inc.
708 Thomas Drive
Panama City Beach, Florida 32408
PH: 850-249-2425
dgortemoller@gorteng.com
www.gorteng.com

Firms involved with this Project:
Gortemoller Engineering, Inc.
NOVA Engineering & Environmental, Inc.



Gortemoller Engineering, Inc.

Land Development • Infrastructure • Transportation

Description of Project

Provided professional engineering services for a hotel and commercial development on Panama City Beach Parkway (US 98) in Panama City Beach. Project included permitting and site civil design with an emphasis on stormwater design and traffic analysis. Designed and coordinated with FDOT including providing FDOT traffic analysis, turn lane design, and a new driveway. Underground Stormwater Management system was installed as part of this project. Project was permitted through FDOT, City of Panama City Beach and Northwest Florida Water Management District.

Construction Cost: \$7,000,000 (est.)



Hampton Inn & Suites

Panama City Beach
Florida



Project Owner's Information:

ADH Development, LLC
Allen Harkins
850-526-3300

Year Completed:

2008 - Professional Services
2009 - Construction

Firms involved with this Project:

Gortemoller Engineering, Inc.

Gortemoller Engineering, Inc.

708 Thomas Drive
Panama City Beach, Florida 32408
PH: 850-249-2425
dgortemoller@gorteng.com
www.gorteng.com



Gortemoller Engineering, Inc.

Land Development • Infrastructure • Transportation

Description of Project

Provided professional engineering services for a proposed stormwater facility expansion of the Port St Joe Post Office facility located along Garrison Avenue in Port St Joe, Florida. The existing stormwater facility had inadequate capacity for proper treatment and attenuation and was designed to include increased volume capacity to meet the Northwest Florida Water Management District and Florida Department of Transportation criteria. Permitting was received through the Northwest Florida Water Management District and the Florida Department of Transportation.

Construction Cost: \$ 85,000



Port St. Joe Office Stormwater Retrofit

Garrison Avenue
Port St. Joe, Florida



Project Owner's Information:

C&G Quality Enterprises
12780 Hwy 431 N. Suite 7
Boaz, Alabama 35956
Will Camper
256-593-1000

Year Completed:

2009 - Professional Services
2009 - Construction

Firms involved with this Project:

Gortemoller Engineering, Inc.
Southeastern Surveying & Mapping, Inc.

Gortemoller Engineering, Inc.

708 Thomas Drive
Panama City Beach, Florida 32408
PH: 850-249-2425
dgortemoller@gorteng.com
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Roumelis Planning and Development Services, Inc.

5378 Carisbrooke Lane
Tallahassee, FL 32309
Phone (850) 893-0694
Fax (850) 893-3503

9490 SR 78 West
Okeechobee, FL 34974
Phone (863) 467-6600
Fax (863) 467-6630

debroumelis@earthlink.net

REPORT ON HOUSING CDBG GRANT

February 27, 2018

March 6, 2018 Update

Activities February 2 – 26, 2018

1. Continued taking calls from homeowners and others inquiring about the CDBG housing rehabilitation/replacement program. **Now informing callers that no funds are available for new applications, but I will continue to update the inquiry list for a future grant.**
2. Completed contract between Donnie Nichols and Oxendine Construction Services, LLC, for mobile home rehabilitation, 571 Wilderness Road, Eastpoint. Completed CDBG mortgage process to fund rehabilitation. Work is well under way, expect completion by mid-March, 2018.
3. Processed final payment for Rose. Prepared the County reimbursement request (RFF#12).
4. Prepared bid package for the Jacksons, 122 Squire Road, Apalachicola; advertised in Apalachicola Times and Panama City News Herald. Bids due March 2, 2018.
5. Prepared for and attended DEO on-site monitoring of the CDBG grant. **DEO has no findings or concerns.**
6. Purchased new range and hood for Vathis, follow up on Rose job (install sewer cleanout) and Hunnings (Clayton Homes warranty work to correct roof leak and repair minor damage).
7. **Received 1 bid for the Jackson rehab job, from Oxendine Construction Services, LLC, in the amount of \$26,352.54. Assisted in negotiating reductions to achieve a total contract amount of \$24,885.00 or less. This will allow the total award, including loan tax and recording, to be just under \$25,000, which is the limit for a 5-year CDBG loan term according to County policy.**

Recommendation:

1. **Approve the award of CDBG funds to James E. and Janice A. Jackson, for the mobile home rehabilitation contract of \$24,885 or less with Oxendine Construction Services, LLC, plus associated CDBG loan recording and documentary stamp fees.**

This last (#10) contract award will put us on track to close the grant by the May 8, 2018 grant expiration date. Closeout will make the County eligible to apply for another CDBG grant under the upcoming application cycle, expected this summer.

Respectfully submitted,
Deborah Belcher
President, RPDS

RESTORE Coordinator Report
March 6, 2018

1- Provide Board with memo sent to all of the TRIUMPH applicants regarding the Board capping its support for first round projects at \$2M. I have also called Ms. Susan Skelton, TRIUMPH Board Executive Director, and advised her of the same. I asked her if I could make a statement directly to the TRIUMPH Board on March 16 on this issue, and she said I could. Board action on letter I will read to TRIUMPH Board.

On a related issue, after I wrote the memo to the applicants I realized that since we are asking the applicants to prioritize their own project list, the Board may not want to spend an afternoon listening to presentations on all 13 projects. So, does the Board want to schedule a workshop, or do you want to wait and see if the applicants submit a priority list in accordance with the \$2M funding cap? If they do, then I would report that list to the Board, and the Board can act on that list without a workshop. I have not given the applicants a deadline to provide their list of priorities for the Board to consider, so Board direction on deadline. I would recommend April 2, so that I can present the information to the Board at its April 3 meeting. Board direction.

2- Inform the Board that Ms. Erin Griffith, Finance Officer, and I went to Tallahassee on Friday, Feb. 23, for a lengthy meeting with FDOT regarding airport grants and funding. Franklin County has a certain standing in the state that many airports do not have, because while there are over 500 hundred airports in Florida we are one of only 129 receiving federal funding. The federal government recognizes the location of the county airport has value to the national aviation system and that is why we receive funding. The Carrabelle airport is trying to get on the same status as the county airport, but right now Carrabelle only receives state funding.

At the meeting we learned the county airport manager can not receive grant funds as part of his airport manager compensation. I have informed Mr. Jason Puckett of this. Ms. Griffith and I are looking at alternatives for funding the airport manager position, and we will come back to the Board with a recommendation.

On a related note, the FDOT did issue a time extension for the Access Road project until June 30, 2019, and I have provided the Board a copy of the letter for the file.

3- Board action to allow me to attend a TRIUMPH/RESTORE Coordinator meeting in Shalimar on March 10 with representatives of all the other 8 counties. This is intended to be a staff level meeting.

4- Provide the Board with a signed copy of PW 228, which is the \$3.2M of construction funds to rebuild Alligator Point Road. The Board and the residents of Alligator Point need to remember that while the county did receive a partial waiver of the local match if construction and design costs reach the maximum funds obligated by FEMA the county still has a matching requirement of some \$225K. The match will come out of the Bald Point Trust Fund, and this will cut the Trust Fund in half. There might be less than \$225K of funds left in the Trust Fund, and at this time there is no method for putting money back in the Trust Fund. Another significant storm event on Alligator Point could

easily wipe out the fund, and then all repair costs will have to come out of the Road Department budget, which is not designed to handle such costs.

5- Alligator Point Traffic Study update. As the Board is aware, \$20K of Bald Point Trust Fund money was allocated at the Feb. 20 Board meeting to pay for a larger more accurate traffic study on Alligator Point. As recommended by representatives of APTA, the county authorized C&M Associates to prepare the study. I have received the proposal from C&M and have reviewed it. Initially the proposal did not include an assessment of a "frequent users' toll rate" but in a telephone conference with C&M I asked that to be included. I have attached the revised project to my report.

I believe the Board thinks this \$20K study will be conclusive on proposed toll rates, and this is not the case. This \$20K study will analyze already collected data that will be run through a series of computer models. The only traffic data currently available is the data collected by FDOT where traffic turns off US 98 onto Alligator Drive. There is no data further down where Bald Point and Alligator Drive split, nor are there counts on residents, day trippers, renters, boat traffic, etc. In order to get data accurate enough for a conclusive recommendation of toll rates this type of data will have to be collected throughout a long enough period of time to generate a reliable annual traffic count. The C&M staff said the Board could be investing up to \$100K to collect data and get an accurate model of the traffic on Alligator Point.

I do believe this \$20K study will provide a better analysis of the traffic on the Point, but until the Board goes to level of study that creates additional data I do not believe the feasibility of the toll road will be resolved. I say that because one of the assumptions of the White Paper, and of this study, is that we can count the traffic to Bald Point State Park. I have called the State Park to find out their opinion on whether they would support or oppose a county toll road. If they oppose a toll road then the toll gate will be essentially moved down to the split between Bald Point and Alligator Point, and the only traffic subject to the toll road would be Alligator Point. While I don't have data to support my opinion, I believe there will not be enough traffic on Alligator Point to support the cost of a toll gantry, and to provide additional revenue to help maintain the Road.

