



Board of Directors

CareerSource Tampa Bay

Feb 14, 2023 9:00 PM - 10:30 PM EST

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Pledge of Allegiance





Consent Agenda Items

Background

***The Consent Agenda is intended to allow the WDB to spend its time on more complex items and initiatives. Consent agenda items groups routine business and reports into one agenda item which can be approved in one action, rather than filing motions on each item separately. Board members may ask that an item be removed from the Consent Agenda for individual consideration.*

- A. Approval of Minutes – November 10, 2022, Board of Directors Meeting
- B. 2022-2023 Budget Modification No. 3
- C. Approval of New Training Provider

Recommendation:

To approve the above items on the Consent Agenda as presented.



Board of Directors Minutes

CareerSource Tampa Bay

Nov 10, 2022 at 9:00 AM EST

Attendance

Members Present (Remote):

Michael Bach, Stephanie Brown-Gilmore, Graham Hadley, Gary Hartfield, John Howell, Robert Blount, III, Jim Junecko, Steve Morey, Donald Noble, Julie Renderos, Gil Schisler, Roy Sweatman, Sophia West, Jermaine White, Ocea Wynn, Audrey Ziegler

Members Absent:

Tom Aderhold, Warren Brooks, Sean Butler, Andrea Cichon, Elizabeth Gutierrez, Benjamin Hom, Dr. Brian Mann, Commissioner Gwen Myers, Thayne Swenson, Mercedes Young

Staff Present (Remote):

Melissa Carroll, Luna Clarke, Dr. Byron Clayton, Sheila Doyle, John Flanagan, Chad Kunerth, Barry Martin, Anna Munro, Michelle Schultz, Don Shepherd, Tammy Stahlgren, Doug Tobin, April Torregiante, Michelle Zieziula

Guests Present (Remote):

Elizabeth Ventura-EDSI, Trevor Stout -EDSI, Paul Casebolt - EDSI

Board Counsel Present (Remote):

Mary Hellen Farris

Board Liaison Present (Remote):

Ken Jones

I. Call to Order, Welcome, and Roll Call (Presenters: Donald Noble)

Vice Chair, Don Noble called the meeting to order at 9:04 a.m. There was a quorum present.

II. Pledge of Allegiance (Presenters: Donald Noble)

Vice Chair, Don Noble led the Pledge of Allegiance.

III. Public Comments (Presenters: Donald Noble)

There were none.

IV. Consent Agenda (Presenters: Donald Noble)

- A. Approval of Minutes - August 18, 2022 Board of Directors Meeting (Presenters: Donald Noble)
- B. Approval of Minutes - September 1, 2022 Special Board of Directors Meeting
- C. 2022 - 2023 Budget Modification No. 1
- D. 2022 - 2023 Budget Modification No. 2
- E. Approval of New Training Programs
- F. 2023 Health Plan Renewal and Pricing

Motion:

To approve the Consent Agenda as presented.

Motion moved by Michael Bach and motion seconded by John Howell. Motion Carried.

V. Chair's Report (Presenters: Donald Noble)

No discussion occurred. The report can be found in the agenda packet and was not reviewed at the meeting.

VI. Board Counsel Report (Presenters: Mary Helen Farris)

Nothing new to report at this time.

VII. CEO Report (Presenters: John Flanagan)

Highlights:

- Leondra Foster has been promoted to Director of Youth Programs.
- Ad Hoc System Redesign Committee met on November 1, 2022.
- Reach Implementation continues. A series of in person and virtual roundtables were conducted in October for board members, employers, education partners, staff and elected officials to give feedback, and develop an understanding of the DEO/CareerSource FL implementation schedule and strategy. One additional round table is scheduled for CSTB Executive Committee members on 11/16/22. The session will be virtual.
- Another part of the REACH act, board letter grades, focusing on a mix of local and state performance indicators that measure effectiveness for Career Seekers and Employers, has been moving forward at a brisk pace. Initial grades were released on October 18. The CSTB region scored a 90.9% overall, grading to an A-. These

grades are considered “baseline” grades and will be used to benchmark future years.

No discussion occurred.

VIII. Action/Discussion Items

A. Related Party – HCC – Addition of New Training Program

Related Party Agreement

Hillsborough Community College, amount not to exceed \$11,988.00.

- Dr. Brian Mann was identified as having a conflict of interest and was notified prior to the meeting.
- Dr. Brian Mann completed and submitted a Voting Abstention Form prior to the meeting.
- Dr. Brian Mann was not present during the meeting.

Motion:

To approve Hillsborough Community College’s new training program additions through June 30, 2023, contingent upon DEO and CareerSource Florida approval.

Motion moved by Michael Bach and motion seconded by Gil Schisler. Motion Carried.

IX. Presentation -Sunshine Laws and Conflict of Interest Policy (Presenters: Mary Helen Farris)

Mary Helen Farris conducted the Sunshine Laws and Conflict of Interest training. It was recommended that at the next board meeting she conduct training on Record Review.

X. Presentation - PY 22-23 Monthly Report (Presenters: Trevor Stout)

High level overview presentation conducted. These reports are completed monthly and are available to anyone who would like to receive them.

XI. Information Items

The Board members had an opportunity to ask questions about the information items. No information items were reviewed or discussed.

A. REACH Preliminary Performance Review

- B. PY 22-23 Strategic Goals Dashboard Update
- C. R15 DEO Quality Assurance Report Programmatic and Financial Compliance Monitoring Review Program Years 2021-2022
- D. Marketing and Public Relations Update
- E. One-Stop Operator Update
- F. Tampa Bay Hires Update
- G. Special Grants Update
- H. 401k Plan Audit Plan Year Ending 12/31/2021 and 5500 Form Filing
- I. CareerSource Tampa Bay Policy Updates
- J. Agency Reserve Fund
- K. Expenditure Reports for the Period Ending September 30, 2022

XII. Committee Reports

- A. Career Pathways Committee (Presenters: Dr. Byron Clayton)

The Committee met on October 19, 2022.

Highlights:

- Elizabeth Gutierrez is the new committee chair.
- Rugina Castillo, Community Engagement and Diversity Coordinator from City of Tampa has been appointed to serve on this committee.
- The new Career Pathways Portal was demonstrated at the meeting.
- Continuing to work closely with the school districts.

- B. Workforce Performance Committee (Presenters: Steve Morey)

The committee met on November 2, 2022.

One Action Item on today's Consent Agenda was reviewed during the meeting.
(Approval of New Training Programs)

- C. Youth Development Committee

No update given.

XIII. Future Business

- A. Board of Directors Retreat

The CSTB Board Retreat is scheduled for January 9, 2023. Ron Painter from the National Workforce Board Association and Michelle Dennard from CareerSource Florida will be conducting the training. More details about the location to be announced.

XIV. Adjournment

The meeting was adjourned at 9:42 a.m.

Minutes prepared by Tammy Stahlgren, Administrative Services Coordinator.

DRAFT



Consent Agenda Item PY 2022-2023 Budget Modification No. 3

Information:

Total budgeted revenue has increased from \$26,354,459 to \$27,354,941 for an overall increase of \$1,000,482. This is due to the following:

Employment Services

Increase in Veterans programs of \$45,000. *(See FN 1)*

Increase in Supplemental Nutrition Assistance program of \$369,080. *(See FN 1)*

Welfare Transition Program:

Decrease in Welfare Transition of \$13,272. *(See FN 2)*

Direct Grants and Special Projects:

Increase in Re-employment & Eligibility Assessment of \$418,674. *(See FN 1)*

Increase in Tech Boost of \$156,000. *(See FN 3)*

Increase in United Way Suncoast – Youth Research Project of \$25,000. *(See FN 4)*

Additionally, there was an increase in expenditures of \$1,000,148.

Recommendation

The Finance Committee is recommending approval of the adjustment to the revenue budget and resultant modification to the expenditure budget.

Footnotes:

- 1) *Additional funds received from DEO to assist with program operations.*
- 2) *Small decrease in award from DEO.*
- 3) *Additional training and associated Indirect funds received from Clark University.*
- 4) *Project is expected to be completed by March 2023. Funds set aside for next fiscal year will be reallocated to the current fiscal year.*

**CareerSource Tampa Bay
PY 2022-2023 Revenue Budget
Modification #3**

Program/Award	Approved Budget	Modification No. 3	Modified Budget
WIOA Adult	5,052,562	-	5,052,562
WIOA Youth	3,655,333	-	3,655,333
WIOA Dislocated Worker	2,984,610	-	2,984,610
WIOA Rapid Response	153,871	-	153,871
WIOA Get There Faster - Military Program	2,442,852	-	2,442,852
Subtotal WIOA	14,289,228	-	14,289,228
Wagner Peyser	1,879,932	-	1,879,932
WP - Apprenticeship Navigator	62,500	-	62,500
Veterans Programs	195,000	45,000	240,000
SNAP	676,444	369,080	1,045,524
Trade Adjustment Act	352,166	-	352,166
Military Family	275,937	-	275,937
Subtotal Employment Services	3,441,979	414,080	3,856,059
Welfare Transition Program	5,477,665	(13,272)	5,464,393
Subtotal WTP	5,477,665	(13,272)	5,464,393
Reemployment & Eligibility Assessment (RESEA)	585,417	418,674	1,004,091
NDWG - COVID 19	329,636	-	329,636
Hillsborough County - ACE	995,841	-	995,841
Hillsborough County - Sector Strategies	530,859	-	530,859
Tech Quest Apprenticeship (TQA)	95,000	-	95,000
Tech Boost	462,000	156,000	618,000
United Way Suncoast - TBSH	86,667	-	86,667
United Way Suncoast - Youth Research Project	50,000	25,000	75,000
Foundation of Caring	10,167	-	10,167
Subtotal Grants and Special Projects	3,145,587	599,674	3,745,261
Total Combined	26,354,459	1,000,482	27,354,941

CareerSource Tampa Bay
Planning Budget - Modification #3
Fiscal Year 2023 (July 2022-June 2023)

	Workforce Innovation & Opportunity Act	Employment Services Programs	Welfare Transition Programs	Direct Grants & Special Projects	Adjusted Budget FY 2022-2023	Prior Approved Budget FY 2022-2023	Modification #3
Revenue:							
Fiscal Year 2023 New Allocations	6,248,285	2,944,329	4,367,220	2,141,313	15,701,147	14,884,212	816,935
Carryforward from Prior Year Allocations	8,040,943	911,730	1,097,173	1,603,948	11,653,794	11,470,247	183,547
Total Revenue	14,289,228	3,856,059	5,464,393	3,745,261	27,354,941	26,354,459	1,000,482
Expenditures:							
Program Services - Allocated Costs:							
Business Services	703,382	-	184,185	72,433	960,000	935,000	25,000
Case Management	2,061,504	819,798	1,680,709	37,541	4,599,552	4,624,396	(24,844)
Career Services	243,462	65,225	54,128	47,334	410,149	409,190	959
One Stop Operating/Facilities Costs	461,666	931,652	362,269	244,413	2,000,000	2,000,000	-
Technology	22,134	532,034	-	115,832	670,000	670,000	-
Community Outreach	54,948	476,892	-	88,160	620,000	320,000	300,000
Program Staff Training & Professional Development	6,554	26,385	10,682	6,379	50,000	50,000	-
Subtotal - Program Services Allocated	3,553,650	2,851,986	2,291,973	612,092	9,309,701	9,008,586	301,115
Program Services - Direct Costs:							
Participant & Work Based Learning	6,479,000	290,000	2,040,000	1,528,250	10,337,250	9,257,750	1,079,500
Direct Grants & Special Projects - Salaries & Benefits	-	-	-	631,090	631,090	611,557	19,533
Subrecipient Contracts	2,954,704	257,961	568,463	587,142	4,368,270	4,368,270	-
DEO Staff Travel	-	35,000	-	-	35,000	35,000	-
Subtotal - Program Services Direct	9,433,704	582,961	2,608,463	2,746,482	15,371,610	14,272,577	1,099,033
Total Program Service Costs:	12,987,354	3,434,947	4,900,436	3,358,574	24,681,311	23,281,163	1,400,148
Indirect Costs							
Indirect Costs	1,228,368	394,560	536,083	340,989	2,500,000	2,900,000	(400,000)
Total Indirect Costs	1,228,368	394,560	536,083	340,989	2,500,000	2,900,000	(400,000)
Total Expenditures	14,215,722	3,829,507	5,436,519	3,699,563	27,181,311	26,181,163	1,000,148
Unobligated Balance	73,506	26,552	27,874	45,698	173,630	173,296	334



Consent Agenda Item Approval of New Training Provider

Process for New Training Providers

Eligible Training Provider Policy application threshold criteria are as follows:

- Limit new training providers/new training programs to a maximum of 12 enrollments until performance is established
- ITA Cap: Training customers may receive training assistance under ITA services up to a lifetime cap of \$7,500.00 per individual.
- Limit training programs to those with a minimum entry level wage rate of \$16.25 per hour hour* (based on annual regionally adjusted wage rate)

Customer Choice

WIOA training services must be provided in a manner that maximizes informed consumer choice in selecting an eligible provider. Individuals who are interested in training services are made aware of the full array of training services by CSTB. They are invited to review and research training providers and programs outlined on the CSTB's approved training provider list. Training provider and program selections must fall on CSTB's ETPL to be considered for enrollment through the WIOA program.

Information for Tables Below

- Average Wage at Placement was provided by the Training Provider
- Entry Wage Rate based on the Standard Occupational Classification (SOC) code for the training program listed on the CSTB Region 15- Regional Targeted Occupation List for PY 22-23*.
- Color legend:

Does not meet the minimum entry level wage rate
Does not meet completion rate of 65%
Does not meet wage rate and completion rate

[REMAINDER OF THE PAGE LEFT BLANK]

Finlay Institute of Nursing

8011 N. Himes Avenue Suite 1, Tampa, FL 33614

Finlay Institute of Nursing has an Annual License with the CIE dated 2.1.2022. Finlay Institute of Nursing self-attested that they will start reporting to FETPIP annually. Staff conducted a site visit on Friday, 1.13.2023.

Courses/Certificate/Diploma Programs

Program – Course # - Type of Degree or Certificate	Books & Supplies	Tuition	Fees	Total Cost	Duration of Training	Completion Rate	Average Wage at Placement	RTOL 22-23 Entry Wage Rate*
Home Health Aide – Diploma	\$85.00	\$665.00	\$100.00	\$850.00	3 weeks	97.56%	\$15.00	\$10.48
Nursing Assistant – Diploma	\$150.00	\$1,085.00	\$215.00	\$1,450.00	6 weeks	95%	\$15.00	\$12.46
Medical Assistant – Diploma	\$420.00	\$5,125.00	\$215.00	\$5,760.00	7 months	100%	\$25.00	\$22.60
Patient Care Technician – Diploma	\$325.00	\$4,460.00	\$215.00	\$5,000.00	6 months	100%	\$18.00	\$10.82
Pharmacy Technician Program – Diploma	\$200.00	\$3,140.00	\$100.00	\$3,440.00	5 months	100%	\$15.00	\$14.74
Phlebotomy Technician – Diploma	\$200.00	\$1,550.00	\$100.00	\$1,850.00	5 weeks	100%	\$18.00	\$17.11

- Finlay Institute of Nursing originally opened in 2016.
- Total enrollments for school year 2022-23:
 - Home Health Aide: 30
 - Nursing Assistant: 11
 - Medical Assistant: 10
 - Patient Care Technician: 7
 - Pharmacy Technician Program: 8
 - Phlebotomy Technician: 12

Recommendation

The Workforce Performance Committee is recommending approval of Finlay Institute of Nursing's new training provider application to include the aforementioned training programs.

Key Regional Workforce / Demographic Indicators

The unemployment rate in the CareerSource Tampa Bay region (Hillsborough County) was 2.1 percent in December 2022. This rate was 0.6 percentage point lower than the region's year ago rate of 2.7 percent. The region's December 2022 unemployment rate was 0.1 percentage point lower than the state rate of 2.2 percent. The labor force was 812,239, up 31,607 (+4.0 percent) over the year. There were 17,369 unemployed residents in the region.

The industries gaining in jobs over the year were:

Leisure and Hospitality	+17,400 jobs
Trade, Transportation, and Utilities	+16,200 jobs
Education and Health Services	+10,900 jobs
Financial Activities	+1,300 jobs
Other Services	+7,000 jobs
Mining, Logging, and Construction	+6,800 jobs
Professional and Business Services	+6,100 jobs
Manufacturing	+1,500 jobs
Information	+1000 jobs
Government	+800 jobs

No industries lost jobs over the year.

Chair's Report

Unemployment Rates (not seasonally adjusted)			
	Dec-22	Nov-22	Dec-21
CareerSource Tampa Bay (Hillsborough County)	2.1%	2.5%	2.7%
Tampa-St. Petersburg-Clearwater MSA	2.2%	3.3%	2.7%
Florida	2.2%	3.5%	2.9%
United States	3.3%	4.4%	3.7%

Nonagricultural Employment by Industry (not seasonally adjusted)	Tampa-St. Petersburg-Clearwater Metropolitan Statistical Area				Florida			
	Dec-22	Dec-21	change	percent change	Dec-22	Dec-21	change	percent change
Total Employment	1,510,000	1,440,900	69,100	4.8	9,669,100	9,233,700	435,400	4.7
Mining, Logging, and Construction	94,000	87,200	6,800	7.8	611,700	585,900	25,800	4.4
Manufacturing	72,300	70,800	1,500	2.1	423,500	396,800	26,700	6.7
Trade, Transportation, and Utilities	289,500	273,300	16,200	5.9	2,020,000	1,942,100	77,900	4.0
Wholesale Trade	63,400	58,000	5,400	9.3	389,800	364,200	25,600	7.0
Retail Trade	176,100	168,300	7,800	4.6	1,185,100	1,151,800	33,300	2.9
Transportation, Warehousing, and Utilities	50,000	47,000	3,000	6.4	445,100	426,100	19,000	4.5
Information	28,700	27,600	1,100	4.0	152,300	144,100	8,200	5.7
Financial Activities	133,800	132,500	1,300	1.0	668,300	642,100	26,200	4.1
Professional and Business Services	277,900	271,800	6,100	2.2	1,558,500	1,509,500	49,000	3.2
Education and Health Services	231,400	220,500	10,900	4.9	1,445,200	1,359,300	85,900	6.3
Leisure and Hospitality	173,500	156,100	17,400	11.1	1,289,500	1,199,400	90,100	7.5
Other Services	54,000	47,000	7,000	14.9	373,900	344,000	29,900	8.7
Government	154,900	154,100	800	0.5	1,126,200	1,110,500	15,700	1.4

Population	2021	2020	change	percent change
CareerSource Tampa Bay (Hillsborough County)	1,478,194	1,463,380	14,814	1.0
Florida	21,781,128	21,569,932	211,196	1.0

Average Annual Wage	2021	2020	change	percent change
CareerSource Tampa Bay (Hillsborough County)	\$64,637	\$60,935	\$3,703	6.1
Florida	\$60,299	\$55,840	\$4,459	8.0

Note: All data are subject to revision.

Source: Florida Department of Economic Opportunity, Bureau of Workforce Statistics and Economic Research.

Welcome to the Board

Meredith Abel was appointed to the Board in January. She is a council member in Temple Terrace.

April Neuman was appointed to the Board on November 16, 2022. She is the Executive Vice President, Workforce Transformation at Ultimate Medical Academy.

Legislative Highlights

The reach act is in full swing from an implementation standpoint. Letter grading from a baseline perspective has been established. The region scored in a minus, or a 90.9 percentage. Our current grade after the first 1:45 023 is a 94.07 making us the fourth highest performing board in the state.

From the alignment issue with reach, EY is still in process of collecting data and input from all stakeholders in the system. Career source Florida meetings take place on February 21, 22nd and 23rd, and EY will give a preliminary report of findings. We do not anticipate at this point any recommendations will be made from an alignment perspective that would merge regions.

On a federal level, WI OA is pending re-authorization. At this point with a bicameral Congress. We do not anticipate reauthorization this year.

Locally, We welcome Commissioner Hagan to the board of directors at CareerSource Tampa Bay. Commissioner Hagan has experience with our organization during his time with the Tampa Bay EDC, and is aware and familiar with the partnership with THEDC and the initiatives that are underway as we speak.

I had the opportunity to report to the BOCC last month to discuss our progress toward strategic goals and objectives.

Management Operation(s)

Physical Plant

Ad Hoc Committee on System Redesign toured the One-Stop Center on January 24, 2023. The committee will be meeting again in March.

Chief Impact Officer's Report

Program Year 2022-2023 Projects Report

January 2023

Strategy Pillar

- CareerEdge Virtual One Stop Design & Implementation – JobSeeker and Employer Horizontal Landing Page design complete. Story boards moved to development team for portal and content creation. Draft pages ready for review with team next week. Youth vertical platform in BETA testing stage with February 1, 2023 implementation. Youth employer pages are under development slated to launch March 1, 2023.
- Asset Mapping Portal & Searchable Database – Working with PowerOn to design and develop a searchable database for Jobseekers and Employers that will provide direct access to Hillsborough County resources and organizations that touch the workforce world and help to support the needs of our job seekers and employers. Current status: Story boards completed with minor tweaks, moved to development team. Next steps: BETA test and launch on our website and Virtual One Stop Platform with marketing campaign.
- Youth Opportunity Summit – Gathering quotes for Research Brief and consultant support to design effort aligned with CSTB Future Workforce Strategic Plan Pillar. Tentative date of September 2023 for Kickoff Event.
- System Strategy & Redesign – Working with OSO traffic reports for 6 locations to design intervention for optimal use of all locations. Additional projects and activities happening simultaneously below:
 - Shared Support Plan for CRC/POD Design – Designing shared calendar for mandated partner shared support of Universal Services.
 - Youth Suite 103 Redesign – Facilities and Marketing teams have designed suite map and branding strategy to ensure a more robust and impactful WIOA Youth Program.
 - Front Desk Procedure – Updating procedure to include safety mechanisms for customer movement within the center. Next steps: gathering staff input and any physical resources needed.
 - Social Media Review & Response Plan – Drafting process for monitoring and responding in a thoughtful way to social media comments, etc. Next steps: meeting with OSO and Marketing Department to review.
 - Career Clarity Pod Design & Implementation - Implementation of a Career Exploration area in Tampa Center utilizing key resources: Virtual Reality Headsets, Career Pathways Portal, direct access to sector strategists, recruiters and employers seeking on site recruitment opportunities. Formal launch January 2023.
 - Hillsborough County Library Partnership & MOU Design – Business development in process for the creation of a footprint of key neighborhood access points to workforce development support and resources through the public library locations.
 - The Skill Center Collaborative MOU and Partnership – Discussion in process for a youth focused location.
 - Tampa Center Lobby & Waiting Area Redesign – Project to improve customer experience at Tampa Center location. Design mock-ups created. Next steps: Reviewing branding, signage, physical space improvements and procedures for implementation. Tentative date of April 2023.
- Good Jobs &Equity (GJ&E) Research, Design & Implementation – Phase I complete. Accepted into the Phase II cohort. Design of Quality Jobs framework and implementation strategy into Job Order

and Job Seeker programs and operations. Plan to apply for the US DOL Job Quality Academy to move research and pilot to next level of system integration. Application due March 14, 2023.

- EcoSystems:
 - Veterans – Design complete, data being reviewed, and new partners being identified. Next steps are coordinated outreach, collaboration and better alignment with grants and programs.
 - Youth – Data being reviewed, partners identified. Next steps will be visual design and outreach strategy.

Compliance Pillar

- Impact Strategy
 - Program Reports, Design & Analysis – Creating templates for data collection and monitoring. Aligning REACH Act, WIOA Primary Indicators and CSTB Strategic Plan outcome requirements. Moved CSTB from A-, 13th in state to A, 4th in state. Goal is A+, top 3 workforce regions in state.
 - Data Collection – Working on various baseline reports:
 - Return On Investment (ROI) - for Business Services and ACE programs in process.
 - Power Bi - reports being developed to automate and manage data collection for programs, leadership and board.
 - Opportunity Youth Research Brief - to create baseline of data to measure disconnected youth with in Hillsborough County and to develop a community impact strategy/collaborative.
 - Youth Success Research with United Way – Dr. Clayton and research team working on finalizing Phase I Research Report and beginning plans for Phase II of research and community input.
 - Good Jobs & Equity (GJ&E) – Research and design of framework, tools and resources. Next steps: Creating implementation strategy, timeline, and initial collateral for successful impact.
 - LMI Report – Data Analyst in training, data being compiled for regular reporting structure. Review of correct timeline and frequency for public release.
- Policy & Procedure Manual – Designed for our workforce system to provide both a written and visual representation of CSTB's expectations for customer experience. This manual will serve as a foundational tool for future on-boarding and annual training for staff, quality assurance reviews of programs, monitoring of system and proper implementation of CSTB WDB Policies. Current status: manual draft created, policy review in final stages. Next steps: documenting process flows creating visual representation, and compilation of final document.
- Data Analytics Strategy - Gathering data from various sources, analyzing and strategizing system pivots for maximum impact.
- Memorandum of Understanding (MOU) Review – Created framework, conducting review of all MOU's to determine proper implementation and outcomes. Next steps: determine gaps in system and plan for outreach and business development.
- Quality Assurance Department Implementation - Department formed and staffed. Team are conducting regular programmatic quality checks and meetings with program staff to review results and train as appropriate. Goal for department: reducing programmatic findings and non-compliance issues, continuous training and improvement.

Direct Services Pillar

- ReEntry Program Design & Implementation – Awaiting program design specifics, MOU in process of being developed.
- WTP/SNAP – Program pivot from sanction focused to customer service focused. Current: received updated program SNAP/E&T Plan from DEO. Currently reviewing key program updates, pending DEO guidance for implementation.
- CareerEdge Virtual One Stop Platform – designing verticals for each program to offer remote access to case management, document and resource sharing and communications. Current: Summer Hires vertical is live and operating. Continuous improvement is ongoing. Next steps: WIOA AD/DW vertical.
- Stem Tech 3DE Youth Program - RFP presented to CSTB Youth Committee for approval. Next steps: Final approval, contract and implementation.
- Outreach Plan & Design – Conducting input and research into partners, employers and job seeker numbers needed for each area. Next steps: design Outreach Plan, communications strategy, calendar and tracking to avoid duplication.
- CSTB Summer Hires – Official launch of 2023 program on February 1, 2023. Design details being finalized via recurring stakeholder meetings. Program goal: 800 youth to be served in various parts of the program.
- Revenue Diversification Programs – Development and implementation strategy for maximizing unrestricted revenue opportunities. Current programs:
 - Ready to Work (R2W) – Research and plan developed. Next steps: program implementation.
 - Ticket to Work (TTW) – Ongoing review of continuous improvement via multiple strategies. Implemented a more aggressive marketing campaign. Next Steps: Review of partner organizations for increased outreach efforts, identification and training of two part-time backup team members to support with ramp up and development of communications strategy.
 - Tobacco Free Florida (TFF) – Goals developed for each internal CSTB team and currently being tracked. Updated materials and resources are being ordered. Next steps: reissue a referral incentive threshold for staff and determine amounts.
 - Medicaid to Work – Receiving referrals and working through how to improve quality of referrals. Next steps: retraining vendor staff on messaging and compiling lists of potentially eligible customers.

One Stop Operator (OSO) Communication Strategy – Designed a calendar for increased and improved communication and collaboration across programs and centers which includes multiple layers of leadership and management. Meeting with Executive Leadership (ELT) to provide updates. Next steps: coordinating ideas, concepts and strategies for continuous improvement and facilitating a youth collaborative with existing partners in the system.

CSTB Department Structure

CSTB DEPARTMENT STRUCTURE

STRATEGY

Public Relations & Marketing

- External & Internal Communications
- Marketing & Graphic Design
- Event Support
- Web Design & Management
- Public Relations/Impact Measurement
- EEO
- Oversee Brand Ambassadors
- Marketing Vendor Oversight

Development & Research

- Grantwriting and Research
- Special Projects Design
- Strategic Planning and Implementation
- Revenue Expansion
- Best Practice & Programmatic Research
- Good Jobs & Equity (GJ&E)
- Youth Success Project (United Way)

Sector Strategies

- Education Network
- Career Pathway Design
- Partner Alignment & Engagement

Business & Community Development

- Business Outreach & Development
- Program Outreach & Recruitment
- Signature Events
- Chamber Events
- MOU Design
- Business Services Contract Oversight

COMPLIANCE

Policy & Procedure

- Board Policy Development & Tracking
- Research on Federal and State Policies
- Regulations and Legislation Support
- Procedure System Manual
- DEO Operations Response HUB
- Special Projects
- MOU Implementation
- CSTB WDB Youth Development Committee Support

Quality Assurance

- Quality Control/ Internal Programmatic Monitoring
- QA Contract Management
- Program Technical Assistance & Training

MIS & Data

- Programmatic Enrollment and Closure Data Entry
- Program Technical Assistance & Training
- Ad-hoc Report Development and Analysis
- Program Performance Reviews: Local, State and Federal
- Virtual Platforms
- CSF CIP and WIOA Primary Indicators
- ETPL Management & Oversight

Performance

- Performance Oversight Design & Strategy
- Performance Reporting
- Impact & Performance Dashboards
- Strategic Research Initiatives
- CSTB WDB Workforce Performance Committee Support
- Vendor Contract Oversight
 - EDSI - Career Services
 - EDSI - WIOA Title I Adult & DW
 - EDSI - One Stop Operator

DIRECT SERVICES

Job Seeker Services

- WIOA Youth - Tampa Bay Hires
- Tampa Bay Summer Hires
- Supplemental Nutrition Assistance Program (SNAP)
- Welfare Transition Program (WTP)
- Special Grants
 - ACE
 - NDWG
 - TechQuest (TOA)
 - Tech Boost
 - United Way Suncoast
 - Get there Faster
 - Florida Medical Foundation of Caring
 - Apprenticeship Navigator
- Special Programs
 - Ticket To Work (TTW)
 - Tobacco Free Florida (TFF)
 - Ready to Work (R2W)
 - Medicaid To Work
- DEO Programs
 - Wagner Peyser
 - JVS-G- Vets
 - TAA
 - Migrant Seasonal Farm Workers (MSFW)
 - Military Family Employment Advocate (MFEA)

Employer Services

- EDSI - Business Services
- EDC MOU

FISCAL

Finance

- Fiscal Oversight
- Cash Management
- Budgeting
- Procurement & Contracts
- AP/AR
- Monitoring & Audits
- Records Retention
- Payroll
- CSTB WDB Finance Committee Support

Facilities

- Facility Planning
- Renovations
- Repairs & Maintenance
- Staff & Partner Support
- Facilities Mgt. Ticket System
- ADA

Information Technology

- Systems User Support
- Internet Support & Coordination
- Software Inventory
- Equipment Inventory
- Contract Services

Human Resources

- Hiring
- Training & Development
- Employee Policies
- Employee Benefits
- Payroll Support
- CSTB WDB HR Committee Support

Administration

- Board Compliance & Support
- ELT Support
- Event Management
- Special Project Support

Program Operation(s)

Tampa Bay Summer Hires Update

CareerSource Tampa Bay kicks off 2023 Summer Hires Enrollment

CareerSource Tampa Bay's (CSTB) summer jobs program called *Tampa Bay Summer Hires* invites young adults 16 to 24 years old to register for a summer internship in 2023. Registration is now open to youth living in Hillsborough County.

Tampa Bay Summer Hires plans on serving up to 800 youth in 2023. Since the implementation of our inaugural year in 2019, CSTB has served more than 2,500 youth, with 239 Hillsborough County employers participating in the program.

Youth applying for this program may need to meet specific family income requirements, such as qualifying for *Temporary Assistance for Needy Families*. Income requirements vary depending on the grant supporting the program, but we encourage all interested youth to apply.

Young adults are required to complete an online application at the following website: www.TampaBaySummerHires.com. Applicants will be accepted on a first come, first-serve basis as funding is limited. *Tampa Bay Summer Hires* staff will contact applicants to review and discuss their applications and potential eligibility.

The six week *Paid Internship & Leadership Academy* programs will run from June 26, 2023, to August 4, 2023. The *Virtual Career Exploration* self-learning tract will run from June 12 to July 7, 2023.

Young adults participating in the *Paid Internship* program will be paid \$15.00 per hour and work a maximum of 20 hours per week.

Participants will also be required to take part in an all-day Youth Summit (to be held in June throughout Hillsborough County) where they'll learn about the hiring process, how to apply for jobs, and get some tips about being successful at their first job.

Resource Room Traffic Report

Program Year 2022-23 Resource Room Traffic Report

January 2023 Resource Room Traffic Update (January 1 - January 31, 2023)

- A total of 3,483 customers visited Career Source Tampa Bay centers during the month of January 2023. This represents a change of 48.21% from December 2022 and a change of -2.27% compared to January 2022.
- The Tampa Center saw the highest percentage of the total traffic:
 - Tampa – 82.89%
 - Brandon – 9.59%
 - Ruskin – 4.51%
 - Plant City – 2.84%
 - Enterprising Latinas – 0.17%
 - Bullard Family Foundation – 0%
- Across all centers, we averaged 174 customers per day.
 - Tampa averaged 144 customers per day
 - Brandon averaged 17 customers per day
 - Ruskin averaged 8 customers per day
 - Plant City averaged 5 customers per day.
 - Enterprising Latinas¹ averaged 1 customer per day.
 - Bullard Family Foundation² averaged 0 customer per day.
- January 2023 contained 20 business days³. We saw the highest volume of customers on Tuesdays. The days of week rank as follows⁴:
 - Tuesday (total customers, 958; average customers, 192)
 - Wednesday (total customers, 735; average customers, 184)
 - Friday (total customers, 673; average customers, 163)
 - Monday (total customers, 593; average customers, 198)
 - Thursday (total customers, 524; average customers, 131)
- As of November 07, 2022, VOS greeter has been the primary source for customers to check-in.
- YTD - A total of 22,695 customers visited Career Source Tampa Bay centers during current PY 22-23. This represents a change of -29.59% from YTD PY 21-22.
- YTD CSTB percentage of the total traffic:
 - Tampa – 80.42%
 - Brandon – 11.51%
 - Ruskin – 5.42%
 - Plant City – 2.24%
 - Enterprising Latinas – 0.28%
 - Bullard Family Foundation – 0.13%

¹ As an MOU site, we maintain a presence at Enterprising Latinas on

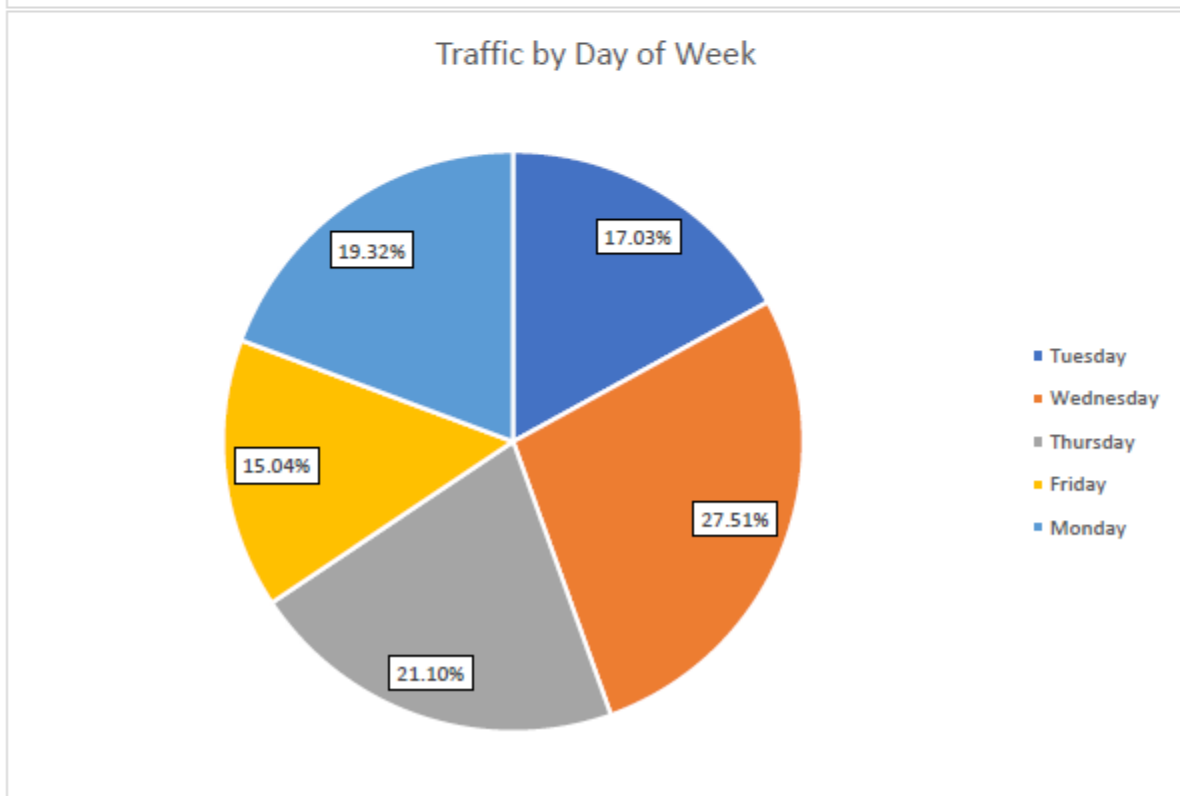
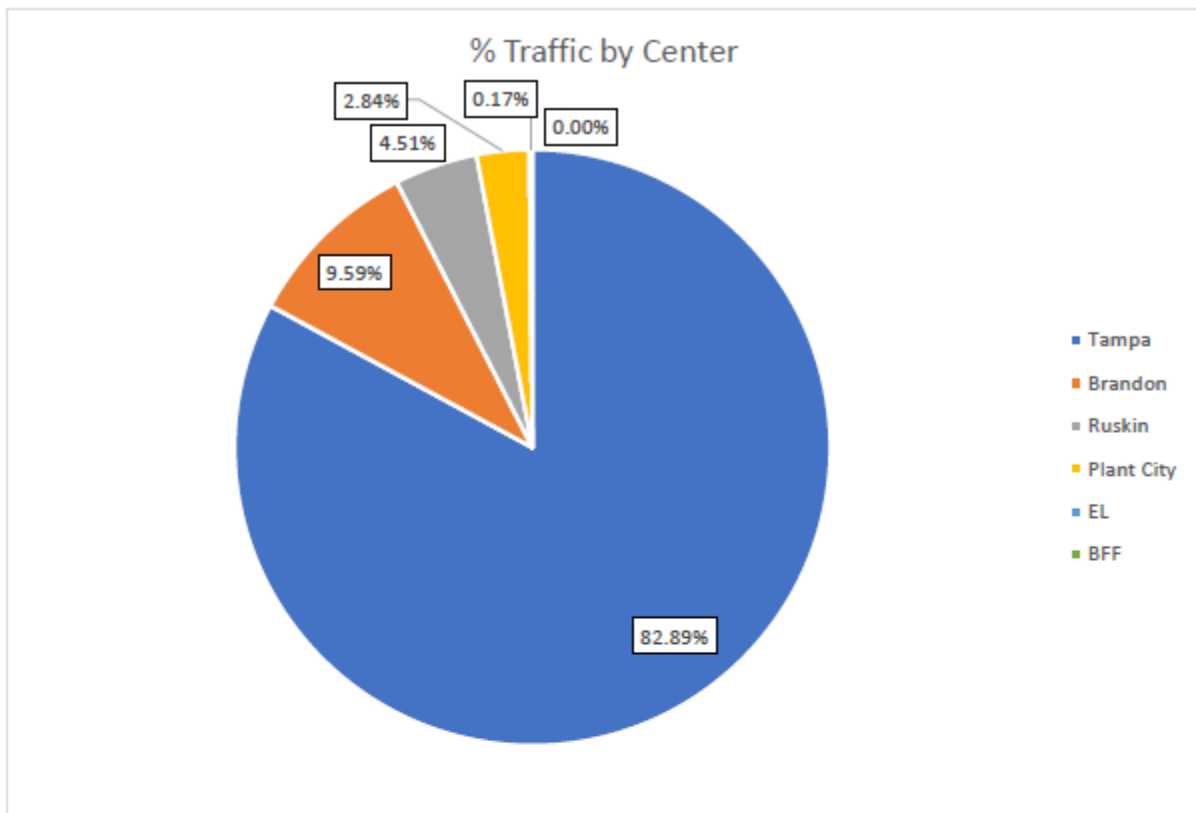
² As an MOU site, we maintain a presence at Bullard Family Foundat

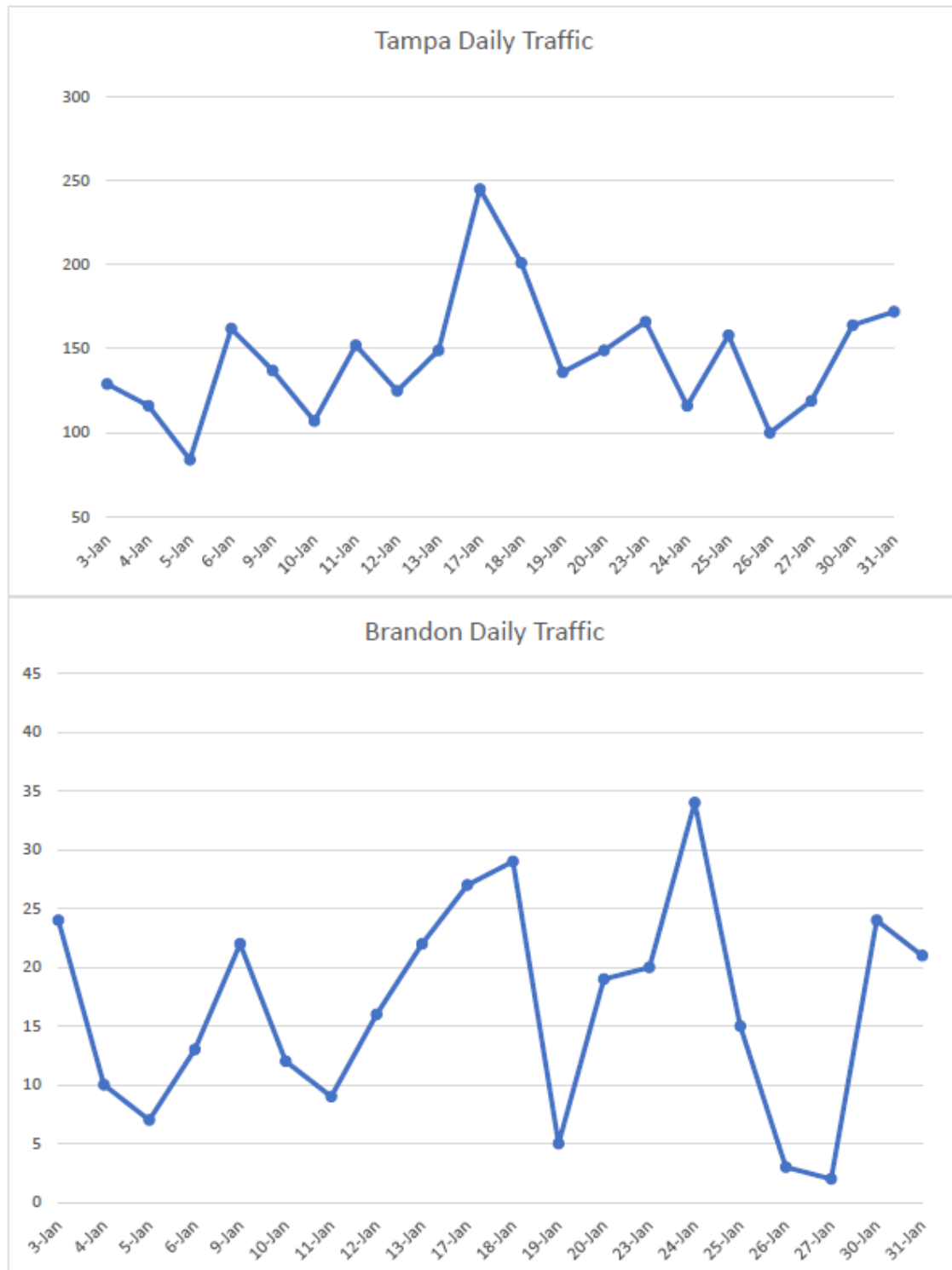


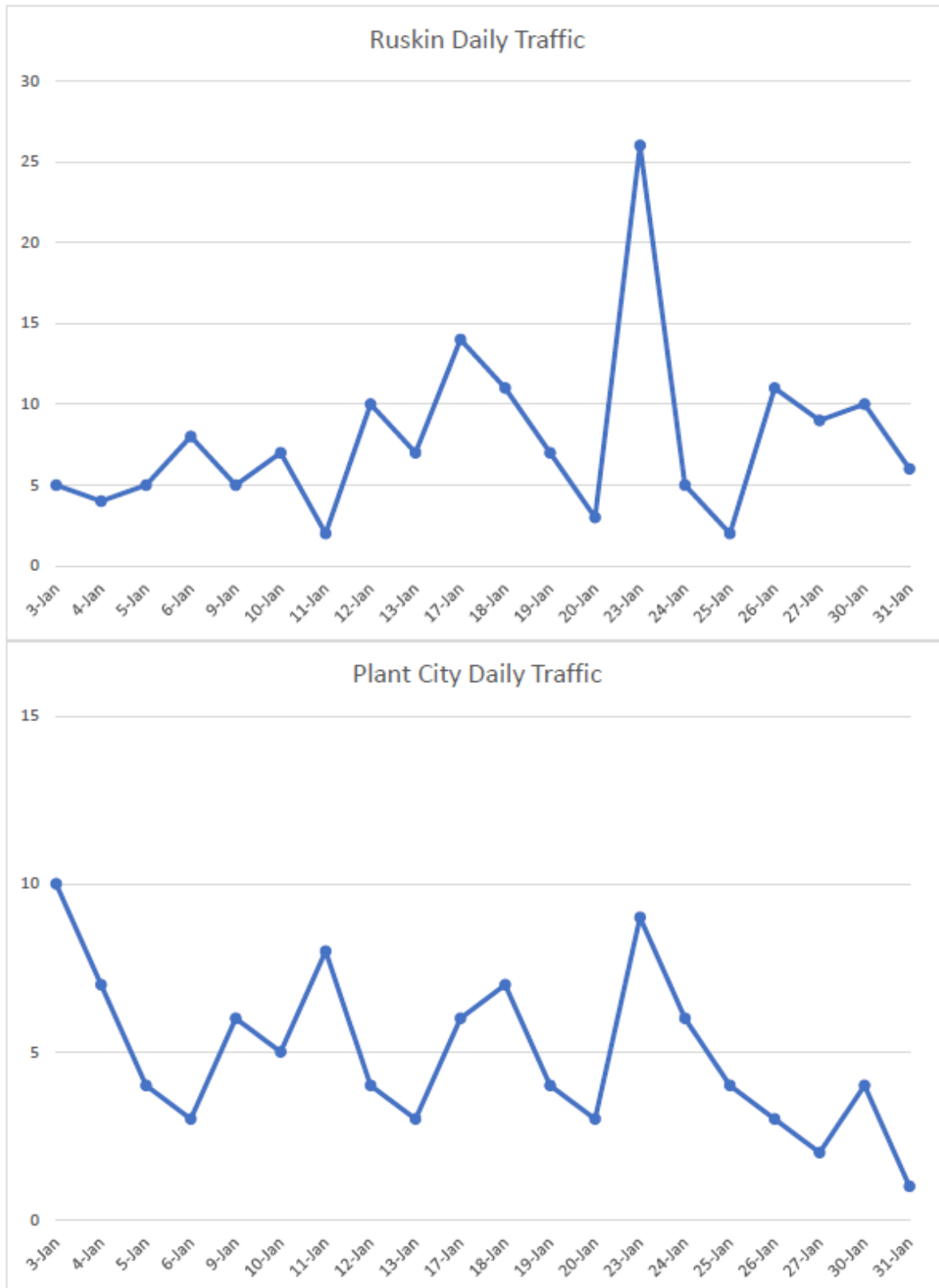
CEO Report

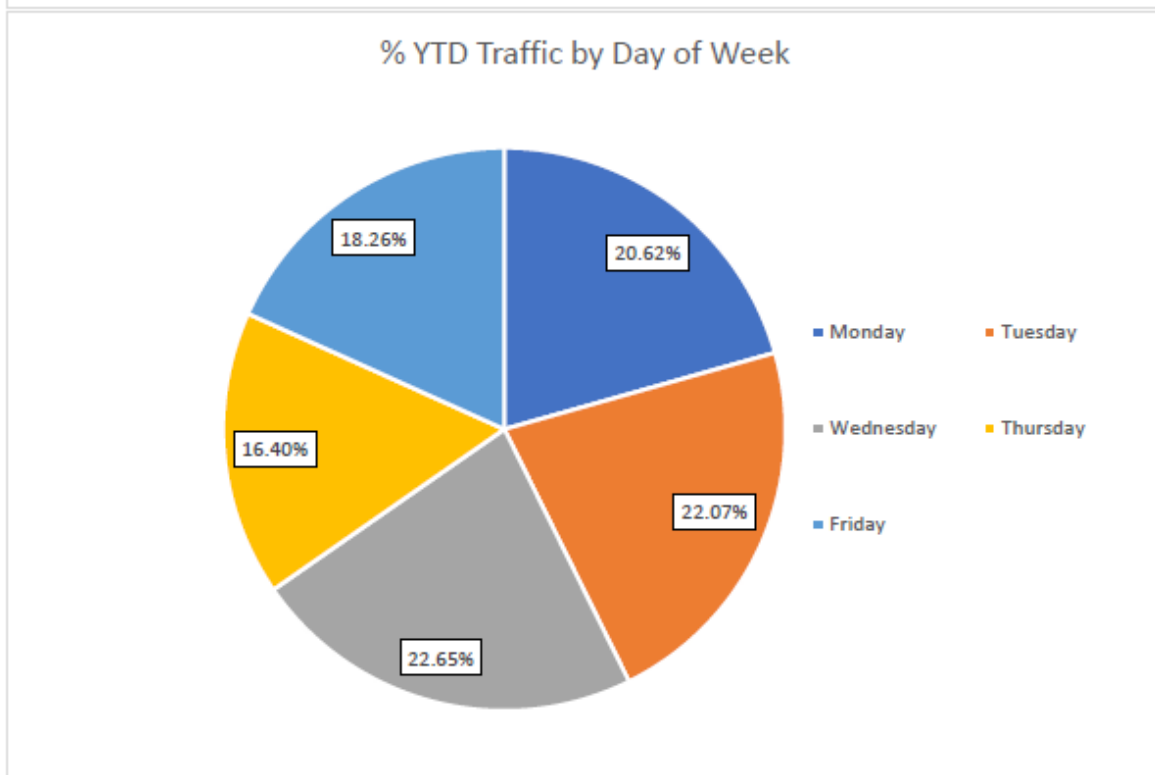
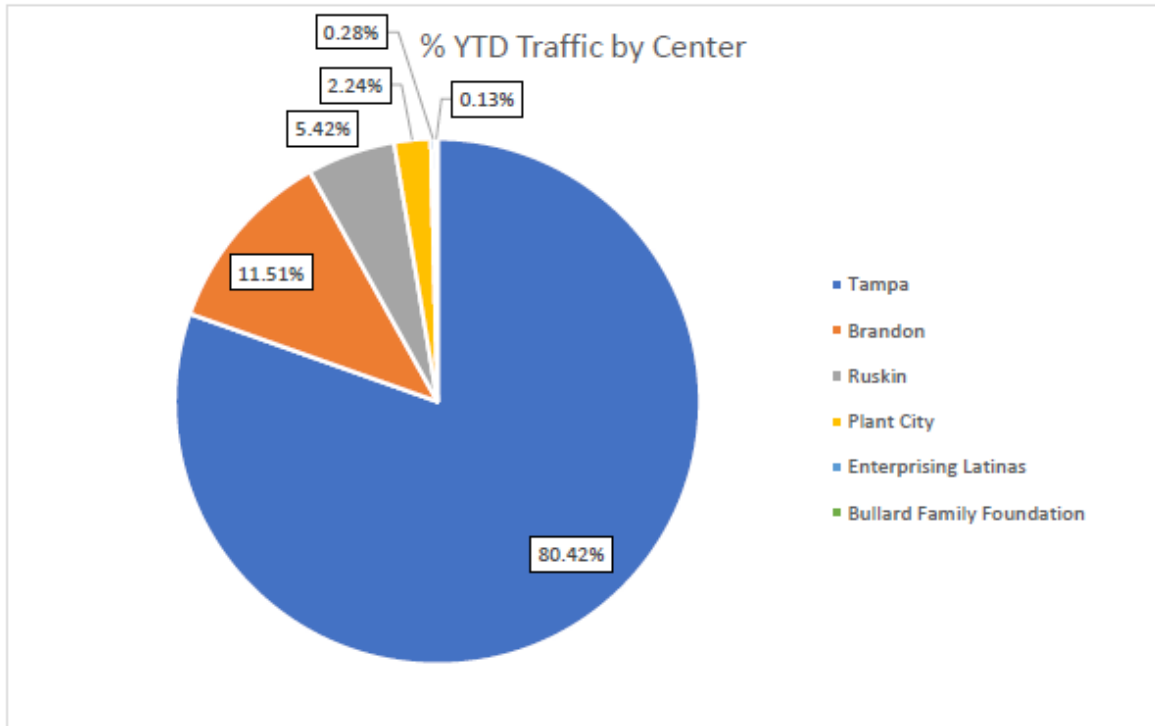
³ January had two holiday days (2 total days closure; January 2nd and 16th)

⁴ January had 3 Mondays, 4 Wednesdays, Thursdays and Fridays and 5 Tuesdays; average # of customers is divided by the number of days of the week in the month of January.

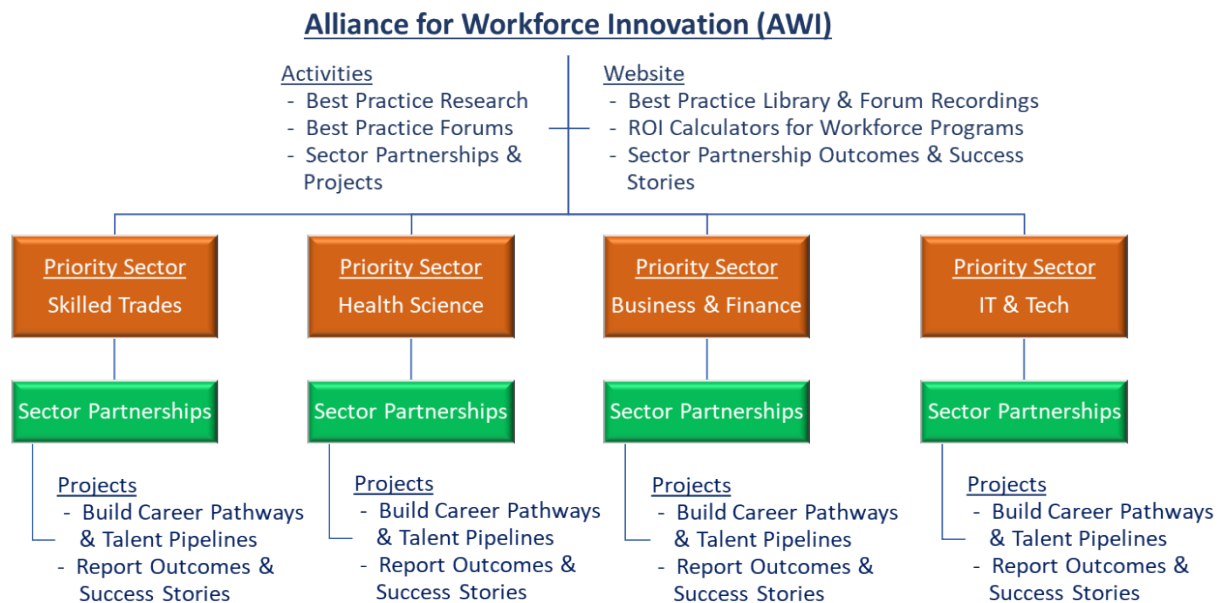








Department Highlight – Sector Strategies:



Upcoming Conferences / Meetings

- CareerSource Florida Meetings – February 22nd and 23rd in Tallahassee
- Southeastern Employment & Training Association (SETA) Conference – March 12-15th in Memphis, Tennessee
- National Association of Workforce Board (NAWB) Forum – March 25-28th in Washington DC



Action Item

Required Communication and Acceptance of Annual Financial Statement Audit For the Fiscal Year Ended June 30, 2022

The audit firm of James Moore, CPAs has completed the annual financial statement audit of Tampa Bay WorkForce Alliance, Inc. for the fiscal year ended June 30, 2022.

At the conclusion of the audit, the Auditor is required to communicate to those charged with governance matters that those individuals should be aware of (ie., scope of audit procedures performed, significant findings, and other information, such as disagreements with management, audit adjustments and significant estimates) that aren't communicated in the audited financial statements.

Enclosed is a copy of the required communication (SAS 114) and audit report. Representative from the audit firm will present the results to the Finance Committee.

Recommendation

The Finance Committee recommends acceptance of the Annual Financial Statement Audit for the fiscal year ended June 30, 2022.

February 14, 2023

Board of Directors,
Tampa Bay Workforce Alliance, Inc.
4902 Eisenhower Blvd. Suite 250
Tampa FL 33634

We have audited the financial statements of Tampa Bay Workforce Alliance, Inc. (“the Organization”) as of and for the year ended June 30, 2022, and have issued our report thereon dated February 14, 2023. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated April 22, 2022 our responsibility, as described by professional standards, is to form and express opinions about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity’s internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the Organization solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, and our firm have complied with all relevant ethical requirements regarding independence.

In order to eliminate threats to independence related to non-attest services that we provide you, we have instituted a quality control review over all non-attest work. Also, in the engagement letter, we identified a person within your organization with the skills, knowledge and expertise to review our non-attest work on your behalf.

Significant Risks Identified

Professional standards require that we, as auditors, consider significant risks that impact the audit based upon the nature of the organization and design our audit procedures to adequately address those risks. As part of the audit process, we considered the following significant risks:

- Management override of internal controls is a significant risk due to its potential to impact all financial statement accounts and disclosures and facilitate fraud. Our responses to the significant risk included incorporating an element of unpredictability in designing audit procedures, obtaining an understanding of the process and related controls over journal entries and other adjustments, testing journal entries and other adjustments, reviewing significant accounting estimates for evidence of management bias, and obtaining an understanding of management's rationale for any significant and unusual transactions.
- Improper revenue recognition is a significant risk due to the susceptibility of contribution revenue being misstated due to fraud or not properly recognizing restrictions on revenue and support. Our responses to the significant risk included substantive testing and examination of support for selected transactions as well as performing an analytical review of revenue balances at year end.
- Improper journal entries is a significant risk due to the ability to manipulate information in accounting system with manual journal entries. Our responses to the significant risk included testing a sample of journal entries, reviewing the controls surrounding journal entries and obtaining an understanding of management's rationale for any significant and unusual journal entries performed in the accounting system.

Our audit was designed to adequately address the above risks and no issues were noted that impacted our ability to render an opinion on the financial statements.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the Organization is included in Note 2 to the financial statements. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are:

Management's estimate of the depreciation expense is based on the straight-line method of calculating depreciation over the useful life of the related asset. We evaluated the key factors and assumptions used to develop the depreciation expense and determined that it is reasonable in relation to the financial statements taken as a whole and in relation to the applicable opinion units.

Management's estimate of functional expense allocation is based on the costs of providing the various programs and other activities. We evaluated the key factors and assumptions used to develop the functional expense allocation in determining that it is reasonable in relation to the financial statements taken as a whole.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting Tampa Bay Workforce Alliance, Inc.'s financial statements relate to the disclosure of significant funding sources, risks and uncertainties and legal matters (including ongoing compliance investigation) in notes 12, 13 and 14.

Significant Unusual Transactions

For purposes of this communication, professional standards require us to communicate to you significant unusual transactions identified during our audit. We identified no significant unusual transactions as a result of our audit procedures.

Significant Difficulties Encountered during the Audit

We encountered no difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. The attached schedule summarizes uncorrected financial statement misstatements, if any, whose effects in the current and prior periods, as determined by management, are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. Uncorrected misstatements or matters underlying those uncorrected misstatements could potentially cause future-period financial statements to be materially misstated, even though the uncorrected misstatements are immaterial to the financial statements currently under audit. There were no such uncorrected misstatements in the current year.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. No such misstatements were noted.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the Organization's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Circumstances that Affect the Form and Content of the Auditor's Report

For purposes of this letter, professional standards require that we communicate any circumstances that affect the form and content of our auditor's report. We identified no circumstances that affect the form and content of the auditor's report as a result of our audit procedures.

Representations Requested from Management

We have requested certain written representations from management, which are included in the attached letter dated February 14, 2023.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

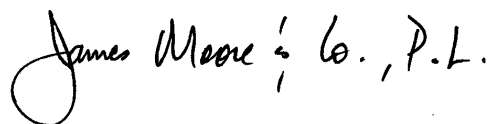
Other Significant Matters, Findings, or Issues

In the normal course of our professional association with the Organization, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, significant events or transactions that occurred during the year, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the Organization's auditors.

Upcoming Implementation of ASU 2016-02: *Leases (Topic 842)* – ASU 2016-02 is required to be implemented by private nonprofits with fiscal years beginning after December 15, 2021 (fiscal year ending June 30, 2023 for the Organization). We recommend that the Organization review its current leases in place and begin an evaluation of the effect that the upcoming standard will have on the Organization.

This report is intended solely for the use of the Board of Directors and management of the Organization and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,



JAMES MOORE & CO., P.L.



Action Item

Acceptance of Form 990 for fiscal year ending June 30, 2022

Background

The audit firm of James Moore, CPAs (audit firm) has completed the Organization's *Return of Organization Exempt Form Income Tax* for the fiscal year ending June 30, 2022 (Form 990).

The Form 990 is an informational tax form that CareerSource Tampa Bay is required to file annually. The Form's main purpose is to give the IRS an overview of the organization's activities, governance and detailed financial information. It is a best practice for the Board of Directors (Board) to be involved in the review and approval of the Form 990 with today's increased demands for transparency and accountability in the nonprofit sector.

A representative from the audit firm will present the Form 990 to the Board of Directors. A final copy of the Form 990 is enclosed.

Recommendation

Acceptance of the Form 990 *Return of Organization Exempt From Income Tax* for the fiscal year ending June 30, 2022.

EXTENDED TO MAY 15, 2023

Form **990**Department of the Treasury
Internal Revenue Service**Return of Organization Exempt From Income Tax**

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ Do not enter social security numbers on this form as it may be made public.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2021Open to Public
Inspection**A** For the 2021 calendar year, or tax year beginning **JUL 1, 2021** and ending **JUN 30, 2022****B** Check if applicable:☒ Address change
☐ Name change
☐ Initial return
☐ Final return/terminated
☐ Amended return
☐ Application pending**C** Name of organization**TAMPA BAY WORKFORCE ALLIANCE INC**Doing business as **CAREERSOURCE TAMPA BAY**Number and street (or P.O. box if mail is not delivered to street address) Room/suite
4350 W CYPRESS STREET 875City or town, state or province, country, and ZIP or foreign postal code
TAMPA, FL 33607**F** Name and address of principal officer: **JOHN FLANAGAN**
SAME AS C ABOVE**D** Employer identification number**59-3655316****E** Telephone number**813-297-2064****G** Gross receipts \$ **20,227,532.****H(a)** Is this a group returnfor subordinates? Yes ☒ No**H(b)** Are all subordinates included? Yes No

If "No," attach a list. See instructions

H(c) Group exemption number ▶**I** Tax-exempt status: ☒ 501(c)(3) 501(c) () (insert no.) 4947(a)(1) or 527**J** Website: ▶ **WWW.CAREERSOURCETAMPABAY.COM****K** Form of organization: ☒ Corporation Trust Association Other ▶**L** Year of formation: **2000** **M** State of legal domicile: **FL****Part I Summary**

Activities & Governance	1 Briefly describe the organization's mission or most significant activities: SEE SCHEDULE O		
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3 Number of voting members of the governing body (Part VI, line 1a)	3	32
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	32
	5 Total number of individuals employed in calendar year 2021 (Part V, line 2a)	5	695
	6 Total number of volunteers (estimate if necessary)	6	0
	7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.
b Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0.	
Revenue	8 Contributions and grants (Part VIII, line 1h)	Prior Year	Current Year
	9 Program service revenue (Part VIII, line 2g)	29,426,985.	20,105,475.
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	152,430.	0.
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	-65,470.	0.
	12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	98,748.	122,057.
	12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	29,612,693.	20,227,532.
Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)	0.	4,323,882.
	14 Benefits paid to or for members (Part IX, column (A), line 4)	0.	0.
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	9,995,997.	8,077,900.
	16a Professional fundraising fees (Part IX, column (A), line 11e)	0.	0.
	b Total fundraising expenses (Part IX, column (D), line 25) ▶ 0.		
	17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	19,777,317.	7,952,842.
	18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	29,773,314.	20,354,624.
19 Revenue less expenses. Subtract line 18 from line 12	-160,621.	-127,092.	
Net Assets or Fund Balances	20 Total assets (Part X, line 16)	Beginning of Current Year	End of Year
	21 Total liabilities (Part X, line 26)	4,138,004.	3,823,389.
	22 Net assets or fund balances. Subtract line 21 from line 20	3,037,300.	2,858,525.
		1,100,704.	964,864.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer		Date		
	JOHN FLANAGAN, CHIEF EXECUTIVE OFFICER				
Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check if self-employed	PTIN
	CORINNE LAROCHE	CORINNE LAROCHE	01/20/23	<input type="checkbox"/>	P01500189
Preparer Use Only	Firm's name ▶ JAMES MOORE & CO., P.L.	Firm's EIN ▶ 59-3204548			
	Firm's address ▶ 5931 NW 1ST PL GAINESVILLE, FL 32607-2063	Phone no. 352-378-1331			

May the IRS discuss this return with the preparer shown above? See instructions ☒ Yes ☐ No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III

☒**1** Briefly describe the organization's mission:

TAMPA BAY WORKFORCE ALLIANCE INC., PROVIDES JOB TRAINING AND EMPLOYMENT COUNSELING FOR THOSE INDIVIDUALS WHO NEED EMPLOYMENT, PROMOTES EMPLOYMENT FOR LOW-INCOME AND UNDEREMPLOYED INDIVIDUALS, AND ASSISTS WELFARE RECIPIENTS, DISABLED WORKERS, PERSONS AFFECTED BY

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ?☐ Yes ☒ No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services?☐ Yes ☒ No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses.

Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ 10,765,693. including grants of \$ 3,262,709.) (Revenue \$)

WORKFORCE INNOVATION AND OPPORTUNITY ACT - STRIVES TO MEET THE NEEDS OF PARTICIPANTS IN GAINING SKILLS, TRAINING, WORK AND EXPERIENCE THAT WILL INCREASE PROGRAM PARTICIPANTS ABILITY TO OBTAIN SELF SUFFICIENCY.

4b (Code:) (Expenses \$ 3,252,300. including grants of \$ 423,761.) (Revenue \$)

THE TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) PROGRAM - PROVIDES TEMPORARY FINANCIAL ASSISTANCE FOR PREGNANT WOMEN AND FAMILIES WITH ONE OR MORE DEPENDENT CHILDREN. TANF PROVIDES FINANCIAL ASSISTANCE TO HELP PAY FOR FOOD, SHELTER, UTILITIES, AND EXPENSES OTHER THAN MEDICAL.

4c (Code:) (Expenses \$ 2,254,682. including grants of \$ 0.) (Revenue \$)

WAGNER-PEYSER ACT FUNDED WORKFORCE PREPARATION SERVICES - GENERAL WAGNER-PEYSER ACT FUNDED WORKFORCE PREPARATION SERVICES ARE AN INTEGRATED COMPONENT OF THE NATION'S ONE-STOP CAREER CENTER SYSTEM. THEY ARE COORDINATED WITH OTHER ADULT PROGRAMS UNDER THE WORKFORCE INVESTMENT ACT TO ENSURE THAT JOB SEEKERS, WORKERS, AND EMPLOYERS HAVE CONVENIENT AND COMPREHENSIVE ACCESS TO A FULL CONTINUUM OF WORKFORCE-RELATED SERVICES. THE MOST DISTINGUISHING FEATURE OF THE WAGNER-PEYSER EMPLOYMENT SERVICE IS THAT IT IS THE ONLY "UNIVERSALLY ACCESSIBLE" PUBLIC WORKFORCE PROGRAM.

4d Other program services (Describe on Schedule O.)

(Expenses \$ 2,597,385. including grants of \$ 637,412.) (Revenue \$ 122,057.)

4e Total program service expenses ► 18,870,060.Form **990** (2021)

Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i>	1 X	
2 Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> ? See instructions	2 X	
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i>	3	X
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>	4 X	
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Rev. Proc. 98-19? <i>If "Yes," complete Schedule C, Part III</i>	5	X
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i>	6	X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>	7	X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>	8	X
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i>	9	X
10 Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? <i>If "Yes," complete Schedule D, Part V</i>	10	X
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i>	11a X	
b Did the organization report an amount for investments - other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i>	11b	X
c Did the organization report an amount for investments - program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i>	11c	X
d Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i>	11d	X
e Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>	11e X	
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>	11f X	
12a Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i>	12a X	
b Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i>	12b	X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>	13	X
14a Did the organization maintain an office, employees, or agents outside of the United States?	14a	X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i>	14b	X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i>	15	X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i>	16	X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I. See instructions</i>	17	X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i>	18	X
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i>	19	X
20a Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i>	20a	X
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	20b	
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i>	21 X	

Part IV Checklist of Required Schedules (continued)

	Yes	No
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i>	22	X
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5, about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i>	23	X
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i>	24a	X
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b	
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c	
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d	
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i>	25a	X
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i>	25b	X
26 Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part II</i>	26	X
27 Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i>	27	X
28 Was the organization a party to a business transaction with one of the following parties (see the Schedule L, Part IV, instructions for applicable filing thresholds, conditions, and exceptions):		
a A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? <i>If "Yes," complete Schedule L, Part IV</i>	28a	X
b A family member of any individual described in line 28a? <i>If "Yes," complete Schedule L, Part IV</i>	28b	X
c A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? <i>If "Yes," complete Schedule L, Part IV</i>	28c	X
29 Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i>	29	X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i>	30	X
31 Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>	31	X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i>	32	X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i>	33	X
34 Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i>	34	X
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?	35a	X
b If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i>	35b	
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>	36	X
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i>	37	X
38 Did the organization complete Schedule O and provide explanations on Schedule O for Part VI, lines 11b and 19?	38	X

Note: All Form 990 filers are required to complete Schedule O

Part V Statements Regarding Other IRS Filings and Tax ComplianceCheck if Schedule O contains a response or note to any line in this Part V ☐

	Yes	No
1a Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable	1a	9
b Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable	1b	0
c Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	1c	X

Part V Statements Regarding Other IRS Filings and Tax Compliance (continued)

	Yes	No
2a Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	2a	695
b If at least one is reported on line 2a, did the organization file all required federal employment tax returns?	2b	X
Note: If the sum of lines 1a and 2a is greater than 250, you may be required to e-file. See instructions.		
3a Did the organization have unrelated business gross income of \$1,000 or more during the year?	3a	X
b If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation on Schedule O	3b	
4a At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	4a	X
b If "Yes," enter the name of the foreign country		
See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
5a Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a	X
b Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b	X
c If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	5c	
6a Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	6a	X
b If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	6b	
7 Organizations that may receive deductible contributions under section 170(c).		
a Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?	7a	X
b If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b	
c Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	7c	X
d If "Yes," indicate the number of Forms 8282 filed during the year	7d	
e Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e	X
f Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f	X
g If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g	
h If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h	
8 Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	8	
9 Sponsoring organizations maintaining donor advised funds.		
a Did the sponsoring organization make any taxable distributions under section 4966?	9a	
b Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	9b	
10 Section 501(c)(7) organizations. Enter:		
a Initiation fees and capital contributions included on Part VIII, line 12	10a	
b Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b	
11 Section 501(c)(12) organizations. Enter:		
a Gross income from members or shareholders	11a	
b Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b	
12a Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?	12a	
b If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b	
13 Section 501(c)(29) qualified nonprofit health insurance issuers.		
a Is the organization licensed to issue qualified health plans in more than one state?	13a	
Note: See the instructions for additional information the organization must report on Schedule O.		
b Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b	
c Enter the amount of reserves on hand	13c	
14a Did the organization receive any payments for indoor tanning services during the tax year?	14a	X
b If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation on Schedule O	14b	
15 Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year?	15	X
If "Yes," see the instructions and file Form 4720, Schedule N.		
16 Is the organization an educational institution subject to the section 4968 excise tax on net investment income?	16	X
If "Yes," complete Form 4720, Schedule O.		
17 Section 501(c)(21) organizations. Did the trust, any disqualified person, or mine operator engage in any activities that would result in the imposition of an excise tax under section 4951, 4952 or 4953?	17	
If "Yes," complete Form 6069.		

Part VI Governance, Management, and Disclosure. For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI ☒

Section A. Governing Body and Management

	1a	1b	2	3	4	5	6	7a	7b	8a	8b	9	Yes	No
1a Enter the number of voting members of the governing body at the end of the tax year	32													
If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.														
b Enter the number of voting members included on line 1a, above, who are independent		32												
2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?			2											X
3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?				3										X
4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?					4									X
5 Did the organization become aware during the year of a significant diversion of the organization's assets?						5								X
6 Did the organization have members or stockholders?							6							X
7a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?								7a						X
b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?									7b					X
8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:														
a The governing body?										8a			X	
b Each committee with authority to act on behalf of the governing body?											8b		X	
9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O												9		X

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

	10a	10b	11a	11b	12a	12b	12c	13	14	15a	15b	16a	16b	Yes	No
10a Did the organization have local chapters, branches, or affiliates?															X
b If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?															
11a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?			X												
b Describe on Schedule O the process, if any, used by the organization to review this Form 990.															
12a Did the organization have a written conflict of interest policy? If "No," go to line 13					X										
b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?						X									
c Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe on Schedule O how this was done							X								
13 Did the organization have a written whistleblower policy?								X							
14 Did the organization have a written document retention and destruction policy?									X						
15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?															
a The organization's CEO, Executive Director, or top management official										X					
b Other officers or key employees of the organization											X				
If "Yes" to line 15a or 15b, describe the process on Schedule O. See instructions.															
16a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?															X
b If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?															

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed **NONE**

18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
 Own website ☐ Another's website ☐ ☒ Upon request ☐ Other (explain on Schedule O)

19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, address, and telephone number of the person who possesses the organization's books and records **SHEILA DOYLE - 813-397-2077**
4350 W CYPRESS STREET, SUITE 875, TAMPA, FL 33607

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent ContractorsCheck if Schedule O contains a response or note to any line in this Part VII ☐**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees****1a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
 - List all of the organization's **current** key employees, if any. See the instructions for definition of "key employee."
 - List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than \$100,000 from the organization and any related organizations.
 - List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
 - List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.
- See the instructions for the order in which to list the persons above.

☐ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) JOHN FLANAGAN CEO	40.00			X				196,251.	0.	35,518.
(2) JODY TONER CHIEF POLICY PERFORMANCE OFFICER	40.00			X				173,005.	0.	33,465.
(3) SHEILA DOYLE CFO	40.00			X				161,760.	0.	9,980.
(4) MICHELLE ZIEZUILA CHIEF IMPACT OFFICER	40.00			X				148,704.	0.	22,620.
(5) ANNA MUNRO DIRECTOR OF FISCAL AND ADMINISTRATIV	40.00				X			139,495.	0.	23,751.
(6) DONALD SHEPHERD SENIOR DIRECTOR OF PROGRAMS	40.00				X			125,613.	0.	16,069.
(7) BARRY MARTIN DIRECTOR OF HR & PROFESSIONAL DEVELO	40.00				X			110,270.	0.	23,119.
(8) DOUG TOBIN DIRECTOR OF PUBLIC RELATIONS & MARKE	40.00				X			100,642.	0.	14,670.
(9) BYRON CLAYTON CHIEF OF SECTOR PARTNERSHIP	40.00			X				62,414.	0.	7,112.
(10) TOM R. ADERHOLD MEMBER	1.00	X						0.	0.	0.
(11) MICHAEL BACH VICE CHAIR	1.00	X		X				0.	0.	0.
(12) VANITY BARR-LITTLE MEMBER	1.00	X						0.	0.	0.
(13) ROBERT BLOUNT MEMBER	1.00	X						0.	0.	0.
(14) WARREN BROOKS MEMBER	1.00	X						0.	0.	0.
(15) STEPHANIE T. BROWN-GILMORE MEMBER	1.00	X						0.	0.	0.
(16) SEAN BUTLER IMMEDIATE PAST CHAIR	1.00	X		X				0.	0.	0.
(17) ANDREA CICHON MEMBER	1.00	X						0.	0.	0.

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(18) RICHARD E. CRANKER MEMBER	1.00	X						0.	0.	0.
(19) CONSTANCE DANIELS MEMBER	1.00	X						0.	0.	0.
(20) ELIZABETH GUTIERREZ MEMBER	1.00	X						0.	0.	0.
(21) GRAHAM HADLEY MEMBER	1.00	X						0.	0.	0.
(22) GARY HARTFIELD MEMBER	1.00	X						0.	0.	0.
(23) BENJAMIN HOM CHAIR	1.00	X		X				0.	0.	0.
(24) JOHN T.R. HOWELL MEMBER	1.00	X						0.	0.	0.
(25) ROBERT HYLAND MEMBER	1.00	X						0.	0.	0.
(26) JIM JUNECKO MEMBER	1.00	X						0.	0.	0.
1b Subtotal								1,218,154.	0.	186,304.
c Total from continuation sheets to Part VII, Section A								0.	0.	0.
d Total (add lines 1b and 1c)								1,218,154.	0.	186,304.