What I think the Point residents want to know is what a proposed toll rate would be, so that they can evaluate whether they would support a toll or an MSTU to help generate funds to maintain the Alligator Point Road. The revised C&M study will have an estimate of that, but it will include the assumption the toll booth will include Bald Point State Park traffic. If the Park strenuously objects to a toll road then the study will not be providing a meaningful toll rate. I believe we should get a confirmation from the Park on their opinion of a toll road before we proceed. There is an APTA meeting on March 10 that I am willing to attend to discuss all this if the Board wants me to. Board direction.

FRANKLIN COUNTY

REPLY TO: □
BOARD OF COUNTY COMMISSIONERS
33 MARKET STREET, SUITE 203
APALACHICOLA, FL 32320
(850) 653-8861, EXT. 100
(850) 653-4795 FAX



REPLY TO: □
PLANNING & BUILDING DEPARTMENT
34 FORBES STREET, SUITE 1
APALACHICOLA, FL 32320
(850) 653-9783 OFFICE
(850) 653-9799 FAX

TO: TRIUMPH Applicants, being the City of Apalachicola, City of Carrabelle, Franklin County School District, Franklin County Commission, and Florida State University
FROM: Alan C. Pierce, RESTORE Coordinator 
DATE: February 22, 2018
SUBJECT: Guidance on Getting Letters of Support from the County

All of the entities listed above have submitted pre-applications to TRIUMPH for funding. The cities of Apalachicola, Carrabelle, FSU, and the county have received letters from TRIUMPH encouraging them to submit full applications on all their projects. The School District projects are still under review. Including the School Board, there is some \$22M worth of funding requests, yet there is only a total of \$15M worth of TRIUMPH funding dedicated to projects in Franklin County.

At the Feb. 20 county commission meeting, the Board voted to support up to \$2M worth of funding requests from each applicant. Since there are 5 applicants the Board is intending to support the funding of some \$10M worth of economic development in this first phase. The reason for placing a limit on the support is to reserve some funds for future projects, or to increase funding for those projects which exceed their economic impact projections.

The county commission also agreed that it would allow the applicants to prioritize their own projects, and to present their priorities to the county. In the meeting I discussed the possibility of a workshop where the applicants would make short presentations on their projects along with a request for support for up to \$2M worth of funding. After the meeting I realized that it might not be necessary to have a workshop, since the county is going to accept the priority list created by the applicants. On March 6, which is the next county commission meeting, I will ask the Board whether they want to hold a workshop, or just create a deadline for the applicants to turn in their list of funding priorities, and then the county would write letters of support based upon the lists.

I am writing this memo now so applicants can review their applications and make modifications, if necessary, so they are not asking for more than \$2M worth of funding. After the March 6, meeting I will send out another memo on whether presentations will be necessary, or whether the Board will accept a written statement of priorities.

If anyone has any questions, please feel free to contact me at 850-653-5727, or alanp@fairpoint.net

RICKY JONES
DISTRICT ONE

CHERYL SANDERS
DISTRICT TWO

NOAH LOCKLEY, JR.
DISTRICT THREE

JOSEPH PARRISH
DISTRICT FOUR

WILLIAM MASSEY
DISTRICT FIVE

FRANKLIN COUNTY

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BOARD OF COUNTY COMMISSIONERS
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REPLY TO:
PLANNING & BUILDING DEPARTMENT
34 FORBES STREET, SUITE 1
APALACHICOLA, FL 32320
(850) 653-9783
(850) 653-9799 FAX

President Don Gaetz, Chairman
TRIUMPH Board

Dear Chairman Gaetz:

The Franklin County Board of County Commissioners informs the TRIUMPH Board that the county commission has voted to put a ceiling of \$2M per applicant on its support in this first round of applications. The County respectfully requests the TRIUMPH Board support the county on this request.

At this time, five applicants from the county have submitted TRIUMPH pre-applications. They are the County, the City of Apalachicola, the City of Carrabelle, the Franklin County School District, and FSU. The County has asked each of these applicants to prioritize their projects and to present no more than \$2M worth of projects to the County for letters of support. The County is doing this so that some TRIUMPH funds are reserved for future projects, or to expand projects that appear to be exceeding economic impact.

If you have any questions, please feel free to discuss this with me, or Mr. Alan Pierce, Franklin County RESTORE Coordinator.

Sincerely,

Joseph "Smokey" Parrish
Franklin County Chairman
Board of County Commissioners

JP/ap

PUBLIC NOTICE

The Board of Triumph Gulf Coast, Inc., will meet at 1:00 p.m., CT on Friday, March 16, 2018. The agenda will be posted at www.myfloridatriumph.com prior to the meeting.

The meeting will be held at the Santa Rosa County Commission Chambers, County Administration Building, 6495 Caroline Street, Milton, Florida 32570.

Any person who wishes to appeal a decision by Triumph Gulf Coast or the board with respect to any matter considered at the meeting must have a record of the proceedings. He or she may need to ensure that a verbatim record of the proceedings is made.

For more information, contact Triumph Gulf Coast at 850-387-9405. Any person who requires special accommodations because of physical impairment or disability should contact Triumph Gulf Coast at 850-387-9405 at least 24 hours prior to the meeting.

PA-04-FL-4280-PW-00228(0) <u>P</u>	
Applicant Name: FRANKLIN (COUNTY)	Application Title: FCCDT10 Alligator Drive Repairs
Period of Performance Start: 09-28-2016	Period of Performance End: 03-28-2018

Bundle Reference # (Amendment #)	Date Awarded
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Subgrant Application - FEMA Form 90-91

Note: The Effective Cost Share for this application is 75%

FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET

DISASTER FEMA 4280 - DR -FL	PROJECT NO. FCCDT10	PA ID NO. 037- 99037-00	DATE 02-22-2017	CATEGORY C
APPLICANT: FRANKLIN (COUNTY)		WORK COMPLETE AS OF: 02-02-2017 : 0 %		
Site 1 of 1				
DAMAGED FACILITY: Alligator Drive		COUNTY: Franklin		
LOCATION: Current Version: Alligator Drive from Tom Roberts Rd. to Gorge Roberts Rd. GPS Begin 29.894849 -84.370146 End 29.895864, -84.36709		LATITUDE: 29.894849	LONGITUDE: 84.370146	
DAMAGE DESCRIPTION AND DIMENSIONS: Current Version: During the event period August 31, 2016 through September 9, 2016 Hurricane Hermine impacted Franklin Co Florida with a reported nine foot storm surge. Heavy rain fall and high winds were also contributing factors to damaging or destroying roadway surfaces, road Bases, road subbases, road shoulders and rock revetments. Alligator Drive from Tom Roberts Rd. to Gorge Roberts Rd. GPS Begin 29.894849 -84.370146 End 29.895864, -84.36709 The storm surge washed out and destroyed approximately 1000ft x 20ft x 4ft of Roadway as follows 1. Approximately 1000ft x 20ft x 0.25ft =6666.7 SY IN of asphalt road surface including striping and reflectors 2. Approximately 1000ft x 25ft x 1ft /27 X 1.45 = 1342.6 TN of road base 3. Approximately 1000ft x 35ft x 3ft /27X 1.45 = 5638.9 of road sub base 4. The storm surge displaced and dislodged approximately 1000ft X 25ft X 4ft /27 = 3703.7 CY of 350lb rip rap on south side of road 5. The storm surge displaced 1000ft of 2ft x 2ft x 5ft = 200 pcs of precast concrete barriers				
SCOPE OF WORK: Current Version: Alligator Drive from Tom Roberts Rd. to Gorge Roberts Rd. GPS Begin 29.894849 -84.370146 End 29.895864, -84.36709 Sub-Recipient will repair this facility to its pre-disaster design, function, capacity using Force Account and Contracted Services. Work Completed In order to open this section of Alligator Dr. to local traffic, school busses and postal deliveries the sub-recipient put in a temporary gravel road and used: 103 FAL Regular time hours 193 FAL Overtime hours 288 FAE hours				

387 CY of Lime Rock from stock
 1062 CY of Sand (from county pit no charge)
 FAL \$9,992.91
 FAE \$17,417.30
 FAM \$6164.91
 Total \$33,575.12

Work to be completed

The sub-recipient will restore Alligator Drive from Tom Roberts Rd. to Gorge Roberts Rd. to pre-disaster design, function, capacity and condition in the same location as follows:

1. Excavate approximately 1000ft x 25ft x 4ft /27 = 3703.7 CY
2. Excavate and Haul approximately 1,000ft x 25ft x 4ft / 27= 3703.7 CY of road material (asphalt, sub base and aggregate base
3. Sub base grade and shape 1,000 x 25 x 1 / 9 = 2777.8 SY
4. Road Sub base 1000ft x 35ft x 3ft /27 X 1.45 = 5638.9 TN
5. Road Base 1000ft x 35ft x 1ft /27 X 1.45 = 1342.6 TN
6. Asphalt 1000ft x 20ft x 0.25ft / 9X3 = 6666.7 SY IN
- 7 Rip Rap repair of filter fabric 1000ft x 30ft x 4ft /27 = 4444.4 CY
8. Filter Fabric 1000ft x 35ft / 9 = 5055.6 SY
9. 350lb Rip rap 1000 X 25 X 4 /27 = 3703.7 CY
10. Reset 200 pcs of precast concrete barriers
11. 6" Yellow center stripe 1000 LF
10. 6' White edge stripe 2000 LF
12. 6" White edge stripe
13. Reflective pavement markers 60 ea.
14. Silt fence 2000 LF.

The CEF A.1 Permanent Work Base Repair Cost is \$832,486.00
 The CEF Permanent Work Estimated Repair Cost is \$1,806,867.00

Due to the complexity of the above Damage Description and Scope of Work this project requires Design Phase Preliminary Engineering Analysis, and Design Phase A & E Services. Franklin County retains an Engineering Firm to do their needed Civil, Structural and Environmental Engineering Service for Franklin County Projects.

The Applicant will the retained Engineering Services contract for Design Phase Preliminary Engineering Analysis, and the Design Phase A & E Services as follows with the Estimated Engineering 00461. The Costs are removed from PVW 00228 (FEMA CC 3510 -\$344,583.00) to allow the Design Phase work to begin and be completed within the time frame required to complete an Environmental Assessment (EA) for this Facility and Site. The Engineering Costs may include any design changes required as a result of the EA once it has been completed and reported.

Construction Cost Contingencies - Engineering Cost:

CEF C.1 – Design Phase Scope Contingencies from CEF -\$159,681.00
 CEF H.1 – Applicants Project Management - Design Phase from CEF -\$15,666.00
 CEF H.2 – A & E Design Contract Cost (Average Complexity - Curve B)
 -\$169,236.00

TOTAL ESTIMATED DESIGN PHASE COST REMOVED FROM THE PW 00228 TO PW 00461:=-
 -\$344,583.00

PROJECT NOTE:

This PW was requested by the State and Sub-grantee so the Sub-grantee could get started with their Design Work for PW 00228 – Alligator Rd on Alligator Point. The Design Phase Engineering Costs are captured on PW 00461. The State and FEMA EHP personal have agreed that a full Environmental Assessment (EA) is required for this site Repair. Due to the time element requirement to perform an EA for this site the Sub-grantee will have to wait several months for the EA Report and they need to get the project completed ASAP after the Report has been presented and any Design Changes made before this Project defined in PW00228 for 4280 FL can be funded. Also this is a PW that is above the Million Dollar Queue and will have further funding time required for it to be obligated.

SCOPE NOTES:

-- DIRECT ADMINISTRATIVE COSTS: The sub-grantee requested Direct Administrative Costs (DAC) that are directly chargeable to this project. Associated eligible work is related administration of the PA project only and in accordance with 44 CFR 13.22. These costs are treated consistently and uniformly as direct costs in all federal awards and other sub-grantee activities and are not included in any approved indirect cost rates.

-- HAZARD MITIGATION PROPOSAL: Hazard Mitigation measures have been discussed with the applicant and a Hazard Mitigation Proposal (HMP) has been included in this project worksheet. This proposal could either reduce or eliminate the potential for future damage to this facility from similar events. Final Determination of HMP eligibility and effectiveness will be made by a 406 Hazard Mitigation Specialist during the Emmie review process.

-- PROCUREMENT: The Applicant was advised by FEMA PAC and/or Project Specialist that in the seeking of proposals and letting of contracts for eligible work, the Applicant must comply with its Local, State and/or Federal procurement laws, regulations, and procedures as required by 2 CFR 317-326.

-- AUDIT STATEMENT: All documentation related to this project worksheet is subject to audit and must reflect disaster – related work and project – specific cost. The applicant has been advised of responsibility to maintain supporting documentation (records). The type of

records to be maintained is specified in FEMA policy 2 CFR Subpart F, Audit Requirements. Records must be maintained for three 3 years from the date the last project was completed or from the date final payment was received, whichever is later.

-- RECORD RETENTION: As described in 2 CFR 200.33 Subgrantee must maintain all work-related records for a period of three (3) years from Subgrantee closure (final payment), all records relative this project worksheet are subject to examination and audit by the State, FEMA and the Comptroller General of the United States and must reflect work related to disaster specific costs.

--RECORD RETENTION: Complete records and cost documents for all approved work must be maintained for at least five years from the date of the Sub-recipient's Account Closeout. Project worksheets are subject to examination and audit by the State of Florida, and must reflect work related to disaster specific costs.

-- PERMITS: Federal Funding is contingent upon acquiring all necessary Federal, State and Local permits. Noncompliance with this requirement may jeopardize the receipt of federal funds. The applicant is responsible for obtaining all required permits prior to the commencement of work.

-- INSURANCE REVIEW: Approval of this project may result in obtain / maintain insurance requirements; applicant must comply with insurance reviewer's terms & conditions upon receipt of sub-grant from the State.

-- DOCUMENTATION REVIEW: Applicants documentation was reviewed/validated and found to be complete and reasonable by the FEMA project specialist. Random sampling of maintenance records was conducted and inserted into Case Management File.

-- LARGE PROJECTS: \$121,800 (4280-DR), ANY CATEGORY: When Project Worksheets are written as large projects, an adjustment must be made during the closeout process in order to match the actual eligible dollars spent. This will require an amendment to be written in EMMIE to capture the over-run/under-run.

By accepting this grant the Applicant to the best of their ability acknowledges that all damages described within this Sub-grant Application and all associated costs being claimed were a direct result of the declared event, and in connection with the incident period of August 31st through September 11th, 2016 (4280-DR). With the exception of requests for alternate or improved projects.

Does the Scope of Work change the pre-disaster conditions at the site? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Special Considerations included? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
--	--

Hazard Mitigation proposal included? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Is there insurance coverage on this facility? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
--	---

PROJECT COST

ITEM	CODE	NARRATIVE	QUANTITY/UNIT	UNIT PRICE	COST
		*** Version 0 ***			
		Work Completed			
1	9007	Labor	1/LS	\$ 9,992.91	\$ 9,992.91
2	9008	Equipment	1/LS	\$ 17,417.30	\$ 17,417.30
3	9009	Material	1/LS	\$ 6,164.91	\$ 6,164.91
		Work To Be Completed			
4	9000	CEF Cost Estimate (See Attached Spreadsheet)	1/LS	\$ 1,806,867.00	\$ 1,806,867.00
5	3510	Engineering And Design Services	1/LS	\$ -344,583.00	\$ -344,583.00
		Direct Subgrantee Admin Cost			
6	9901	Direct Administrative Costs (Subgrantee)	1/LS	\$ 177.04	\$ 177.04
7	0909	Hazard Mitigation Proposal	1/LS	\$ 1,719,250.00	\$ 1,719,250.00
				TOTAL COST	\$ 3,215,286.16

PREPARED BY RICHARD KLEBER	TITLE Project Specialist	SIGNATURE
APPLICANT REP. Pamela Brownell	TITLE Emergency Management Director	SIGNATURE <i>Pamela Brownell 3-1-2-18</i>

[View Application](#)



Florida Department of Transportation

RICK SCOTT
GOVERNOR

1074 Highway 90
Chipley, FL 32428

MIKE DEW
SECRETARY

February 21, 2018

Mr. Joseph Parrish
Chair, Franklin County
Board of County Commissioners
33 Market St., Suite 203
Apalachicola, FL 32320

Subject: Time Extension Request for Contract # ARB18
Apalachicola Regional Airport; Franklin County
Construct Commercial Access Road and Infrastructure
FPID #: 420717-4-94-01

Dear Chairman Parrish:

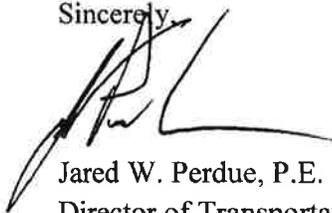
The Department has received your request for a time extension on the above referenced project.

Upon review of the project, we agree to grant an extension and make the new expiration date June 30, 2019. We also amend Page 12, Paragraph 16.00 as follows:

The Agency agrees to complete the project on or before ~~June 30, 2018~~ June 30, 2019.

If you have any questions, please contact Scott Walters, ISD Modal Development Manager, at 850-330-1553.

Sincerely,



Jared W. Perdue, P.E.
Director of Transportation Development

Alan Pierce

From: Roland Sims [rosims@co.okaloosa.fl.us] on behalf of John Hofstad [jhofstad@co.okaloosa.fl.us]
Sent: Wednesday, February 28, 2018 11:21 AM
Subject: A request for the eight affected Counties to meet for a "All things Triumph" meeting -

Good Morning County Administrators/Managers,

Our Okaloosa County Administrator John Hofstad is sending out this request in the hope that you as the neighboring Counties could meet to discuss "All things Triumph" here at our location in Shalimar Florida.

We apologize and understand that this request is of short notice.

Note: This invite has been sent to the follow:

Jack Brown – Escambia County Administrator
Larry Jones – Walton County Administrator
Tony Gomillion – Santa Rosa County Administrator
Don Butler – Gulf County Administrator
David Edwards – Wakulla County Administrator
Robert "Bob" Majka Jr. - Bay County Manager
Michael Moron - Franklin County Coordinator

Location:

Okaloosa County Administration Building
1250 N. Eglin Parkway, Suite 100 (County Commission Suite)
Shalimar, Florida 32579

Time- Date:

Monday March 12, 2018
2:00 p.m. – 4:00 p.m. (cst)

Respectfully,

Roland Sims Jr.
Executive Assistant II
Okaloosa County Administration Building
1250 N Eglin Parkway
Suite 102
Shalimar, FL 32579
(850) 651-7515



Please note: Due to Florida's very broad public records laws, most written communications to or from County employees regarding County business are public records, available to the public and media upon request. Therefore, this written e-mail communication, including your e-mail address, may be subject to public disclosure.