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization **8**

- 3** Did the organization list any **former** officer, director, trustee, key employee, or highest compensated employee on line 1a? *If "Yes," complete Schedule J for such individual*
- 4** For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? *If "Yes," complete Schedule J for such individual*
- 5** Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If "Yes," complete Schedule J for such person*

	Yes	No
3		X
4	X	
5		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation
NONE		

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization **0**

SEE PART VII, SECTION A CONTINUATION SHEETS

Form 990 (2021)

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (check all that apply)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(27) RANDALL K. KING MEMBER	1.00	X						0.	0.	0.
(28) KAREN KOUNDOURAKIS MEMBER	1.00	X						0.	0.	0.
(29) IAN LIEBERMAN MEMBER	1.00	X						0.	0.	0.
(30) BRIAN MANN MEMBER	1.00	X						0.	0.	0.
(31) STEVE MOREY MEMBER	1.00	X						0.	0.	0.
(32) GWEN MYERS 2ND VICE CHAIR	1.00	X		X				0.	0.	0.
(33) DONALD NOBLE TREASURER/CHAIR-FINANCE CO	1.00	X		X				0.	0.	0.
(34) RICHARD PADILLA MEMBER	1.00	X						0.	0.	0.
(35) GIL SCHISLER MEMBER	1.00	X						0.	0.	0.
(36) ROY D. SWEATMAN MEMBER	1.00	X						0.	0.	0.
(37) THAYNE SWENSON III MEMBER	1.00	X						0.	0.	0.
(38) SOPHIA WEST SECRETARY	1.00	X		X				0.	0.	0.
(39) JASON WOODY MEMBER	1.00	X						0.	0.	0.
(40) OCEA WYNN MEMBER	1.00	X						0.	0.	0.
(41) AUDREY ZIEGLER MEMBER	1.00	X						0.	0.	0.
Total to Part VII, Section A, line 1c										

Part VIII Statement of RevenueCheck if Schedule O contains a response or note to any line in this Part VIII ☐

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512 - 514
Contributions, Gifts, Grants and Other Similar Amounts	1 a Federated campaigns	1a					
	b Membership dues	1b					
	c Fundraising events	1c					
	d Related organizations	1d					
	e Government grants (contributions)	1e	20,029,475.				
	f All other contributions, gifts, grants, and similar amounts not included above ...	1f	76,000.				
	g Noncash contributions included in lines 1a-1f	1g	\$				
	h Total. Add lines 1a-1f				20,105,475.		
Program Service Revenue			Business Code				
	2 a						
	b						
	c						
	d						
	e						
	f All other program service revenue						
	g Total. Add lines 2a-2f						
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)						
	4 Income from investment of tax-exempt bond proceeds						
	5 Royalties						
		(i) Real	(ii) Personal				
	6 a Gross rents	6a					
	b Less: rental expenses ...	6b					
	c Rental income or (loss)	6c					
	d Net rental income or (loss)						
		(i) Securities	(ii) Other				
	7 a Gross amount from sales of assets other than inventory	7a					
	b Less: cost or other basis and sales expenses	7b					
	c Gain or (loss)	7c					
	d Net gain or (loss)						
	8 a Gross income from fundraising events (not including \$ _____ of contributions reported on line 1c). See Part IV, line 18	8a					
	b Less: direct expenses	8b					
c Net income or (loss) from fundraising events							
9 a Gross income from gaming activities. See Part IV, line 19	9a						
b Less: direct expenses	9b						
c Net income or (loss) from gaming activities							
10 a Gross sales of inventory, less returns and allowances	10a						
b Less: cost of goods sold	10b						
c Net income or (loss) from sales of inventory							
Miscellaneous Revenue			Business Code				
	11 a TICKET TO WORK		900099	64,510.	64,510.		
	b OTHER REVENUE		900099	57,547.	57,547.		
	c						
	d All other revenue						
	e Total. Add lines 11a-11d				122,057.		
12 Total revenue. See instructions				20,227,532.	122,057.	0.	0.

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX ☐

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21	4,323,882.	4,323,882.		
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	930,879.	862,988.	67,891.	
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	5,654,282.	4,801,824.	852,458.	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	233,722.	178,414.	55,308.	
9 Other employee benefits	788,170.	669,813.	118,357.	
10 Payroll taxes	470,847.	402,997.	67,850.	
11 Fees for services (nonemployees):				
a Management				
b Legal	41,655.		41,655.	
c Accounting	35,140.		35,140.	
d Lobbying	28,685.		28,685.	
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Sch O.)	894,891.	854,273.	40,618.	
12 Advertising and promotion				
13 Office expenses	451,504.	431,990.	19,514.	
14 Information technology	427,951.	416,897.	11,054.	
15 Royalties				
16 Occupancy	1,386,221.	1,332,032.	54,189.	
17 Travel	111,870.	77,707.	34,163.	
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	211,219.	197,383.	13,836.	
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	167,760.	167,760.		
23 Insurance	118,903.	101,003.	17,900.	
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O.)				
a CUSTOMER TRAINING	3,596,411.	3,596,411.		
b COMMUNITY OUTREACH	376,517.	376,517.		
c STAFF TRAINING & EDUCAT	51,566.	36,521.	15,045.	
d LICENSES & OTHER FEES	49,406.	38,505.	10,901.	
e All other expenses	3,143.	3,143.		
25 Total functional expenses. Add lines 1 through 24e	20,354,624.	18,870,060.	1,484,564.	0.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation.				

Check here ☐ if following SOP 98-2 (ASC 958-720)

Part X Balance SheetCheck if Schedule O contains a response or note to any line in this Part X ☐

		(A) Beginning of year		(B) End of year
Assets	1 Cash - non-interest-bearing	965,678.	1	906,675.
	2 Savings and temporary cash investments	485,376.	2	419,713.
	3 Pledges and grants receivable, net	1,483,382.	3	1,052,693.
	4 Accounts receivable, net	20,591.	4	11,886.
	5 Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use		8	
	9 Prepaid expenses and deferred charges	653,406.	9	914,425.
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 2,956,576.		
	b Less: accumulated depreciation	10b 2,527,748.		
		504,571.	10c	428,828.
	11 Investments - publicly traded securities		11	
	12 Investments - other securities. See Part IV, line 11	25,000.	12	89,169.
	13 Investments - program-related. See Part IV, line 11		13	
	14 Intangible assets		14	
15 Other assets. See Part IV, line 11		15		
16 Total assets. Add lines 1 through 15 (must equal line 33)	4,138,004.	16	3,823,389.	
Liabilities	17 Accounts payable and accrued expenses	2,472,609.	17	2,338,400.
	18 Grants payable		18	
	19 Deferred revenue	22,901.	19	0.
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22	
	23 Secured mortgages and notes payable to unrelated third parties		23	
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D	541,790.	25	520,125.
	26 Total liabilities. Add lines 17 through 25	3,037,300.	26	2,858,525.
Net Assets or Fund Balances	Organizations that follow FASB ASC 958, check here <input checked="" type="checkbox"/> and complete lines 27, 28, 32, and 33.			
	27 Net assets without donor restrictions	1,100,704.	27	964,864.
	28 Net assets with donor restrictions		28	
	Organizations that do not follow FASB ASC 958, check here <input type="checkbox"/> and complete lines 29 through 33.			
	29 Capital stock or trust principal, or current funds		29	
	30 Paid-in or capital surplus, or land, building, or equipment fund		30	
	31 Retained earnings, endowment, accumulated income, or other funds		31	
	32 Total net assets or fund balances	1,100,704.	32	964,864.
	33 Total liabilities and net assets/fund balances	4,138,004.	33	3,823,389.

Form 990 (2021)

Part XI Reconciliation of Net AssetsCheck if Schedule O contains a response or note to any line in this Part XI ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	20,227,532.
2	Total expenses (must equal Part IX, column (A), line 25)	2	20,354,624.
3	Revenue less expenses. Subtract line 2 from line 1	3	-127,092.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	1,100,704.
5	Net unrealized gains (losses) on investments	5	-8,748.
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	964,864.

Part XII Financial Statements and ReportingCheck if Schedule O contains a response or note to any line in this Part XII ☒

	Yes	No
1 Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.		
2a Were the organization's financial statements compiled or reviewed by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	2a	X
b Were the organization's financial statements audited by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	2b	X
c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? _____ If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.	2c	X
3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133? _____	3a	X
b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits _____	3b	X

Form 990 (2021)

Department of the Treasury
Internal Revenue Service

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.
▶ Attach to Form 990 or Form 990-EZ.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2021

Open to Public Inspection

Name of the organization

TAMPA BAY WORKFORCE ALLIANCE INC

Employer identification number	
--------------------------------	--

59-3655316

Part I	Reason for Public Charity Status. (All organizations must complete this part.) See instructions.
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The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
- 2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990).)
- 3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
- 4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: _____
- 5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7 ☒ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____
- 10 ☐ An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
- 12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
 - a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
 - b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
 - c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
 - d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
 - e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.

f Enter the number of supported organizations

g Provide the following information about the supported organization(s).

g Provide the following information about the supported organization(s).						
(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
Total						

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	16851514.	16991774.	15575432.	29426985.	20105475.	98951180.
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3	16851514.	16991774.	15575432.	29426985.	20105475.	98951180.
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4.						98951180.

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
7 Amounts from line 4	16851514.	16991774.	15575432.	29426985.	20105475.	98951180.
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	175.	236.				411.
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 Total support. Add lines 7 through 10						98951591.
12 Gross receipts from related activities, etc. (see instructions)					12	727,645.
13 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here						<input type="checkbox"/>

Section C. Computation of Public Support Percentage

14 Public support percentage for 2021 (line 6, column (f), divided by line 11, column (f))	14	100.00	%
15 Public support percentage from 2020 Schedule A, Part II, line 14	15	100.00	%
16a 33 1/3% support test - 2021. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization			<input checked="" type="checkbox"/>
b 33 1/3% support test - 2020. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization			<input type="checkbox"/>
17a 10% -facts-and-circumstances test - 2021. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization			<input type="checkbox"/>
b 10% -facts-and-circumstances test - 2020. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization			<input type="checkbox"/>
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions			<input type="checkbox"/>

Schedule A (Form 990) 2021

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support. (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						

14 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ☐

Section C. Computation of Public Support Percentage

15 Public support percentage for 2021 (line 8, column (f), divided by line 13, column (f))	15	%
16 Public support percentage from 2020 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2021 (line 10c, column (f), divided by line 13, column (f))	17	%
18 Investment income percentage from 2020 Schedule A, Part III, line 17	18	%

19a 33 1/3% support tests - 2021. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization ☐

b 33 1/3% support tests - 2020. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization ☐

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ☐

Part IV Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer lines 3b and 3c below.</i>		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
4a Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.</i>		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>		
b Did one or more disqualified persons (as defined on line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>		
c Did a disqualified person (as defined on line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer line 10b below.</i>		
b Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

Part IV Supporting Organizations (continued)

	Yes	No
11 Has the organization accepted a gift or contribution from any of the following persons?		
a A person who directly or indirectly controls, either alone or together with persons described on lines 11b and 11c below, the governing body of a supported organization?		
11a		
b A family member of a person described on line 11a above?		
11b		
c A 35% controlled entity of a person described on line 11a or 11b above? If "Yes" to line 11a, 11b, or 11c, provide detail in Part VI .		
11c		

Section B. Type I Supporting Organizations

	Yes	No
1 Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.		
1		
2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.		
2		

Section C. Type II Supporting Organizations

	Yes	No
1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).		
1		

Section D. All Type III Supporting Organizations

	Yes	No
1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
1		
2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).		
2		
3 By reason of the relationship described on line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.		
3		

Section E. Type III Functionally Integrated Supporting Organizations

1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).			
a <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.			
b <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.			
c <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a governmental entity (see instructions).			
2 Activities Test. Answer lines 2a and 2b below.			
a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.			
2a			
b Did the activities described on line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.			
2b			
3 Parent of Supported Organizations. Answer lines 3a and 3b below.			
a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? If "Yes" or "No" provide details in Part VI .			
3a			
b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in Part VI the role played by the organization in this regard.			
3b			

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

- 1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (*explain in Part VI*). See instructions.
All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)	8	

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (<i>explain in detail in Part VI</i>):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by 0.035.	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	

Section C - Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, column A)	1	
2	Enter 0.85 of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

Schedule A (Form 990) 2021

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)**Section D - Distributions**

		Current Year
1	Amounts paid to supported organizations to accomplish exempt purposes	1
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	3
4	Amounts paid to acquire exempt-use assets	4
5	Qualified set-aside amounts (prior IRS approval required - <i>provide details in Part VI</i>)	5
6	Other distributions (<i>describe in Part VI</i>). See instructions.	6
7	Total annual distributions. Add lines 1 through 6.	7
8	Distributions to attentive supported organizations to which the organization is responsive (<i>provide details in Part VI</i>). See instructions.	8
9	Distributable amount for 2021 from Section C, line 6	9
10	Line 8 amount divided by line 9 amount	10

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2021	(iii) Distributable Amount for 2021
1 Distributable amount for 2021 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2021 (reasonable cause required - <i>explain in Part VI</i>). See instructions.			
3 Excess distributions carryover, if any, to 2021			
a From 2016			
b From 2017			
c From 2018			
d From 2019			
e From 2020			
f Total of lines 3a through 3e			
g Applied to underdistributions of prior years			
h Applied to 2021 distributable amount			
i Carryover from 2016 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
4 Distributions for 2021 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2021 distributable amount			
c Remainder. Subtract lines 4a and 4b from line 4.			
5 Remaining underdistributions for years prior to 2021, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, <i>explain in Part VI</i> . See instructions.			
6 Remaining underdistributions for 2021. Subtract lines 3h and 4b from line 1. For result greater than zero, <i>explain in Part VI</i> . See instructions.			
7 Excess distributions carryover to 2022. Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2017			
b Excess from 2018			
c Excess from 2019			
d Excess from 2020			
e Excess from 2021			

Schedule A (Form 990) 2021

Part VI

Supplemental Information. Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information.
(See instructions.)

DRAFT

Schedule B
(Form 990)

Department of the Treasury
Internal Revenue Service

Schedule of Contributors

▶ Attach to Form 990 or Form 990-PF.
▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2021

Name of the organization

TAMPA BAY WORKFORCE ALLIANCE INC

Employer identification number

59-3655316

Organization type (check one):

Filers of:

Section:

Form 990 or 990-EZ

☒ 501(c)(3) (enter number) organization

☐ 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation

☐ 527 political organization

Form 990-PF

☐ 501(c)(3) exempt private foundation

☐ 4947(a)(1) nonexempt charitable trust treated as a private foundation

☐ 501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule**.

Note: Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

General Rule

☐ For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

☒ For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of **(1)** \$5,000; or **(2)** 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.

☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 exclusively for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering "N/A" in column (b) instead of the contributor name and address), II, and III.

☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year ▶ \$ _____

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990).

LHA For Paperwork Reduction Act Notice, see the instructions for Form 990, 990-EZ, or 990-PF.

Schedule B (Form 990) (2021)

Name of organization	Employer identification number
TAMPA BAY WORKFORCE ALLIANCE INC	59-3655316

Part I Contributors (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	U.S. DEPARTMENT OF AGRICULTURE 1400 INDEPENDENCE AVENUE, SW WASHINGTON, DC 20250	\$ 591,565.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
2	U.S. DEPARTMENT OF LABOR 200 CONSTITUTION AVENUE, NW WASHINGTON, DC 20210	\$ 15,225,518.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
3	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES 200 INDEPENDENCE AVENUE, SW WASHINGTON, DC 20201	\$ 3,508,159.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
4	HILLSBOUOUGH COUNTY BOARD OF COUNTY COMMUSSIONS 601 E. KENNEDY BLVD. TAMPA , FL 33602	\$ 583,579.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

Name of organization

Employer identification number

TAMPA BAY WORKFORCE ALLIANCE INC**59-3655316****Part III**

Exclusively religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than \$1,000 for the year from any one contributor. Complete columns (a) through (e) and the following line entry. For organizations completing Part III, enter the total of exclusively religious, charitable, etc., contributions of **\$1,000 or less** for the year. (Enter this info. once.) ▶ \$ _____

Use duplicate copies of Part III if additional space is needed.

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee

SCHEDULE C
(Form 990)

Department of the Treasury
Internal Revenue Service

Political Campaign and Lobbying Activities

For Organizations Exempt From Income Tax Under section 501(c) and section 527
▶ **Complete if the organization is described below.** ▶ **Attach to Form 990 or Form 990-EZ.**
▶ **Go to www.irs.gov/Form990 for instructions and the latest information.**

OMB No. 1545-0047

2021

**Open to Public
Inspection**

If the organization answered "Yes," on Form 990, Part IV, line 3, or Form 990-EZ, Part V, line 46 (Political Campaign Activities), then

- Section 501(c)(3) organizations: Complete Parts I-A and B. Do not complete Part I-C.
- Section 501(c) (other than section 501(c)(3)) organizations: Complete Parts I-A and C below. Do not complete Part I-B.
- Section 527 organizations: Complete Part I-A only.

If the organization answered "Yes," on Form 990, Part IV, line 4, or Form 990-EZ, Part VI, line 47 (Lobbying Activities), then

- Section 501(c)(3) organizations that have filed Form 5768 (election under section 501(h)): Complete Part II-A. Do not complete Part II-B.
- Section 501(c)(3) organizations that have NOT filed Form 5768 (election under section 501(h)): Complete Part II-B. Do not complete Part II-A.

If the organization answered "Yes," on Form 990, Part IV, line 5 (Proxy Tax) (See separate instructions) or Form 990-EZ, Part V, line 35c (Proxy Tax) (See separate instructions), then

- Section 501(c)(4), (5), or (6) organizations: Complete Part III.

Name of organization

TAMPA BAY WORKFORCE ALLIANCE INC

Employer identification number

59-3655316

Part I-A Complete if the organization is exempt under section 501(c) or is a section 527 organization.

- 1 Provide a description of the organization's direct and indirect political campaign activities in Part IV.
- 2 Political campaign activity expenditures ▶ \$
- 3 Volunteer hours for political campaign activities

Part I-B Complete if the organization is exempt under section 501(c)(3).

- 1 Enter the amount of any excise tax incurred by the organization under section 4955 ▶ \$
- 2 Enter the amount of any excise tax incurred by organization managers under section 4955 ▶ \$
- 3 If the organization incurred a section 4955 tax, did it file Form 4720 for this year? ☐ Yes ☐ No
- 4a Was a correction made? ☐ Yes ☐ No
- b If "Yes," describe in Part IV.

Part I-C Complete if the organization is exempt under section 501(c), except section 501(c)(3).

- 1 Enter the amount directly expended by the filing organization for section 527 exempt function activities ▶ \$
- 2 Enter the amount of the filing organization's funds contributed to other organizations for section 527 exempt function activities ▶ \$
- 3 Total exempt function expenditures. Add lines 1 and 2. Enter here and on Form 1120-POL, line 17b ▶ \$
- 4 Did the filing organization file **Form 1120-POL** for this year? ☐ Yes ☐ No
- 5 Enter the names, addresses and employer identification number (EIN) of all section 527 political organizations to which the filing organization made payments. For each organization listed, enter the amount paid from the filing organization's funds. Also enter the amount of political contributions received that were promptly and directly delivered to a separate political organization, such as a separate segregated fund or a political action committee (PAC). If additional space is needed, provide information in Part IV.

(a) Name	(b) Address	(c) EIN	(d) Amount paid from filing organization's funds. If none, enter -0-.	(e) Amount of political contributions received and promptly and directly delivered to a separate political organization. If none, enter -0-.

For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule C (Form 990) 2021

LHA

132041 11-03-21

Part II-A Complete if the organization is exempt under section 501(c)(3) and filed Form 5768 (election under section 501(h)).

A Check ☐ if the filing organization belongs to an affiliated group (and list in Part IV each affiliated group member's name, address, EIN, expenses, and share of excess lobbying expenditures).

B Check ☐ if the filing organization checked box A and "limited control" provisions apply.

Limits on Lobbying Expenditures (The term "expenditures" means amounts paid or incurred.)		(a) Filing organization's totals	(b) Affiliated group totals
1a Total lobbying expenditures to influence public opinion (grassroots lobbying)			
b Total lobbying expenditures to influence a legislative body (direct lobbying)		28,685.	
c Total lobbying expenditures (add lines 1a and 1b)		28,685.	
d Other exempt purpose expenditures		20,325,939.	
e Total exempt purpose expenditures (add lines 1c and 1d)		20,354,624.	
f Lobbying nontaxable amount. Enter the amount from the following table in both columns.		1,000,000.	
If the amount on line 1e, column (a) or (b) is:	The lobbying nontaxable amount is:		
Not over \$500,000	20% of the amount on line 1e.		
Over \$500,000 but not over \$1,000,000	\$100,000 plus 15% of the excess over \$500,000.		
Over \$1,000,000 but not over \$1,500,000	\$175,000 plus 10% of the excess over \$1,000,000.		
Over \$1,500,000 but not over \$17,000,000	\$225,000 plus 5% of the excess over \$1,500,000.		
Over \$17,000,000	\$1,000,000.		
g Grassroots nontaxable amount (enter 25% of line 1f)		250,000.	
h Subtract line 1g from line 1a. If zero or less, enter -0-		0.	
i Subtract line 1f from line 1c. If zero or less, enter -0-		0.	
j If there is an amount other than zero on either line 1h or line 1i, did the organization file Form 4720 reporting section 4911 tax for this year?			<input type="checkbox"/> Yes <input type="checkbox"/> No

4-Year Averaging Period Under Section 501(h)

(Some organizations that made a section 501(h) election do not have to complete all of the five columns below.

See the separate instructions for lines 2a through 2f.)

Lobbying Expenditures During 4-Year Averaging Period					
Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) Total
2a Lobbying nontaxable amount				1,000,000.	1,000,000.
b Lobbying ceiling amount (150% of line 2a, column(e))					1,500,000.
c Total lobbying expenditures				28,685.	28,685.
d Grassroots nontaxable amount				250,000.	250,000.
e Grassroots ceiling amount (150% of line 2d, column (e))					375,000.
f Grassroots lobbying expenditures					

Schedule C (Form 990) 2021

Part II-B Complete if the organization is exempt under section 501(c)(3) and has NOT filed Form 5768 (election under section 501(h)).

For each "Yes" response on lines 1a through 1i below, provide in Part IV a detailed description of the lobbying activity.

	(a)		(b)
	Yes	No	Amount
1 During the year, did the filing organization attempt to influence foreign, national, state, or local legislation, including any attempt to influence public opinion on a legislative matter or referendum, through the use of:			
a Volunteers?			
b Paid staff or management (include compensation in expenses reported on lines 1c through 1i)?			
c Media advertisements?			
d Mailings to members, legislators, or the public?			
e Publications, or published or broadcast statements?			
f Grants to other organizations for lobbying purposes?			
g Direct contact with legislators, their staffs, government officials, or a legislative body?			
h Rallies, demonstrations, seminars, conventions, speeches, lectures, or any similar means?			
i Other activities?			
j Total. Add lines 1c through 1i			
2a Did the activities in line 1 cause the organization to be not described in section 501(c)(3)?			
b If "Yes," enter the amount of any tax incurred under section 4912			
c If "Yes," enter the amount of any tax incurred by organization managers under section 4912			
d If the filing organization incurred a section 4912 tax, did it file Form 4720 for this year?			

Part III-A Complete if the organization is exempt under section 501(c)(4), section 501(c)(5), or section 501(c)(6).

	Yes	No
1 Were substantially all (90% or more) dues received nondeductible by members?	1	
2 Did the organization make only in-house lobbying expenditures of \$2,000 or less?	2	
3 Did the organization agree to carry over lobbying and political campaign activity expenditures from the prior year?	3	

Part III-B Complete if the organization is exempt under section 501(c)(4), section 501(c)(5), or section 501(c)(6) and if either (a) BOTH Part III-A, lines 1 and 2, are answered "No" OR (b) Part III-A, line 3, is answered "Yes."

1 Dues, assessments and similar amounts from members	1	
2 Section 162(e) nondeductible lobbying and political expenditures (do not include amounts of political expenses for which the section 527(f) tax was paid).		
a Current year	2a	
b Carryover from last year	2b	
c Total	2c	
3 Aggregate amount reported in section 6033(e)(1)(A) notices of nondeductible section 162(e) dues	3	
4 If notices were sent and the amount on line 2c exceeds the amount on line 3, what portion of the excess does the organization agree to carryover to the reasonable estimate of nondeductible lobbying and political expenditure next year?	4	
5 Taxable amount of lobbying and political expenditures. See instructions	5	

Part IV Supplemental Information

Provide the descriptions required for Part I-A, line 1; Part I-B, line 4; Part I-C, line 5; Part II-A (affiliated group list); Part II-A, lines 1 and 2 (See instructions); and Part II-B, line 1. Also, complete this part for any additional information.

PART II-A

LOBBYING EXPENSES ARE USED FOR CEO TIME MEETINGS WITH LEGISLATIVE REPRESENTATIVES OR TO ATTEND LEGISLATIVE MEETINGS. THESE EXPENSES ARE ALSO USED TO PAY A FIRM TO REPRESENT THE ORGANIZATION BEFORE THE STATE OF FLORIDA WITH THE EXECUTIVE AND LEGISLATIVE BRANCHES OF THE GOVERNMENT TO ADVOCATE FOR LEGISLATIVE POLICIES AND THE UTILIZATION OF GOVERNMENT

Part IV Supplemental Information *(continued)*

FUNDING FOR THE BENEFIT OF WORKFORCE DEVELOPMENT.

DRAFT

SCHEDULE D
(Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

▶ **Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.**
▶ **Attach to Form 990.**

▶ **Go to www.irs.gov/Form990 for instructions and the latest information.**

OMB No. 1545-0047

2021

Open to Public Inspection

Name of the organization

TAMPA BAY WORKFORCE ALLIANCE INC

Employer identification number

59-3655316

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts. Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year		
2 Aggregate value of contributions to (during year)		
3 Aggregate value of grants from (during year)		
4 Aggregate value at end of year		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Part II Conservation Easements. Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).
☐ Preservation of land for public use (for example, recreation or education) ☐ Preservation of a historically important land area
☐ Protection of natural habitat ☐ Preservation of a certified historic structure
☐ Preservation of open space

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements	2a
b Total acreage restricted by conservation easements	2b
c Number of conservation easements on a certified historic structure included in (a)	2c
d Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶

4 Number of states where property subject to conservation easement is located ▶

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds?

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ \$

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)?

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1

(ii) Assets included in Form 990, Part X

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items:

a Revenue included on Form 990, Part VIII, line 1

b Assets included in Form 990, Part X

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule D (Form 990) 2021

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):

a ☐ Public exhibition

d ☐ Loan or exchange program

b ☐ Scholarly research

e ☐ Other _____

c ☐ Preservation for future generations

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets

to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

Part IV Escrow and Custodial Arrangements. Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

c Beginning balance

d Additions during the year

e Distributions during the year

f Ending balance

	Amount
1c	
1d	
1e	
1f	

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII ☐

Part V Endowment Funds. Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

a Board designated or quasi-endowment ☐ %

b Permanent endowment ☐ %

c Term endowment ☐ %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

(i) Unrelated organizations

(ii) Related organizations

	Yes	No
3a(i)		
3a(ii)		
3b		

b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? ☐

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements		2,250,002.	1,987,805.	262,197.
d Equipment		660,002.	512,271.	147,731.
e Other		46,572.	27,672.	18,900.
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				428,828.

Schedule D (Form 990) 2021

Part VII Investments - Other Securities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Col. (b) must equal Form 990, Part X, col. (B) line 12.) ▶		

Part VIII Investments - Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Col. (b) must equal Form 990, Part X, col. (B) line 13.) ▶		

Part IX Other Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 15.) ▶	

Part X Other Liabilities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) REFUNDABLE ADVANCES	520,125.
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.) ▶	

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII ... ☒

Schedule D (Form 990) 2021

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements	1	20,219,449.
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:		
a	Net unrealized gains (losses) on investments	2a	-8,748.
b	Donated services and use of facilities	2b	665.
c	Recoveries of prior year grants	2c	
d	Other (Describe in Part XIII.)	2d	
e	Add lines 2a through 2d	2e	-8,083.
3	Subtract line 2e from line 1	3	20,227,532.
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIII.)	4b	
c	Add lines 4a and 4b	4c	0.
5	Total revenue. Add lines 3 and 4c. (This must equal Form 990, Part I, line 12.)	5	20,227,532.

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements	1	20,355,289.
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:		
a	Donated services and use of facilities	2a	665.
b	Prior year adjustments	2b	
c	Other losses	2c	
d	Other (Describe in Part XIII.)	2d	
e	Add lines 2a through 2d	2e	665.
3	Subtract line 2e from line 1	3	20,354,624.
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIII.)	4b	
c	Add lines 4a and 4b	4c	0.
5	Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I, line 18.)	5	20,354,624.

Part XIII Supplemental Information.

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

PART X, LINE 2:

TBWA FOLLOWS ACCOUNTING STANDARDS CODIFICATION TOPIC 740, INCOME TAXES

("ASC 740"). A COMPONENT OF THIS STANDARD PRESCRIBES A RECOGNITION AND

MEASUREMENT OF TAX POSITIONS TAKEN OR EXPECTED TO BE TAKEN IN A TAX

RETURN. FOR THOSE BENEFITS TO BE RECOGNIZED, A TAX POSITION MUST BE

MORE-LIKELY-THAN-NOT TO BE SUSTAINED UPON EXAMINATION BY TAXING

AUTHORITIES. TBWA'S POLICY IS TO RECOGNIZE INTEREST AND PENALTIES

ASSOCIATED WITH TAX POSITIONS UNDER THIS STANDARD AS A COMPONENT OF TAX

EXPENSE, AND NONE WERE RECOGNIZED SINCE THERE WAS NO MATERIAL IMPACT OF

THE APPLICATION OF THIS STANDARD FOR THE YEARS ENDED JUNE 30, 2022 AND

2021.

Part XIII Supplemental Information *(continued)*

DRAFT

SCHEDULE I
(Form 990)

Department of the Treasury
Internal Revenue Service

**Grants and Other Assistance to Organizations,
Governments, and Individuals in the United States**
Complete if the organization answered "Yes" on Form 990, Part IV, line 21 or 22.

▶ **Attach to Form 990.**

▶ **Go to www.irs.gov/Form990 for the latest information.**

OMB No. 1545-0047

2021

**Open to Public
Inspection**

Name of the organization

TAMPA BAY WORKFORCE ALLIANCE INC

Employer identification number
59-3655316

Part I General Information on Grants and Assistance

- 1** Does the organization maintain records to substantiate the amount of the grants or assistance, the grantees' eligibility for the grants or assistance, and the selection criteria used to award the grants or assistance? ☒ **Yes** ☐ **No**
- 2** Describe in Part IV the organization's procedures for monitoring the use of grant funds in the United States.

Part II Grants and Other Assistance to Domestic Organizations and Domestic Governments. Complete if the organization answered "Yes" on Form 990, Part IV, line 21, for any recipient that received more than \$5,000. Part II can be duplicated if additional space is needed.

1 (a) Name and address of organization or government	(b) EIN	(c) IRC section (if applicable)	(d) Amount of cash grant	(e) Amount of noncash assistance	(f) Method of valuation (book, FMV, appraisal, other)	(g) Description of noncash assistance	(h) Purpose of grant or assistance
EDUCATIONAL DATA SYSTEMS, INC. 15300 COMMERCE DRIVE NORTH, SUITE 2 DEARBORN, MI 48120	38-2272565		4,323,882.	0.			WORKFORCE SERVICES

- 2** Enter total number of section 501(c)(3) and government organizations listed in the line 1 table **0.**
- 3** Enter total number of other organizations listed in the line 1 table **1.**

LHA **For Paperwork Reduction Act Notice, see the Instructions for Form 990.**

Schedule I (Form 990) 2021

Part III **Grants and Other Assistance to Domestic Individuals.** Complete if the organization answered "Yes" on Form 990, Part IV, line 22.
Part III can be duplicated if additional space is needed.

(a) Type of grant or assistance	(b) Number of recipients	(c) Amount of cash grant	(d) Amount of non-cash assistance	(e) Method of valuation (book, FMV, appraisal, other)	(f) Description of noncash assistance

Part IV **Supplemental Information.** Provide the information required in Part I, line 2; Part III, column (b); and any other additional information.

PART I, LINE 2:

ALL OF THE GRANTS ARE REIMBURSEMENT BASED GRANTS. APPROPRIATE DOCUMENTATION
THAT CONDITIONS HAVE BEEN MET PRIOR TO PAYMENT ARE REQUIRED FOR RECIPIENTS.
THE DOCUMENTATION IS MONITORED AND AUDIT REPORTS ARE OBTAINED FOR GRANTEEES
(SUBRECIPIENTS) THAT ARE REQUIRED TO HAVE AUDITS IN ACCORDANCE WITH THE
UNIFORM GUIDANCE.

**SCHEDULE J
(Form 990)**

Department of the Treasury
Internal Revenue Service

Compensation Information

- For certain Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees
 ▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 23.
 ▶ Attach to Form 990.
 ▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2021

Open to Public
Inspection

Name of the organization

TAMPA BAY WORKFORCE ALLIANCE INC

Employer identification number

59-3655316

Part I Questions Regarding Compensation

1a Check the appropriate box(es) if the organization provided any of the following to or for a person listed on Form 990, Part VII, Section A, line 1a. Complete Part III to provide any relevant information regarding these items.

- | | |
|--|--|
| <input type="checkbox"/> First-class or charter travel | <input type="checkbox"/> Housing allowance or residence for personal use |
| <input type="checkbox"/> Travel for companions | <input type="checkbox"/> Payments for business use of personal residence |
| <input type="checkbox"/> Tax indemnification and gross-up payments | <input type="checkbox"/> Health or social club dues or initiation fees |
| <input type="checkbox"/> Discretionary spending account | <input type="checkbox"/> Personal services (such as maid, chauffeur, chef) |

b If any of the boxes on line 1a are checked, did the organization follow a written policy regarding payment or reimbursement or provision of all of the expenses described above? If "No," complete Part III to explain

2 Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all directors, trustees, and officers, including the CEO/Executive Director, regarding the items checked on line 1a?

3 Indicate which, if any, of the following the organization used to establish the compensation of the organization's CEO/Executive Director. Check all that apply. Do not check any boxes for methods used by a related organization to establish compensation of the CEO/Executive Director, but explain in Part III.

- | | |
|--|---|
| <input type="checkbox"/> Compensation committee | <input type="checkbox"/> Written employment contract |
| <input type="checkbox"/> Independent compensation consultant | <input type="checkbox"/> Compensation survey or study |
| <input type="checkbox"/> Form 990 of other organizations | <input checked="" type="checkbox"/> Approval by the board or compensation committee |

4 During the year, did any person listed on Form 990, Part VII, Section A, line 1a, with respect to the filing organization or a related organization:

a Receive a severance payment or change-of-control payment?

b Participate in or receive payment from a supplemental nonqualified retirement plan?

c Participate in or receive payment from an equity-based compensation arrangement?

If "Yes" to any of lines 4a-c, list the persons and provide the applicable amounts for each item in Part III.

Only section 501(c)(3), 501(c)(4), and 501(c)(29) organizations must complete lines 5-9.

5 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the revenues of:

a The organization?

b Any related organization?

If "Yes" on line 5a or 5b, describe in Part III.

6 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the net earnings of:

a The organization?

b Any related organization?

If "Yes" on line 6a or 6b, describe in Part III.

7 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization provide any nonfixed payments not described on lines 5 and 6? If "Yes," describe in Part III

8 Were any amounts reported on Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the initial contract exception described in Regulations section 53.4958-4(a)(3)? If "Yes," describe in Part III

9 If "Yes" on line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)?

Yes No

1b		
2		
4a		X
4b		X
4c		X
5a		X
5b		X
6a		X
6b		X
7		X
8		X
9		

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule J (Form 990) 2021

Part II Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees. Use duplicate copies if additional space is needed.

For each individual whose compensation must be reported on Schedule J, report compensation from the organization on row (i) and from related organizations, described in the instructions, on row (ii). Do not list any individuals that aren't listed on Form 990, Part VII.

Note: The sum of columns (B)(i)-(iii) for each listed individual must equal the total amount of Form 990, Part VII, Section A, line 1a, applicable column (D) and (E) amounts for that individual.

(A) Name and Title		(B) Breakdown of W-2 and/or 1099-MISC and/or 1099-NEC compensation			(C) Retirement and other deferred compensation	(D) Nontaxable benefits	(E) Total of columns (B)(i)-(D)	(F) Compensation in column (B) reported as deferred on prior Form 990
		(i) Base compensation	(ii) Bonus & incentive compensation	(iii) Other reportable compensation				
(1) JOHN FLANAGAN	(i)	196,251.	0.	0.	10,209.	25,309.	231,769.	0.
CEO	(ii)	0.	0.	0.	0.	0.	0.	0.
(2) JODY TONER	(i)	173,005.	0.	0.	8,776.	24,689.	206,470.	0.
CHIEF POLICY PERFORMANCE OFFICER	(ii)	0.	0.	0.	0.	0.	0.	0.
(3) SHEILA DOYLE	(i)	161,760.	0.	0.	8,139.	1,841.	171,740.	0.
CFO	(ii)	0.	0.	0.	0.	0.	0.	0.
(4) MICHELLE ZIEZUILA	(i)	148,704.	0.	0.	5,914.	16,706.	171,324.	0.
CHIEF IMPACT OFFICER	(ii)	0.	0.	0.	0.	0.	0.	0.
(5) ANNA MUNRO	(i)	139,495.	0.	0.	7,104.	16,647.	163,246.	0.
DIRECTOR OF FISCAL AND ADMINISTRATIV	(ii)	0.	0.	0.	0.	0.	0.	0.
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							

Part III Supplemental Information

Provide the information, explanation, or descriptions required for Part I, lines 1a, 1b, 3, 4a, 4b, 4c, 5a, 5b, 6a, 6b, 7, and 8, and for Part II. Also complete this part for any additional information.

SCHEDULE J, PART II

FOR THE FISCAL YEAR ENDING JUNE 30, 2022, TAMPA BAY WORKFORCE ALLIANCE, INC. PROVIDED (1) A PERSONAL TIME OFF (PTO) PAYOUT OF A PORTION OF UNUSED PTO HOURS FOR THOSE EMPLOYEES WHO ELECTED, SUBJECT TO CERTAIN LIMITATIONS, AND WITH CEO AUTHORIZATION (2) COST OF LIVING ADJUSTMENT FOR ELIGIBLE EMPLOYEES AND (3) A CAFETERIA CONTRIBUTION EQUAL TO 28% OF AN ELIGIBLE EMPLOYEES EARNINGS TO BE USED FOR HEALTH AND WELFARE BENEFITS (ONLY APPLICABLE FOR JULY THROUGH DECEMBER 2021). THEREFORE, IN ADDITION TO AN EMPLOYEE'S BASE COMPENSATION, PART VII(D) REPORTABLE COMPENSATION FROM THE ORGANIZATION AND SCHEDULE J, PART II(B)(I) BASE COMPENSATION MAY ALSO INCLUDE PTO PAY OUT, COST OF LIVING ADJUSTMENT AND THE EXCESS OF THE CAFETERIA CONTRIBUTION NOT USED FOR EMPLOYEE BENEFITS.

SCHEDULE O
(Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2021

Open to Public
Inspection

Name of the organization

TAMPA BAY WORKFORCE ALLIANCE INC

Employer identification number

59-3655316

FORM 990, PART I, LINE 1, DESCRIPTION OF ORGANIZATION MISSION:

TAMPA BAY WORKFORCE ALLIANCE INC., PROVIDES JOB TRAINING AND EMPLOYMENT
COUNSELING FOR THOSE INDIVIDUALS WHO NEED EMPLOYMENT, PROMOTES
EMPLOYMENT FOR LOW-INCOME AND UNDEREMPLOYED INDIVIDUALS, AND ASSISTS
WELFARE RECIPIENTS, DISABLED WORKERS, PERSONS AFFECTED BY LAYOFFS, AND
OTHER HARD-TO-PLACE WORKERS IN FINDING MEANINGFUL EMPLOYMENT. THE
ORGANIZATION ALSO PROVIDES BUSINESS CLIENT SERVICES TO INCLUDE EMPLOYEE
MATCHING ON THE JOB TRAINING, AND INCUMBENT WORKER TRAINING.

FORM 990, PART III, LINE 1, DESCRIPTION OF ORGANIZATION MISSION:

LAYOFFS, AND OTHER HARD-TO-PLACE WORKERS IN FINDING MEANINGFUL
EMPLOYMENT. THE ORGANIZATION ALSO PROVIDES BUSINESS CLIENT SERVICES TO
INCLUDE EMPLOYEE MATCHING ON THE JOB TRAINING, AND INCUMBENT WORKER
TRAINING.