2/28/2018



**Alligator Drive
Sketch-Level Traffic &
Revenue Study Proposal**



Prepared by:



Submitted to:



March 1, 2018

This proposal has been formatted for double-sided printing.



C&M Associates, Inc.
3505 Lake Lynda Drive, Suite 200
Orlando, FL 32817
Tel: 214-245-5300
Fax: 214-889-5049
www.candm-associates.com

Cover Letter

Date: March 1, 2018

To: Alan C. Pierce
Director of Administrative Services, Franklin County
34 Forbes Street, Suite 1
Apalachicola, FL 32320

Subject: **Alligator Drive: Sketch-Level Traffic and Revenue Study Proposal**

Dear Alan,

C&M Associates, Inc. (C&M) is pleased to submit this proposal to Franklin County to perform a sketch-level traffic and revenue (T&R) study of Alligator Drive (CR 370). After careful review of available documentation regarding the project, C&M is confident in its ability to provide the necessary T&R analysis to assess the feasibility of tolling this facility.

C&M specializes in T&R forecast studies for tolled facilities and has completed over 200 T&R studies since the firm was founded in 2004, including over 50 investment grade T&R studies that have supported \$16 billion in debt plus equity in U.S. and international financial markets. This experience includes several T&R studies for tolled facilities in Florida, including the proposed Walton Beach Bypass in Walton County, the Orchard Pond Parkway in Tallahassee, the proposed Wellness Way Parkway in Lake and Orange Counties, and the proposed West Bay Parkway in Walton and Bay Counties.

We greatly appreciate the opportunity to submit this proposal. Please feel free to contact me with any questions you may have.

Respectfully,

A handwritten signature in black ink, appearing to read "Ali Soroush", written in a cursive style.

Ali Soroush, Ph.D.
Transportation Modeling Manager – C&M Associates, Inc.
214-245-5300, ext. 425
asoroush@candm-associates.com

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Why Choose C&M?

C&M Associates, Inc. (C&M) specializes in traffic and revenue (T&R) forecast studies for toll-generating facilities. The firm was founded in 2004 by U.S. investors and by Cal y Mayor y Asociados, S.C., an engineering firm with offices and operations in 13 countries.

C&M's experience comprises **over 200 T&R forecasting studies**, including over 50 investment grade T&R studies that have supported \$16 billion in debt plus equity in U.S. and international financial markets. C&M's staff—a third of which possess PhDs in transportation engineering—has extensive experience in providing reliable and detailed revenue forecasts and risk analysis to owners, operators, trusts, bond underwriters, rating agencies, credit enhancers, bank lenders, and investors in the United States and Latin America.

C&M's experience as T&R Engineer includes work on more than 800 miles of tolled roads, tunnels, and bridges, including numerous managed lane projects. For these projects, C&M has developed T&R forecasts based on **fixed, dynamic, and variable pricing strategies** with a focus on congestion management and/or revenue maximization. In addition to preparing revenue projections at various levels, C&M's efforts for such projects include studying proposed plans (e.g., toll plans, changes in operational procedures), developing and maintaining travel demand models, interacting with and peer-reviewing other involved agents, and preparing and presenting official reports to project stakeholders and governing bodies. **With the longest toll road mileage in the United States, Florida can greatly benefit from C&M's experience in enhanced toll road modeling.**

In the **Public-Private Partnership (P3)** space, C&M is proud of its unique 50%–50% experience as an advisor to public project sponsors and private concessionaires. Public entities for which C&M has provided P3 T&R advice include the Virginia, Georgia, and Texas DOTs, as well as the governments of Mexico—at the Federal and State level—Colombia, Peru, and Costa Rica. C&M has also provided forecasts to supports private concession developments for Macquarie, ACS Infrastructure, Citi Infrastructure Investors, Skanska ID, OHL Infraestructuras, Itinere Infraestructuras, Acciona, Isolux Corsan, Globalvia, and many other local players for projects in the United States and Latin America.

C&M at a Glance:

- ✓ Over 200 T&R Studies, Including Over 50 Investment Grade Studies
- ✓ Over \$16 Billion in Debt plus Equity Backed by Our Research
- ✓ Extensive Florida Experience
- ✓ Excellent Observed vs Forecasted Traffic Record
- ✓ Fixed, Dynamic, and Variable Pricing Strategy Expertise
- ✓ Proven Staff in the Analysis of Operational and Revenue Scenarios

Traffic and Revenue Experience

The table below summarizes C&M's recent experience conducting T&R studies and peer reviews for tolled facilities throughout the United States, including several Florida-based projects.

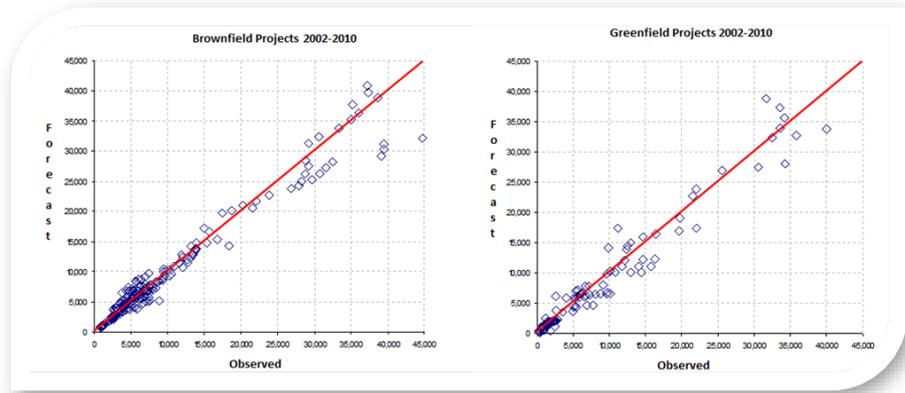
Year	Project Name	Location	Client
Ongoing	I-95 Jacksonville Express Lanes T&R Study	FL	FDOT
Ongoing	I-25 South Corridor Level 2 T&R Study	CO	CDOT HPTE
2018	Walton Beach Bypass Sketch Level T&R Study	FL	Confidential
2017	American Roads Assets T&R Study	MI and AL	Confidential
2017	Midtown Tunnel/Downtown Tunnel T&R Update	VA	VDOT
2017	I-35 Managed Lanes T&R Study	TX	TxDOT
2017	VA Truck Corridor Sketch Level T&R Study	VA	VDOT
2017	Donna-Rio Bravo and Anzalduas International Bridges Traffic Assessment Study	TX	S&BI
2017	SR 528/Beachline East Sketch-Level T&R Review	FL	FDOT
2017	Laredo 4-5 POE T&R Study	TX	PINFRA-GEMCO
2017	Grand Parkway Segments D through I T&R Peer Review and Risk Assessment	TX	USDOT TIFIA
2017	I-66 HOT Lanes Inside the Capital Beltway Investment Grade T&R Study	VA	VDOT
2016	Midtown Tunnel/Downtown Tunnel/Martin Luther King Extension T&R Study Update	VA	VDOT
2016	Northwest Parkway - Sponsor T&R Study	CO	ROADIS USA HOLDING, LLC
2016	Houbolt Toll Bridge Investment Grade T&R Study	IL	CenterPoint Properties
2016	C-470 Managed Lanes T&R Peer Review and Risk Assessment	CO	USDOT TIFIA
2016	El Paso Loop 375 Managed Lanes Traffic Evaluation	TX	TxDOT
2016	Del Rio-Acuña II International POE Level 2 T&R Study	TX	City of Del Rio
2016	SH 365 Investment Grade T&R Study	TX	Hidalgo County RMA
2016	NTTA Special Projects System Comprehensive T&R Update	TX	NTTA
2016	I-66 Express Lanes Outside the Capital Beltway Investment Grade T&R Study	VA	VDOT
2015	I-73 Intermediate T&R Study	SC	SCDOT