FORM 990, PART III, LINE 4D, OTHER PROGRAM SERVICES:

OTHER PROGRAM SERVICES INCLUDE: THE SUPPLEMENTAL NUTRITION ASSISTANCE
PROGRAM, UNEMPLOYMENT AND REEMPLOYMENT PROGRAMS, TRADE ADJUSTMENT
ASSISTANCE, NATIONAL EMERGENCY GRANT PROGRAMS, ADULT EDUCATION AND H1B
SKILLS TRAINING GRANT PROGRAMS. ALL OF THESE PROGRAMS WERE IMPLEMENTED
TO ENHANCE THE EMPLOYMENT SKILLS AND THE EMPLOYABILITY OF THE
PARTICIPANTS.

EXPENSES \$ 2,597,385. INCLUDING GRANTS OF \$ 637,412. REVENUE \$ 122,057.

FORM 990, PART VI, SECTION B, LINE 11B:

A FINAL COPY OF FORM 990 WILL BE PROVIDED TO EACH VOTING MEMBER OF THE

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule O (Form 990) 2021

Name of the organization

TAMPA BAY WORKFORCE ALLIANCE INC

Employer identification number

59-3655316

BOARD OF DIRECTORS BEFORE BEING FILED WITH THE INTERNAL REVENUE SERVICE.

FORM 990, PART VI, SECTION B, LINE 12C:

AT THE BEGINNING OF A BOARD MEETING WHEREBY CONFLICT OF INTEREST IS
APPLICABLE, THE CONFLICT OF INTEREST POLICY IS REVIEWED AND RELATED PARTY
PROCEDURES ARE FOLLOWED.

FORM 990, PART VI, SECTION B, LINE 15:

COMPENSATION IS DETERMINED INDEPENDENTLY BY A REVIEW AND AN APPROVAL
PROCESS. THIS IS APPROVED BY AN EXECUTIVE COMMITTEE OF THE BOARD OF
DIRECTORS.

FORM 990, PART VI, SECTION C, LINE 19:

THEY ARE PROVIDED UPON REQUEST VIA THE COMMUNICATIONS DEPARTMENT.

FORM 990, PART XII, LINE 2C

THE ORGANIZATION'S PROCESS FOR THE SELECTION AND SUPERVISION OF THEIR
INDEPENDENT AUDITOR HAS REMAINED CONSISTENT WITH THE PREVIOUS YEAR.



Action Item

WIOA Dislocated Worker Fund Transfer Approval

Background: Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128, Section 133(b)(4) provides the authority for Local Workforce Development Boards (LWDBs), with the approval of the Governor, to transfer up to and including 100 percent of the funds allocated to local areas for adult activities for expenditure on dislocated worker activities, and up to 100 percent of funds allocated to local areas for dislocated worker activities for expenditure on adult activities. Funds may not be transferred to or from the WIOA Youth program.

Funds may be transferred between the Adult and Dislocated Worker programs when the criteria established in *CareerSource Florida Administrative Policy 118, Adult and Dislocated Worker Funds Transfer Authority* have been met. There is no established limit on the number of transfer requests a LWDB may submit in a program year. When funds are transferred from one program to another, the transferred funds adopt the identity of the new funding source and are bound by all the requirements of that source.

Information: Effective September 27, 2021, the Local Workforce Development Board must request Florida Department of Economic Opportunity (DEO) prior approval to expend dislocated worker funds for expenditures on adult activities, or vice versa utilizing the *Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker Programs*. If the request to transfer one program's funding for the other program's activities exceeds 25% of the program's annual allocation, the form must be signed by the LWDB Chair after the full board votes to approve the request to transfer funds.

Dislocated Worker to Adult funds transfer request:

Program Year	Program	Total Award Amount	Amount of Adult Requested to be Spent on DW	Percentage of Adult Requested to be Spent on DW	Amount of DW Requested to be Spent on Adult	Percentage of DW Requested to be Spent on Adult
2022	Dislocated Worker	2,617,396.00	0.00	0	1,500,000.00	57%

CSTB has sufficient Dislocated Worker funds to serve dislocated workers in the local area for the remainder of the program year.

Recommendation:

Staff recommend approval of the funds transfer from Dislocated Worker to Adult as stated in the above table and more fully described in the attached DEO Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs.

Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs
From 7/1/2022 through 6/30/2023

LWDB Number and Name (Requestor): CareerSource Tampa Bay - LWDB 15

Name / Title of Requestor Representative: Sheila Doyle, CFO

Adult and Dislocated Worker Transfer Request

Program Year	Program	Total Award Amount	Amount of Adult Requested to be Spent on DW	Percentage of Adult Requested to be Spent on DW	Amount of DW Requested to be Spent on Adult	Percentage of DW Requested to be Spent on Adult
2022	Dislocated Worker	2,617,396.00	0.00	0	1,500,000.00	57%

COMPLETE THE BELOW SECTIONS FOR REQUESTS THAT EXCEED 25% OF THE PROGRAM'S ANNUAL ALLOCATION

Reason for requesting the use of one program's funding for the other (e.g. anticipated depletion of current funds, changes in labor market conditions, etc.):

The majority of participants that are requesting training services under Occupational Skills Training or On-the-Job Training are eligible under the Adult Program rather than the Dislocated Working program or funding. Current program year, job seekers presenting for WIOA services have been 88.3% Adult and only 11.7% Dislocated Workers or a ratio of 7.5 to 1. This appears to be in line with trends within the state of Florida. Our Adult funds are going to be exhausted if the request is not granted and we would be required to close Adult enrollment. There is a high incidence of Adults given priority under Priority of Service.

A description of outreach/marketing activities conducted to ensure underserved populations were aware of available services:

CSTB continues to message and outreach to the local labor force and community of available services under occupational skills training, work-based training and employ marketing activities through our CareerSource Tampa Bay marketing department to alert the local Dislocated Worker of services and funding. This includes press releases to the community, ongoing social media, outreach through email media via constant contact, our large and growing One Stop partners, Community partners and our American job centers especially our CSTB satellite centers serving underserved populations in the Hillsborough community. Added linkage is in place with our CSTB programs such as RESEA, SNAP E&T, and WP programs. Our contracted service provider makes use of a call center to support DW outreach efforts.

Labor market conditions contributing to the need for the transfer:

Per DEO release: In November, Florida's unemployment rate dropped to 2.6 percent — the lowest among the nation's top ten largest states and 1.1 percent lower than the nation's. November marks two consecutive years (24 straight months) that Florida's unemployment rate has remained below the nation's. Florida also continued to exceed the national job growth rate for the 20th consecutive month in November 2022. The Tampa Bay area or our local community has maintained an unemployment rate of 2.6 or lower and is the 3rd or 4th lowest see in the state of Florida. Most current UC reports show Tampa Bay at 2.6 for October and 2.6 for November with strong job growth.

The number of participants originally planned to be served by the base allocation compared to the estimated number of participants expected to be served after funds are transferred.

Initial training goals were to enroll new or continue training services for close to 375-400 adults under Adult funding. With the transferred funds, we would target to enroll an additional 150-200 additional adults under Adult funding.

COMPLETE THE BELOW CERTIFICATION FOR REQUESTS THAT EXCEED 25% OF THE PROGRAM'S ANNUAL ALLOCATION

I certify the following:

1. When transferring from Adult to Dislocated Worker - The LWDB has sufficient funds to serve the WIOA Adult priority populations.
2. When transferring from Dislocated Worker to Adult - The LWDB has sufficient Dislocated Worker funds to serve dislocated workers in the local area; there are no pending layoffs that may impact the need for dislocated workers in the local area.
3. The full board voted to approve this request to transfer funds and a copy of the LWDB's meeting minutes are included with this request.

I certify the above information is true and correct.

Signature of Board Chair

Print Name

Date

Action Item #

Agency Reserve Fund

BACKGROUND

In March 2021 the CSTB board of directors approved the establishment of an Agency Reserve fund with the Community Foundation of Tampa Bay. The fund was created with the goal of increasing funding available to serve youth in the community who are not eligible under our current funding sources. The sole purpose of the fund is to further Youth initiatives, including but not limited to, providing Youth scholarships. This fund allows for the acceptance of donations, as well as, acting as an investment vehicle for local grants received with the ability to generate investment income that can in turn be used for the same purpose, permitted this is allowable under the specific granting agency.

CSTB used unrestricted funds to meet the minimum requirement to open the Agency Reserve fund of \$25,000. These funds are to remain intact unless there is a business need to pull back to the organization for operations. They will also be used to cover any administrative fees or unrealized losses of the fund if they occur. Any future donations and earnings will be used for Youth initiatives. Withdrawals from the fund can be initiated up to four times per year and must be approved by 3/4 of the Board.

In February 2022, CSTB deposited grant funds totaling \$73,320 received for the 2022 Tampa Bay Summer Hires program from the United Way Suncoast (\$55,000) and Florida Medical Clinic Foundation for Caring (\$18,320) into CSTB's Agency Reserve fund. This was done with the intention of growing these funds to potentially assist more youth participating in the Tampa Bay Summer Hires program during 2022. Unfortunately, since then the fund experienced a loss due to current market conditions. This loss will be taken out of the unrestricted balance held in the fund and will not impact the original grant funds received.

At this time we are still hoping for some market correction, however, since withdrawal of funds requires Board approval and the Board only meets once per quarter, we are requesting authority to withdraw the \$73,320 as soon as it makes sense to do so. Currently unrestricted funds are being used to cover the costs incurred by the 2022 Tampa Bay Summer Hires Program for youth served under the United Way Suncoast and Foundation for Caring grants.

RECOMMENDATION

Staff is seeking approval from the Board to request the withdrawal of \$73,320 from CSTB's Agency Reserve fund as required by the Community Foundation of Tampa Bay.



Action Item

Request for Extension of Designation as a Direct Provider of Services

BACKGROUND

Since 2017, CareerSource Tampa Bay (CSTB) has been designated by CareerSource Florida to be a direct provider of services for Hillsborough County. To continue as a direct service provider, at least every three years, CSTB is to request an extension three months before the current approval expires. The current approval expires June 30, 2023.

A Request for Extension to continue providing direct services for the period 7/1/2023 through June 30, 2026, attached. The Request for Extension was posted on CSTB's website from February 1, 2022 to February 10, 2022, the required 10 day public comment period. In addition, legal notice was placed in Tampa Bay Times advising the public of the same opportunity to comment.

The Request for Extension also requires approval by the Hillsborough County Board of County Commissioner (BoCC) and will be presented at the March 1, 2023, BoCC meeting.

Recommendation

Approve the request to extend CareerSource Tampa Bay's designation as a direct provider of services through June 30, 2026.

REQUEST FOR
EXTENSION

LOCAL WORKFORCE AREA INFORMATION	
Name of Local Area: CareerSource Tampa Bay	
LWDB Number: #15	
Date of Submission:	
Contact Person Name: John Flanagan	Phone: 813.397.2024 Email Address: Flanaganj@careersourcetb.com
AMENDMENT TO THE LOCAL WORKFORCE SERVICES PLAN	
<p>The Local Workforce Development Board seeks to extend its designation as a direct service provider of certain services by agreement of the Chief Elected Official and the Governor. This extension to the designation of the Local Workforce Development Board as a direct service provider of certain services is to be effective for the period <u>July 1, 2023</u>, through <u>June 30 2026</u>.</p> <p>The signatures below certify agreement to the request for extension submitted by the Local Workforce Development Board and the assurance that the Local Workforce Development Board will operate in accordance with this extension, its Workforce Service Plan, and applicable federal and state laws and regulations.</p>	

LOCAL WORKFORCE DEVELOPMENT BOARD CHAIRMAN	
Name: Sean Butler	Title: Board Chair
Signature:	Date:

LOCAL CHIEF ELECTED OFFICIAL	
Name and Title: Ken Hagan, Chair, Board of County Commissioners	County: Hillsborough County
Signature:	Date:

LOCAL CHIEF ELECTED OFFICIAL	
Name and Title:	County:
Signature:	Date:

LOCAL CHIEF ELECTED OFFICIAL	
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Signature:	Date:

LOCAL CHIEF ELECTED OFFICIAL	
Name and Title:	County:
Signature:	Date:



EXTENSION OF DESIGNATION REQUEST AS DIRECT SERVICES PROVIDER

As indicated in the attached statement of intent, CareerSource Tampa Bay, with the approval of the CareerSource Tampa Bay Board of Directors and the Hillsborough County Board of County Commissioners, submits the following extension of designation request to CareerSource Florida for approval.

This extension request follows the process outlined by DEO in their final guidance dated November 18, 2013 (FG OSPA-83) regarding Extension of Designation as Direct Provider of Workforce Services. That final guidance requires:

- I. A review of how the provision of direct services during the prior period fit the business model that the local workforce development board (LWDB) proposed in its original request, and any proposed changes in the business model or the particular workforce services the LWDB intends to provide during the extension period.**

As noted in our previous Direct Service Provider extension, CareerSource Tampa Bay (CSTB) has slightly revised its current business model for workforce service delivery from a fully in-house or direct provider of Workforce Services to a hybrid model. Through a procurement process, the Board of Directors of CareerSource Tampa Bay has approved and adopted a contracted service provider for specific areas of CSTB service delivery. As the selected provider, CSTB entered into a contract with Educational Data Systems, Inc. (EDSI), a national vendor with solid experience and impact in Workforce Development on the national scene. The change was effective July 1, 2021, and the contract set for the initial contract year and up to an additional 3 years, dependent upon performance and budget. EDSI provides direct workforce services for the following programs:

- One-Stop Operator,
- Career Services,
- RESEA Services,
- Business Services to include Rapid Response services, and
- WIOA Adult and Dislocated Worker Programs

In addition to oversight and guidance for contracted service delivery, CSTB continues to provide direct workforce services for the following programs:

- WIOA Youth Services,
- TANF Programs authorized under the Social Security Act IV, Part A to include a CSTB Summer Hires or summer youth employment program,
- Welfare Transition Program (WTP),

- Supplement Nutrition Assistance Program (SNAP) Employment and Training Services,
- Social Security Administration (SSA) Employment Network and Ticket to Work (TTW) program along with a CSTB sustained Disability Employment program,
- Workforce Grant services through CareerSource Florida or direct Notice of Funding awards,
- Management of our Department of Economic Opportunities (DEO) team members and delivery of workforce services under:
 - Trade Adjustment Assistance Act (TAA) programs,
 - Department of Veteran's Affairs, Veteran's Employment Program (VR&E), Jobs for Veterans State Grant (JVSG), and
 - Migrant Seasonal Farm Worker's (MSFW) program

The amended business model aligns resources and the new structure positions CareerSource Tampa Bay to meet and increase flexibility in its delivery of workforce programs and services, allowing for a swift response to both local and statewide demands and needs, economic shifts, and strategic priorities. CSTB's hybrid model supports, "Hillsborough will have a business-led, market-responsive, results-oriented and integrated workforce development system for local job seekers, employers and our Hillsborough community". This is evidenced by demonstrated progress in the Board of Directors of CareerSource Tampa Bay strategic goals, as stated in the local plan. These goals drive the CSTB Board business model and decisions, including the Board's and Chief Elected Official's continued support seeking an extension of the designation as a Direct Provider of Workforce Services.

CareerSource Tampa Bay Board of Directors 2021-2024 Local Strategic Plan:

The Board's plan is comprised of priorities with goals and tasks to drive workforce service delivery and also adopted a Board Vision and Mission statements:

Priority 1: Connecting Job Seekers to Careers

Priority 2: Future Workforce

Priority 3: Community Awareness

Priority 4: System Redesign

Priority 5: Revenue Diversification

Local Plan: pages 30-33

Vision: Empowering workers to achieve success and drive sustainable, positive change in our community.

Mission: Talent Meets Opportunity at CSTB

We expand career opportunities for individuals and enable success to all workers through comprehensive workforce solutions that meet the needs of the community.

CSTB believes that it is important to develop our local workforce to be competitive and have relevant skills needed in today's workforce. CSTB is a quality-focused, employer-driven,

customer-centered organization, and its mission is to meet the workforce needs of the regional economy. CSTB, with its contracted service provider, works to increase access to opportunities for employment, training, and support that job seekers need to succeed and advance in the labor market inclusive of those with barriers to employment. CSTB strives to align workforce development, education and economic development with regional economic development and key stakeholders and partners to meet the needs of local, regional and state employers as well maintain a high-quality workforce development system.

II. The effective date for when the extension would begin.

This extension is requested to be effective July 1, 2023.

III. The period of time, not to exceed three years that the LWDB will directly provide the service.

This extension is requested to be effective July 1, 2023, and continue through June 30, 2026.

IV. A review of the LWDB's stated reason(s) in its previous request why the LWDB has decided to directly provide the workforce services, and an explanation of how it is still in the best interest of the LWDB's customers that the LWDB continue to provide these services.

A. The CareerSource Tampa Bay Board is committed to meeting CareerSource Florida's challenges of increased flexibility, responding quickly to economic shifts and strategic priorities.

Recap of review:

During the previous 3-year period of 2020 to 2023, the CSTB workforce system accomplished its goal effectively and in a timely manner as the Board has moved quickly to lead industry specific employment and training initiatives through the development of new programs and services such as:

- The Rapid Recovery Response (R3) program serving Covid-19 impacted employers and job seekers with training and employment services and in partnership with our funder, the Hillsborough Board of County Commissioners and a \$15 million grant under the CARES Act serving close to 1,800 job seekers;
- The Apprenticeship-to-Career Empowerment (ACE) program serving local young adults with occupational skills and work-based training in partnership with the Hillsborough Board of County Commissioners which used grant dollars from WIOA and over \$1.5 million in matching grant dollars through our partner, the County and 160 youth served to date;

- Assisting in the development and broadening of Apprenticeship programs in our Hillsborough Community with close to 250 served in a registered apprenticeship program;
- Increased Work-based Training in our locally targeted industries under On-the-Job Training, Paid Work Experience and local Incumbent Work Training adding Adult Paid Work Experience to our service delivery with over 800 documented starts;
- Developed and implemented a Summer Youth Employment program now called Tampa Bay Summer Hires with community partners and stakeholders serving over 1,700 youth;
- Broadened Occupational Skills Training in a high demand occupation with 1,200 documented starts.

Noted performance highlights during the 3-year period are shown below, in spite of the Pandemic heavily impacting our local job seekers and performance:

- WIOA Primary Indicators moved from 12 to 15 number of meets or exceeds metrics in recent quarterly report;
- Utilizing the new LWDB Grading Metrics, which started in PY2021-2022, CSTB received an annual grade of A-, or 90.1 score. In Quarter 1 of PY2022-2023, CSTB succeeded in increasing to a 94.07, or A score;
- Positive growth has been noted under the LWDB Grading system in employer services areas of Business Penetration and Repeat Business.

- B. CareerSource Tampa Bay has realized cost savings in the previous two (2) fiscal years totaling approximately \$628,000 by providing direct services without limiting customer services.

V. A review of the effectiveness of the firewall established by the LWDB to clearly separate existing roles as oversight body for the region's workforce delivery system and its role as the operational services directly provided by the LWDB, and an explanation of changes to be made to the firewall.

- A. CSTB has been selected or otherwise designated to perform the following roles within the local workforce system:
- Administrative entity and Fiscal Agent for the local workforce development area, Hillsborough County.
 - Provider of WIOA Youth
 - Provider of other federally, state, or locally funded services that are consistent with CSTB's purpose and for which the funders contract with CSTB.
- B. Organizational structure:
- CSTB has an organizational chart and functional plan that describes, and differentiates, among the duties and responsibilities performed by each department and unit within the organization.

- Organizational arrangements and reporting hierarchy of managers and staff that provide clear separation of duties, responsibilities, and conflict of interest/confidentiality.
 - Duties and responsibilities are segregated in order to maintain internal controls by separating incompatible functions. For example, the department that initiates a purchase requisition does not perform the function involved in approving, ordering, receiving and accounting for those purchases.
 - In instances where firewall separation are not complete and sufficient, CSTB has established a system of compensating controls to detect, prevent, and overcome any firewall weaknesses that may exist.
- C. Interlocal Agreement
- Written agreement between the Chief Elected Official and CSTB that defines roles and specific functions of the administrative entity and fiscal agent defined the roles and specific functions that are performed by the fiscal agent.
- D. Procurement.
- Firewalls are in place preventing an entity that develops, manages or conducts a competition from also competing for that award or being involved in the selection, award, and administration of the award.
- E. Educational Data Systems, Inc (EDSI) was competitively procured and contracted beginning July 1, 2021 to be the One Stop Operator and direct provider of WIOA Adult and Dislocated Worker Services, Career Services, and certain Business Services. CSTB has 4 separate contracts with EDSI that separates Career Services, One Stop Operator, Business Services and Adult/Dislocated Worker Services.
- F. Monitoring and Audits. CSTB engages a third-party to perform programmatic monitoring. In addition, an independent certified accounting firm conducts the annual audit.
- G. Training services. CSTB does not provide training services. Participants are referred to training delivered by eligible training providers through an individual training account or to work-based training provided by employers.
- H. Board and Committee structure.
- Chief Elected Official (CEO) appoints members of the Board consistent with criteria established under WIOA, criteria established by the Governor, and in accordance with Hillsborough Board of County Commissioners Policy, as amended
 - Authority to appoint, reappoint or revoke the appointment of members to the Board lies solely with the CEO.
 - The Executive Committee, Finance Committee, and Human Resources Committee shall be comprised only of Board members
- I. As described in CareerSource Policy 2012.05.24.A.2 – State and Local Workforce Development Board Contracting Conflict of Interest Policy, each board member must complete a Disclosure and Certification of Conflict of Interest in a Contract form. The form requires notification of conflicts of interest regarding board members and board employees to be disclosed prior to board's voting to approve contracts; board member who benefit financially or who have a relationship with the contracting vendor must abstain from the vote and the contract must be approved by two-thirds vote of the board when a quorum has been established.

VI. An identification of the grant program(s) that fund the workforce service delivery Model.

The grant programs that currently fund the workforce service delivery model include, but are not limited to:

- Workforce Innovation and Opportunity Act (WIOA) Youth
- Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker
- Temporary Assistance for Needy Families (TANF)
- Supplemental Nutrition Assistance Program (SNAP) Employment and Training
- Wagner-Peyser Employment Services (WP)
- Reemployment Services and Eligibility Assessment (RESEA)
- Disabled Veterans Outreach Program (DVOP)
- Local Veteran's Employment Representative (LVER)
- Wagner-Peyser (WP) Career Services
- Trade Adjustment Assistance Training Services (TAA)
- CareerSource Florida grant: Get There Faster serving Veterans and Military Spouses
- National Dislocated Worker grant through DEO: Covid-19 impacted job seekers
- H1B grants through Clark University: Tech Quest and Tech Boost

VII. An analysis of the costs of the services that documents the actual reduction in costs with the LWDB providing the services rather than contracting that service to another provider, and an estimate of such costs and savings for the upcoming period.

CareerSource Tampa Bay's cost savings for the previous two (2) fiscal years totaled approximately \$628,000 by providing direct services.

As stated in IV.B, CSTB's cost savings for the previous two (2) years totaled approximately \$628,000 by providing certain direct services. Fiscal Year 2022 and 2021 resulted in approximately \$255,000 and \$373,000, respectively.

Projected cost savings for the upcoming period, fiscal years 2024, 2025 and 2026, are estimated to total \$380,000, \$391,000 and \$403,000 respectively.

Cost savings are calculated by taking the average indirect cost rate and profit of 15% of certain providers of direct services and multiplying the rate by the total costs of CareerSource Tampa Bay services retained. Total costs are determined by calculating the estimated cost to staff all positions and adding a mid-year cola. Fiscal years 2025 and 2026 total costs factors annual escalation each year.

VIII. A review of any other realized improvement to service delivery and performance outcomes, and description of anticipated improvements.

- A. CareerSource Tampa Bay continues to leverage technology and improved service efficiency as we build out our virtual platform offering our local job seekers and employers a variety of methods to access services and staff.

Our Virtual One-Stop includes:

- CSTB customized Welcome platform or landing page to highlight general job seekers services and Virtual One-Stop content;
- Online assessment to evaluate job seeker interest and aptitude as well soon to guide the job seeker to available programs and services dovetailing with their assessment results;
- Career Exploration modules;
- Training modules that strengthen job seeker competencies to support career planning and professional development;
- Robust resume development module with flexibility to customize and publish to various employer matching systems;
- Mock interview module which supports full recording of a virtual interview for review by job seeker and assisting CSTB staff;
- Virtual appointments;
- Online Application for Summer Hires for Hillsborough young adults and CSTB youth summer employment program. The module includes document upload supporting eligibility determination;
- Online Training in Career Exploration supporting Summer Hires to provide youth workshop training, competency testing and progression as summer youth work through online program;
- Online timekeeper supporting Youth Paid Work Experience under Summer Hires and timekeeping and approval process of employer worksite supervisor and youth;
- Online Employer services including application for services and document upload for employer eligibility seeking services under the CSTB Incumbent Worker program and Summer Hires Paid Work Experience with planning to broaden to include On-the-Job Training;
- Customized administrative dashboard for system management and reporting;
- Planning continues through this program year to bring online WIOA Adult, Dislocated Worker online application, eligibility and enrollment as well as same for WIOA Youth with application development nearing completion and moving soon to implementation.
- Virtual One-Stop services are being piloted within the Hillsborough County School system and offered to local partners and stakeholders to broaden use and access across Hillsborough County.

Metrix Online Training includes:

- Large menu of available training and certification programs are offered to the Hillsborough job seeker
- Access and usage targeted for special populations within the CSTB customer base such as SNAP E&T, WTP, Youth and job seekers with barriers.
- Employer training available for local employer partners
- CSTB staff are directed to also take advantage of available training

Virtual Appointments, Job Fairs and Workshops across programs developed during the Pandemic:

CSTB developed procedures and added software to support virtual meetings during the Pandemic and continue to provide our local job seekers and employers this added method to access staff and services. Through ZOOM and TEAMS under Office 365, staff can schedule virtual meetings and support document submission. The addition of Adobe E-sign covers receipt of authorization and customer signature. Continued use of Premier Virtual Job Fairs also support Virtual Job fairs. CSTB has successfully restored in-person job fairs. Virtual Workshops have been developed and continue to be developed, adding additional services virtually. Example of Success: The Rapid Response Recovery (R3) program under the Cares Act and our partnership with the Hillsborough Board of County Commissioners was effectively run through our Virtual platform serving close to 1,800 local job seekers.

NEW: Career Pathways Portal:

CareerSource Tampa Bay has successfully developed and is currently implementing a Career Pathways portal or online tool available to local job seekers to develop and tailor their individualized career pathway to support new or transitioning talent in their tooling or retooling and supporting local employers in their talent acquisition needs. Job Seekers can generate their own Career Advancement Plan which itemizes their selected career and training selections with contact information to manage their career pathway.

<https://careersourcetampabay.com/job-seekers/career-pathways/>

- B. Under CSTB business services, sector strategy initiatives continue to enhance strategic alignment of service delivery and development of sector partnerships within targeted or high demand industries. A Business and Community Development team has been added to specifically target engagement of new and emerging employers in partnership with Hillsborough County Economic Development and local Hillsborough Chambers or Business associations. CSTB has broadened their Sector Strategists but also eliminated Business Liaisons in an effort to have more boots on the ground in the community. This has helped to expand services to small businesses and Hillsborough businesses in total.
- C. CSTB and our Board continue to host the Tampa Bay Regional Business and Education Summit. This event has been held going on thirteen years and is a sought-after annual event in the Hillsborough community. The last summit, Vision 2022: Shaping the Future of Work, was hosted on January 10, 2022, and was well received

by stakeholders, educational partners and local employers. With close to 150 in attendance, CSTB saw another successful Summit and a summary report was completed to gather input, expand on information and data collected through the year highlighting key indicators from educational and employer partners to continue to monitor trends for the Tampa Bay region and provide a tool in the goal to create a high skilled and competitive workforce to meet the needs of local business. Breakout sessions are a key component of the Summit and are developed by local LMI or future initiatives and lead by a local business leader within the industry sector.

<https://careersourcetampabay.com/vision-2022-business-and-education-summit-january-10th-2022/>

NEW: CSTB is planning a switch up and possibly alternating the Annual Regional Business and Education Summit with a Youth Symposium or Summit lead by local young adults to address the needs of the Tampa Bay region's future workforce.

UPDATE: CSTB conducted an updated Skills Gap Analysis to focus on knowledge, skills and abilities needed to meet the employment needs of the employers within the region including those within in-demand industry sectors and occupations. Aside from specific occupation-related skills needed to perform a job, employers strongly noted soft skills, team contributions and leadership skills as particular importance in today's workplace. The final report is posted and available on the CSTB website.

<https://careersourcetampabay.com/cstb-releases-regional-skills-analysis/>

IX. Documentation that the public was provided a meaningful opportunity for review and comment on the proposed extension for a period not less than 10 days. Any submitted comments must be included.

A request for public comment has been posted of CareerSource Tampa Bay's request for extension of its designation as a Direct Provider of Workforce Services in Hillsborough County on the Board's website (<https://careersourcetampabay.com/about-us/publiccomments/>) February 1st- February 10th, as well as in the Tampa Bay Times, advising the public of the same opportunity to comment.

See Attachment 1 – Public Notice

X. Documentation that the Chief Elected Official has agreed to the planned extension.

See Attachment 2 - Request for Extension

Attachment 1 - Public Notice and Comments

Public Notice on CareerSource Tampa Bay website

CareerSource Tampa Bay (CSTB), Local Workforce Development Board for Area 15, is applying for an extension of their designation as direct service provider of workforce services for Hillsborough County through June 30, 2026.

CSTB's intent to apply for an extension has been published to provide the public with an opportunity to comment on the proposed extension. The Request for Extension may be viewed at the following link [Direct Service Provider – Request for Extension](#).

Public comments must be received no later than February 10th 2023 and can be sent to Anna Munro, VP of Fiscal and Administrative Compliance at munroa@careersourcetb.com (subject line: Provider of Direct Services) or by mail to her attention at CareerSource Tampa Bay, 4350 West Cypress Street, Suite 875, Tampa, FL 33607.

Public Notice on Tampa Bay Times

CareerSource Tampa Bay (CSTB) is applying for an extension of their designation as direct service provider of workforce services in Hillsborough County through June 30, 2026.

CareerSource Tampa Bay, the Local Workforce Development Board for Area 15, hereby publishes its intent to apply for an extension of their designation as a direct provider to provide the public with an opportunity to comment on the proposed extension. The Request for Extension may be viewed at www.CareerSourceTB.com.

Public comments must be received no later than February 10th 2023 and can be sent to Anna Munro, VP of Fiscal and Administrative Compliance at munroa@careersourcetb.com (subject line: Provider of Direct Services) or by mail to her attention at CareerSource Tampa Bay, 4350 West Cypress Street, Suite 875, Tampa, FL 33607.

REQUEST FOR EXTENSION TO PROVIDE DIRECT SERVICES

LWDB Number: 15 LWDB Name: CareerSource Tampa Bay

Contact Name: John Flanagan, President and CEO

Contact Phone Number: 813 397-2024

The Local Workforce Development Board seeks to extend its designation as a direct service provider of certain services by agreement of the Chief Elected Official and the Governor. This extension to the designation of the Local Workforce Development Board as a direct service provider of certain services is to be effective for the period of July 1, 2023 through June 30, 2026.

The signatures below certify agreement to the request for extension submitted by the Local Workforce Development Board and the assurance that the Local Workforce Development Board will operate in accordance with this extension, its Workforce Services Plan, and applicable federal and state laws and regulations.

Chief Elected Official

Chairman, Local Workforce Board

Signature

Signature

Ken Hagan

Sean Butler

Name, printed or typed

Name, printed or typed

Chair, Board of County Commissioners

Board Chair

Title

Title

Signature Date

Signature Date

Attachment 2



Action Item

Financial Disclosure Policy

CareerSource Tampa Bay (CSTB) continues to develop and enhance administrative policies that guide the accountability and transparency of Region 15 workforce development system.

Financial Disclosure Policy articulates the rules that govern the disclosure of financial interest required of members of the board and executive director of CareerSource Tampa Bay.

Recommendation:

Staff recommends approval of the Financial Disclosure policy.



Policy

SECTION: CSTB	POLICY#023-C0001	PAGE: 1 of 2
TITLE: Financial Disclosure	EFFECTIVE DATE: TBD	
REPLACES: N/A	DATED: TBD	

DISTRIBUTION: CAREERSOURCE TAMPA BAY BOARD AND STAFF, AS DEEMED NECESSARY

PURPOSE: To provide guidance to CareerSource Tampa Bay (CSTB) Local Workforce Development Board (LWDB) board members and executive director about policies and procedures to file a statement of financial interest as well as impact if the statement is not filed by the required due date.

BACKGROUND: Section 445.007, F.S., requires that each member of a local board who is not otherwise required to file a full and public disclosure of financial interests under s. 8, Art. II of the State Constitution or s. 112.3144 shall file a statement of financial interests under s. 112.3145. The executive director or designated person responsible for the operational and administrative functions of the local board who is not otherwise required to file a full and public disclosure of financial interests under s. 8, Art. II of the State Constitution or s. 112.3144 shall file a statement of financial interests under s. 112.3145.

POLICY:

What is the purpose of filing disclosure forms?

Financial disclosure is required of public officials and employees because it enables the public to evaluate potential conflicts of interest, deters corruption, and increases public confidence in government. Additional information about statements of financial interests is contained in the Commission's publication [A Guide to the Sunshine Amendment and Code of Ethics](#)

Who must file disclosure?

All elected state and local public officers are required to file a financial disclosure form and many appointed board members also must file. There are certain state and local employees who are also subject to the disclosure filing requirement because of the position they hold or because they have purchasing authority that exceeds \$35,000. For purposes of filing, regional workforce board members and executive directors are considered "local officers" and are required to file with the local Supervisor of Elections in the county where the board member or executive director resides.

Each year, the Florida Commission on Ethics prepares the list of persons holding governmental positions who are required to file financial disclosure for the previous year. The Commission obtains the

name and address of each of these persons from coordinators who have been designated from each State and local government agency.

What Form is required to be filed?

CSTB board members and executive director must file a Statement of Financial Interest Form 1. An example of Form 1 can be found [here](#).

Timeframes for filing

Financial Disclosures must be filed by July 1st, covering the preceding year. Fines begin to accrue if the Form is not filed by September 1st.

Automatic Fines for Failure to File Disclosure on Time

Financial disclosure is due July 1 of each year for the preceding calendar year. A grace period is in effect until September 1. If the disclosure is not filed or postmarked by September 1, an automatic fine of \$25 per day will begin to accrue, and will continue to build until the disclosure is filed, or the fine reaches \$1,500. Fines may be appealed to the Commission, which can waive or reduce the fine, if unusual circumstances prevented the filer from filing on time.

An automatic fine for failure to timely file financial disclosure can be paid online with a credit card and by clicking. Unpaid fines may be recovered through salary withholding, wage garnishment, or referral to a collection agency. In addition, failure to file can result in removal from office or employment.

Departing Board Members or Executive Director

Board members or executive director who leave the board are required to file Form 1F within 60 days of leaving his or her position on the board for the period between January 1 of the year in which the person leaves and the last day of office or employment, unless within the 60-day period the person takes another public position requiring financial disclosure under s. 8, Art. II of the State Constitution, or is otherwise required to file full and public disclosure for the final disclosure period. An example of Form 1F can be found [here](#).

Notice to Public

The local board's website, or the department's website if the local board does not maintain a website, must inform the public that each disclosure or statement has been filed with the Commission on Ethics and provide information how each disclosure or statement may be reviewed. The notice to the public must remain on the website throughout the term of office or employment of the filer and until 1 year after the term on the local board or employment ends.

INQUIRIES: Any questions about this policy should be directed to the VP of Fiscal and Administrative Compliance.



Action Item

Ex-Offender/Returning Citizen Workforce Training Program Agreement

Approve an Agreement between CareerSource Tampa Bay (CSTB) and Hillsborough County (the County) for the Ex-Offender/Returning Citizen Workforce Training Program to develop a workforce training and job placement services program (the Program) for the period April 1, 2023, to September 30, 2024 (term). The County will provide funding for the term of the Agreement in an amount not to \$300,000.

Under this Agreement, CSTB will develop a workforce training and job placement services program for Hillsborough County ex-offenders/returning citizens. The Program will serve as a resource for ex-offenders/returning citizens to increase their employability by providing them training, resources, tools and support services to overcome barriers to employment and successfully transition into employment. It's anticipated that key components of the Program will include career counseling, skills assessment, industry training and certifications, and job placement services.

The Program will be supported in partnership with qualified community-based organizations currently serving this population which will help identify candidates, facilitate training, and engage corporate and private sector employers to participate. Critical outcomes of the Program include providing participants with opportunities for occupational skills training, job placement with a local employer, and industry recognized certifications, where appropriate.

Recommendation:

Staff recommends approval of the Ex-Offender/Returning Citizen Workforce Training Program Agreement.

**AGREEMENT
BY AND BETWEEN
HILLSBOROUGH COUNTY,
A Political Subdivision of the State of Florida
AND
TAMPA BAY WORKFORCE ALLIANCE, INC.,
d/b/a CAREERSOURCE TAMPA BAY
A Florida Non-Profit Corporation**

THIS AGREEMENT (“Agreement”) is entered into by and between **HILLSBOROUGH COUNTY**, a political subdivision of the State of Florida, located at 601 E. Kennedy Boulevard, Tampa, Florida 33602 (“County”) and **TAMPA BAY WORKFORCE ALLIANCE, INC.**, d/b/a CareerSource Tampa Bay, a Florida non-profit Corporation, headquartered at 4350 West Cypress Street, Suite 875, Tampa, FL 33607, (“Agency”).

RECITALS

WHEREAS, the County believes it to be in the public interest to provide operational and support services for an ex-offender/returning citizen workforce training and job placement services program through the Agency for the residents of Hillsborough County who are desirous of such services; and

WHEREAS, the ex-offender/returning citizen workforce training and job placement services program raises interest in and awareness of employment opportunities in Hillsborough County and prepares participants for employment; and

WHEREAS, the County has examined the services and/or facilities of the Agency, and has determined that the Agency provides the facilities and/or services needed by the ex-offender/returning citizen residents of Hillsborough County; and

WHEREAS, the County has determined that the best interests of its citizens will be served by entering into an Agreement with the Agency for the furnishing of services and/or facilities provided by the Agency.

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations contained herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the County and the Agency agree as follows:

**ARTICLE 1
Recitals**

The aforesaid recitals are true and correct and are incorporated herein by reference.

**ARTICLE 2
Scope of Service**

The Agency shall provide the services described in Exhibit “A”, Scope of Services, attached hereto and incorporated herein by reference.

ARTICLE 3
Term of Agreement

This Agreement shall be effective upon execution by both parties and shall cover services provided from April 1, 2023, until September 30, 2024 (“Term”), unless sooner terminated in accordance with this Agreement.

ARTICLE 4
Consideration and Payment

For its performance under this Agreement as described in Exhibit “A” and other applicable terms under this Agreement, the Agency will receive funds from the County, on a reimbursement basis, in an amount not to exceed Three Hundred Thousand Dollard (\$300,000) for the Term.

Payments will be made in accordance with the procedures specified in Exhibit “B”, Method of Payment, and Exhibit “C”, Request for Payment Form, both of which are attached hereto and incorporated herein by reference. The Agency shall submit program performance report(s) in accordance with Exhibit “D”, Program Performance Report, attached hereto and incorporated herein by reference, with all payment requests.

The source of funding for this Agreement is the County's General Operating Funds and does not include any State or Federal funds.