Year	Project Name	Location	Client
2015	I-66 HOT Lanes Inside the Capital Beltway Intermediate T&R Study	VA	VDOT
2015	I-66 Express Lanes Outside the Capital Beltway Intermediate T&R Study	VA	VDOT
2015	I-495 Extension Sketch Level T&R Study	VA	VDOT
2015	Alliance International Bridge T&R Study	TX	Globalvia Infraestructuras
2015	I-77 HOT Lanes Investment Grade T&R Study	NC	Cintra Infraestructuras
2015	I-4 "Beyond the Ultimate" Travel Demand Model Calibration	FL	FDOT
2015	West Bay Parkway Planning-Level T&R Study	FL	FDOT
2014	SH 288 Managed Lanes Investment Grade T&R Study	TX	OHL Concesiones
2014	Investment Grade T&R Analysis for SH 365 and the IBTC	TX	Hidalgo County RMA
2014	Loop 375 (Americas Ave) Managed Lanes	TX	TxDOT
2014	Comprehensive T&R Study for the Chisholm Trail Parkway	TX	NTTA
2014	Del Rio - Acuña International POE Feasibility Study	TX	City of Del Rio
2014	Intermediate Level T&R Update Study for the President George Bush Turnpike-Western Extension and Chisholm Trail Parkway	TX	NTTA
2014	Hidalgo County Regional Toll Analysis	TX	Hidalgo County RMA
2014	Wellness Way Parkway Planning-Level T&R Study	FL	FDOT Central Office
2014	SH 288 Managed Lanes Sketch Level T&R Study	TX	
2013	Ambassador Bridge T&R Study	MI	Detroit International Bridge Company
2013	I-64 HOT Lanes Intermediate T&R Study	VA	VDOT
2013	Hidalgo County Loop (SH 365 and IBTC) Intermediate T&R Study	TX	Hidalgo County RMA
2013	Wellness Way Level 1 T&R Study: Preliminary Report	FL	Avcon, Inc.
2012	Route 460 Investment Grade T&R Study	VA	The Commonwealth of Virginia Office of
2012	Orchard Pond Road T&R Study	FL	Orchard Pond Greenway, LLC
2012	SR 11 and Otay Mesa East Port of Entry Investment Grade T&R Study	CA	SANDAG
2012	Mountain Corridor Request for Proposal (RFP) Development and Proposal Review	CO	CDOT, HPTE
2012	I-95 ISRRPP Intermediate T&R Study	VA	VDOT

Year	Project Name	Location	Client
2012	La Joya Bypass Intermediate T&R Study	TX	Hidalgo County RMA
2011	Columbia River Crossing - Desktop Review of Traffic and Toll Revenue Forecasts	OR	Oregon State Treasury, Debt Management Division
2011	I-95 ISRRPP Sketch Level T&R Study	VA	VDOT
2011	Downtown Tunnel/Midtown Tunnel/Martin Luther King Freeway Extension - Peer Review of Investment Grade T&R Forecasts	VA	VDOT
2011	PR-5, PR-22 and Dynamic Toll Lanes Investment Grade T&R Study	PR	Citi Infrastructure; CCR
2011	Orchard Pond Road Sketch Level T&R Study	FL	Orchard Pond Greenway, LLC
2011	Route 460 Intermediate T&R Study	VA	VDOT
2011	La Joya Bypass Sketch Level T&R Study	TX	Hidalgo County RMA
2010	International Bridge Trade Corridor Investment Grade T&R Study	TX	Hidalgo County RMA
2010	Trade Corridor Connector Investment Grade T&R Study	TX	Hidalgo County RMA
2010	Route 460 Sketch Level T&R Study Update	VA	VDOT
2009	SH 550/US 281 Intermediate T&R Study	TX	Cameron County RMA
2009	Midtown Tunnel/Downtown Tunnel/MLK Freeway Extension Intermediate T&R Study	VA	VDOT
2009	El Paso Commuter International Bridge T&R Feasibility Study	TX	City of El Paso
2009	East Jackson Parkway Comprehensive T&R Study	MS	Globalvia Infraestructuras, USA Corp
2009	Hidalgo County Loop Intermediate T&R Forecast Update	TX	Pate Transportation Partners
2009	Hidalgo County Loop Phase One Intermediate T&R Study	TX	Hidalgo County RMA; Hidalgo County Roadbuilders
2008	I-75 Managed Lanes T&R Feasibility Study	FL	Itinere North America, LLC
2008	I-64 Managed Lanes T&R Feasibility Study	VA	VDOT
2008	Pennsylvania Turnpike Investment Grade T&R Study	PA	ACS Infrastructure; Citi Infrastructure Investments;
2008	I-20 East Managed Lanes Preliminary T&R Study	GA	GDOT
2008	Montgomery County Parkway (MCP) Sketch Level T&R Study	TX	Montgomery County
2008	North Tarrant Express Dynamic Toll Lanes Investment Grade T&R Study	TX	Itinere North America, LLC
2008	HOV to HOT Network Conversion Sketch Level T&R Studies	GA	GDOT
2008	Route 460 Sketch Level T&R Study	VA	VDOT

Excellent Forecasted vs. Observed Traffic Record

C&M has a proven history of providing reliable traffic forecasts for Greenfield and Brownfield projects, for individual toll facilities, and for toll systems. Following a methodology developed by Standard & Poor's to analyze forecast reliability, the figure below presents C&M's analysis of 30 brownfield and 20 greenfield projects. The 45-degree line that corresponds to an exact match between forecasted and observed Annual Average Daily Traffic (AADT). Observations that fall below the line have an observed AADT that exceeds the forecast, while observations that fall above the line have a forecast that exceeds observed AADT. The results show that C&M's forecasts tend to be on the conservative side.



Financial Community Experience

C&M works closely with different agents involved in the successful placement of bonds or loan syndications. Over \$16 Billion in bonds and loans plus equity investments have been backed by C&M's T&R studies. C&M's recognition by the financial community has enabled its rapid expansion throughout the United States.

In February 2016, the Virginia Department of Transportation (VDOT) obtained an indicative private rating from Fitch for senior private activity bonds and subordinate TIFIA loan in the hundreds of millions of dollars using C&M's T&R forecasts.

The Official Statement of the \$100 million in PABS that was published in September 20, 2015, for the I-77 HOT lanes project in North Carolina can be accessed [here](#) or via the adjacent QR code. The offering has been made by the North Carolina Department of Transportation (NCDOT), pledging revenue from the I-77 managed lanes. In addition, the financial close included a \$189 million TIFIA loan. The offering was rated BBB- by Fitch and BBB by DBRS.



The December 2012 Official Statement of \$231 million in Current Interest Bonds and \$62 million in Capital Appreciation Bonds issued by the Route 460 Funding Corporation of Virginia, Authorized by the Commonwealth Transportation Board of the Commonwealth of Virginia, can be accessed [here](#) or via the adjacent QR code. The issuance was assigned a Baa3 rating by Moody's Investor Service and a BBB- rating by Standard & Poor's Rating Services.

Florida-Based Case Studies

West Bay Parkway Traffic and Revenue Study (2015)

On behalf of FDOT District 3, C&M developed a Planning-Level T&R Study for the proposed West Bay Parkway, Segment 1. The project is a four-lane, limited access tolled rural highway approximately 12 miles long and would connect SR 30/US 98 in Walton County with SR 79 in Bay County in the vicinity of CR 388, potentially providing a new crossing of the Gulf Intracoastal Waterway (ICWW). According to its proposed configuration, the Project will have at-grade intersections at its termini with US 98 and SR 79, but it will not have any intermediary access.

The **Northwest Florida Regional Planning Model (NWFRPM)** Version 1.4.0.1 was used as the regional travel demand model (TDM) for estimating “global demand.” The rural counties of the modeling area are away from the coast and east of Panama City, with undivided two-lane arterial roads, while the more highly populated areas are located along the Gulf Coast. As a tourist attraction center, the beach line in the south plays a strong magnet role for trips generated from the middle counties and special generators such as airports and major hotels.



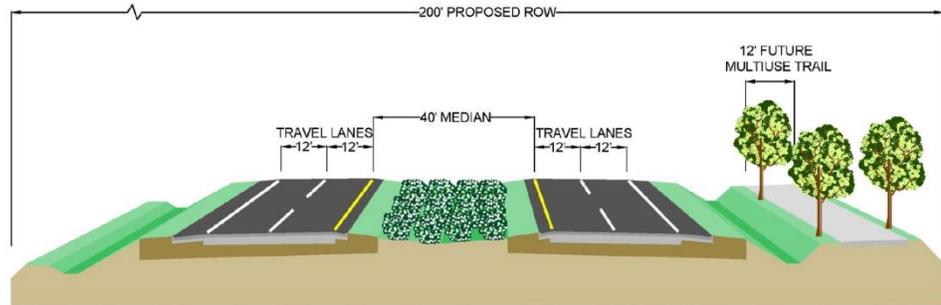
The NWFRPM is a daily TDM, calibrated for a typical weekday during the peak season. To estimate travel demand for the high number of tourists in the study area, C&M developed a weekend TDM based on socioeconomic data and a highway network similar to those of a typical weekday model during the peak season, but with travel patterns and daily trip purpose proportions adjusted to reflect weekend traffic.

Value of time (VOT), or willingness to pay a toll, was calculated based on the results of a 2014 stated preference survey. Consequently, C&M developed a toll choice curve after using and comparing several ad-hoc and heuristic discrete choice models. An assignment-based approach was selected for developing the toll diversion model, which was embedded in the assignment module. Several objectives were considered for determining the final projected traffic conditions, including revenue generation to offset construction costs, local congestion relief, road utilization, FDOT’s prevailing toll policy, and public acceptability, among others.

C&M prepared annual T&R forecasts based on the toll diversion model outputs and a set of assumptions over a 50-year planning period. The primary demand-related assumptions were truck percentages, truck toll factor, and annual traffic growth rates. Four sensitivity scenarios were considered, and C&M developed TDM scenarios for each in order to estimate their associated annual transactions and revenue.

Wellness Way Parkway Planning-Level Traffic and Revenue Study (2014)

On behalf of FDOT's Central Office, C&M produced a planning-level T&R study to aid in assessing an SIB loan application for the privately proposed Wellness Way Parkway toll road. The project entails a four-lane, divided, rural, controlled access arterial that will have at-grade signalized intersections with existing local roads and a design speed limit of 55 mph. The 5.29-mile project will provide connectivity between US 27 in Lake County and SR 429 in Orange County, potentially contributing to the development of the Wellness Way and Horizon West sector plans.



RURAL CONTROLLED ACCESS ARTERIAL TYPICAL SECTION

DESIGN SPEED = 55 MPH

C&M utilized the **Orlando Urban Area Transportation Study (OUATS)** TDM. The 2009 base year model was updated and calibrated to reflect 2013 conditions and was then used to forecast travel demand for future years 2020, 2030, and 2040. The OUATS model includes special trip purposes for the Orlando area special attractions such as Walt Disney World, Universal Studios, Sea World, Orlando International Airport, the Orange County Convention Center, and others. The project provides an alternate route to these special traffic generators for communities in the vicinity of the Project. The model is based on the Florida Standard Urban Transportation Model Structure (FSUTMS) procedure using Cube/Voyager software adopted as the travel demand model engine across the state of Florida.

The socioeconomic data used in the model was based on an **independent socioeconomic analysis** of macro and micro markets to better understand the development potential in a project area that is largely undeveloped. Reasonable assumptions regarding new development in the project area were included in the model based on the analysis. The socioeconomic data development for 2013 consisted of a short-term, bottom-up analysis based on a market assessment and on-the-ground change analysis of recent development. The on-the-ground analysis was a review of aerial information within the project area. The 2020 and 2040 socioeconomic data assumptions were driven by population and employment forecasts along with a development suitability analysis that included land supply considerations, prevailing uses and densities by traffic analysis zone (TAZ)—as predictors of the type of location of future growth—and attractiveness factors that are known to influence regional development patterns.

Toll traffic projections from the model were used to forecast a 30-year gross revenue stream—based on an assumed opening year of 2017—using toll diversion and revenue maximization to establish toll rates. In addition, preliminary T&R results were provided in conjunction with an expedited project schedule to provide the SIB Loan Applicant with a preview of the final forecast. Two sensitivity analyses were also conducted to assess impacts on the estimated revenue stream.

Orchard Pond Parkway Traffic & Revenue Analysis (2012)

In May of 2012, C&M produced a T&R study to support the Orchard Pond Greenway, LLC in its effort to finance the Orchard Pond Road project by providing an independent toll revenue forecast over a 30-year period. This study—along with a sketch-level T&R analysis by C&M in 2011—was instrumental in securing funding for the project via FDOT State Infrastructure Bank (SIB) loans totaling \$13.5 million.

The Orchard Pond Parkway (OPP) is a privately constructed 5.2-mile toll road north of Tallahassee, FL. The roadway provides two 12-foot travel lanes and 5-foot bike lanes. A future, parallel nature/bike trail is also planned. The route creates an east-west connection among northeast Tallahassee neighborhoods between North Meridian Road and Old Bainbridge Road, paralleling the existing (dirt) Orchard Pond Road and reducing travel times for local residents to locations such as Tallahassee Regional Airport.



In developing its T&R analysis for the project, C&M:

- Considered the history of the project and incorporated relevant contextual information, such as the Orchard Pond Road Improvement Plan;
- Scrutinized existing information for its reasonableness, including traffic data, socioeconomic data, and existing travel demand models for the region;
- Conducted a comprehensive data collection program, including daily and peak period traffic counts, origin-destination surveys, and stated preference surveys;
- Incorporated the results of an independent socioeconomic analysis by Fishkind & Associates, Inc; and
- Utilized state-of-the-practice methodologies for the analysis and forecast, including a toll diversion model, the application of appropriate adjustment factors, sensitivity analysis, and alternative scenario analyses.

Outcomes:

- Backed by C&M's T&R analyses, the project received **two FDOT SIB loans**: \$10,500,000 (10/21/2011) and \$2,974,627 (10/31/2013).
- Construction of the OPP began in January of 2015, and it opened to the public on April 18, 2016.
- After 8 months of operation, the OPP generated **\$452,400** in revenue.
- In May of 2017, the OPP had its 500,000th transaction. The peak daily record was also set at this time, with three days of approximately 1,850 transactions each and two days of 1,650 transactions. The April 2017 daily average was over 1,550 transactions—**an increase of over 20%** from the May 2016 average daily traffic (ADT).
- The SunPass penetration rate on the OPP increased to 68% in May of 2017.
- 2017 will mark the first full year of operation for the OPP; **revenue is expected to be within \$50,000 of C&M's second year revenue model** filed with FDOT SIB in 2013.

Project Understanding

As illustrated in Figure 1, Alligator Drive (CR 370) is a County Road located in southern Franklin County, FL. The road connects with US 98 and serves as the primary access for Alligator Point, an unincorporated community on St. James Island. The roadway follows a north–south alignment from US 98 to Bald Point, where it then turns and follows an east–west alignment to the end of Alligator Point. The east–west segment of Alligator Drive has historically experienced storm-related damage given its proximity to Apalachee Bay. Franklin County estimates that from 1985 to 2015, \$3.7 million in repairs were made to the roadway due to storm damage.

Franklin County has limited funds to operate and maintain Alligator Drive and has relied heavily on FEMA and state funding to repair storm-related damage. As such, implementing a toll on Alligator Drive is being considered as a funding option for Franklin County to operate and maintain the roadway and assist with periodic repairs and long-term roadway preservation efforts. As envisioned, a single one-way electronic tolling gantry would be placed on Alligator Drive at a point along the roadway yet to be determined.



Figure 1. Project Location

Alligator Drive is the only road providing access to Alligator Point and Bald Point State Park. Since there are no alternative routes, if tolling is implemented on Alligator Drive, residents and visitors would have no option to bypass this toll.

Below are the main tolling assumptions:

- The toll structure would be “all-electronic;” in lieu of toll booths, travelers are charged a toll by using a “SunPass” transponder or via “Toll-by-Plate” post billing.
- The current approach is to have a single, one-way electronic tolling gantry located at the eastern end of Alligator Drive (exact location has not yet been determined).

While detailed market segmentations are beyond the scope of the current study, a rough assessment of a “frequent users toll rate” will be conducted to determine the feasibility of giving frequent users, such as residents, a discounted toll rate compared to visitors that make infrequent trips. Since any traffic data collection and surveys are beyond the scope of this study, C&M will only rely on available data and information for the purposes of this task.

Proposed Project Approach

C&M understands this project entails performing a sketch-level T&R analysis and preparing a 30-year T&R forecast of Alligator Drive as a tolled facility.

As previously mentioned, Alligator Drive provides the only land entrance to Alligator Point, meaning that travelers—particularly Alligator Point residents—will become “captive demand” and will have no option other than to continue using the road after the implementation of tolling. Although traffic cannot divert to an alternative route, travelers may react to the toll by changing their travel behavior (e.g., trip-chaining, touring) to make the best use of every trip. Depending on household size, the number of daily trips per household, and trip purpose, members of each household may implement other strategies such as canceling low-priority trips, telecommuting, and carpooling to reduce their overall toll costs. Therefore, a general reduction in current traffic levels along Alligator Drive is expected after implementing a toll.

Within the limits of this study’s scope, C&M will perform a quick review of the demographic and travel demand characteristics of the community—including income level and trip purpose—to determine the sensitivity of residents’ travel demand to toll rates. The outcome of this review would be a reduction factor that can be applied to current traffic levels to account for resident’s travel demand elasticity to the tolling of Alligator Drive.

Furthermore, tolling on Alligator Drive may have different impacts depending on travel market. In addition to the potential impact on residents (i.e., frequent travelers), other travel markets such as visitors and commercial/truck traffic may react differently to tolling. Alligator Point has many attractions such as Bald Point State Park, beach home rentals, recreational fishing areas, and a clam harvesting industry; these represent a share of traffic along Alligator Drive with a different sensitivity—and perhaps greater tolerance—to tolling.

C&M will review available sources to determine the share of each travel market, including frequent travelers, on Alligator Drive and determine their corresponding elasticities to tolling. C&M will then estimate the T&R projections for Alligator Drive based on the estimated share of each market segment, assumed elasticities, and selected toll rates.

In preparing this sketch-level analysis, C&M will extract the required information and assumptions such as traffic shares, number of trips per household, future traffic growth, etc. from the Northwest Florida Regional Planning Model (NWRP). The NWRP includes the West Florida Regional Planning Council area, which comprises three major urbanized areas covered by transportation planning organizations and several rural counties, including Franklin County. C&M will use the NWRP data as provided without any further calibration or validation of the model for the project area.

Proposed Schedule, Deliverables, and Fees

C&M estimates that the sketch-level T&R analysis will be completed four (4) weeks after receiving the Notice to Proceed (NTP). C&M will produce a brief memorandum including an overview of the project, C&M's assumptions and methodology, and a 30-year sketch-level T&R forecast table. C&M proposes a labor budget of \$20,000 for the development of this sketch-level T&R analysis.