ARTICLE 5
Payment and Reporting Requirements

Expenditure and Payment of funds shall be made in accordance with the Method of Payment as identified in Exhibit “B”, attached hereto and incorporated herein, and Exhibit “C”, attached hereto and incorporated herein. County shall review and approve the Agency’s Method of Payment submission for conformance with this Agreement. The County shall not reimburse the Agency for unallowable expenses.

If the Agency fails to perform any obligation hereunder, County may withhold or adjust the amount of payments due under the Agreement until all obligations are met. The total amount of funding available may also be adjusted as a result of reductions in the level of funding available to the County, and as a result of programmatic changes and budgetary revisions agreed to by the parties. If the Agency fails to provide the services required to be performed under this Agreement, all rights to payment are forfeited.

The County may not honor a late request for payment and will not be liable for non-payment of a late request. The Agency shall submit its final Request for Payment Form, Program Performance Report Form, attached hereto as Exhibit “D” and incorporated herein, and any other required reports within 30 days of the termination or expiration of this Agreement. The County agrees to be bound by the applicable provisions of the Florida Prompt Payment Act, Florida Statutes Sections 218.70., et seq., in connection with this Agreement.

ARTICLE 6
Maintenance and Review of Records

The Agency and its subcontractors providing any of the services required to be performed or provided under this Agreement shall maintain adequate records and accounts, including but not limited to property, personnel and financial records, and supporting documentation to assure a proper accounting of all funds received in connection with this Agreement for a period of three (3) years from the date of final payment of such funds to the Agency, or the termination of this Agreement, whichever occurs later, or such longer period as required by law. (Such three-year or longer period is hereinafter referred to as the "Audit Period"). The County and its authorized agents shall have the right, and the Agency, and its subcontractors, as applicable, will permit the County and its authorized agents, including but not limited to, the County Internal Auditor, to examine all such records, accounts and documentation and to make copies thereof, and excerpts or transcriptions therefrom, and to audit all contracts, invoices, materials, accounts and records relating to all matters covered by this Agreement, including but not limited to personnel and employment records during the Audit Period. All such records, accounts and documentation shall be made available to the County and its authorized agents for audit, examination or copying purposes at any time during normal business hours and as often as the County may deem necessary during the Audit Period. The County's right to examine, copy and audit shall pertain likewise to any audits made by any other agency, whether local, state or federal. The Agency shall insure that any such subcontractor shall recognize the County's right to examine, inspect and audit its records, accounts and documentation in connection with its provision of services required to be provided by the Agency under this Agreement. If an audit is begun by the County or other agency, whether local, state or federal, during the Audit Period, but is not completed by the end of the Audit Period, the Audit Period shall be extended until audit findings are issued. This Article 5 shall survive the expiration or earlier termination of this Agreement.

ARTICLE 7

Financial Reports and Program Reporting Requirements

The Agency shall submit to the County within one hundred and eighty (180) days after the end of the Agency's fiscal year, and otherwise upon request by the County, audited financial statements, which must comply with Generally Accepted Accounting Principles (GAAP), covering the entire Term of this Agreement. If the Agency fails to provide its audited financial statements within the 180-day time period referenced above, then, the Agency shall be in default of the Agreement. Notwithstanding the foregoing, the County may grant the Agency an extension of the 180-day time period to provide its audited financials, but such extension shall be solely at the County's discretion.

ARTICLE 8

Legally Required Statement and Provisions Regarding Access to Records

The Parties acknowledge and agree that the statement and provisions below are required by Florida Statute to be included in this contract for services. The inclusion of this statement and provisions below shall not be construed to imply that the Agency has been delegated any governmental decision-making authority, governmental responsibility or governmental function or that the Agency is acting on behalf of the County as provided under section 119.011(2), Florida Statutes, or that the statement or provisions are otherwise applicable to the CSTB. As stated below, the Agency may contact the County's Custodian of Public Records with questions regarding the application of the Public Records Law; however, the Agency is advised to seek independent legal counsel as to its legal obligations. The County cannot provide the Agency advice regarding its legal rights or obligations.

IF THE AGENCY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AGENCY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

- i) 813-273-3684
- ii) PetrovicJ@HCFLGov.net
- iii) Jaksa Petrovic, Acting Director, Economic Development Department
601 E Kennedy Blvd, 20th Floor, Tampa, Florida 33602

If under this Agreement, the Agency is providing services and is acting on behalf of the County as provided under section 119.011(2), Florida Statutes, the Agency will comply with public records law, and agrees to:

- i) Keep and maintain public records required by the County to perform the services.
- ii) Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 Florida Statutes or as otherwise provided by law.
- iii) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Contract if the Agency does not transfer the records to the County.
- iv) Upon completion of the Agreement, transfer at no cost to the County, all public records in possession of the County or keep and maintain public records required by the County to perform the service. If the Agency transfers all public records to the County upon completion of the Contract, the Agency shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Agency keeps and maintains public records upon completion of the Contract, the Agency shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County.

Failure of the Agency to comply with Chapter 119, Florida Statutes, and/or the provisions set forth above, where applicable, shall be grounds for immediate unilateral termination of this Contract by the County.

ARTICLE 9

Indemnification

To the extent not otherwise limited by applicable law, the Agency shall indemnify, hold harmless, and defend the County and the Hillsborough County Board of County Commissioners ("BOCC"), and the respective agents and employees of the County (all of the foregoing shall

hereinafter collectively be referred to as the “Indemnified Parties”) 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 at the trial and all appellate levels, 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, as a result of any negligent, wrongful, or intentional act or omission, or based on any act of fraud or defalcation by the Agency, its agents, subcontractors, assigns, heirs, and employees during performance under this 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 any of the Indemnified Parties 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 any of the Indemnified Parties by any employee of the Agency, any subcontractor, heir, assign, or 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 type of damages, compensation or benefits payable by or for the Agency or any subcontractor under workers' compensation acts, disability benefit acts or other employee benefit acts. Nothing herein shall be construed to extend any party's liability beyond that provided for in Section 768.28, Florida Statutes. The provisions of this Article shall survive the expiration or termination of this Agreement.

ARTICLE 10

Equal Opportunity: Non-Discrimination Clause

The Agency shall comply with Hillsborough County, Florida - Code of Ordinances and Laws, Part A, Chapter 30, Article II (Hillsborough County Human Rights Ordinance) as amended, which prohibits illegal discrimination on the basis of actual or perceived race, color, sex, age, religion, national origin, disability, marital status, sexual orientation, or gender identity or expression, in employment, public accommodations, real estate transactions and practices, County contracting and procurement activities, and credit extension practices.

The Agency shall also comply with the requirements of all applicable federal, state and local laws, rules, regulations, ordinances and executive orders prohibiting and/or relating to discrimination, as amended and supplemented. All of the aforementioned laws, rules, regulations, ordinances and executive orders are incorporated herein by reference.

At the time of execution of this Agreement by the Agency, the Agency shall submit the information required by Hillsborough County's Equal Opportunity Requirements, which are attached hereto as Composite Exhibit “E” and incorporated herein.

ARTICLE 11

Political Endorsement Prohibition

Pursuant to BOCC Policy No. 02.12.00.00, the Agency shall not engage, participate or intervene in any form of political activities or campaign on behalf of, or in opposition to, any candidate for public office.

ARTICLE 12

Conflict of Interest

The Agency represents that it presently has no interest, and shall acquire no such interest,

financial or otherwise, direct or indirect, nor engage in any business transaction or professional activity, or incur any obligation of any nature which would impede or conflict in any manner with the performance of the scope of service required hereunder.

The Agency warrants to the County that no gifts or gratuities have been or will be given to any County employee or agent, either directly or indirectly, in order to obtain this Agreement.

ARTICLE 13

Compliance With Applicable Laws

The Agency shall comply with the requirements of all applicable federal, state and local laws and the rules and regulations promulgated thereunder including, but not limited to, the Health Insurance Portability and Accountability Act ("HIPAA"), as amended.

ARTICLE 14

Drug Free Workplace

The Agency shall administer, in good faith, a policy designed to ensure that the Agency is free from the illegal use, possession, or distribution of drugs or alcohol.

ARTICLE 15

Public Entity Crimes

The Agency hereby represents and warrants that it has not been convicted of a public entity crime and that it is not on the State of Florida's convicted vendor list. The Agency also represents that it is not prohibited from entering into this Agreement by Section 287.133, Florida Statutes.

ARTICLE 16

Termination of Agreement

In addition to the exercise of any other remedies available to it at law or in equity, the County may terminate this Agreement for the Agency's non-performance, as solely determined by the County, upon no less than twenty-four (24) hours written notice to the Agency.

The County also may terminate this Agreement without cause upon thirty (30) days prior written notice to the Agency. In the event of termination by the County hereunder, the Agency shall not incur any new obligations after notification of the effective date of termination. The County shall pay the Agency for services undertaken by the Agency prior to the effective date of the termination. Any costs incurred by the Agency after the effective date of the termination will not be reimbursed.

ARTICLE 17

Headings

Article headings have been included in this Agreement solely for the purpose of convenience and shall not affect the interpretation of any of the terms of the Agreement.

ARTICLE 18

Waiver

A waiver of any performance or default by either party shall not be construed to be a continuing waiver of other defaults or non-performance of the same provision or operate as a waiver of any subsequent default or non-performance of any of the terms, covenants, and conditions of this Agreement. The payment or acceptance of fees for any period after a default shall not be deemed a waiver of any right or acceptance of defective performance.

ARTICLE 19
Additional Rights and Remedies

Nothing contained herein shall be construed as a limitation on such other rights and remedies available to the parties under law or in equity which may now or in the future be applicable.

ARTICLE 20
Order of Precedence

In the event of any conflict between the provisions of this Agreement and the Exhibits, then the provisions of the Agreement shall take precedence over the provisions of the Exhibits.

ARTICLE 21
Governing Laws; Venue

This Agreement shall be governed by the laws, rules, and regulations of the State of Florida, and venue shall be in Hillsborough County, Florida.

ARTICLE 22
Severability

In the event any section, sentence, clause, or provision of this Agreement is held to be invalid, illegal or unenforceable by a court having jurisdiction over the matter, the remainder of the Agreement shall not be affected by such determination and shall remain in full force and effect.

ARTICLE 23
Survivability

Any term, condition, covenant or obligation which requires performance by either party subsequent to termination of this Agreement shall remain enforceable against such party subsequent to such termination.

ARTICLE 24
Third Party Beneficiaries/Independent Contractor

This Agreement is for the benefit of the County and the Agency. No third party is an intended beneficiary so as to entitle that person to sue for an alleged breach of this Agreement. Agency acknowledges and agrees that it is acting as an independent contractor in performing its obligations hereunder and not as an agent, officer or employee of the County.

ARTICLE 25
Modifications

This writing embodies the entire Agreement and understanding between the parties hereto and there are no other agreements and/or understandings, oral or written, with respect to the subject matter hereof, that are not merged herein and superseded hereby. This Agreement only may be amended or extended by a written instrument executed by the County and the Agency expressly for that purpose.

ARTICLE 26

Assignment

This Agreement may not be assigned or subcontracted in whole or in part without the prior written consent of the County.

ARTICLE 27

Notices

All notices required or permitted to be given by a party under this Agreement shall be in writing and be sent to the other party by United States certified mail, return receipt requested, overnight delivery service or personal delivery with signature verification, and shall be addressed as follows:

A. COUNTY:

Ron Barton, Assistant County Administrator
Economic Prosperity

To the following address for U.S. mail:

Post Office Box 1110
County Center – 20th Floor
Economic Prosperity
Tampa, Florida 33601 – 1100

*And to the following address for overnight
delivery service, certified mail or personal delivery:*

County Center – 20th Floor
Economic Development Department
601 E. Kennedy Boulevard
Tampa, Florida 33602

B. AGENCY

Mr. John Flanagan, CEO
CareerSource Tampa Bay
4350 West Cypress Street, Suite 875
Tampa, FL 33607
Telephone: (813) 397-2024
Email: flanaganj@careersourcetampabay.com

Any notice sent in accordance with this Article shall be deemed given two (2) days after deposit in the U.S. Mail, if sent by certified mail, return receipt requested, overnight delivery service or personal delivery. The act of refusal by a party of delivery of a notice sent in accordance with this Article shall be deemed acceptance of such notice by such party. Either party may change its notice

address at any time by providing to the other party a notice of that change sent in conformance with the requirements of this Article 30.

ARTICLE 28

Fiscal Non-Funding Clause

This Agreement is subject to funding availability. In the event sufficient budget funds to fund this Agreement become reduced or unavailable, the County shall notify the Agency of such occurrence, and the County may terminate this Agreement, without penalty or expense to the County, upon no less than twenty-four (24) hours written notice to the Agency. The County shall be the final authority as to the availability of funds and how available funds will be allotted. If this Agreement is funded in whole or in part by Federal or state dollars which are reduced or become unavailable, the County shall notify the Agency of such occurrence and the County may terminate this Agreement, without penalty or expense to the County, upon no less than twenty-four (24) hours written notice to the Agency.

ARTICLE 29

Project Publicity

Pursuant to the BOCC Policy No. 10.04.00.00, any news release or other type of publicity pertaining to the services performed by the Agency pursuant to this Agreement must recognize the contribution of the County. The Agency being a not-for-profit corporation receiving public funding or non-monetary contributions through the County shall recognize the County for its contribution in all promotional materials and at any event or workshop for which County funds are allocated. Any news release or other type of publicity must identify the County/BOCC as a funding source. In written materials, the reference to the County must appear in the same size letters and font type as the name of any other funding sources.

ARTICLE 30

Electronic Signatures Authorized

The parties agree that this Agreement and all documents associated with the transaction contemplated herein may be executed by electronic signature in a manner that complies with Chapter 668, Florida Statutes, and as approved by the Hillsborough County Board of County Commissioners in Resolution R15-025 on February 4, 2015.

ARTICLE 31

E-Verify Requirement

To comply with Executive Order 12989 (as amended, the State of Florida Executive Order No. 11-116 and Section 448.095(2), Fla. Stat., the Agency agrees to utilize the U.S. Department of Homeland Security's E-Verify System (<https://e-verify.uscis.gov/emp>) to verify the employment eligibility status of all new employees hired by the Agency during the term of the Agreement. If the Agency enters into a contract with a subcontractor for the services to be provided hereunder, the subcontractor must provide the Agency with an affidavit stating that the subcontractor does not employ, contract with or subcontract with an unauthorized alien, a copy of which affidavit(s) shall be maintained by the Agency for the duration of the Agreement or longer as provided in Article 6.

ARTICLE 32
Entire Agreement


The foregoing constitutes the entire Agreement between the parties with respect to the subject matter contained herein.

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IN WITNESS WHEREOF, the Agency and the County respectively, have caused this Agreement to be executed by their duly authorized representatives.

ATTEST: Cindy Stuart
Clerk of the Court

HILLSBOROUGH COUNTY:

By: 
Deputy Clerk

By: 
Name: Ken Hagan
Title: Chair, Board of County Commissioners

February 1, 2023

Date

February 1, 2023

Date



Approved as to Form and
Legal Sufficiency:

By: Katherine M. Benson
Assistant County Attorney

**AGENCY: TAMPA BAY WORKFORCE
ALLIANCE, INC., d/b/a
CAREERSOURCE TAMPA BAY**

By: _____
Name: Sean Butler
Title: Chair, Board of Directors of
CareerSource Tampa Bay

Date

BOARD OF COUNTY COMMISSIONERS
HILLSBOROUGH COUNTY FLORIDA
DOCUMENT NO.

23-0143

ACKNOWLEDGMENT OF AGREEMENT

STATE OF FLORIDA

COUNTY OF HILLSBOROUGH

SWORN TO OR AFFIRMED before me by means of ☐ physical appearance OR ☐ online notarization this _____ day of _____, 2023, by _____, who is ☐ personally known OR ☐ produced identification in the form of _____.

Notary Public, State of Florida

My Commission Expires:

Printed Name of Notary

EXHIBIT “A” SCOPE OF WORK

AGENCY: CareerSource Tampa Bay

PROGRAM: Ex-Offender/Returning Citizen Workforce Training Program

PRIMARY GOAL: To provide operational and support services for the delivery of workforce training and placement services to Hillsborough County ex-offenders/returning citizens to develop a pipeline of talent with foundational employability skills and aptitude to obtain employment. These citizens may not have sufficient levels of workforce skills or experience to competitively re-enter the workforce in today’s economy. The Program will introduce participants to the skills and traits necessary to improve their employability and raise their interest in and awareness of career opportunities within Hillsborough County, as well as engage employers in providing employment opportunities for ex-offenders/returning citizens.

PART I – Scope of Services

The Agency shall provide the following approved Scope of Services on which the County funding is based.

The Agency will provide the following deliverables:

- | | |
|--|-----------------|
| 1) Management & Administration | Up to \$300,000 |
| Services to be provided: Provide up to eighteen (18) Units of Service. A “Unit of Service” is defined as one (1) month of Program development and delivery or operational support by the Agency. The Unit of Service rate of pay for units 1–17 is Sixteen Thousand Six Hundred Sixty-Six Dollars (\$16,666) and the Unit of Service rate of pay for unit 18 is Sixteen Thousand Six Hundred Seventy-Eight Dollars (\$16,678), during the Term. The not-to-exceed total amount is Three Hundred Thousand Dollars (\$300,000) during the Term (April 1, 2023 – September 30, 2024). | |

The Agency will provide the following services:

The Agency will develop a workforce training and job placement services program (Program) for Hillsborough County ex-offenders/returning citizens to develop a pipeline of talent with foundational employability skills and aptitude to obtain employment. The Program will serve as a resource for ex-offenders/returning citizens to increase their employability by providing them training, resources, tools, and support services to overcome barriers to employment and successfully transition into employment. Eligible Program participants are exempt from the age requirements established for the Apprenticeship to Career Empowerment (ACE) Program, should they participate in that program.

Management and administrative services shall include, but not be limited to, overseeing staff and day-to-day operations, serving as the first point of contact for Program participants, negotiation of contracts related to Program implementation, providing centralized operations and procedures for delivery of services, and submitting reimbursement requests and performance reports. More specifically, the costs associated with direct and indirect staff shall include, but not be limited to: Finance staff to process invoices, manage budget and forecasting, reporting requirements; and

Program and Contract staff to recruit participants, enroll in services, facilitate documentation for eligibility, enrollment, participant management.

The Agency will connect Program participants to employment assistance services, which includes but is not limited to, work readiness and employability skills training; financial literacy supports; career pathway guidance and skill development resources; including digital literacy and internet access supports; placement services; mentoring; and enrollment into the Employ Florida online employment assistance system. Employ Florida is the Agency's online tool specifically designed to help connect employers and job seekers and is another tool of their network of workforce services and resources. Enrolled participants will be able to search for a job and apply online, post a resume, research labor market information and trends, and find information on employers that may be of interest to them.

The Program will be supported in partnership with qualified community-based organizations currently serving this population which will help identify candidates, facilitate training, and engage corporate and private sector employers to participate. Critical outcomes of the Program include providing participants with opportunities for occupational skills training, job placement with a local employer, and industry-recognized certifications, where appropriate.

The Agency shall maintain the necessary back-up information to document the delivery of the services. An Exhibit D, Program Performance Report form, attached hereto and incorporated herein, shall be submitted with each Exhibit C, Request for Payment form, attached hereto and incorporated herein. The Exhibit D, Program Performance Report form, must provide the project details for each period to document the progress in delivering the services and include: list of participants served and services provided, participants home address, participants employment status, participants Employ Florida enrollment status, training provider name and address (if applicable), employer name and address (if applicable), supporting documentation (certificates of completion, etc.), and immediate outcomes when possible. Since there may be a lag in compiling information for each Program Performance Report, the latest available data for each reporting period will be acceptable during the Term.

A Final Program Performance Report is due within thirty (30) days after the end of the Term, or termination, of this Agreement, outlining the Agency's efforts, accomplishments, deliverables, benchmarks, performance measures and results covering the Term.

The County reserves the right to request any additional documentation necessary to document the residency of participants in the Agency's programs for which payment is being sought.

PART II – Total Consideration

For its performance under this Agreement, the Agency will receive funds from the County, on a reimbursement basis not-to-exceed Three Hundred Thousand Dollars (\$300,000) during the Term. Notwithstanding the foregoing, if the Agency fails to submit proper Request for Payment forms up to \$300,000 for the Term of this Agreement, then, any remaining portions thereof which the County has not disbursed to the Agency shall not be available for reimbursement.

If the County determines, through its inspection or review, that the Agency has performed, or is performing fewer than the total agreed upon Units of Service, the total consideration paid to the Agency shall be subject to a pro-rata reduction.

The County shall reimburse the Agency for the amount set forth in the proper Request for Payment Form up to the Unit Rate. If the invoiced amount is more than the Unit Rate and is supported by the appropriate documentation and the Agency has not been reimbursed for the entire Unit Rate in a previous period, the County shall reimburse the Agency for the amount that is set forth in the proper Request for Payment Form up to the amount that is reimbursable for the current Unit Rate and any unreimbursed amount for the Unit Rate in previous periods.

In addition to the BOCC Policy No. 10.04.00.00, that any news release or other type of publicity pertaining to the services performed by the Agency pursuant to this Agreement must recognize the contribution of the BOCC, any project announcement or publicity event resulting from efforts of the Agency, will be planned in cooperation with the County's Economic Development and Communications Departments for purposes of coordinating County's official County protocol and public recognition. Prior notification to these two Departments for such events will be no less than fifteen (15) working days whenever possible.

Although, not required in this Agreement, the County would be interested in any customer satisfaction surveys or information regarding the delivery of services funded by this Agreement which helps in identifying best practices or improving the services.

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**EXHIBIT “B”
METHOD OF PAYMENT**

AGENCY: CareerSource Tampa Bay

PROGRAM: Ex-Offender/Returning Citizen Workforce Training Program

Funding in accordance with agreed to amounts will be made upon receipt of a completed Request for Payment Form, Exhibit “C”, and Program Performance Report, Exhibit “D”. No modifications to the budget shall be funded unless prior written approval has been granted by the County Administrator, or designee. In no event, however, shall payments to the organization exceed \$300,000. However, all funding under this Agreement is subject to availability and the amount may be reduced. The County shall be the final authority as to the availability of funds and how available funds will be allotted. A current certificate of insurance is required before payment. Individual participant files are to be available for on-site review.

Reimbursement requests may be submitted on a monthly or quarterly basis with proper backup. Reimbursement requests shall not be submitted for a period less than one month. If the County determines, through its inspection or review, that the Agency has performed, or is performing less than the total agreed upon services, payments to the Agency shall be subject to a pro-rata reduction. Performance will be measured by units, if applicable, or on a percentage of primary service goals completed. Payment of the reimbursement request shall be made within fifteen (15) business days after approval of such request by the County.

The County’s Fiscal Year commences on October 1st and ends on September 30th of the following calendar year. Invoices with supporting documentation for services delivered between October 1st and September 30th must be received no later than September 30th of each year to allow closeout of the County’s Fiscal Year.

No County funds will be expended for the Agency’s purchase of equipment, food, beverages or entertainment costs, business memberships or for any event or client services conducted outside of Hillsborough County.

With each request for payment the Agency will provide a Program Performance Report that shall include the project detail report, the list of participants served, participants home addresses, employer name and address, and other information identified in the agreed upon Scope of Services, detailed in Exhibit “A”.

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EXHIBIT "C"
REQUEST FOR PAYMENT FORM

HILLSBOROUGH COUNTY ECONOMIC DEVELOPMENT DEPARTMENT
P.O. BOX 1110, TAMPA, FLORIDA 33601
(813) 272-6212

AGENCY: CareerSource Tampa Bay

PROGRAM: Ex-Offender/Returning Citizen Workforce Training Program

REQUEST NUMBER: _____ MONTH: _____ AMOUNT: \$ _____

FINANCIAL STATUS REPORT

BUDGET CATEGORIES	TOTAL (ANNUAL) APPROVED BUDGET	EXPENDITURES		REMAINING BALANCE \$
		CURRENT REQUEST \$	YTD REQUESTS \$	
Management & Administration (Up to \$16,666 per unit for units 1-17; and up to \$16,678 for unit 18)	\$300,000			
Up to TOTAL:	\$300,000			

I certify that the service covered by this request have been provided to the County in accordance with the terms and conditions of the Agreement and that the documentation provided in the attached Program Performance Report is true, accurate, and complete.

Authorized Agency Signature Title Date

=====

FOR COUNTY USE ONLY

ACCT CODE: _____ SUPPLIER: _____

P.O. #: _____

I verify that Hillsborough County (based upon certification of Agency Official) has received the goods and/or services.

<u>TYPE OF REVIEW</u>	<u>APPROVED</u>	<u>DATE</u>
FISCAL	_____	_____
PROGRAMMATIC	_____	_____
DIRECTOR	_____	_____
	Ron Barton, Economic Prosperity	

COMMENTS: Payment of the reimbursement request shall be made within fifteen (15) business days after approval of such request by the County.

EXHIBIT "D"
PROGRAM PERFORMANCE REPORT

AGENCY: CareerSource Tampa Bay

PROGRAM: Ex-Offender/Returning Citizen Workforce Training Program

REPORT PERIOD _____ THROUGH _____

PERCENTAGE OF AGREEMENT COMPLETED _____%

I. ACCOMPLISHMENTS:

II. PROBLEMS:

III. STATUS REPORT ON PROVISION OF SERVICES: (include report period and year-to-date)

<u>UNITS OF SERVICE PROVIDED</u>	<u>PROGRAM GOAL</u>	<u>REPORT PERIOD</u>	<u>TERM TO DATE</u>	<u>% OF GOAL COMPLETED</u>
Ex-Offender/Returning Citizens Program	<u>18</u>	_____	_____	_____

IV. OTHER COMMENTS:

SUPPORTING ATTACHMENTS: With each Request for Payment, a Program Performance Report must provide the project details for each period to document the progress in delivering the services. Each Request for Payment shall include the project detail report, the list of participants served, participant's home addresses, employer name and address, and amount paid to each youth.

A Final Program Performance Report will summarize the results of the Program and attach the Payroll Register and Project Detailed Expense reports. The list of the number of youths served shall total no less than the dollar amount requested divided by the Unit Rate. Individual youth files are to be available for on-site review.

INSTRUCTIONS FOR PROGRAM PERFORMANCE REPORT

THE PURPOSE OF THIS REPORT IS TO PRESENT A CONCISE REVIEW SUMMARIZING THE AGENCY'S ACTIVITIES FOR THE COUNTY FUNDED PROGRAM. USE ADDITIONAL PAGES ONLY IF NECESSARY/REQUIRED.

Agency: Provide name of Agency as it appears on your Agreement.

Program: Provide title of the program or general service area as contracted.

Report Period: Identify dates covered by this narrative report. After the first report, begin with ending date of the previous report.

- I. Accomplishments
Highlight significant or major accomplishments in the County funded program during the report period.
- II. Problems
Provide a description of the problems that were encountered during this report period which would have a negative impact on the program. Also, provide a plan for a corrective action, to include time of implementation, effect on the program, and indicate if there is a need to modify the program, goals, Agreement or funding.
- III. Status Report on Provision of Services, Goals and Objectives (Report period and year-to-date)
Report statistically on program goal achievements for report period and year-to-date total.
- IV. Other Comments
Use this section for general remarks regarding Agency, etc. General information to assist in understanding the program's operation and purpose may be included.

With each Program Performance Report, attach details on Performance. See Exhibit "A", Scope of Service, for detailed deliverables, benchmarks and performance measures to be part of each Program Performance Report. Additional Financial Reporting and documentation are detailed in Exhibit "B".

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EXHIBIT “E”

EQUAL EMPLOYMENT OPPORTUNITY – APPLICABLE STATUTES, ORDERS AND REGULATIONS

HILLSBOROUGH COUNTY, FL

- Hillsborough County Human Rights Ordinance, Hillsborough County Code of Ordinances and Laws, Part A, Chapter 30, Article II, as amended, prohibits illegal discrimination on the basis of actual or perceived race, color, sex, age, religion, national origin, disability, marital status, sexual orientation, or gender identity or expression, in employment, public accommodations, real estate transactions and practices, County contracting and procurement activities, and credit extension practices.
- Hillsborough County Home Rule Charter, Article IX, Section 9.11, as amended, provides that no person shall be deprived of any right because of race, sex, age, national origin, religion, disability, or political affiliation. Printed in Hillsborough County Code of Ordinances and Laws, Part A.

STATE

- Florida Constitution, Preamble and Article 1, § 2 protect citizens from being deprived of inalienable rights because of race, religion, national origin, or physical disability.
- Florida Statutes § 112.042, requires nondiscrimination in employment by counties and municipalities, on the basis of race, color, national origin, sex, handicap, or religion.
- Florida Statutes § 112.043, prohibits age discrimination in employment.
- Florida Statutes § 413.08, provides for rights of an individual with a disability and prohibits discrimination against persons with disabilities in employment and housing accommodations.
- Florida Statutes § 448.07, prohibits wage rate discrimination on the basis of sex.
- Florida Civil Rights Act of 1992, Florida Statutes §§760.01 – 760.11, as amended.
- Florida Statutes §509.092, prohibits refusing access to public lodging on the basis of race, creed, color, sex, physical disability or national origin.
- Florida Statutes §725.07, prohibits discrimination on the basis of sex, marital status or race in loaning money, granting credit or providing equal pay for equal services performed.
- Florida Fair Housing Act, Florida Statutes §§760.20 – 760.37.
- Florida Statutes §760.40, provides for the confidentiality of genetic testing.
- Florida Statutes §760.50, prohibits discrimination on the basis of AIDS, AIDS-related complex, and HIV.
- Florida Statutes §760.51, provides for remedies and civil penalties for violations of civil rights.
- Florida Statutes §760.60, prohibits discriminatory practices of certain clubs.
- Florida Statutes §760.80, provides for minority representation on boards, commissions, council, and committees.

FEDERAL

- Section 1 of the Fourteenth Amendment to the United States Constitution, U.S. Const. amend. XIV, § 1.
 - Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq.
 - Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e et seq., as amended by the Equal Employment Opportunity Acts of 1972 and 1975, the Civil Rights Act of 1991, P. L. 102-166, 105 Stat. 1071, and the Lilly Ledbetter Fair Pay Act of 2009, P. L. 111-2, 123 Stat. 5.
 - Civil Rights Act of 1866 and the Enforcement Act of 1870, 14 Stat. 27 and 16 Stat. 140, 42 U.S.C. § 1981.
 - Title VIII of the Civil Rights Act of 1968, Fair Housing Act, P. L. 90-284, 82 Stat. 73, 42 U.S.C. 3601 et seq.
 - Civil Rights Restoration Act of 1987, P. L. 100-259, 102 Stat. 28.
 - Civil Rights Act of 1991, P. L. 102-166, 105 Stat. 1071.
 - Equal Opportunity Regulations, 41 CFR § 60-1.4, as amended.
 - Standards for a Merit System of Personnel Administration, 5 CFR § 900.601 et seq.
 - Executive Order 11246, Equal Employment Opportunity, and its implementing regulations, including 41 CFR § 60-2 (Revised Order 4).
 - Rehabilitation Act of 1973, P. L. 93-112, 87 Stat. 355, as amended.
 - Interagency Agreement promulgated on March 23, 1973.
 - Executive Order 12250, Leadership and Coordination of Nondiscrimination Laws.
 - Age Discrimination in Employment Act of 1967, 29 U.S.C. § 621 et seq., P. L. 90-202, as amended.
 - Age Discrimination Act of 1975, 42 U.S.C. § 6101 et seq., P. L. 94-135, 89 Stat. 728, as amended.
 - Older Americans Amendments of 1975, 42 U.S.C. § 3001 et seq., P. L. 94-135, 89 Stat. 713.
 - Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq., as amended by the ADA Amendments Act of 2008, P. L. 110-325, 122 Stat. 3553.
 - Vietnam Era Veterans’ Readjustment Assistance Act of 1974, 38 U.S.C. § 4212, as amended.
 - Section 14001 of Consolidated Omnibus Budget Reconciliation Act of 1985, as amended.
 - State and Local Assistance Act of 1972, as amended.
 - Office of Management and Budget Circular A-102, Grants and Cooperative Agreements with State and Local Governments, as amended.
 - Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 40 C.F.R. §§ 5.100-5.605.
 - Executive Order 13673, Fair Pay and Safe Workplaces.
- * “The above are not intended to be a complete list of all applicable local, state, or federal statutes, orders, rules or regulations, as they may be amended from time-to-time, or added to (newly promulgated) from time-to-time, during the term of this contract.”

If applicable, and required by 41 CFR 60-1.4 or other federal law or regulation, during the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- (3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: *Provided, however,* That in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States

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HILLSBOROUGH COUNTY EQUAL EMPLOYMENT OPPORTUNITY AFFIRMATIVE ACTION QUESTIONNAIRE

AGENCY: CareerSource Tampa Bay

PROGRAM: Ex-Offender/Returning Citizen Workforce Training Program

AGENCY CIVIL RIGHTS STATUS

The responding AGENCY is requested to carefully review the following questions and provide responses as it relates to the AGENCY'S own affirmative action and equal opportunity practices.

Please respond to the following:

1. *Provide a copy of the AGENCY'S Affirmative Action Plan or Program (If not submitted within the past twelve (12) months). Review what was submitted in 11.15.2021 – this will be sector strategies svcs agreement **attached, Affirmative Action Policy Statement and Program**
 2. Workforce Analysis by race/sex and EEO category. **See page 24**
 3. If the AGENCY receives federal/state/local funding, please list source and dollar amount. **Attached, Fiscal Year Ending 6.30.2022**
 4. Name of person designated as EEO representative. **Doug Tobin**
 5. Is the AGENCY receptive to on-site reviews? **Yes**
 6. Does the AGENCY have a procedure for resolving discrimination complaints? **Yes**
 7. Has the AGENCY been charged with discrimination within the past eighteen (18) months? If yes, how many charges, nature of charge; when; and where? **Over the past 18 months, the agency has had three charges of wrongful discharge through the EEOC. The first charged was presented in September 2021 which was mitigated through the EEOC process and settled during medication in January 2022 with CSTB claiming no wrongful termination. Another discrimination case presented to EEOC in December 2022, but it was successfully discharged by EEOC in that same month. The current wrongful discharge claim was presented in October 2022 and is currently in the EEOC process.**
 8. Does the AGENCY anticipate hiring additional staff to perform this contract? **unknown** If yes, please provide the number of positions and type of positions.
 9. Please provide a copy of the AGENCY'S Affirmative Action/Equal Employment Opportunity Policy Statement, signed and dated by the Chief Executive Officer (If not submitted within the past 12 months). **attached, Affirmative Action Policy Statement and Program**
- *A written Affirmative Action Plan or Program is required if the AGENCY has 15 or more employees. If the AGENCY has fewer than 15 employees, then an Affirmative Action Policy Statement is required. Review what was submitted in **attached, Affirmative Action Policy Statement and Program**

SANCTIONS AND PENALTIES

1. Failure to comply with the Equal Opportunity and Affirmative Action requirements adopted by the Board of County Commissioners of Hillsborough County may result in suspension or debarment of the firms or individuals involved. Debarment of firms by Hillsborough County for activity contrary to this program will be carried out according to the debarment procedures contained in the Hillsborough County Procurement Manual. Said firm or individual will be notified by registered mail of said suspension or debarment and may appeal suspension or debarment through the procedure set forth in the Procurement Manual.
2. The Board of County Commissioners encourages each proposer/bidder to submit EEO documentation with the bid.
3. The Board of County Commissioners also reserves the right to reject any proposals from firms who have previously failed to perform properly and who have done so by commission or omission of an act of such serious or compelling nature that the act indicates a serious lack of business integrity or honesty or willingness to comply.

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EXHIBIT "E"
EQUAL EMPLOYMENT OPPORTUNITY WORKFORCE ANALYSIS

AGENCY: CareerSource Tampa Bay

PROGRAM: Ex-Offender/Returning Citizen Workforce Training Program

JOB CATEGORY*	TOTAL EMPLOYEES		MALES					FEMALES				
	MALE	FEM	WHT	BLK	HISP	API	AI	WHT	BLK	HISP	API	AI
OFFICIALS and MANAGERS	10	18	6	2	1	1		8	5	4	1	
PROFESSIONALS	3	5	2		1			1	1	3		
TECHNICIANS	1		1									
SALES WORKERS												
OFFICE and CLERICAL	13	31	4	5	4			7	13	11		
CRAFTSMAN (SKILLED)												
OPERATIVES (SEMI-SKILLED)												
LABORERS (UNSKILLED)	1				1							
SERVICE WORKERS												
TOTAL	28	54	13	7	7	1		16	19	18	1	

***JOB CATEGORIES AS PROVIDED HEREIN, ARE THOSE CATEGORIES IDENTIFIED AND USED IN EEO (1-6) REPORTING REQUIREMENTS REQUIRED FROM EMPLOYERS BY THE FEDERAL GOVERNMENT.**

(DO NOT LEAVE THIS PAGE BLANK)

HISP: HISPANIC

API: ASIAN/PACIFIC ISLANDER

AI: AMERICAN INDIAN

(REV) BID/EEO/G

EXHIBIT "E" (continued)

The Agency's failure to complete the requirements of these pages may result in the termination of this Agreement.

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE

The undersigned Agency, by the signature of its corporate officer below represents that the foregoing information is true and correct. The undersigned Agency by the signature of its corporate officer below provides assurance to Hillsborough County of its compliance with Federal, State and County Affirmative Action and Equal Opportunity requirements. The undersigned Agency further assures that it and its subcontractors' facilities are accessible to persons with disabilities.

IN WITNESS WHEREOF, this Equal Employment Opportunity Questionnaire is hereby signed as of the date indicated below.

ATTEST: Attest for the Agency
(Two Witnesses Required)

AGENCY: Tampa Bay Workforce Alliance, Inc.,
d/b/a CareerSource Tampa Bay

By: Anna Munro

By: Sheila Doyle
(Signature of Authorized AGENCY Representative)

Print Name: Anna Munro

Print Name: Sheila Doyle

By: Kayla Sizemore

Date Signed: 1/18/2023

Print Name: Kayla Sizemore

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TAMPA BAY WORKFORCE ALLIANCE, INC.
Schedule of Expenditures of Federal Awards
Year Ended June 30, 2022

Federal/State Agency Pass-Through Entity/ Program Title	Assistance Listing Number	Pass-Thru Entity Identifying Number	Federal Expenditures	Amount to Subrecipients
U.S. Department of Agriculture				
Passed through the Department of Economic Opportunity: Supplemental Nutrition Assistance Program Cluster	10.561	39477, 40548, 41336	\$ 591,565	\$ 57,505
Total U.S. Department of Agriculture			591,565	57,505
U.S. Department of Labor				
Passed through the Department of Economic Opportunity: Employment Service Cluster:				
Wagner Peyser	17.207	39202, 40438, 40698	2,064,586	-
Military Spouse	17.207	40455	121,156	-
Disabled Veterans Outreach Program	17.801	39543, 41055	173,404	-
Local Veterans Employment Representative Program	17.804	39563, 41076	72,912	-
Subtotal Employment Service Cluster			2,432,058	-
Reemployment Services and Eligibility Assessment	17.225	38963, 40010	683,456	555,641
Trade Adjustment Assistance	17.245	39497, 40685, 39360, 40684	117,422	-
National Dislocated Worker Grant Disaster-FL-COVID-19	17.277	38894	353,385	24,266
Workforce Innovation and Opportunity Act (WIOA) Cluster:				
WIOA Adult	17.258	39250, 39311, 39335, 40175, 40844	3,008,209	1,531,305
WIOA Dislocated Worker	17.278	39226, 39311, 39335, 40199, 40355, 40844	4,069,035	848,762
WIOA Youth	17.259	39069, 39311, 39335, 40064	4,535,388	882,642
Subtotal WIOA Cluster			11,612,632	3,262,709
Subtotal Department of Economic Opportunity			15,198,953	3,842,616
Passed through The Trustees of Clark University:				
H-1B Job Training Grant (Tech Quest Apprenticeship)	17.268	HG-33043-19-60-A-25	26,565	-
Subtotal The Trustees of Clark University			26,565	-
Total U.S. Department of Labor			15,225,518	3,842,616
U.S. Department of Health and Human Services				
Passed through the Department of Economic Opportunity: Temporary Assistance for Needy Families	93.558	38515, 39134, 39406	3,508,159	423,761
Total U.S. Department of Health and Human Services			3,508,159	423,761
Total Federal Awards			\$ 19,325,242	\$ 4,323,882

See Notes to Schedule of Expenditures of Federal Awards

Tampa Bay Workforce Alliance, Inc.
dba CareerSource Tampa Bay (company's name)

AFFIRMATIVE ACTION POLICY STATEMENT

Tampa Bay Workforce Alliance, Inc.