County Coordinator's Report
BOCC Regular Meeting
March 6, 2018

1. Weems Report

- a. As of Monday, the operating account balance is \$168,391. Taking into account pending deposits and the March 7th payroll, the balance on Thursday March 8th will be approximately \$127,344. The balance in the Money Market (savings) account is \$352,825. Weems is expecting a \$181,106 DISH payment soon. Last week I sent you the draft version of the December 2017 and January 2018 financial reports. If you have any questions let me know and I will have the appropriate staff member contact you.
- b. At the last meeting the Board approved changes to the Weems Board of Directors by-laws that would allow the BOCC to appoint a staff member to the Weems Board. This member would serve as the Chairman of the Weems Board. Attorney Shuler has made the necessary changes to the by-laws. **Board action** to approve the amended by-laws.
- c. There are three vacancies on the Weems Board of Directors that need to be filled. I have met with Mr. Mikel Clark who is willing to serve on the Weems Board (District 2 seat). Mr. Clark served as the School District's Assistant Superintendent for many years and brings his administrative skill set to the Board. I also met with Pastor David Walker and he is willing to serve on the Weems Board (District 3 seat). As most of you know, until his recent retirement, Pastor Walker served as the Health Department's Operation Manager and Public Relations Officer. His experience in those roles will bring health insight and knowledge to the Weems Board. There is still a vacant "At Large" seat that needs to be filled and current members with expired terms that needs renewal. We will address those items at a future meeting. **Board action** to appoint Mr. Clark and Pastor Walker to the Weems Board of Directors.
- d. On Friday February 24th a 22-year old man was arrested in the stabbing death of his mother while she was a patient at Capital Regional Medical Center. Mr. Cooper and Mr. Craig Gibson met with department managers early last week to discuss limiting and controlling access to patients and staff. Below are the steps they will be implementing in the next few weeks.
 - i. Main Entrance – As outpatients or visitors enter the front entrance they will need to be seen by staff who will grant access through the secondary door via an electromagnetic lock. Staff at the registration area and the nursing station will be able to "buzz" visitors and patients through.
 - ii. Triage Room – Some people that know the hospital well know how to gain access to the ER via the triage room (i.e. without an escort). We will be adding a keypad lock to that door.
 - iii. Medical Records – From the main corridor, you need to go through two doors to enter medical records. We will be placing a keypad lock on the

first door. Additionally, we will be adding a safety glass window to the second so that staff can see any one that approaches the department.

- iv. Finance Trailer – We will be adding key pad locks to two of the doors. The third door will be locked at all times as a matter of policy.
- v. Entrance Portals – At both registration points (ER, Main Entrance) as well as the purchasing department will be keeping a vendor login/out journal. This will be required of everyone except staff, patients, patient visitors, medical staff and governance.

If you have any questions regarding these items let me know and I will have the appropriate staff member contact you.

2. The City of Carrabelle is in the process of paving NW Ave B as part of their Commercial Revitalization Project. Commissioner Massey has approximately \$10,000 of Local Gas Option Tax (LOGT) funds remaining and would like to use this money for the paving of NW Ave B. **Board action** to approve this use of the LOGT funds.
3. Below are two Dewberry proposals for professional services for **Board action**.
 - a. The first is the surveying, design, and permitting of a timber dock at Indian Point Park Fishing Pier. The new dock will follow the same foot print of the damaged/missing timber dock. This proposed fee will be paid from FEMA PW 027.
 - b. The second is a project that consists of surveying and permitting of a FDOT connection at the north side of the intersection of 13th Street and US Highway 98. This will create an entrance to the Chapman Building from US Highway 98 and will be paid from your Professional Services budget.
4. As Mr. Lovestrand is working on the State's approval of the sublease for the new Extension Services office at the Robert Howell building, staff would like to proceed with advertising for design, engineering, and construction administration services for this renovation project. Staff is hoping that once the sublease is signed by the State we will be in a position to move forward with the construction phase of the project. **Board action**.
5. Inform the Board that Mr. Rick Watson, Tax Collector, has started issuing Driver's License from his office. Residents will be able to renew their license or obtain their first license which requires passing the "road test". The Division of Motor Vehicles requests two dedicated parking spots for the "road test", one will be in front of the Courthouse and the other will be in front of the Annex. I will ask Mr. Howard Nabors to post a restricted parking signs in front of these two parking areas.
6. The Board opened Request for Proposals for the renovation of the Public Defender's office at your last regular meeting. There was only one proposal submitted which was from Oliver Sperry Renovation of Tallahassee. Their price was above the budgeted

amount for this project so staff and Mr. Doug Shuler, the project architect, are in the processing of changing the project scope to bring the cost under budget.

7. Remind the Board that we are still seeking new members for our Planning and Zoning Commission. We've had two members step down from the Commission, so we only have enough members to meet our quorum requirements.
8. Remind the Board that the Camp Gordon Johnston Parade is this Saturday in Carrabelle. Parade Line Up is at 9:45 a.m. and the parade starts at 10:45 a.m. In addition, the Eastpoint Fire Department's Rib Cook-off, which is held at the Eastpoint Fire Station, is on the following Saturday, March 17th, and starts at 9 a.m.

BEFORE THE FLORIDA PUBLIC SERVICE COMMISSION

In re: Application for limited proceeding for recovery of incremental storm restoration costs related to Hurricanes Irma and Nate, by Duke Energy Florida, LLC.

DOCKET NO. 20170272-EI
ORDER NO. PSC-2018-0103-PCO-EI
ISSUED: February 26, 2018

The following Commissioners participated in the disposition of this matter:

ART GRAHAM, Chairman
JULIE I. BROWN
DONALD J. POLMANN
GARY F. CLARK

ORDER APPROVING INTERIM STORM RECOVERY CHARGE

BY THE COMMISSION:

Background

On December 28, 2017, Duke Energy Florida, LLC (DEF) filed a petition for a limited proceeding seeking authority to implement an interim storm restoration recovery charge to recover a total of \$513.2 million for the incremental restoration costs related to Hurricanes Irma and Nate and to replenish its storm reserve. In its petition, DEF asserted that, as a result of Hurricanes Irma and Nate, it incurred total retail recoverable costs of approximately \$425 million, less its pre-storm reserve balance of \$54 million, resulting in net recoverable costs of \$371 million. In addition, DEF proposes to replenish its storm reserve to the \$132 million balance that existed in February 2012. Interest, bond issuance expense, and the regulatory assessment fee gross-up adds an additional \$10.2 million to the amount of recoverable costs.

DEF filed its petition pursuant to the provisions of the 2017 Second Revised and Restated Settlement Agreement (2017 Settlement) approved by the Commission in Order No. PSC-2017-0451-AS-EU.¹ Pursuant to the 2017 Settlement, DEF can recover storm costs, without a cap on the level of charges on customer bills, on an interim basis beginning 60 days following the filing of a petition for recovery. Although the 2017 Settlement provides for a 12-month recovery period, DEF recognizes that the imposition of the full storm recovery amount over 12 months would result in an interim storm restoration recovery surcharge of over \$15 per 1,000 kWh on a residential customer bill. Therefore, to mitigate this large rate increase, DEF proposes to spread the storm recovery amount over 36 months effective March 1, 2018, which would result in an

¹ Order No. PSC-2017-0451-AS-EU, issued November 20, 2017, in Docket No. 20170183-EI, In re: Application for limited proceeding to approve 2017 second revised and restated settlement agreement, including certain rate adjustments, by Duke Energy Florida, LLC.

interim storm restoration recovery surcharge of \$5.20 per 1,000 kWh on a residential customer bill.

On January 24, 2018, DEF filed a Motion to Approve Implementation Stipulation to implement the 2017 Settlement. On February 5, 2018, DEF filed its Notice of Amendment to Implementation Stipulation (implementation stipulation). All signatories to the 2017 Settlement joined in and support the implementation stipulation.

We have jurisdiction over this matter pursuant to Sections 366.04, 366.05, 366.06, and 366.076, Florida Statutes.

Decision

DEF filed a petition for a limited proceeding seeking authority to implement an interim storm restoration recovery charge to recover a total of \$513.2 million for the incremental restoration costs related to Hurricanes Irma and Nate and to replenish its storm reserve. The requested recovery of \$513.2 million represents net retail recoverable costs of approximately \$371 million, plus an additional \$132 million to replenish its storm reserve to the balance that existed in February 2012. In addition, the \$513.2 million includes an additional \$10.2 million for interest, bond issuance costs, and a regulatory assessment fee true-up. The petition was filed pursuant to the provisions of the 2017 Settlement we approved in Order No. PSC-2017-0451-AS-EU. Pursuant to Paragraph 38 of the 2017 Settlement, DEF can begin recovery of storm costs, without a cap, 60 days following the filing of a petition for recovery. In order to limit the monthly charge to customers, DEF has requested an interim storm restoration recovery charge of \$5.20 on a monthly 1,000 kWh residential bill to be recovered over a 36-month period, effective March 1, 2018 through February 28, 2021.

In its petition, DEF asserts that it incurred total retail recoverable costs of approximately \$371 million as a result of Hurricanes Irma and Nate. DEF further asserts that this amount was calculated in accordance with the Incremental Cost and Capitalization Approach (ICCA) methodology prescribed in Rule 25-6.0143, Florida Administrative Code. The net retail recoverable costs of \$371 million were determined by reducing the \$425 million total recoverable costs by the pre-storm storm reserve balance of \$54 million. Paragraph 38 of the 2017 Settlement also allows DEF to request the replenishment of its storm reserve to \$132 million.