It is the policy of dba CareerSource Tampa Bay (company's name) to give equal opportunity of employment to all qualified persons without regard to:

- *Age
- *Sex
- *Race
- *Color
- *Religion
- *National Origin
- *Mental or Physical Disability
- *Marital Status
- *Sexual Orientation
- *Gender Identity or Expression

and to take affirmative action to provide equal opportunity to all qualified persons in all personnel actions including, but not limited to:

- *Recruitment and Hiring
- *Compensation and Other Employee Benefits
- *Training
- *Promotion and Demotion
- *Layoff and Termination

It is also our policy to take affirmative action in the employment and advancement in employment of qualified individuals with disabilities, disabled veterans, and veterans of the Vietnam Era.

Discrimination complaints should be directed to Doug Tobin, EEO Officer
(responsible individual's name and title) who will conduct an investigation, notify all concerned parties of the results of the investigation, and take corrective action if the complaint is found to have basis.

It is further our policy to comply with all applicable Federal, State and local laws, regulations, orders and ordinances with respect to Equal Employment Opportunity and Affirmative Action.



Chief Executive Officer

Tampa Bay Workforce Alliance, Inc.

dba CareerSource Tampa Bay

Company Name

1/17/2023

Date

Note: Excerpt of Equal Employment Opportunity

CAREERSOURCE TAMPA BAY

EMPLOYEE HANDBOOK

Last Revised: January 16, 2020

INTRODUCTION

This Employee Handbook gives you information about CareerSource Tampa Bay's policies, procedures, and benefits. It is a guide to help you understand the organization better and to help you understand our expectations of you as a member of our team. Please read it carefully and refer to it often.

No employee handbook can anticipate every circumstance or question about policies. As CareerSource Tampa Bay continues to grow, the need may arise to revise the Employee Handbook. CareerSource Tampa Bay reserves the right to revise, supplement, or rescind any policies or portion of the Employee Handbook from time to time, with or without notice, as it deems appropriate in its sole and absolute discretion. Employees will, of course, be notified of such changes to the Employee Handbook as they occur. Management cannot override these policies, unless otherwise stated. Any changes to the policies must be approved by the Board of Directors.

This handbook is the property of CareerSource Tampa Bay, and it is intended for your personal use and reference as an employee. Employees should not circulate this handbook outside the organization without the approval of the CEO. This handbook remains the property of CareerSource Tampa Bay and must be returned upon request.

No individual manager has the authority to enter into any agreement contrary to what is stated within, and nothing said before or during employment can change or modify these stated policies.

Nothing in this handbook is meant to, or should be construed as, preventing employees from engaging in acts authorized by law, such as exercising rights to engage in concerted activities for the purpose of mutual aid or protection.

This handbook is not an employment contract and does not guarantee employment or the terms and conditions of employment. The information contained in this book supersedes and replaces all previous personnel policies, practices, and guidelines.

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Company Philosophy

Mission of CareerSource Tampa Bay

CareerSource Tampa Bay shall strive to enhance the provision of workforce development services, increase the involvement of the business community, including small and minority business in workforce development activities, to increase private sector employment opportunities, and to ensure the economic health in and for Hillsborough County, Florida. Special emphasis shall be placed on service to welfare recipients, economically disadvantaged adults and youth, dislocated workers, and individuals and employers needing workforce development services as identified in the CareerSource Tampa Bay Five Year Strategic Plan.

CareerSource Tampa Bay shall use available funding in ways that will most effectively satisfy the labor demand needs of the residents and business community of Hillsborough County to enhance the economic well-being of the community.

Core Values

Integrity – We maintain the highest standards of professional and ethical behavior, and value transparency and honesty in our communications, relationships, and actions.

Accountability – We hold ourselves accountable for the quality and lasting results of our work and for the commitments we make to our participants, employers, partners, stakeholders and each other.

Customer-Focused – We have a passion to serve. Our team is committed to understanding the needs of our customers through a results oriented approach known as ‘concierge service.’

Collaboration – We value and celebrate teamwork evident through our strong emphasis on partnership, engagement and community development.

Innovation – We go beyond conventional ideas and approaches so new possibilities and creativity can flourish to ensure real and lasting positive changes.

Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all qualified individuals, employment decisions at CareerSource Tampa Bay will be based on merit, experience, aptitude, qualifications, and abilities.

CareerSource Tampa Bay is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally recognized basis [“protected class”] including, but not limited to: race, color, religion, creed, national origin, sex, sexual orientation, gender identity or expression, age, disability, genetic information, marital status, veteran status, uniform service member status, sickle cell trait, pregnancy, citizenship, or any other protected class under federal, state, or local law.

This nondiscrimination policy extends to all terms, conditions, and privileges of employment as well as the use of all CareerSource Tampa Bay facilities, participation in all CareerSource Tampa Bay-sponsored activities, and all employment actions such as promotions, compensation, benefits, and termination of employment.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their manager. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Immigration Reform and Control Act

In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, and any state law requirements, if applicable, CareerSource Tampa Bay is committed to employing only individuals who are authorized to work in the United States. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by CareerSource Tampa Bay as required by applicable law.

Disability Accommodation

CareerSource Tampa Bay will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

CareerSource Tampa Bay is committed to complying fully with the *Americans with Disability Act* (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a nondiscriminatory basis.

CareerSource Tampa Bay will provide a reasonable accommodation to disabled applicants and employees if the reasonable accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship. CareerSource Tampa Bay will also provide reasonable accommodations to pregnant employees who are suffering from pregnancy-related impairments to the fullest extent required by law.

This policy is neither exhaustive nor exclusive. CareerSource Tampa Bay is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws. If you would like to discuss the need for accommodation under this Statute, please contact your manager.

Harassment Policy

CareerSource Tampa Bay will provide a work environment which is free from verbal or physical conduct that unreasonably harasses, disturbs, or interferes with an employee's work performance or that creates an intimidating, offensive, or hostile work environment.



Action Item

Approval of Youth Service Provider

Purpose:

To obtain approval to engage Junior Achievement 3DE as a provider of certain youth services and subject to successful negotiations enter in contract.

Overview:

CSTB's Procurement Policy and Procedures require purchases equal to or greater than \$250,000 be procured using formal procurement procedures, which can be competitive or non-competitive, and prior approval by CSTB's board of directors. In addition, as the procurement involves engagement of a Youth Service Provider, Youth Development Committee approval is also required.

Engagement of Junior Achievement:

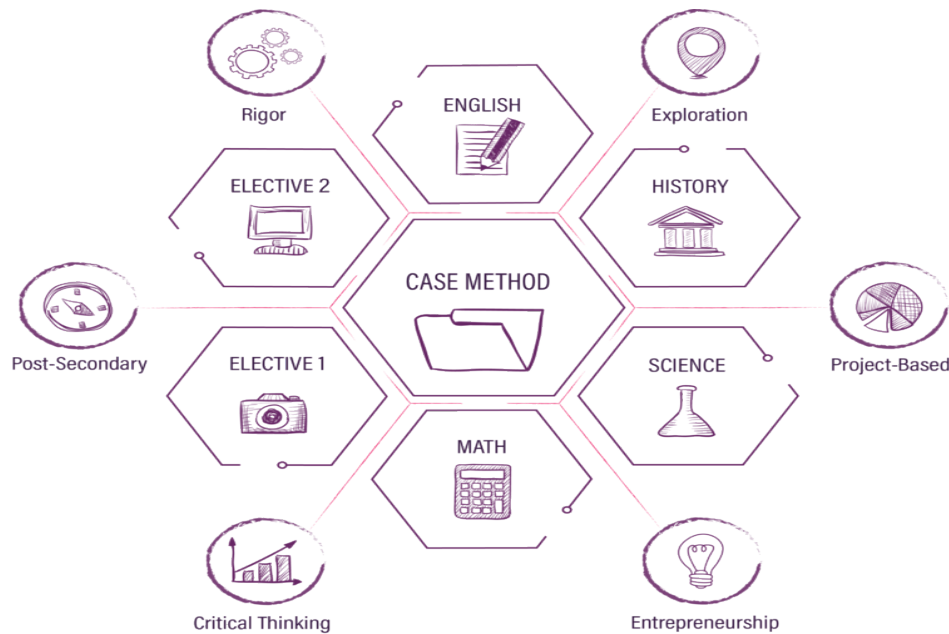
CareerSource Tampa Bay is requesting approval to contract with Junior Achievement 3DE program. The term of the contract will be in-line with the 2023-2024 Hillsborough County School year. The contract will be funded by Welfare Transition (WT) funds at an amount not to exceed \$250,000. Funding will support the student population that meets TANF funding requirements for the school year 2023-2024. This would represent 60% or approximately 650 students enrolled in four 3DE high schools in Hillsborough County (Blake, Jefferson, Hillsborough and Chamberlain). Eligible students would participate in multiple events throughout the year.

WT funds will be used to support certain 3DE salaries for training teachers on the 3DE model, 3DE administrative staff salaries and workforce and career readiness components of 3DE. The funding will correlate to the student population who meet WT eligibility requirements. The WT student population will be garnered from the three 3DE high schools in Hillsborough County. WT Eligibility will be performed by CSTB.

JA 3DE

3DE program is a partnership between Junior Achievement and the Hillsborough County School District. It is offered for grades 9 to 12 and located within the 4 existing high schools in Hillsborough County. The 3DE program is built into a student's normal curriculum. Teachers and students must apply to be accepted to the program. There is a cap of 150 students by grade level. 3DE breaks free from the traditional classroom structure to bring real connectivity into the everyday academic experience. Through 3DE's competency-based

methodology, student's master competencies for economic competitiveness, while increasing learning engagement and strengthening academic comprehension. 3DE operates as a school within a school that mirrors the school's student population. Through case methodology and the joint venture partnerships with the broader business community, 3DE increases student engagement and increases relevant connectivity through project-based application and integrates industry and post-secondary exploration through project-based designs.



Noncompetitive/Sole Source Procurement

As there are no other providers who can provide this unique educational model, the procurement is deemed sole source. This unique educational model is needed as it provides the WTP youth population the necessary tools for success. 3DE students are equipped to think independently, move strategically and work collaboratively, enabling them to transition and matriculate to meaningful post-secondary opportunities. And, provides equitable access to future career pathways as well as creates a space for students to build cognitive skills necessary to successfully navigate today's complex society.

In addition, by laddering core competencies year over year 3DE students solve business case challenges connected to the real world. Engage in facilitated learning that sets the foundation for a lifetime of discovery and growth. Learn to work independently and collaboratively to conceptualize, articulate solutions to complex challenges, develop and implement strategies to achieve objectives. Effectively, the 3DE student learns skills to successfully navigate and perform in a professional environment.

Refer to 2021/2022 Impact Report, attached, for performance data.

Recommendation: Youth Development Committee recommends approval to engage Junior Achievement 3DE as a provider of WTP Youth services and subject to successful negotiations enter in contract.

LAUNCHED IN FOUR TAMPA BAY PUBLIC HIGH SCHOOLS IN AUGUST 2020, 3DE IS AN INNOVATIVE SCHOOL MODEL THAT AIMS TO RE-ENGINEER HIGH SCHOOL EDUCATION TO BE MORE RELEVANT, EXPERIENTIAL, AND AUTHENTICALLY CONNECTED TO THE COMPLEXITIES THAT EXIST BEYOND THE CLASSROOM WALLS.

The model operates as a full immersion school-within-a-school with the intention of benefiting both the students within 3DE as well as the broader campus. At 3DE schools learning is more reflective of the real-world by integrating relevant content with business case methodology, interdisciplinary pedagogy, entrepreneurial thinking, project/problem-based learning, and authentic workplace experiences.



"3DE has helped me by stretching my communication skills and preparing me for good jobs in the real world and helping me to expand my social skills. I am very grateful for 3DE."

3DE STUDENT

3DE STUDENTS ENGAGE

-20.5%

FEWER CASES OF CHRONIC ABSENTEEISM

Measured as number of students with 10%+ absences through the year as compared to host high school peers, indicating increasing levels of student engagement and learning.

- 44.5%

FEWER CASES OF STUDENTS WITH IN/OUT-OF-SCHOOL SUSPENSION

In Hillsborough County, compared to non-3DE peers.

100%

COMPETENCY MASTERY

Based on 3DE's Competency Rubric for 9th-12th grade progression

3DE STUDENTS EXCEL

84.6%

OUTPERFORMANCE ON STATE ASSESSMENTS

Outperformance in 11 of 13 grade-level state assessments for ELA, Reading, Math, and Science.

72.5%

MORE STUDENTS DEMONSTRATING READING PROFICIENCY

Based on State Standardized Assessments for English 9 & English 10 and averaged across schools.

27.2%

MORE STUDENTS DEMONSTRATING MATH PROFICIENCY

Based on State Standardized Assessments for Algebra I & Geometry and averaged across schools.

1761

STUDENTS ENROLLED ACROSS 4 SCHOOLS (as of Fall 2022)

84

TEACHERS AS PART OF INTERDISCIPLINARY FACULTY (as of Fall 2022)

394

LOCAL BUSINESS PROFESSIONALS ENGAGED AS VOLUNTEERS (as of Fall 2022)

2,114

HOURS OF VOLUNTEER SERVICE WITH 3DE STUDENTS (as of Fall 2022)

3DE SCHOOLS

HILLSBOROUGH COUNTY PUBLIC SCHOOLS:

Chamberlain High School
Hillsborough High School

PINELLAS COUNTY SCHOOLS:

St. Petersburg High School
Dunedin High School
Gibbs High School

POLK COUNTY SCHOOLS:

Tenoroc High School

EXPANSION SCHOOLS (FALL 2023):

Jefferson High School (Hillsborough County)
Blake High School (Hillsborough County)
Lakewood High School (Pinellas County)

“

The experiences with business professionals helped guide my decision in becoming an entrepreneur. I get to engage in real-world problem solving which teaches me about the customers' perspectives. Now, I am able to confidently present ideas, communicate with teachers, and problem solve with my peers.

KENYON, 3DE STUDENT CLASS OF 2020
ST. PETERSBURG HIGH SCHOOL

“

3DE provides here-and-now learning and here and now opportunities that students can put into practice.

DARLENE LEBOS, PRINCIPAL
ST. PETERSBURG HIGH SCHOOL

“

[3DE] 's a great way to be able to get our kids to be actively engaged and have a different, interdisciplinary pedagogy with relevant content for students to everyday."

132
ADDISON, SUPERINTENDENT
HILLSBOROUGH COUNTY PUBLIC SCHOOLS

RE-ENGINEERING HIGH SCHOOL EDUCATION TO EXPAND ECONOMIC OPPORTUNITY FOR ALL STUDENTS.

3DE is positioning students for economic opportunity and choice-filled lives by ensuring students are graduating with the skills, mindsets, and behaviors to be competitive in a rapidly changing economy.

3DE STUDENT OUTCOMES

3DE schools foster a culture of learning and achievement through instruction designed to build mastery in essential competencies.

-25%

REDUCED CHRONIC ABSENTEEISM

25.1% fewer chronically absent students (10%+ absences yr.) compared to non-3DE cohorts.

69%

HIGHER MATH PROFICIENCY

69.3% more students demonstrate proficiency on state assessments in Algebra I & Geometry.

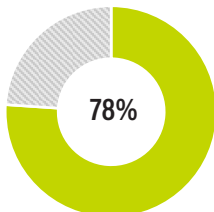
67%

HIGHER READING PROFICIENCY

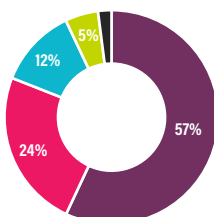
67.6% more students demonstrate reading proficiency on state assessments in 9th-11th ELA.

8,750 STUDENTS ENROLLED

FREE/REDUCED LUNCH



RACE/ETHNICITY



3DE INSTRUCTIONAL DESIGN

ANCHORED IN INTERDISCIPLINARY CASE METHODOLOGY

Integrates relevant, experiential, applied learning across the core academic subjects (Math, Science, ELA, Social Studies).

POSITIONING STUDENTS FOR CHOICE-FILLED LIVES

Instructional framework develops competencies through iterative practice that provides all students the opportunity to build the skills and mindset to lead their futures.

ACTIVATED BY AUTHENTIC CAREER CONNECTIONS

Authentic activation of learning through scalable career-connected partner engagements across 9th-12th Grade.

3DE IMPLEMENTATION

28 3DE SCHOOLS

400+

3DE EDUCATORS

More than 400 educators are trained and supported to integrate 3DE.

100+

INDUSTRY PARTNERS

More than 100 industry partners engage in supporting the instruction of 3DE by participating in

133

3DE GRADUATES



97%

GRADUATION RATE

97.3% four-year cohort graduation rate among all 3DE schools.

3DE CLASS OF 2022 GRADUATION RATE

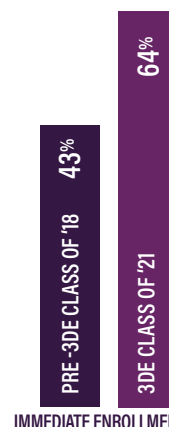
3DE CLASS OF '22	97.3%
NON-3DE CLASS OF '22	75.9%

+33%

INCREASE IN GRADUATION

33.6% increase compared to 2018 rates for Title I Schools in 3DE portfolio.

3DE ALUM



56%

HIGHER COLLEGE ENROLLMENT

56.4% higher rates of college enrollment compared to Class of 2018 rates for Title I Schools in 3DE portfolio.

IMMEDIATE ENROLLMENT



Action Item

Related Party - Ultimate Medical Academy Renewal of Training Provider Agreement

BACKGROUND

Related Party

Local Workforce Development Boards (LWDBs) are required to comply with all requirements of Section 445.007, Florida Statutes, prior to contracting with a board member, with an organization represented by its own board member, or with any entity where a board member has any relationship with the contracting vendor. This section mandates all LWDBs, entering a contract, including contract renewal or extension, with an organization or individual represented on the Board, must meet the following requirements:

- a) Approve the contract by a two-thirds (2/3rd) vote of the Board, when a quorum has been established;
- b) Board members who could benefit financially from the transaction or who have any relationship with the contracting vendor must disclose any such conflicts prior to the board vote on the contract;
- c) Board members who could benefit financially from the transaction or board members who have any relationship with the contracting vendor must abstain from voting on the contracts; and
- d) Prior to entering such contracts, contracts \$10,000 or higher require Florida Department of Economic Opportunity (DEO) and CareerSource Florida approval. Contracts less than \$10,000 do not require approval but notification.

Prior to entering into any Related Party Contract with any Related Party, the proposed Related Party Contract must be brought before the Board for consideration and approval. The Board shall ensure that: (i) the Board member or employee with the conflict removes himself or herself from the room prior to any discussions at any meeting, including subcommittee meetings, involving the contract; (ii) the Board member or employee with the conflict is not physically present during the voting; and (iii) the Board member with the conflict abstains from any vote regarding the Related Party Contract.

All related party contracts approved on or after July 1, 2021, must be published on CSTB's website within 10 days after approval by the board or DEO, whichever is later, and remain published for at least one year after termination of the contract.

Information

Ultimate Medical Academy (UMA) – UMA is an approved Training Provider with CSTB.

Related Party

Organization Name	Board Member
Ultimate Medical Academy (UMA)	April Neuman

Training Provider Renewal

CareerSource Tampa Bay enters into a formal training provider agreement (the Agreement) with each of our approved training providers on the Eligible Training Provider List (ETPL). The Agreement requires the training provider to complete the “Initial Eligibility” period of at least one year and submit applications for “Continued Eligibility” every two years to maintain their eligibility as an approved training provider. For continued eligibility, the training provider is required to meet certain eligibility requirements. UMA provided necessary documents to renew their training provider agreement for the period January 1, 2023 to June 30, 2024 (the term).

UMA’s estimated training expenditures for the term totals \$42,000. The training expenditures approved at the August 18, 2022 board meeting are reflected as expenditures for the period January 1, 2023 through June 30, 2024 due to lack of enrollments under both programs. New programs are limited to 12 enrollments until performance is established.

Training Program	Amount Not to Exceed
Phlebotomy (new program) limit to 12	\$21,000.00
Nursing Assistant – Diploma (based on FY2022)	\$21,000.00
TOTAL	\$42,000.00

Recommendation:

Approval of the attached renewal agreement for the period January 1, 2023 through June 30, 2024 for an amount not to exceed \$42,000, contingent upon DEO and CareerSource Florida approval.



Training Provider Agreement- Renewal

This Training Provider Agreement is by and between **TAMPA BAY WORKFORCE ALLIANCE, INC. d/b/a CAREERSOURCE TAMPA BAY**, hereinafter referred to as **CareerSource Tampa Bay** and **UMA Education, Inc., d/b/a Ultimate Medical Academy** hereinafter referred to as the Training Provider.

Whereas, CareerSource Tampa Bay has available funding for certain training of eligible individuals under the Workforce Innovation Opportunity Act (WIOA), Temporary Assistance for Needy Families (TANF), Trade Adjustment Act (TAA), Supplemental Nutritional Assistance Program (SNAP), and other special project training funds and;

Whereas, in response to the training needs of youth and unskilled and/or dislocated workers in Hillsborough County, CareerSource Tampa Bay may request from time to time that the Training Provider provide certain prescribed training to eligible individuals referred by CareerSource Tampa Bay, and;

Whereas, the Training Provider agrees to provide the above referenced training, subject to the terms and conditions set forth hereinafter, and;

Whereas, this Agreement summarizes the agreement of CareerSource Tampa Bay and the Training Provider as to the training program(s) to be provided to those eligible individuals referred by CareerSource Tampa Bay staff and accepted by the Training Provider and the operating procedures governing payment for that training program, and;

Whereas, authorized CareerSource Tampa Bay staff acts as the referral agent for CareerSource Tampa Bay customers, and;

Whereas, CareerSource Tampa Bay is authorized to make payment of tuition, fees, materials, supplies, etc.;

NOW, THEREFORE, the following General Provisions are HEREBY AGREED TO BY THE PARTIES.

A. STATEMENT OF WORK

1. Eligible individuals referred by CareerSource Tampa Bay staff to the Training Provider shall be enrolled, only if Training Provider's admissions criteria has been satisfied, only in the approved training course(s) and only for the designated period of time specified on the CareerSource Tampa Bay "Individual Training Account Voucher." At no time can the Training Provider allow CareerSource Tampa Bay student to switch training programs or to extend their training at CareerSource Tampa Bay cost, without written approval via the issuance of an updated Individual Training Account Voucher from CareerSource Tampa Bay and/or its designated contractors.

The tuition charged shall be based on the tuition submitted with the Training Provider's Application, less applicable discounts for these courses. CareerSource Tampa Bay cannot pay other fees that are not specified in this Agreement or on the Individual Training Account Voucher or as approved by CareerSource Tampa Bay as per this Agreement.

2. For individuals requiring a renewal of their CareerSource Tampa Bay Individual Training Account Voucher, such voucher shall not be issued until receipt of transcript or an acceptable form of progress report. CareerSource Tampa Bay students shall be eligible for program completion in accordance with the same standards as the general student population of Training Provider.

3. The Training Provider shall provide the course(s) as specified in the approved program description. The Training Provider shall notify CareerSource Tampa Bay of any changes in the approved program descriptions prior to the enrollment of any individual referred by CareerSource Tampa Bay staff.
4. Course content, teaching strategy, and overall program descriptions shall be the exclusive responsibility of Training Provider. Nothing in this Agreement shall give CareerSource Tampa Bay the right to review, edit, or modify Training Provider's courses.
5. It is understood and agreed that WIOA customers will receive a comprehensive objective assessment and individual service strategy by CareerSource Tampa Bay to determine the most appropriate training for each individual. Only those customers determined to be in need of training through this objective assessment will be referred to the Training Provider by CareerSource Tampa Bay. Neither the Training Provider nor the customer is authorized to enroll the customer into additional training courses or programs without prior written consent of CareerSource Tampa Bay staff.
6. All CareerSource Tampa Bay students, regardless of program, but including those students eligible for WIOA or welfare transition assistance, shall not be discriminated against in receipt of such financial aid solely on their status as CareerSource Tampa Bay customers. CareerSource Tampa Bay students, including WIOA/welfare transition customers, shall be afforded all the rights, privileges, and benefits available to the general student population of the Training Provider. The Training Provider agrees that each individual referred by the CareerSource Tampa Bay staff for training will be evaluated for all financial aid eligibility normally available to other students.
7. The Training Provider shall adhere to the WIOA as to the disposition of the Pell Grant for individual customers. Pell Grant dollars must be used to pay tuition for WIOA customers in training. A WIOA customer may enroll in WIOA-funded training while his/her application for a Pell Grant is pending as long as CareerSource Tampa Bay staff has made arrangements with the Training Provider and the WIOA customer regarding allocation of the Pell Grant, if it is subsequently awarded. In that case, the Training Provider must reimburse CareerSource Tampa Bay the funds used to underwrite the training for the amount the Pell Grant covers. Reimbursement is not required from the portion of Pell Grant assistance disbursed directly to the customer for education-related expenses.
8. The Training Provider will seek and coordinate other funding sources for WIOA students, in accordance with Training Provider's normal procedures. The Training Provider agrees to notify CareerSource Tampa Bay staff in writing on a quarterly basis of any financial aid provided to students so long as a student has signed a FERPA release similar to that which is included as Appendix A. It is the responsibility of the Training Provider to provide sufficient oversight to prevent misapplication of funds, which results in double payment of any charges or the utilization of Federal funds when other funds could have been used for the same purpose. The Individual Training Account Voucher will specify the expenses that will be paid for by CareerSource Tampa Bay funds.
9. The Training Provider acknowledges and understands that remuneration to attract CareerSource Tampa Bay students is prohibited.
10. The Training Provider understands that this Agreement does not guarantee any referrals, set aside any training vouchers, or budget any funds whatsoever for the approved training programs offered by the Training Provider and covered by this agreement. All decisions regarding the issuance of a training voucher will be made on a case by case basis by CareerSource Tampa Bay, and/or its contractors, taking into consideration the information available, including the assessed needs of the potential trainee, geographical location of the training and the residence of the potential trainee, any additional costs of the training to the trainee, etc. Potential trainees requesting specific training from

a pre-selected school will be given a list of approved Training Providers who provide the same type of training in order to allow the potential trainee to research each school before making a final decision. The decision to issue a training voucher to any approved training program at any particular Training Provider is at the sole discretion of CareerSource Tampa Bay and/or its designated contractors.

11. The Training Provider will be required to submit documentation on an annual basis to include current CIE Licensure, FETPIP report, school catalog and schedule or website link, building facility accessibility checklist, and a copy of the current liability insurance.

B. PERFORMANCE REPORTING

Training Providers must supply performance information to the Florida Education and Training Placement Information Program (FETPIP). Reporting to FETPIP is a requirement of this Agreement. The Training Provider shall understand that subsequent eligibility will be based, in part, on data reflecting favorable outcomes as verified by FETPIP.

The Training Provider must agree to track, supply and provide all required performance outcomes to include but not limited to: GPA, progress reports, credentials, certificate of completion to email address: trainingvendor@careersourcetb.com. Subject line should include subject matter that is being provided. All reporting requirements are subject to Training Provider receiving a valid FERPA release signed by the student similar to that which is included as Appendix A.

As a requirement to maintain subsequent eligibility, the Training Provider is responsible for making arrangements and providing FETPIP with the information that FETPIP requires in a timely manner.

The required performance information will be: Required performance information for all students:

- Program completion rates
- Percentage who obtained unsubsidized employment
- Wages at placement in employment

In order to maintain continued eligibility, Training providers are required to meet the following performance requirements:

- A. Employment rate. Each program will maintain a 70% rate of employment for all students that received CareerSource Tampa Bay funding assistance. Under this requirement both full and part time employment and employment outside the field of training will be considered as a positive outcome.
- B. Completion rate. Each program will maintain a 65% completion rate per training program.
- C. Wage rate. Currently, each training program must meet the minimum entry level wage rate in effect for the applicable period. This wage rate is adjusted annually by the State based on the Florida Price Index in effect for Career Source Tampa Bay.
- D. Enrollments for the addition of new training programs are limited to a maximum of 12 until performance is established.

C. AGREEMENT PERIOD

This Agreement will become effective on 01/01/2023, and remain in effect until 06/30/2024, with the option to renew for three additional years as long as approved by the Workforce Solutions Committee and Board of Directors and the Training Provider provides annually: performance data, valid licensures, and updated costs for tuition and fees. A Related Party Training Provider require annual approval by the board of directors.

Failure to respond to request for previous or current participant information will terminate this

Agreement. With exception to the above statement of cancellation, this Agreement may be cancelled at any time by either party with thirty (30) days written notice. In the event of such cancellation, there shall be no interruption in services for customers already enrolled in training.

D. PAYMENT AND DELIVERY

1. Tuition payments will be considered only for those individuals referred to the Training Provider by CareerSource Tampa Bay as evidenced by a valid CareerSource Tampa Bay Individual Training Account Voucher. Tuition or other payments will be made to Training Provider only for those individuals enrolled in and receiving training.
2. The Training Provider shall forward to CareerSource Tampa Bay an original, signed and embossed Individual Training Account Voucher and written invoice for this tuition/fee at the time a student begins training and become eligible for invoicing. This invoice is payable to the Training Provider upon receipt in accordance with payment procedures listed below.
3. Training Provider shall refund to CareerSource Tampa Bay such prorated tuition/fees which are paid by CareerSource Tampa Bay for individuals who enroll in and begin training, but drop out of courses in accordance with Training Providers refund policies found in its school Catalog. Refund payment shall never be made to the student for funds received by the Training Provider from CareerSource Tampa Bay under this Agreement.
4. The Training Provider agrees that CareerSource Tampa Bay shall not incur financial liability for students enrolled prior to receipt of a voucher which bears the signature of authorized personnel working on behalf of CareerSource Tampa Bay and is embossed with the CareerSource Tampa Bay seal. No verbal authorizations for enrollment into training will ever occur under this agreement.
5. CareerSource Tampa Bay will make all payments for authorized enrollments prior to the termination of this Agreement.
6. Any changes in the Training Provider's tuition and fees must be submitted in writing to CareerSource Tampa Bay.
7. With the executed copy of this Agreement, the Training Provider will supply CareerSource Tampa Bay with a copy of its written policies concerning refunds, cancellations, and withdrawals. These policies must be applied to CareerSource Tampa Bay students the same as they would apply to any other student. The Training Provider shall, in conformity with the general refund policies of the Training Provider, refund such tuition, books and fees that are paid by CareerSource Tampa Bay for individuals who enroll in and begin training but drop out of courses or training. The Training Provider agrees not to accept a voucher that was transferred to any other student.
8. The Training Provider acknowledges and understands that under no circumstance can it hold the student accountable for any program costs that are attributable to this Agreement and as such CareerSource Tampa Bay shall remain liable for all such program costs.
9. Payment Procedure
 - a) The Training Provider will receive funds based on the information contained on the Individual Training Account Voucher and from the coordination of other funding sources available to the student.
 - b) To receive reimbursement, the Training Provider must submit to CareerSource Tampa Bay an official, embossed Individual Training Account Voucher and invoice supported by back up documentation on costs. The payment request should be addressed to the Finance Dept. at the CareerSource Tampa Bay address specified below in Section L.

- c) Individual Training Account Vouchers and invoices accepted for payment will generally be paid within thirty (30) days of receipt.
- d) Individual Training Account Vouchers and invoices not accepted for payment will be returned to the Training Provider with an explanation.

E. RECORDS

1. The Training Provider shall provide to CareerSource Tampa Bay staff monthly progress reports indicating both the progress and attendance of CareerSource Tampa Bay students and signed by student and instructor or qualified school representative.
2. The Training Provider shall notify CareerSource Tampa Bay staff within 5-10 days of a CareerSource Tampa Bay student's completion or termination/drop from training program. In such an instance, information concerning the CareerSource Tampa Bay student's date of employment, wage, job title, CIP code, if known, must also be indicated on the progress report. If the 5-10 business day notification period cannot be met due to extraordinary reasons, it is the responsibility of the Training Provider to communicate this to CareerSource Tampa Bay and coordinate an alternative option.
3. The Training Provider shall provide CareerSource Tampa Bay contact information to include an email address, a fax and a phone number for a designated representative of the Training Provider who can respond to requests from CareerSource Tampa Bay's authorized staff for any monthly progress report, attendance information, completion/termination information, transcripts and/or credentials.
4. The Training Provider shall take any and all necessary steps to insure the confidentiality of personal information including, name, Social Security Number, Social Security benefit data, date of birth, official State or government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, home address, phone number and medical information of each trainee receiving a CareerSource Tampa Bay Training Voucher. This information is considered confidential and all applicable confidentiality policies and laws shall apply. The Training Provider shall also have in place an official process for investigating and reporting lost or stolen confidential information. Any infraction of the Federal Privacy Act related to the lost or stolen of confidential information should immediately be reported to CareerSource Tampa Bay.
5. At any time during normal business hours and as often as CareerSource Tampa Bay, the State of Florida, United States Department of Labor, Comptroller General of the United States, or their designated representative may deem necessary, the Training Provider shall make available all such books, documents, papers, and records (including computer records) which are directly pertinent to payments made by CareerSource Tampa Bay to the Training Provider under this agreement, for examination, audit, or for the making of excerpts or copies of such records. This provision shall also include timely and reasonable access to the Training Provider's personnel for the purpose of interviews and discussions related to such documents.

F. AUDITS

If applicable, the Training Provider shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations" and any other specific requirements imposed by the Career Source Tampa Bay Board of Directors.

G. ASSIGNMENTS AND SUBCONTRACTS

The Training Provider shall not subcontract, assign or transfer any rights or responsibilities under this agreement or any portion thereof without the written approval by CareerSource Tampa Bay, unless otherwise authorized by this Agreement. A written subcontract must be presented to CareerSource Tampa Bay for consideration. In no case shall such consent relieve Training Provider from the obligation under or change the terms of this Agreement unless otherwise provided.

H. TERMINATION FOR CONVENIENCE/DEFAULT

1. As noted in Section C, failure to respond to request for previous or current participant information will terminate this Agreement.
2. CareerSource Tampa Bay or Training Provider may terminate this Agreement for convenience by providing thirty (30) days advance written notice when it is in the best interest of CareerSource Tampa Bay or Training Provider. CareerSource Tampa Bay may suspend this Agreement for the purpose of investigating irregularities under this Agreement. Any termination for convenience or suspension will be preceded by written notice setting forth the effective date of said termination or suspension. The termination/suspension shall be effective as of the date the notice is issued and the Training Provider has thirty (30) days after the effective date to bill for payment. The Training Provider shall be entitled to receive just and equitable compensation for any services performed hereunder through the date of termination or suspension.

In the event of termination for whatever reason, both parties agree to negotiate a plan to ensure an orderly transition for customers in training. If the Training Provider elects to remove themselves from the approved Training Provider list, the Training Provider is required to “train out” any students financially supported by a CareerSource Tampa Bay Training Voucher under the same provisions that are included in this agreement.

3. If the Training Provider fails to perform, in whole or in part, or to make sufficient progress, so as to endanger performance, CareerSource Tampa Bay will notify the Training Provider of such unsatisfactory performance. If such unsatisfactory performance continues, CareerSource Tampa Bay will notify the Training Provider in writing. The Training Provider will have ten (10) working days from receipt of notice in which to respond with a plan agreeable to CareerSource Tampa Bay to correct said deficiencies.

Upon failure of the Training Provider to respond within the appointed time or failure of the Training Provider to respond with appropriate plans, CareerSource Tampa Bay will cease enrollments into the Training Provider's programs until the Training Provider responds with appropriate plans to correct its deficiencies. Should the Training Provider be unable or unwilling to correct its performance, CareerSource Tampa Bay will serve a termination notice which shall become effective within fifteen (15) days after its issuance.

In the event of such termination, CareerSource Tampa Bay shall be liable for payment only for services rendered prior to the effective date of termination and any costs associated with “training out” students. Final billing for payment must be received by CareerSource Tampa Bay within thirty (30) days of termination date. CareerSource Tampa Bay staff will also present information to the CareerSource Tampa Bay Board of Directors regarding the performance issues and recommend removal of the Training Provider from the list of approved Training Providers.

4. The Training Provider shall give CareerSource Tampa Bay written notice of any perceived breach, and it shall give CareerSource Tampa Bay ten (10) working days to cure any perceived breach under the Agreement.

I. POLICY

TP18-110 Rev. 9.15.2022

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CareerSource Tampa Bay is an equal opportunity employers/programs. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. A proud partner of the American Job Center network.

The Training Provider shall adhere to the Procurement, Approval and Maintenance of Training Providers and Programs Policy of CareerSource Tampa Bay, hereinafter referred to as the Policy. The Policy constitutes an integral part of this Agreement and is posted on CSTB-

<https://www.careersourcetampabay.com/about-us/become-a-training-provider/>

CareerSource Tampa Bay reserves the right to amend its policy at any time. When CareerSource Tampa Bay amends its policy, CareerSource Tampa Bay shall provide the Training Provider with general, not specific, notice of such changes by providing written notice to Training Provider and posting a conspicuous announcement on CSTB- <https://www.careersourcetampabay.com/about-us/become-a-training-provider/> that i) such policy changes and amendments have occurred; and ii) identifying which particular provisions have changed. Such announcement shall be maintained for no less than 30 days following the effective date of such amendment. The Training Provider's continued use of CareerSource Tampa Bay's services, following the posting of such amendment shall signify and be deemed Training Provider's assent to and acceptance of the revised agreement and policy. The Training Provider agrees that it has the burden to periodically review CSTB- <https://www.careersourcetampabay.com/about-us/become-a-training-provider/>

J. ENTIRE AGREEMENT/MODIFICATION

This Agreement constitutes the complete and exclusive agreement between the parties relating to the subject matter hereof. It supersedes all prior proposals, understandings and all other agreements, oral and written, between the parties relating to this subject matter. No agent, employee, or other representative of any party is empowered to alter any of the terms of this Agreement, unless done in writing and signed and approved by an executive officer of CareerSource Tampa Bay or designee for CareerSource Tampa Bay and an executive officer or designee of Training Provider. The parties agree to renegotiate this Agreement if revisions of any applicable state or federal laws, regulations or decreases in allocations make changes to this Agreement necessary.

K. APPLICABLE LAW AND JURISDICTION

The Agreement is governed by the internal substantive laws of the State of Florida, without respect to its conflict of laws principles. Jurisdiction for any claims arising under the Agreement shall lie exclusively with the courts in Hillsborough County, Florida for those who entered into agreement with CareerSource Tampa Bay.