In its petition, DEF filed a proposed Eighty-First Revised Tariff Sheet No. 6.105 to implement the approved storm recovery charge. However, following our approval of the implementation stipulation, DEF withdrew its proposed tariff. DEF's implementation stipulation is attached to this Order in Attachment A. It seeks to avoid volatility in customer rates by recognizing and then utilizing annual tax reform benefits resulting from the 2017 Tax Act as a direct offset to avoid implementing separate cost recovery of storm damage costs that customers would have otherwise have been obligated to pay. With our approval of the implementation, DEF shall be entitled to record a monthly storm reserve accrual equal to one-twelfth of our approved annual revenue requirement impact of the Tax ACT and credit the retail storm reserve from January 2018 through full recovery of our final approved actual storm recovery amount.

Once the final approved actual storm recovery amount has been recovered, or offset, DEF shall reduce base rates in the manner prescribed in the 2017 Settlement.

Our approval of an interim storm restoration recovery charge is preliminary in nature and is subject to true-up pending further review once the total actual storm restoration costs are known. After the actual costs are reviewed for prudence and reasonableness, and are compared to the actual amount recovered through the interim storm restoration recovery charge, a determination will be made whether any over/under recovery has occurred. The disposition of any over/under recovery, and associated interest, shall be considered by us at a later date.

Based on our review of the information provided by DEF in its petition, we hereby authorize DEF to implement an interim storm restoration recovery charge subject to true-up. Once the total actual storm costs are known, DEF shall be required to file documentation of the storm costs for our review and true-up of any excess or shortfall. This is not a confirmation or endorsement of the prudence of DEF's forecasted costs and plans. This order only allows DEF to begin recovery on an interim basis in accordance with the 2017 Settlement agreement. This interim recovery is subject to true-up following a hearing or formal proceeding where the veracity and prudence of DEF's actual restoration costs can be fully vetted.

Additionally, we find that the implementation stipulation is in the public interest and hereby approve DEF's Amended Implementation Stipulation.

Based on the foregoing, it is

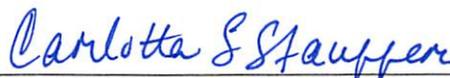
ORDERED by the Florida Public Service Commission that Duke Energy Florida, LLC is hereby authorized to implement an interim storm restoration recovery charge as amended. It is further

ORDERED that Duke Energy Florida, LLC's Amended Implementation Stipulation is hereby approved. It is further

ORDERED that Duke Energy Florida, LLC shall file with this Commission documentation of the actual storm costs once those costs are known. It is further

ORDERED that this docket shall remain open for future disposition by this Commission.

By ORDER of the Florida Public Service Commission this 26th day of February, 2018.



CARLOTTA S. STAUFFER
Commission Clerk
Florida Public Service Commission
2540 Shumard Oak Boulevard
Tallahassee, Florida 32399
(850) 413-6770
www.floridapsc.com

Copies furnished: A copy of this document is provided to the parties of record at the time of issuance and, if applicable, interested persons.

KRM

NOTICE OF FURTHER PROCEEDINGS OR JUDICIAL REVIEW

The Florida Public Service Commission is required by Section 120.569(1), Florida Statutes, to notify parties of any administrative hearing or judicial review of Commission orders that is available under Sections 120.57 or 120.68, Florida Statutes, as well as the procedures and time limits that apply. This notice should not be construed to mean all requests for an administrative hearing or judicial review will be granted or result in the relief sought.

Mediation may be available on a case-by-case basis. If mediation is conducted, it does not affect a substantially interested person's right to a hearing.

Any party adversely affected by this order, which is preliminary, procedural or intermediate in nature, may request: (1) reconsideration within 10 days pursuant to Rule 25-22.0376, Florida Administrative Code; or (2) judicial review by the Florida Supreme Court, in the case of an electric, gas or telephone utility, or the First District Court of Appeal, in the case of a water or wastewater utility. A motion for reconsideration shall be filed with the Office of Commission Clerk, in the form prescribed by Rule 25-22.0376, Florida Administrative Code. Judicial review of a preliminary, procedural or intermediate ruling or order is available if review of the final action will not provide an adequate remedy. Such review may be requested from the appropriate court, as described above, pursuant to Rule 9.100, Florida Rules of Appellate Procedure.

Amended Implementation Stipulation

1. The 2017 Second Revised and Restated Settlement Agreement ("Agreement") was approved by the Commission in Order No. PSC-2017-0451-AS-EU. As explained more fully below, the signatories to the Agreement enter into this Stipulation to implement specific provisions related to the timing of rate treatment of certain events contemplated in the Agreement that have become manifest (i.e., storm restoration costs and federal tax reform).
2. Paragraph 38(c) of the Agreement grants Duke Energy Florida, LLC ("DEF") the right to recover, on an interim basis, storm damage costs sixty days after filing a petition with the Commission. Pursuant to this paragraph, on December 28, 2017, DEF filed for the recovery of \$513 million estimated for storm damage costs associated with Hurricanes Irma and Nate and replenishment of DEF's retail storm damage reserve to the level specified in the Agreement. To reduce rate impacts to customers, DEF proposed to recover this amount over three years, resulting in approximately \$171 million of costs to be recovered from customers annually starting in March 2018. The Commission has opened Docket No. 20170272-EI to consider DEF's request.
3. Paragraph 16 of the Agreement provides a mechanism for calculating and implementing the impact of tax reform on DEF's rates, which will inure to the benefit of customers on the effective date of tax reform changes. On December 22, 2017, the President signed the Tax Cuts and Jobs Act ("Tax Act") into law. Part of the Tax Act includes a reduction in the corporate tax rate from 35 percent to 21 percent. DEF, using the methodologies set forth in Paragraphs 16(b) and 16(c) of the Agreement, has preliminarily estimated the impact of the Tax Act to result in a reduction in revenue requirements of approximately \$135 million per year (after taking into account the \$50 million accelerated depreciation of Crystal River ("CR") Units 4 and 5 as expressly provided in the Agreement). DEF and the other signatories to the Agreement agree that the \$135 million estimated annual Tax Act revenue requirement impact is based on preliminary data and is subject to final true-up. As specified in the Agreement, DEF is obligated to reduce customer base rates within 120 days of the December 22, 2017 enactment date, or by April 21, 2018, upon a thorough review of the effects of the Tax Act on base revenue requirements to account for the impacts of the Tax Act. Any final true-up associated with further refinement of the estimate and recognition of the pre-implementation will be reflected in the amount recognized consistent with paragraph 5 below.
4. The storm damage costs are allocated to customer rate classes in the same manner as base rates. Absent this Implementation Stipulation, DEF would be authorized to increase rates by an average of \$171 million per year starting in March 2018, and would subsequently reduce base rates at a later date in 2018 by an estimated \$135 million per year. The Signatory Parties seek to avoid this volatility in customer rates and agree that DEF should effectively utilize the annual Tax Act benefits to avoid implementing the charge to customers for storm damage costs that they would have otherwise been obligated to pay. To accomplish this goal, DEF shall, after Commission approval of the interim storm restoration recovery charge, withdraw the tariff sheets it filed with its December 28, 2017 filing. The parties request that the Commission consider this stipulation in conjunction with its approval of this interim charge. Because those tariff sheets also included the impact of the Asset Securitization Charge True-Up (Docket

2015071-EI), DEF shall simultaneously submit revised tariff sheets to reflect only the changes associated with the Asset Securitization Charge True-Up.

5. Based on the current storm restoration cost estimates, which are subject to change pending a final Commission order in Docket No. 20170272-EI and the yet-to-be filed docket regarding the Tax Act, DEF projects that the full estimated storm costs shall be recovered by approximately mid-2021. The signatories agree that DEF shall be entitled to record a monthly storm reserve accrual equal to one-twelfth of the annual Commission-approved revenue requirement impact of the Tax Act and credit the retail storm reserve from January 2018 through full recovery of the final Commission-approved actual storm recovery amount, and that a specific condition of the net bill impacts of this stipulation is that the Commission will issue an order explicitly authorizing such action. The signatories agree that once the final Commission-approved actual storm recovery amount has been recovered, DEF shall reduce base rates in the manner prescribed in the Agreement and commensurate with the Commission-approved Tax Act savings beginning in the month following the final month of storm recovery (including reserve replenishment). DEF agrees to file tariff sheets at least 60 days before this date to reflect the reduced rates.
6. All signatories maintain and do not waive their rights to raise any argument that is allowed under the Agreement with respect to the reasonable and prudent level of storm damage costs and the calculation of the Tax Act impacts. It is the intent of the parties, and a condition of this stipulation, that the two distinct proceedings contemplated in Paragraphs 38(c) and 16 shall be conducted as if this stipulation did not exist and that final determinations of actual storm costs and tax savings be made independently and separately.
7. The parties intend that the storm damage costs be transparent and ascertainable on a stand alone basis and that the benefits of the Tax Act impacts be transparent and ascertainable on a stand alone basis. DEF shall file quarterly a storm cost overview which accounts and reports on the storm damage costs, the costs remaining to be satisfied, the projected date such costs will be satisfied and the amount of Tax Act savings applied to storm damage costs.