L. CONFIDENTIALITY

Both Parties recognize they may have access to confidential student records and proprietary and confidential information concerning the other party's business, products, customers, and students ("Confidential Information"). Confidential Information includes, but is not limited to, business records, customer lists, course materials, student information, and educational records. Confidential Information shall also include all information in tangible or intangible form that is marked or designated as confidential or that, under the circumstances of its disclosure, would reasonably be considered confidential. Likewise, both Parties will keep all records confidential to the extent required or allowed by applicable law; including but not limited to the Family Educational Rights and Privacy Act. Any information received by the Parties in the performance of this Agreement, or from any employee, student, or parent participating in or involved in the training will not be shared or otherwise disseminated except as allowed or required by law. In the event of unauthorized use, commercialization, or disclosure of Confidential Information, the party providing the Confidential Information may seek temporary and permanent injunctive relief to enforce the foregoing restrictions without any requirement to post bond or other security as a condition for such relief.

M. INDEMNIFICATION

Both Parties agree to indemnify and hold harmless the other for all claims, suits, judgments, or damages, including court costs and reasonable attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the operation of this contract. Further, the implicated party, upon receiving timely written notification, shall defend the other party against all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the operation of this contract. The obligation to indemnify or defend shall be contingent on (i) the indemnifying party receiving timely written notice of the claim, suit, judgement, or damage, (ii) the indemnified party agreeing not to enter into any negotiations or settlements that would bind the indemnifying party without first consulting the indemnifying party, and (iii) if requested, the indemnified party turning over complete defense of the claim, suit, or judgment, to the indemnifying party. Where the both parties commit joint negligent and intentional acts, each party shall be liable for, and shall have the obligation to defend, the part of the jointly negligent or intentional act committed by such party. In no event shall a party be liable for or have any obligation to defend against such claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the sole negligent or intentional acts of the other party. Nothing herein shall be interpreted to expand or enlarge the scope of the waiver of sovereign immunity for state agencies as provided in Florida Statutes 768.28, Florida Statutes

N. STATEMENT OF ASSURANCE

During the performance of this Agreement, both Parties shall comply with Title VII of the 1964 Civil Right Act, as amended, and the Florida Human Rights Act of 1977, in that such Parties shall does not discriminate on the grounds of race, color, national origin, religion, sex, age, handicap, or marital status or in any form or manner with regard to the its students, employees or applicants. Both Parties understand and agree that this Agreement is conditioned upon the veracity of this Statement of Assurance. Furthermore, both Parties agree they will comply with Title VI of the Civil Rights Act of 1964 when federal grant funds are involved in the provision of services required hereunder. Other applicable federal and state laws, executive orders, and regulations prohibiting the type of discrimination as herein delineated are included by this reference thereto. This Statement of Assurance shall be interpreted to include Vietnam era veterans and disabled veterans within its protective range of applicability.

O. NOTICES

All notices under this Agreement shall be given in writing to the parties at the following addresses:

If to Training Provider:

STAFF CONTACT INFORMATION			
Contact Name: Attn: Legal	Job Title: N/A		
Institution Name: UMA Education, Inc. d/b/a Ultimate Medical Academy			
Email: N/A	Phone: #: N/A		
Address: 9309 N. Florida Ave	City: Tampa	State: FL	Zip: 33612

If to CareerSource Tampa Bay:

STAFF CONTACT INFORMATION			
Contact Name: Melissa Carroll	Job Title: Fiscal Compliance Coordinator		
Email: carrollm@careersourcetb.com	Phone #: (813) 397-2026		
Address: 4350 West Cypress Street, Suite 875	Tampa	FL	33607

If given by United States mail, notices shall be deemed given upon mailing as specified in this paragraph. Either party may change the persons or addresses to which future notices are to be sent as provided by this paragraph.


Individual Training Account Voucher Invoices should be sent to:

CONTACT INFORMATION
CareerSource Tampa Bay
Email: invoice@careersourcetb.com
File formats: pdf, doc, xls, ppt, txt, png, jpg, gif
File size: Less than 20MB
Fax: 855.484.6949

FOR INQUIRIES ONLY:
CareerSource Tampa Bay– Accounts Payable Department
4350 West Cypress Street, Suite 875, Tampa, FL 33607
Phone: 813.397.2057

P. SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates set forth below the respective signatures:

By: 
[John Flanagan \(Dec 9, 2022 08:06 EST\)](#)
John Flanagan
CEO
CareerSource Tampa Bay

Date: ____/____/____

Name of Institution UMA Education, Inc.
d/b/a Ultimate Medical Academy

By: 
[Nicholas Reaper \(Nov 3, 2022 16:36 EDT\)](#)

Name: Nicholas Reaper

Title: Procurement Specialist

Date: 11/3/2022

Training Provider Renewal Agreement_UMA

Final Audit Report

2022-12-09

Created:	2022-11-18
By:	Melissa Carroll (carrollm@careersourcetb.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAa1MVXQmCx1KhOasd4R7tJmFXOy2WWokd

"Training Provider Renewal Agreement_UMA" History

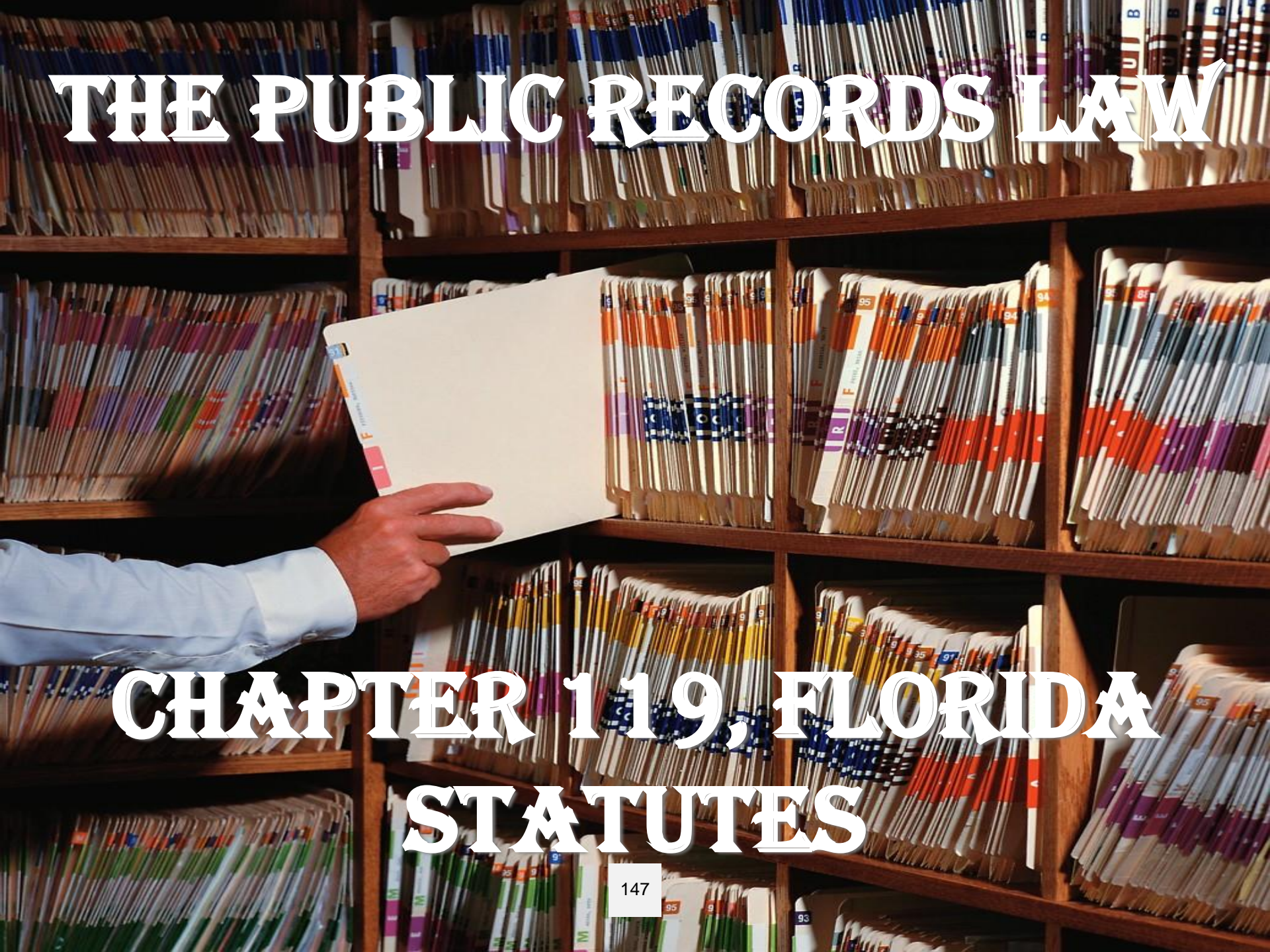
-  Document created by Melissa Carroll (carrollm@careersourcetb.com)
2022-11-18 - 5:25:20 PM GMT
-  Document emailed to John Flanagan (flanaganj@careersourcetb.com) for signature
2022-11-18 - 5:29:34 PM GMT
-  Email viewed by John Flanagan (flanaganj@careersourcetb.com)
2022-12-09 - 1:06:27 PM GMT
-  Document e-signed by John Flanagan (flanaganj@careersourcetb.com)
Signature Date: 2022-12-09 - 1:06:43 PM GMT - Time Source: server
-  Agreement completed.
2022-12-09 - 1:06:43 PM GMT

UNLOCKING THE DOOR TO “OPEN GOVERNMENT”

A close-up photograph of a hand in a dark suit jacket turning a brass doorknob on a wooden door. The hand is positioned in the center-right of the frame, with the thumb and fingers gripping the knob. The door is a warm, reddish-brown wood. The background is slightly blurred, showing more of the door and the hand's sleeve.

Public Records
Hillsborough County
Mary Helen Farris

Deputy County Attorney/General Counsel



THE PUBLIC RECORDS LAW

CHAPTER 119, FLORIDA STATUTES

In general, Florida Law states that:

Every person who has custody of a public record shall permit the record to be inspected or examined by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision by the custodian of the public record or the custodian's designee.

WHAT IS A PUBLIC RECORD?

- Section 119.011 (11), Florida Statutes, defines “public records” to include:
 - All documents...regardless of the physical form, characteristics or means of transmission, **MADE OR RECEIVED PURSUANT TO LAW OR ORDINANCE OR IN CONNECTION WITH THE TRANSACTION OF OFFICIAL BUSINESS BY ANY AGENCY.**
 - **PERPETUATE, COMMUNICATE OR FORMALIZE KNOWLEDGE** (intended to be the final evidence of knowledge); (See Rogers v. Hood, 906 So. 2d 1220 (Fla. 1st DCA 2005)).
 - A document is a public record **UNLESS THE LEGISLATURE HAS EXEMPTED IT FROM DISCLOSURE.**

ARE NON-FINAL DRAFTS OR NOTES SUBJECT TO THE PUBLIC RECORDS LAW?

- No "*unfinished business*" exception to the public records law
- If purpose is to perpetuate, communicate, or formalize knowledge, non-final drafts or notes are public records. See Miami Herald Media Company v. Sarnoff, 33 F.L.W (2007), p. 6.24
- Non-final drafts are public records, if circulated, if filed away to be used by person in the future to work on matter, and whether or not it is the ultimate product of an agency
- "Personal" notes designed for one's own personal use in remembering certain things are not public records.

WHAT AGENCIES ARE COVERED?

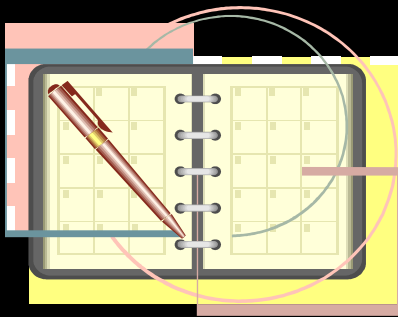
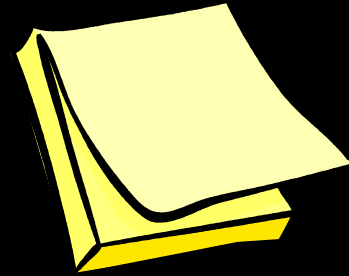
- **Governmental Entities** - statute defines "agency" extremely broadly, including any state, county, district, authority, municipal officer, or other separate unit of government.
- "Agency" also includes public or private entities acting on behalf of any public agency.



WHEN IS A PRIVATE ENTITY SUBJECT TO PUBLIC RECORDS LAW?

- Private Corporations - Are included when they "act on behalf of the governmental entity."
- Must look at several factors - receipt of public funds, how the private entity was created, degree of control by the governmental entity, role the private entity plays in the government's decision-making process, and whether the private entity is exercising a governmental function.

JUST WHAT IS A PUBLIC RECORD?



1. Computer records (i.e. emails)

Private emails in government computers are not public records (See Clearwater case noted on p. 6.29).

If employee is disciplined for misusing county computer, emails could become public record if it is used in the course of official county action against employee (inferred in Clearwater).



2. Financial Records

- Financial statements, budgets, personal financial records are generally open unless exempted.
- However, sealed bids, proposals, bank account numbers and debit, charge, and credit card information are exempt.
- There are a number of exemptions for trade secrets, as defined in Section 812.081 (1)(c), F.S. (See p. 6.31).

Social Media

- The current issue with public records is social media - text messages, Twitter, Facebook - how can the records be retained?

WHAT IS REQUIRED OF THE PUBLIC AGENCY WHEN PROCESSING REQUESTS?

- Acknowledge receipt of request promptly and respond in good faith.
- Make a reasonable effort to determine from other public agency departments and officers within the agency if the record exist and its location.
- Respond to the request within a reasonable time.
- Allow inspection or receipt of documents to *any person* desiring to have them.
- State the basis for refusing to release an exempt record.
- Redact only that portion of the record for which a valid exemption is asserted and provide the remainder of the record for inspection and copying.

IS A PUBLIC AGENCY REQUIRED TO:

- Give out information from the records?
- Create records to comply with the public records request?
- Reformat records to meet a requestor's particular needs?

NO!

You are only required to
produce the records requested,
if it exists, and in the format
that it is in.

WELLLLLL, CAN A PUBLIC AGENCY

- Impose its own restrictions on access to or copying of public, like imposing a specific waiting period.
- Require an individual to show a special or particular interest before being allowed to inspect or receive copies.
- Refuse to allow inspection or copying of public records because request is overbroad or unclear.

- Require that a request to examine or copy public records be made in writing.
- Require that the person provide background information to the custodian.
- Refuse to comply with a request to inspect or copy the public records because the records are not in the physical possession of the custodian.
- Refuse to allow access to public records because the records are also maintained by another agency.
- Refuse to allow public records made or received in the normal course of business to be inspected or copied if requested to do so by the maker of the record.
- Refuse to allow inspection of public records because the agency believes disclosure could violate privacy rights.

NO!

Only the Legislature may
impose restrictions on
access to Public Records



Article I, Section 24 (c), Florida Constitution establishes standard for legislature to create exemptions:

1. Law must specifically state the public necessity to justify the exemption.
2. Law shall be no broader than necessary to accomplish the stated purpose of the law.

HOW MUCH SHOULD A PUBLIC AGENCY CHARGE FOR PUBLIC RECORDS?




- Copy fees for Public Records are prescribed by Florida Law.
- You must charge only those copy/labor fees as prescribed therein.
- If no fee is prescribed, charge the actual cost of duplication of records (i.e. cost of materials and supplies and does not include labor and overhead except when copying maps or aerial photographs).
- May not charge for travel time or retrieval costs for records off-premises.

The following fees are standard allowable fees:

- Fifteen cents (\$.15) for each copy of each page.
- Twenty cents (\$.20) for a double-sided copy.
- Applicable mailing/postage costs.
- Generally, there is no charge for emailed copies or for inspection of records when labor is not extensive.
- Purchasers should pay for copies prior to receiving the copies.
- You may impose an additional fee for "extensive clerical, supervisory assistance, or use of information technology resources".

RETENTION OF PUBLIC RECORDS

- Public officer must deliver records to successor at the end of their office term.
- If no successor, turn documents over to Division of Library and Information Services.
- Disposal of records must be done in accordance with schedules established by the Division of Library and Information Services.
- See Administrative rule 1B-26.003 regarding electronic record keeping.

A background image of a referee in a black and white striped shirt and a black cap with a white stripe. He is blowing a whistle. In the foreground, a hand holds a yellow flag. The text is overlaid on this image.

FLAG ON THE PLAY...

**THERE ARE PENALTIES FOR
NOT COMPLYING
WITH THE PUBLIC RECORDS
LAW**

**THE COUNTY MAY BE REQUIRED TO
PAY COSTS, ATTORNEY'S FEES AND
OTHER CIVIL PENALTIES, EVEN IF
THE COUNTY ACTED IN GOOD FAITH**



Costs

- A successful litigant is entitled to reasonable cost of enforcement.
- Includes postage, filing fees etc.

Civil Penalties

- Under Chapter 119, actions are entitled to an immediate hearing and take priority over other pending cases.
- Writ of Mandamus is the appropriate remedy to enforce compliance by public officers.
- Injunctive relief is also available.

Attorney's Fees

Attorney's fees are awardable for unlawful refusal to provide public records under these circumstances:

1. When a court determines that the public agency's reason for denying the request was improper.
2. When the agency unjustifiably fails to respond to a request until after an action has started.
3. When access is denied on a good faith but mistaken belief that the documents are exempt.

PROCEDURAL ISSUES

Voluntary mediation program

- Per Section 16.60, F.S.
- Available to resolve access disputes.

Stay

- Automatic stay (48 hours) relief available in trial court and appeal levels.

In camera inspection by trial court

- Required by law for certain exemptions to the public inspection requirements (See p. 6.49).
- As to active criminal investigation or intelligence information, the in-camera inspection is discretionary.

Mootness

- Production of documents after a lawsuit is filed does not moot the issues raised in a complaint for noncompliance.
- Petitioner may still be entitled to fees.

WIOA Primary Indicators of Performance: PY 2223 July 22-Sep. 22

LWDB 15

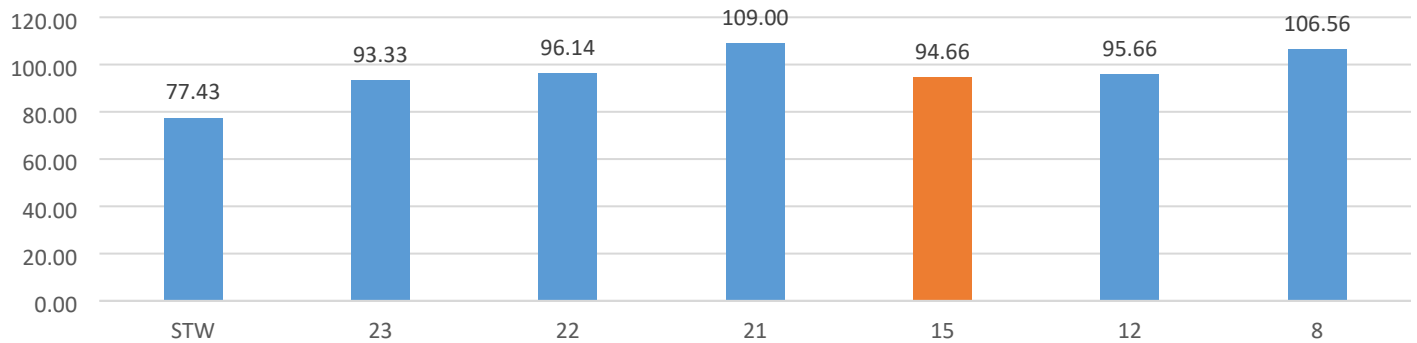
Measures	PY2021-2022 4th Quarter Performance	PY2021-2022 % of Performance Goal Met For Q4	PY2022-2023 1st Quarter Performance	PY2022-2023 % of Performance Goal Met For Q1	PY2022- 2023 Performance Goals
Adults:					
Employed 2nd Qtr After Exit	77.40	90.53	78	94.66	82.40
Median Wage 2nd Quarter After Exit	\$10,297	109.54	\$9,815	115.47	\$8,500
Employed 4th Qtr After Exit	77.00	85.56	79.8	103.64	77.00
Credential Attainment Rate	72.60	85.41	63.5	97.69	65.00
Measurable Skill Gains	72.20	120.33	63.5	86.75	73.20
Dislocated Workers:					
Employed 2nd Qtr After Exit	79.10	93.06	78.5	94.69	82.90
Median Wage 2nd Quarter After Exit	\$10,431	105.36	\$10,092	99.67	\$10,125
Employed 4th Qtr After Exit	83.10	93.37	82.6	100.98	81.80
Credential Attainment Rate	80.40	114.86	73.8	105.43	70.00
Measurable Skill Gains	70.00	91.50	69.7	90.05	77.40
Youth:					
Employed 2nd Qtr After Exit	73.10	89.15	67.8	87.03	77.90
Median Wage 2nd Quarter After Exit	\$5,379	109.78	\$5,474.00	116.27	\$4,708
Employed 4th Qtr After Exit	69.10	81.29	70.6	96.71	73.00
Credential Attainment Rate	43.10	48.43	35.7	71.40	50.00
Measurable Skill Gains	49.90	90.73	46.8	168.35	27.80
Wagner Peyser:					
Employed 2nd Qtr After Exit	64.50	92.14	63.80	98.61	64.70
Median Wage 2nd Quarter After Exit	\$7,186	121.80	\$7,281	110.47	\$6,591
Employed 4th Qtr After Exit	66.80	98.24	68.80	108.35	63.50
Not Met (less than 90% of negotiated)					
Met (90-100% of negotiated)					
Exceeded (greater than 100% of negotiated)					

Statewide

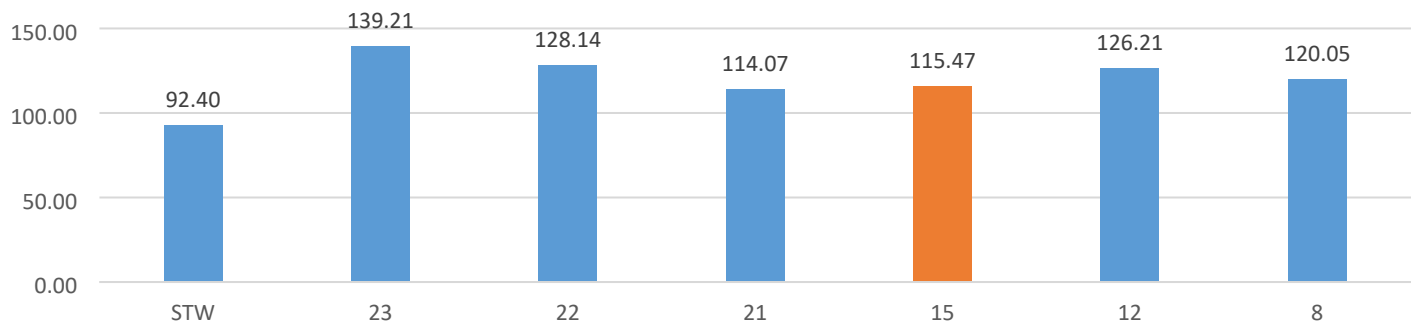
Measures	PY2021-2022 4th Quarter Performance	PY2021- 2022 % of Performance Goal Met For Q4	PY2022-2023 1st Quarter Performance	PY2022- 2023 % of Performance Goal Met For Q1	PY2021- 2022 Performance Goals
Adults:					
Employed 2nd Qtr After Exit	66.10	77.31	66.20	77.43	85.50
Median Wage 2nd Quarter After Exit	\$7,800	111.43	\$7,772	92.40	\$8,411
Employed 4th Qtr After Exit	81.80	96.80	83.80	103.84	80.70
Credential Attainment Rate	80.30	118.09	79.70	113.86	70.00
Measurable Skill Gains	79.40	162.04	70.50	121.55	58.00
Dislocated Workers:					
Employed 2nd Qtr After Exit	73.60	86.59	73.50	86.47	85.00
Median Wage 2nd Quarter After Exit	\$9,838	138.56	\$9,771	96.81	\$10,093
Employed 4th Qtr After Exit	84.20	104.60	87.80	117.07	75.00
Credential Attainment Rate	85.10	121.57	85.60	103.51	82.70
Measurable Skill Gains	76.90	156.94	72.60	121.00	60.00
Youth:					
Employed 2nd Qtr After Exit	74.10	93.21	73.90	90.79	81.40
Median Wage 2nd Quarter After Exit	\$5,013	156.66	\$5,070	131.21	\$3,864
Employed 4th Qtr After Exit	80.80	109.19	81.60	105.15	77.60
Credential Attainment Rate	83.20	108.76	80.50	115.00	70.00
Measurable Skill Gains	69.50	149.46	64.50	117.27	55.00
Wagner Peyser:					
Employed 2nd Qtr After Exit	62.00	95.38	63.30	97.38	65.00
Median Wage 2nd Quarter After Exit	\$6,698	131.33	\$6,794	120.06	\$5,659
Employed 4th Qtr After Exit	62.10	96.73	63.50	104.96	60.50
Not Met (less than 90% of negotiated)					
Met (90-100% of negotiated)					
Exceeded (greater than 100% of negotiated)					

Regional Comparison

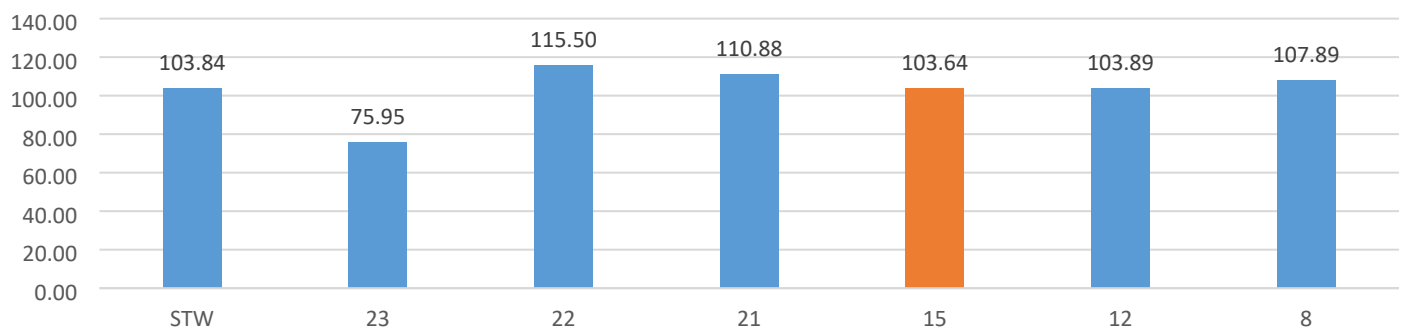
Adult Employed 2 QTR After Exit % of Goal



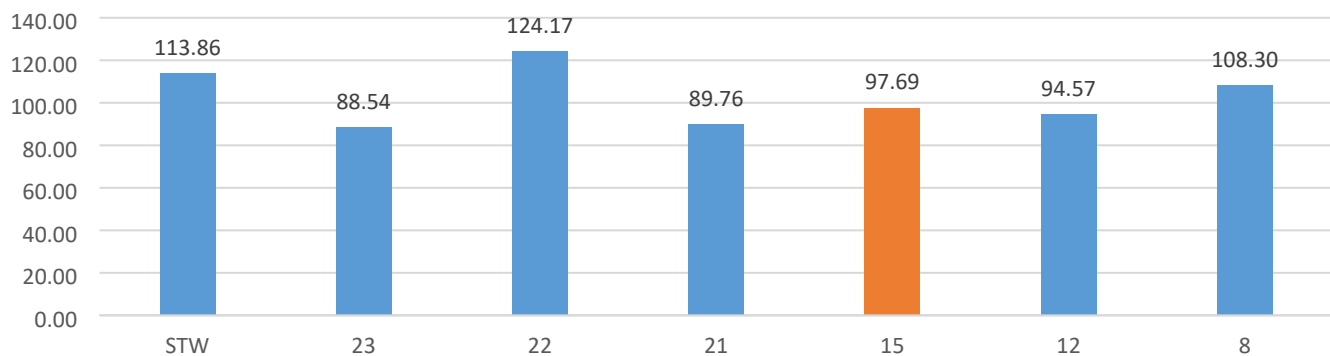
Adult Median Wage 2nd QTR After Exit % of Goal



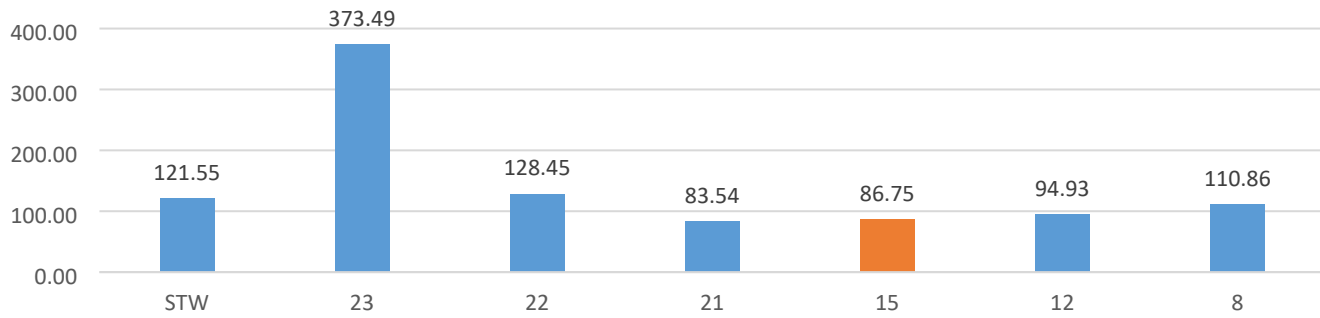
Adult Employed 4th QTR After Exit % of Goal



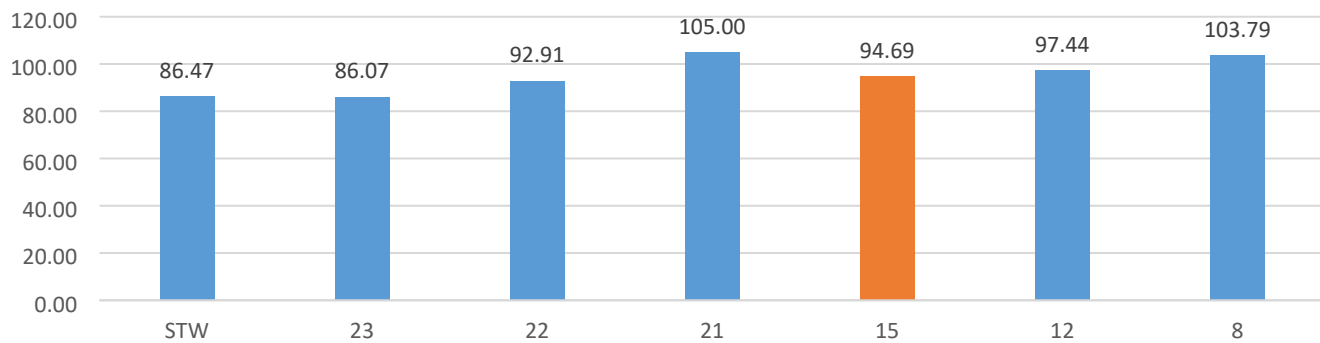
Adult Credential Attainment Rate % of Goal



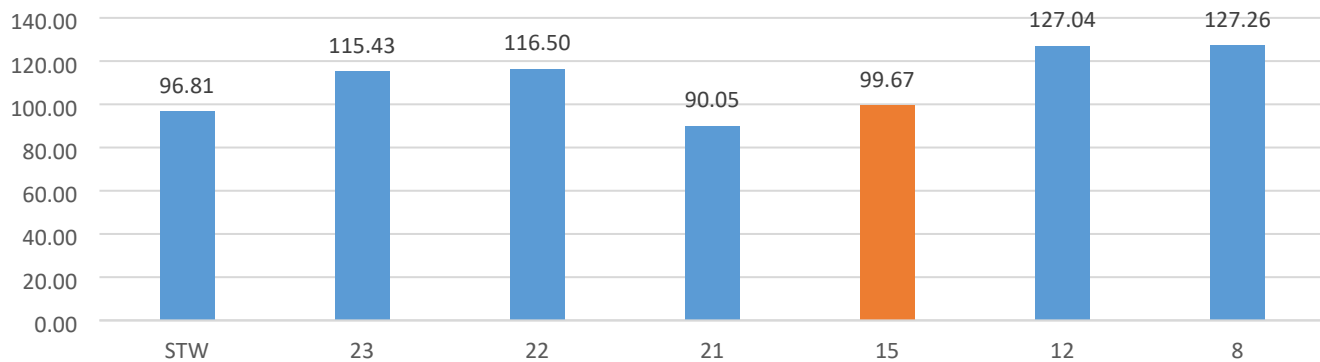
Adult Measurable Skills Gains



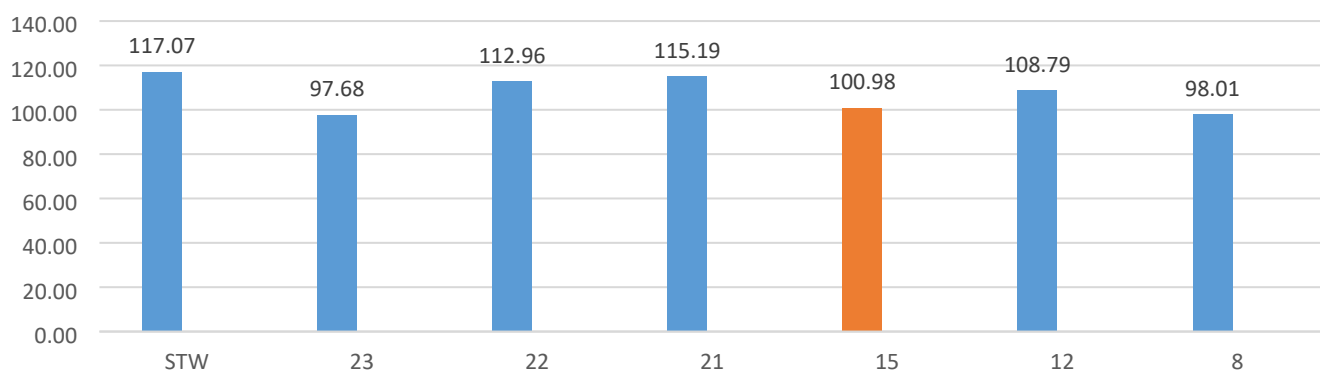
DW Employed 2nd QTR After Exit % of Goal



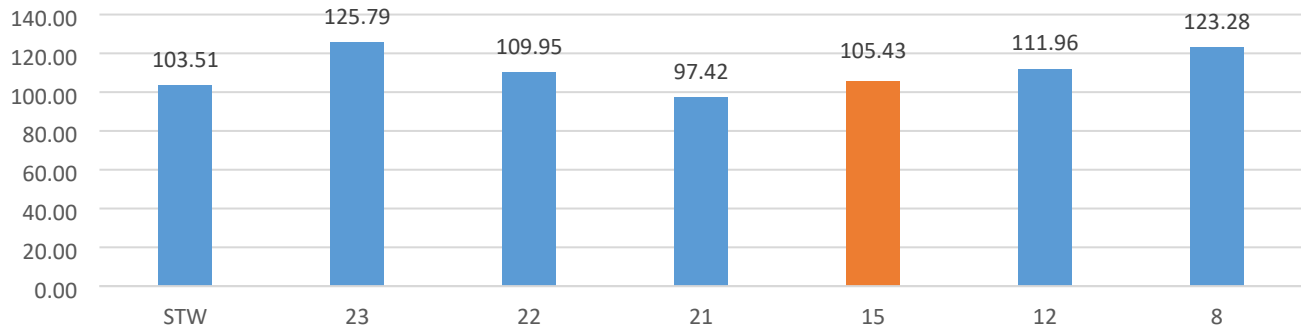
DW Median Wage 2nd QTR After Exit % of Goal



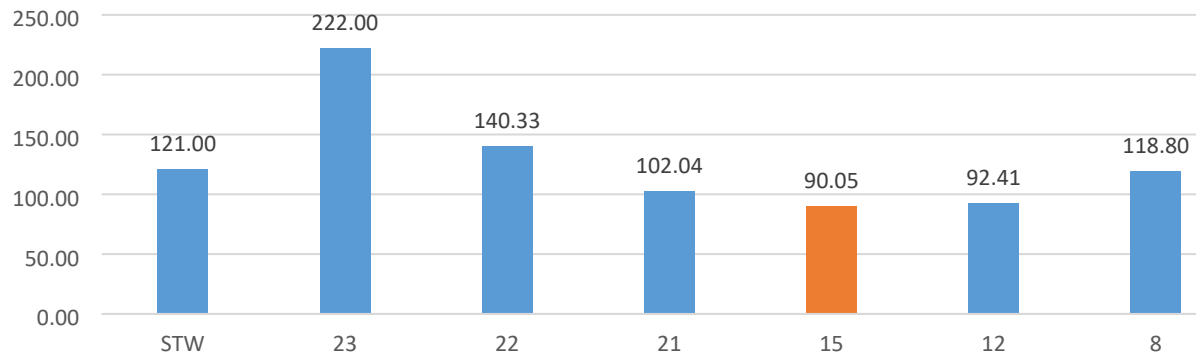
DW Employed 4th QTR After Exit % of Goal



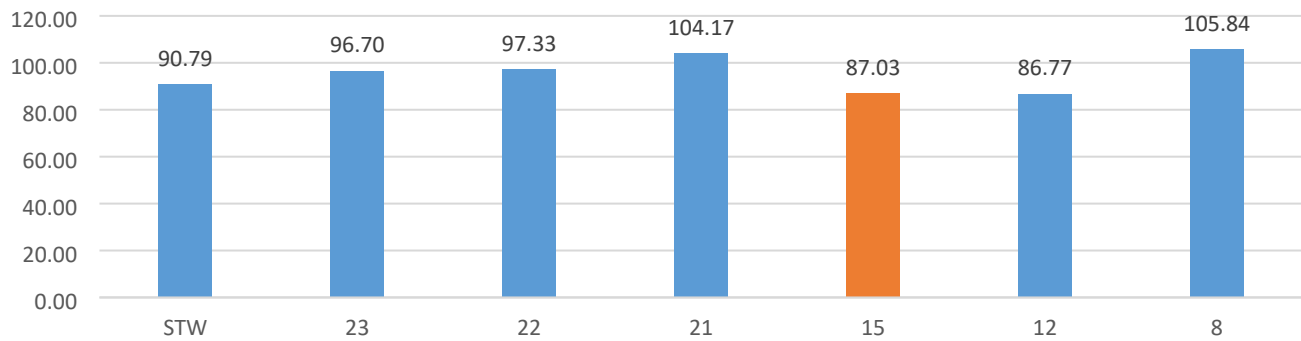
DW Credential Attainment Rate % of Goal



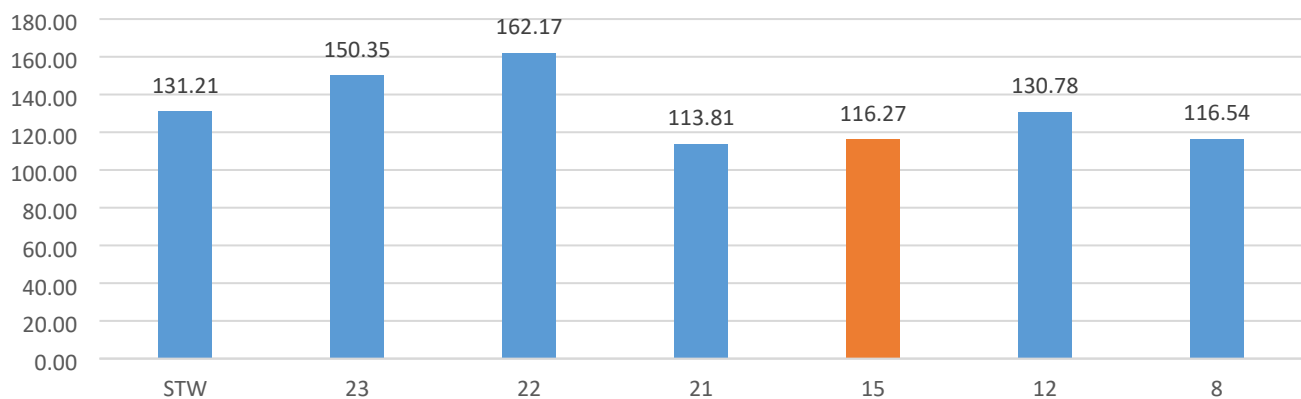
DW Measurable Skills Gains



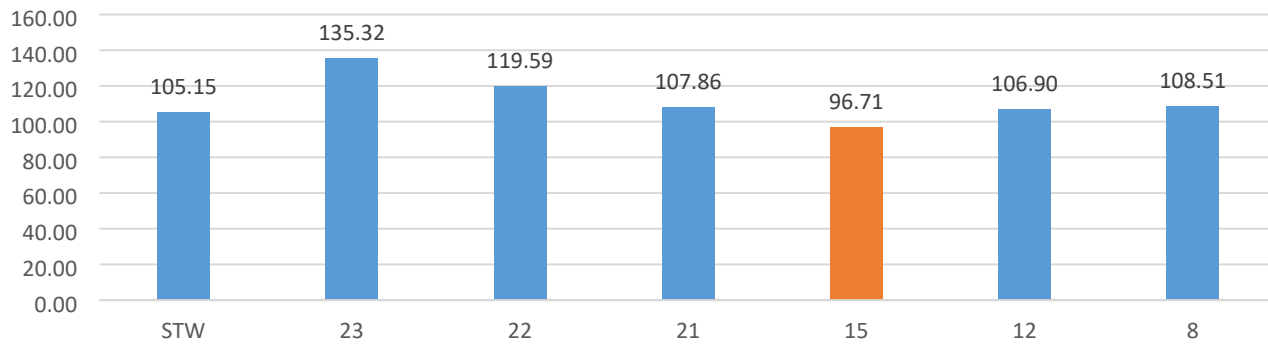
Youth Employed 2nd QTR After Exit % of Goal



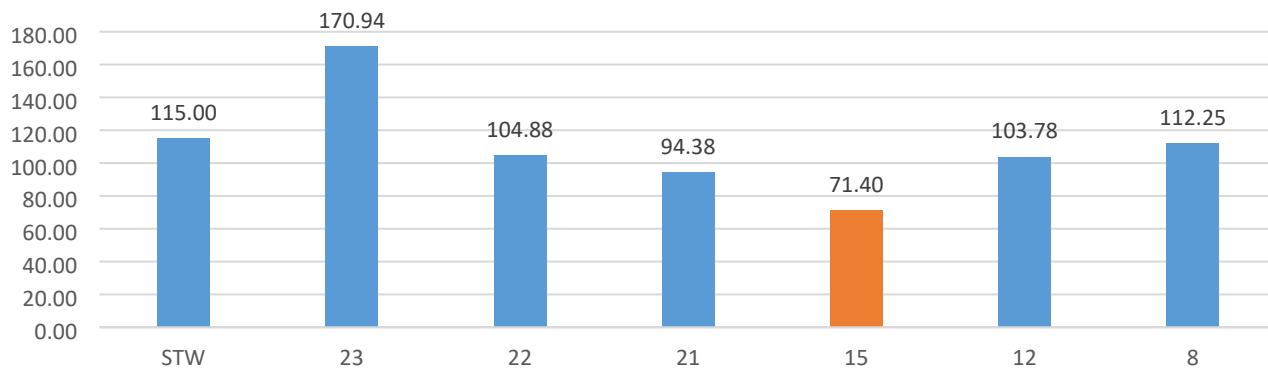
Youth Median Wage 2nd Quarter After % of Goal



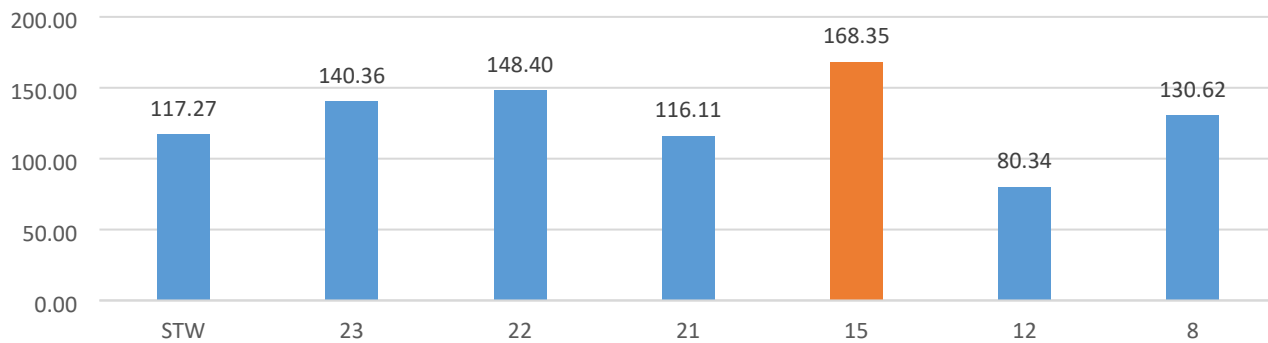
Youth Employed 4th QTR After Exit % of Goal



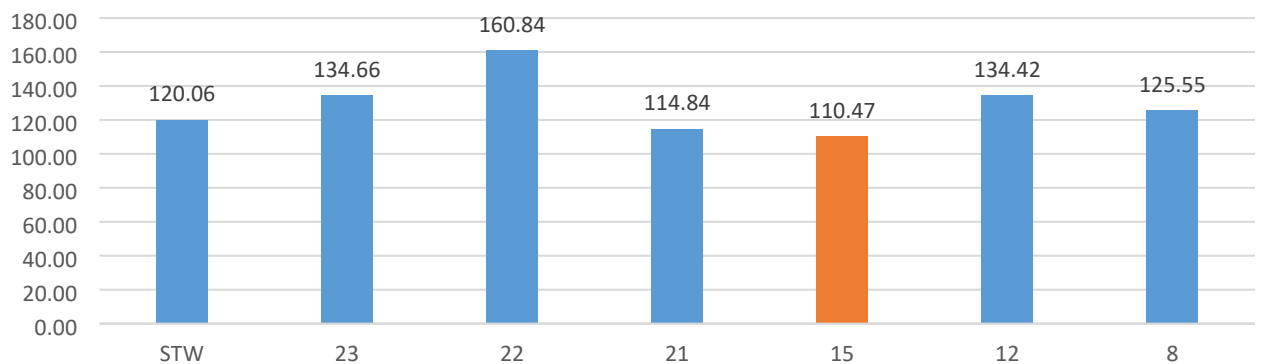
Youth Credential Attainment % of Goal



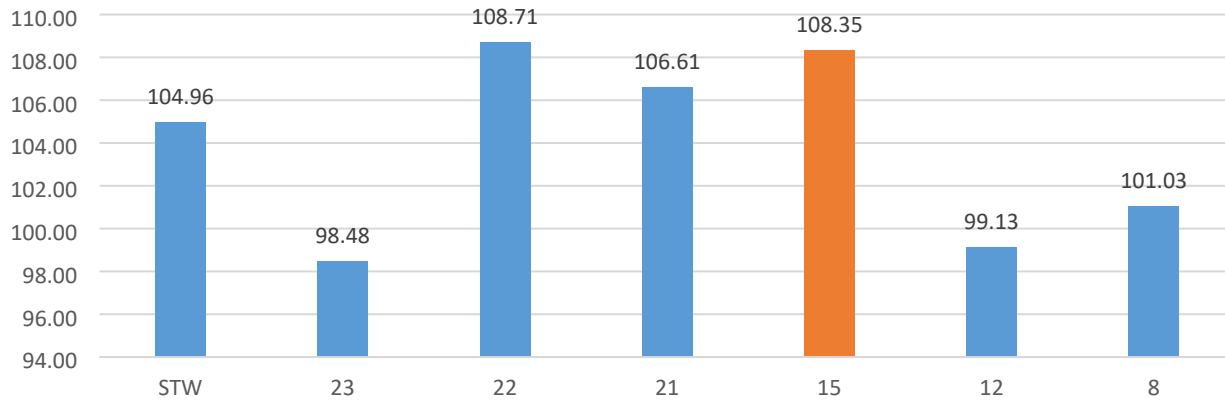
Youth Measurable Skills Gains



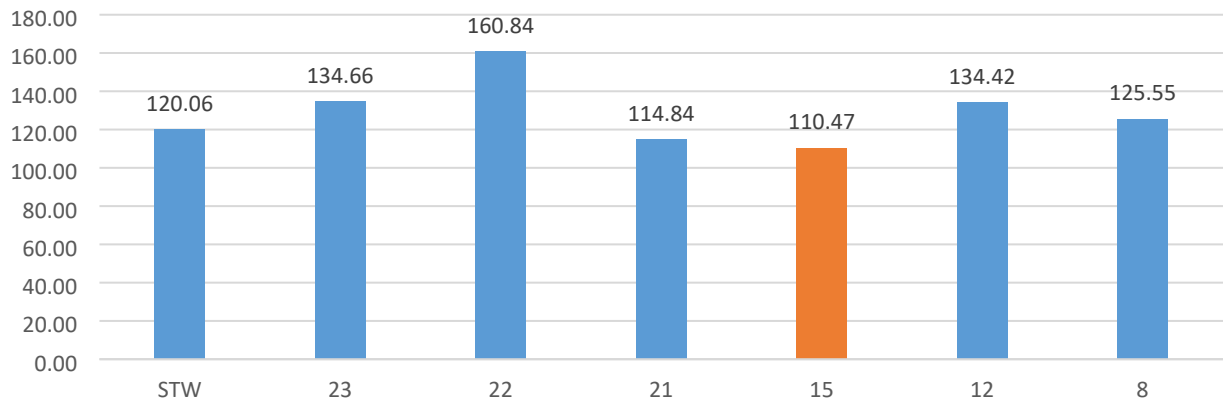
WP Median Wage 2nd QTR After Exit % of Goal



WP Employed 4th Quarter After Exit % of Goal



WP Median Wage 2nd QTR After Exit % of Goal



Region 8- CareerSource North Florida

Region 12 CareerSource Central Florida

Region 21- CareerSource Palm Beach

Region 22- CareerSource Broward

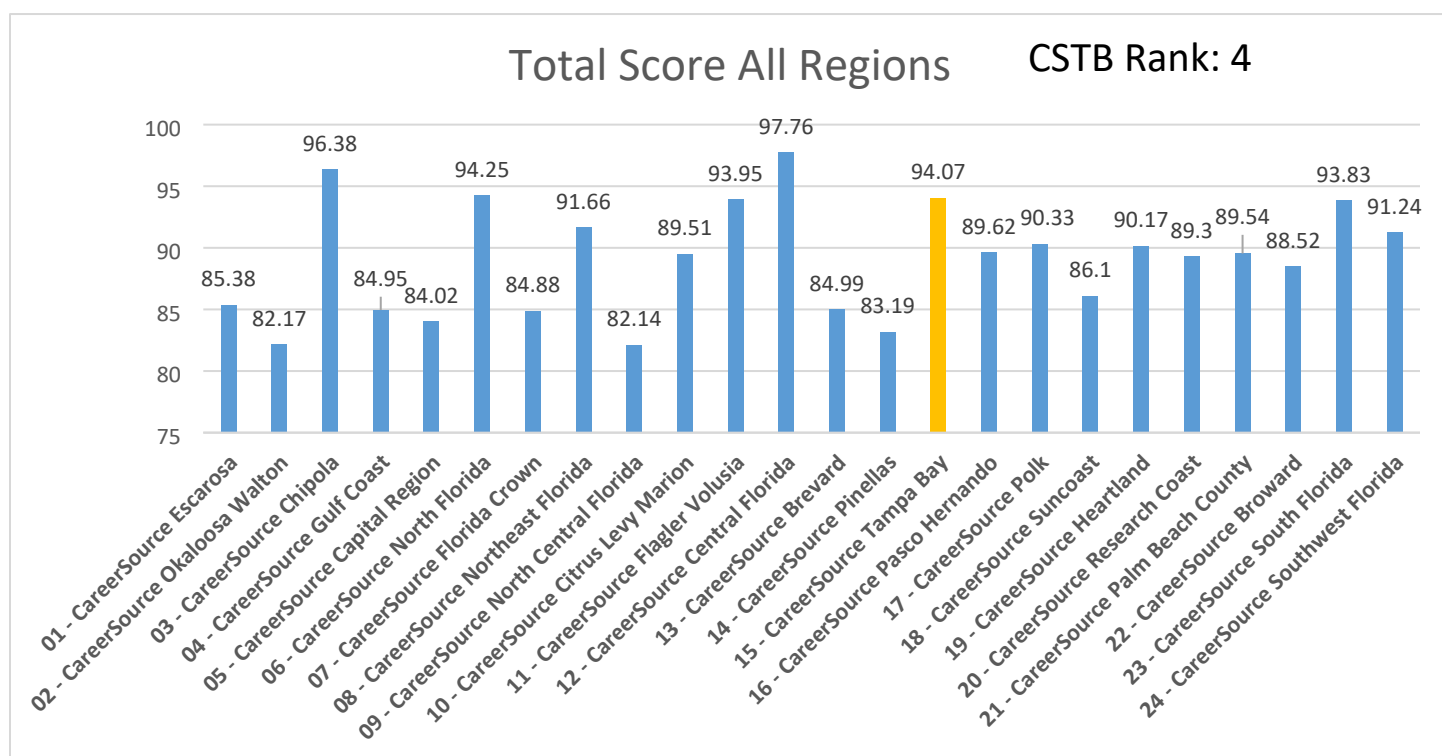
Region 23- CareerSource South Florida

REACH Performance Review

Background: On January 17th, 2023 CareerSource Florida Released Program Year 2022-2023 Quarter 1 Letter Grades for all 24 Florida Workforce Regions. Specific performance is reviewed below and is also available at <https://analytics.careersourceflorida.com/LetterGrades>.

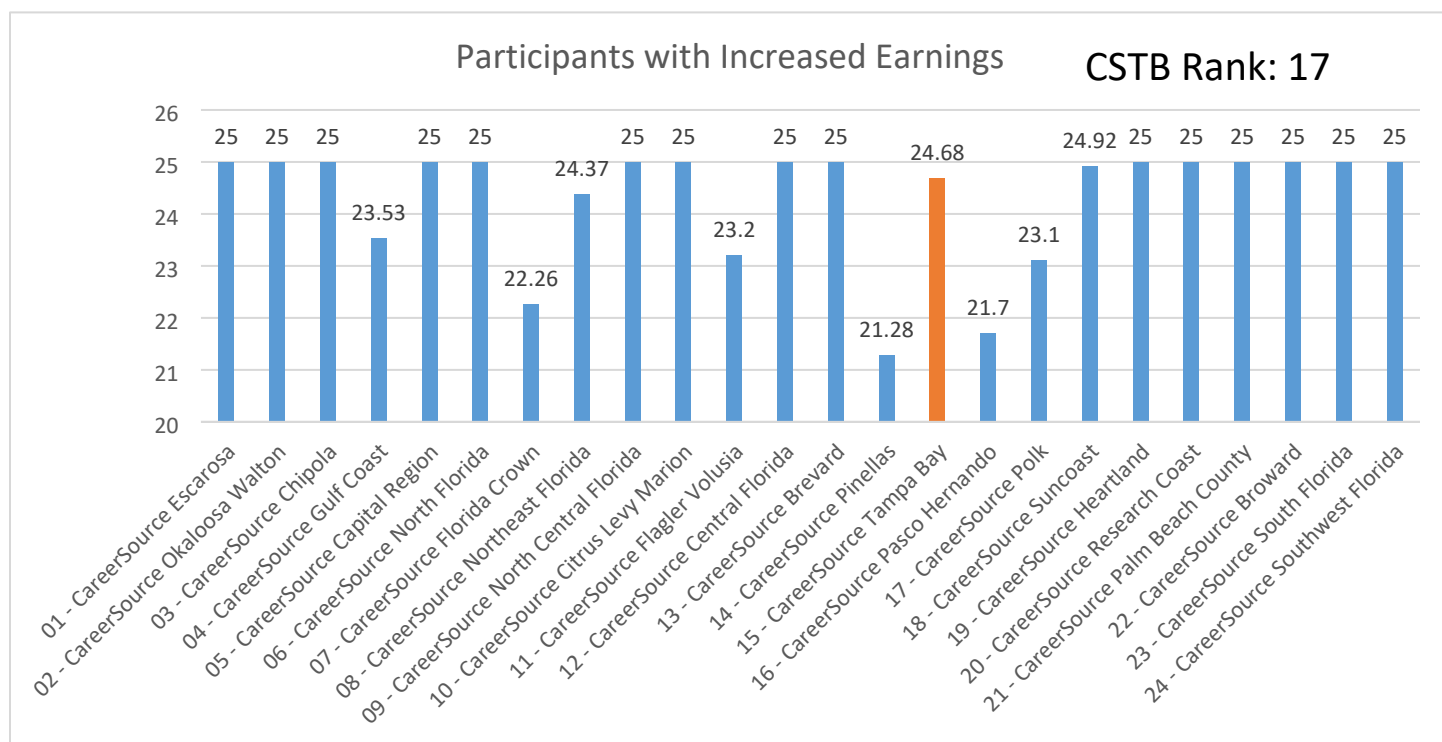
Region	Final Score	Letter Grade
01 - CareerSource Escarosa	85.38	B
02 - CareerSource Okaloosa Walton	82.17	B-
03 - CareerSource Chipola	96.38	A
04 - CareerSource Gulf Coast	84.95	B
05 - CareerSource Capital Region	84.02	B
06 - CareerSource North Florida	94.25	A
07 - CareerSource Florida Crown	84.88	B
08 - CareerSource Northeast Florida	91.66	A
09 - CareerSource North Central Florida	82.14	B-
10 - CareerSource Citrus Levy Marion	89.51	B+
11 - CareerSource Flagler Volusia	93.95	A
12 - CareerSource Central Florida	97.76	A+
13 - CareerSource Brevard	84.99	B
14 - CareerSource Pinellas	83.19	B
15 - CareerSource Tampa Bay	94.07	A
16 - CareerSource Pasco Hernando	89.62	B+
17 - CareerSource Polk	90.33	A
18 - CareerSource Suncoast	86.1	B
19 - CareerSource Heartland	90.17	A
20 - CareerSource Research Coast	89.3	B+
21 - CareerSource Palm Beach County	89.54	B+
22 - CareerSource Broward	88.52	B+
23 - CareerSource South Florida	93.83	A
24 - CareerSource Southwest Florida	91.24	A

Total Scores



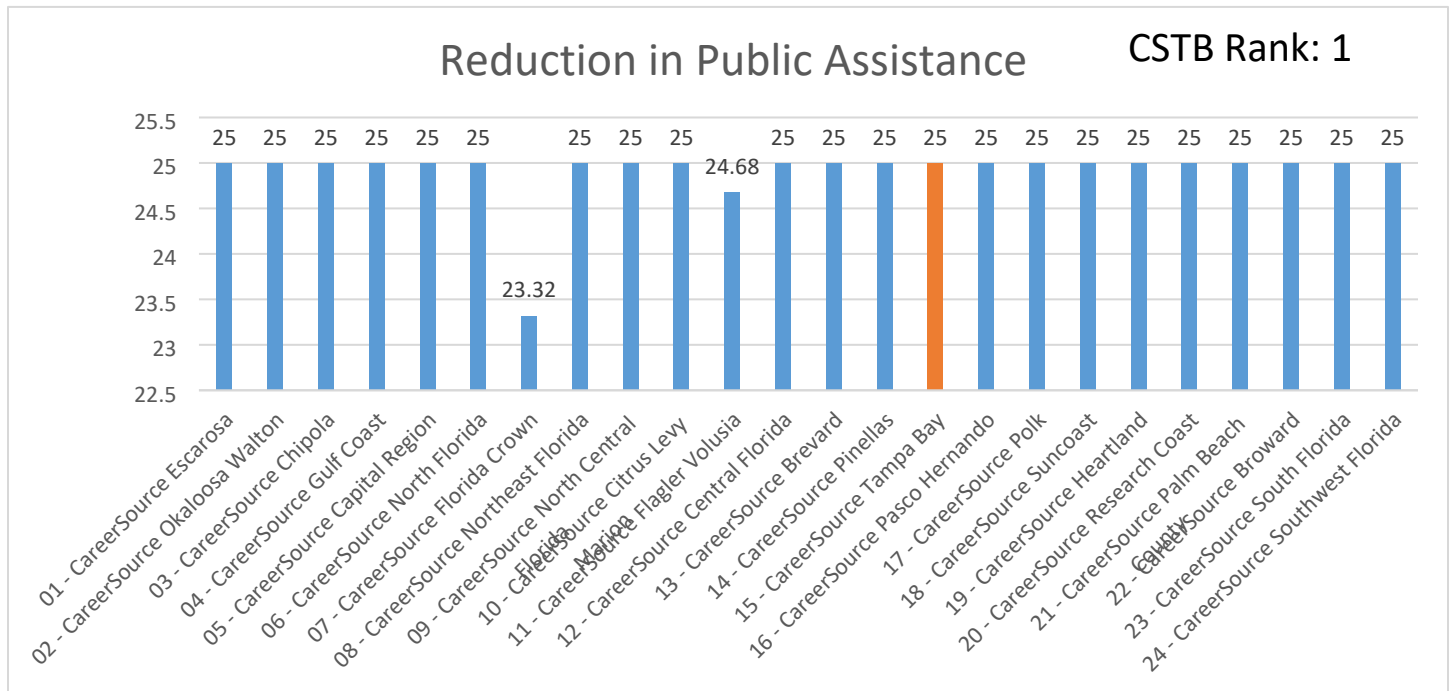
Measure 1- Participants with Increased Earnings

The percentage of participants who earned more the second quarter after exit than before their engagement with the local workforce development board.



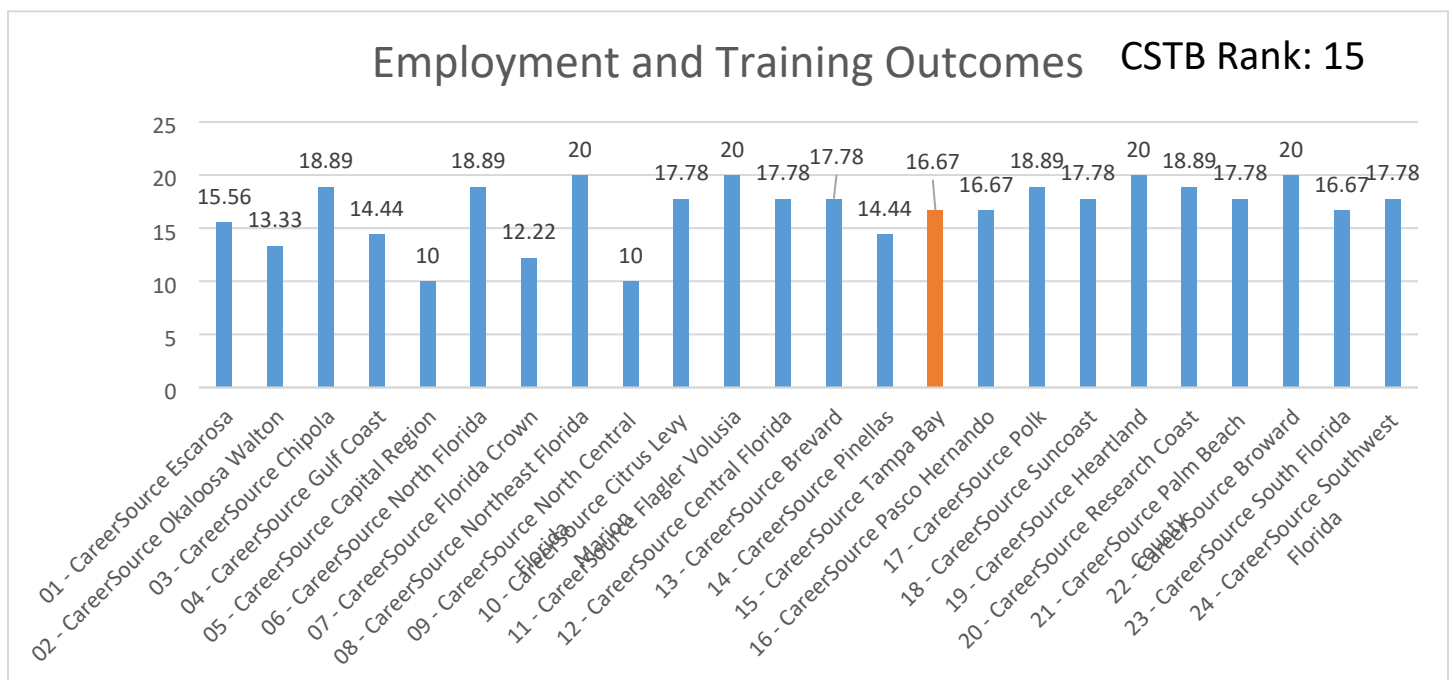
Measure 2 – Reduction in Public Assistance

The percentage of exiters who received SNAP or TANF benefits during their engagement with the local workforce development board who were no longer receiving SNAP or TANF benefits in the fourth quarter after exit.



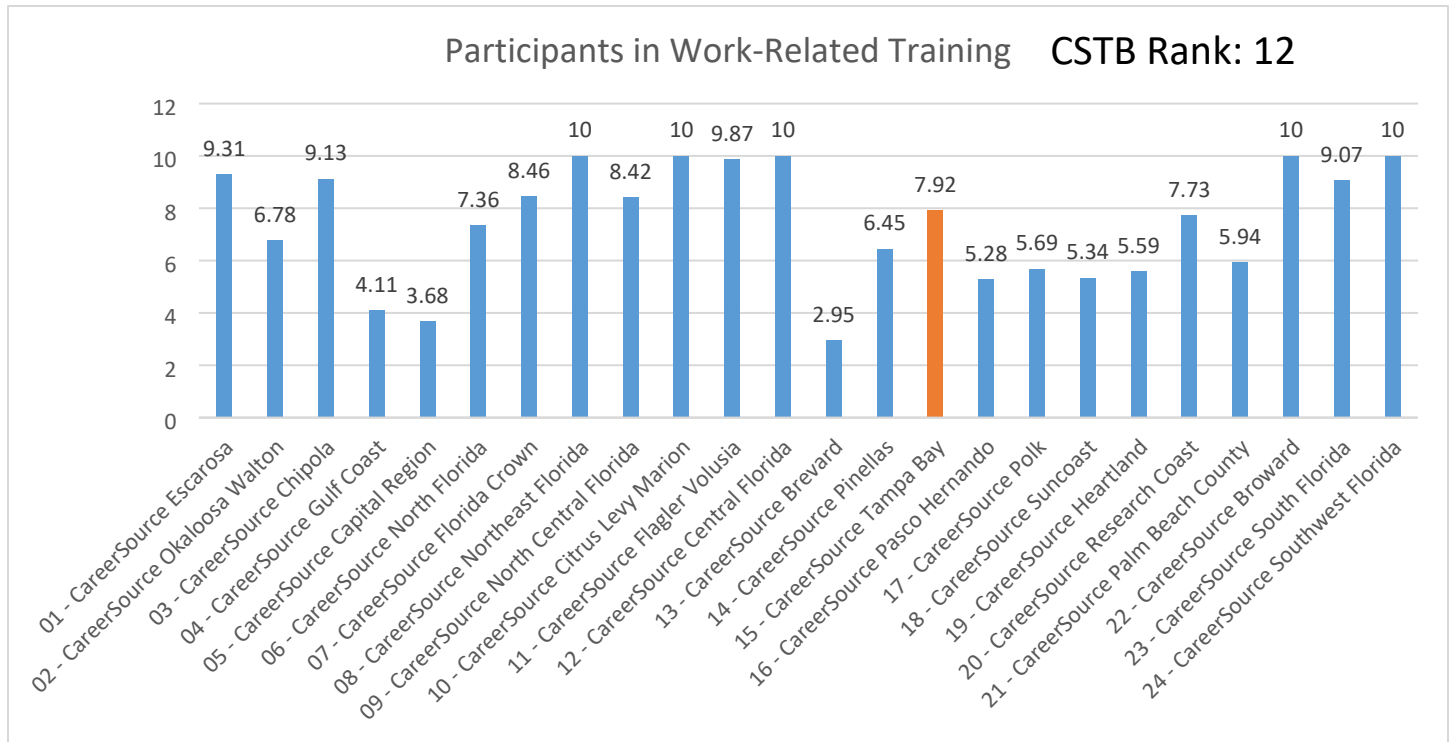
Measure 3 – Employment and Training Outcomes

Comprises the local workforce development board's existing 18 federal accountability measures.



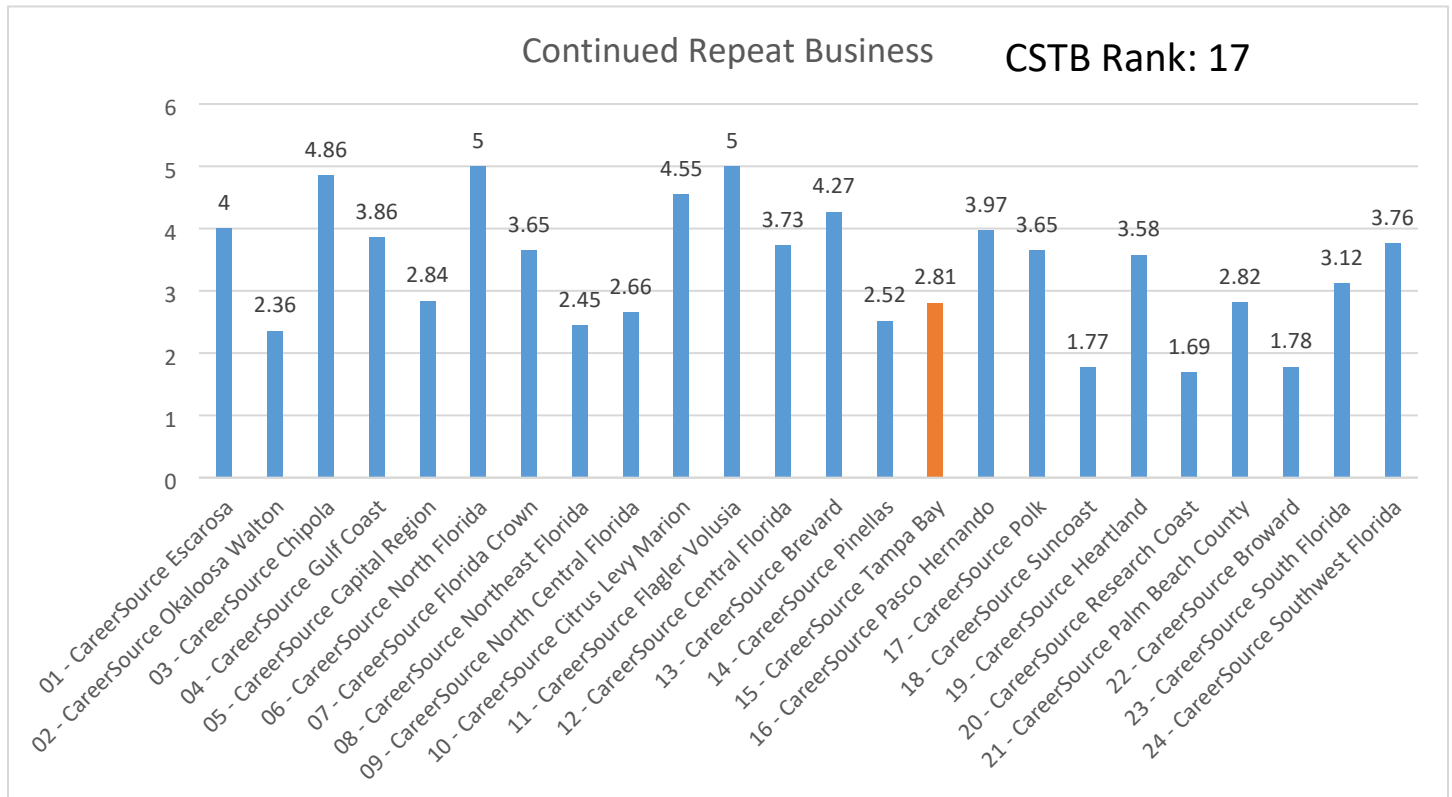
Measure 4 – Participants in Work-Related Training

The percentage of all job seekers who were enrolled in work-related training.



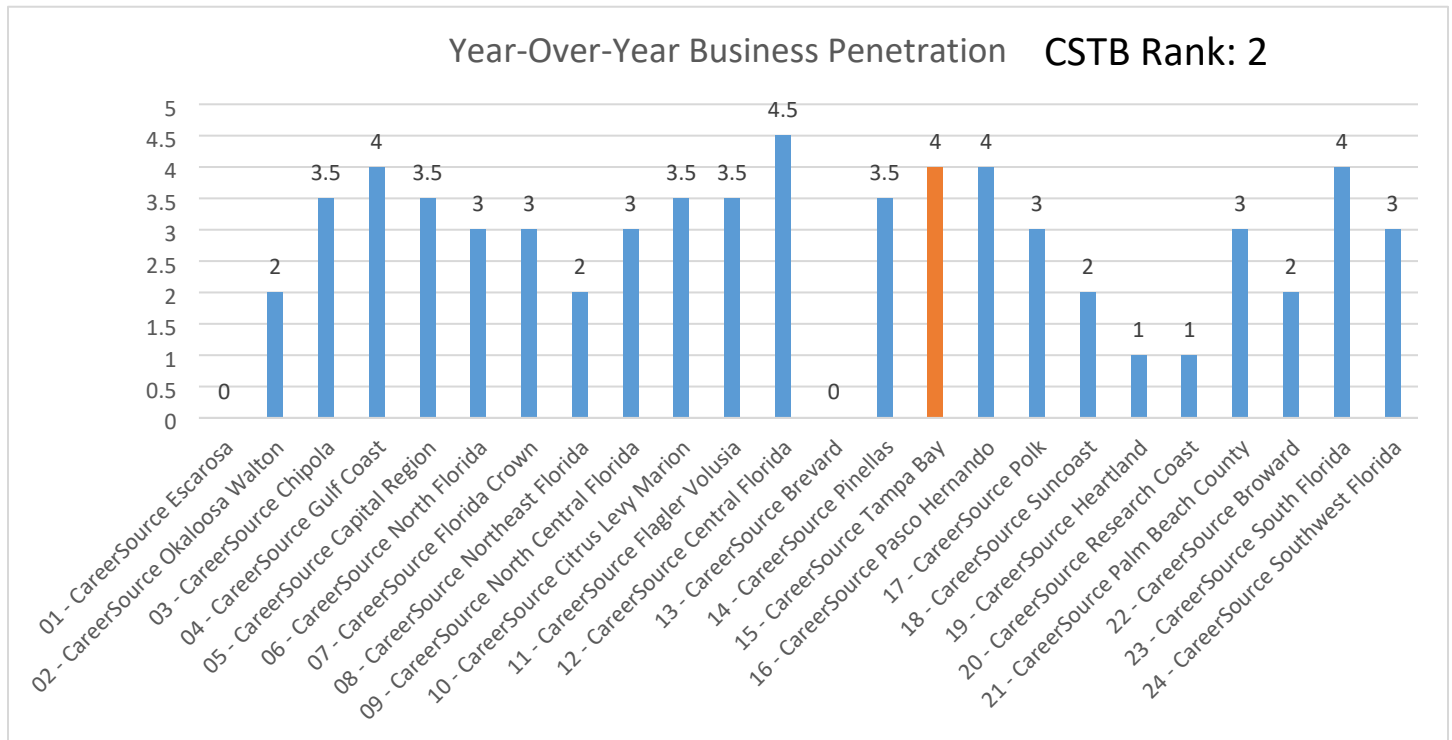
Measure 5- Continued Repeat Business

Percentage of employers served in prior three years that continued to be served in the current program year.



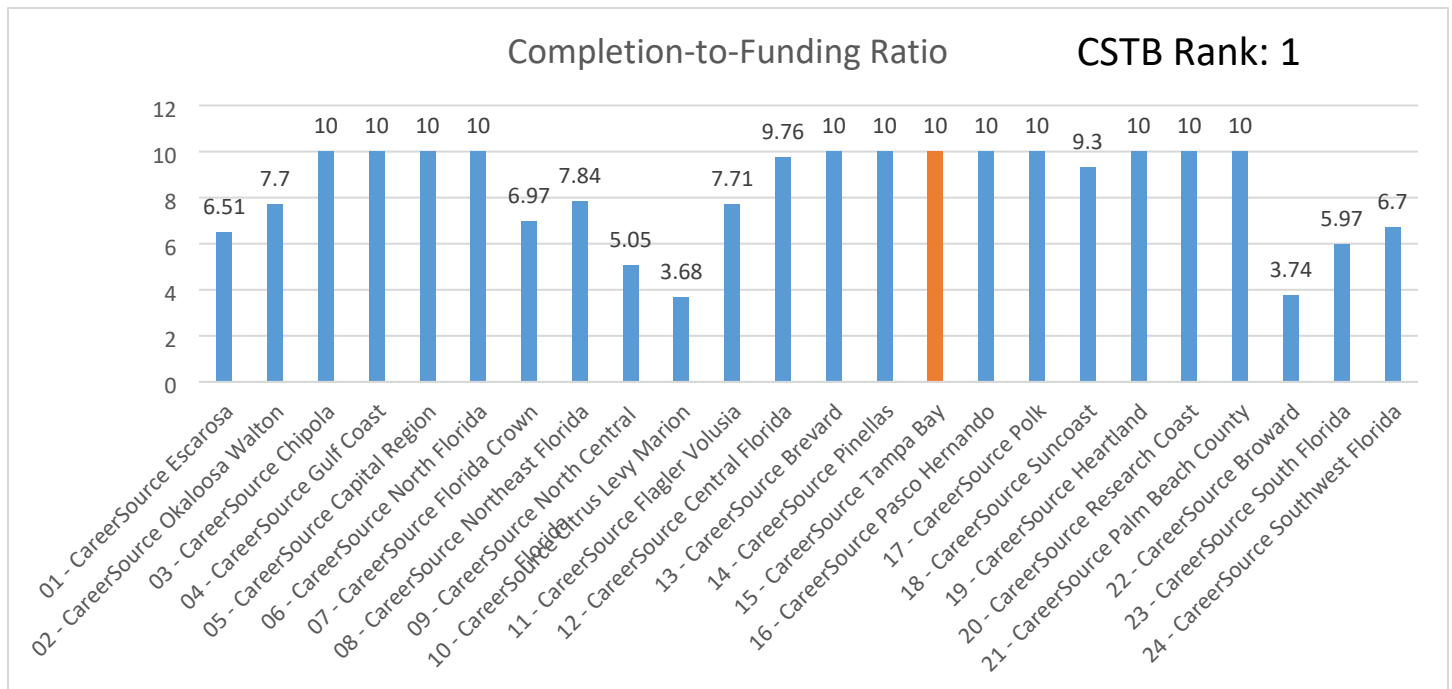
Measure 6 - Year-Over-Year Business Penetration

Compares the percentage of employers served this year to the total number of active employers assigned to CSTB in Employ Florida to the percentage served in the prior year.



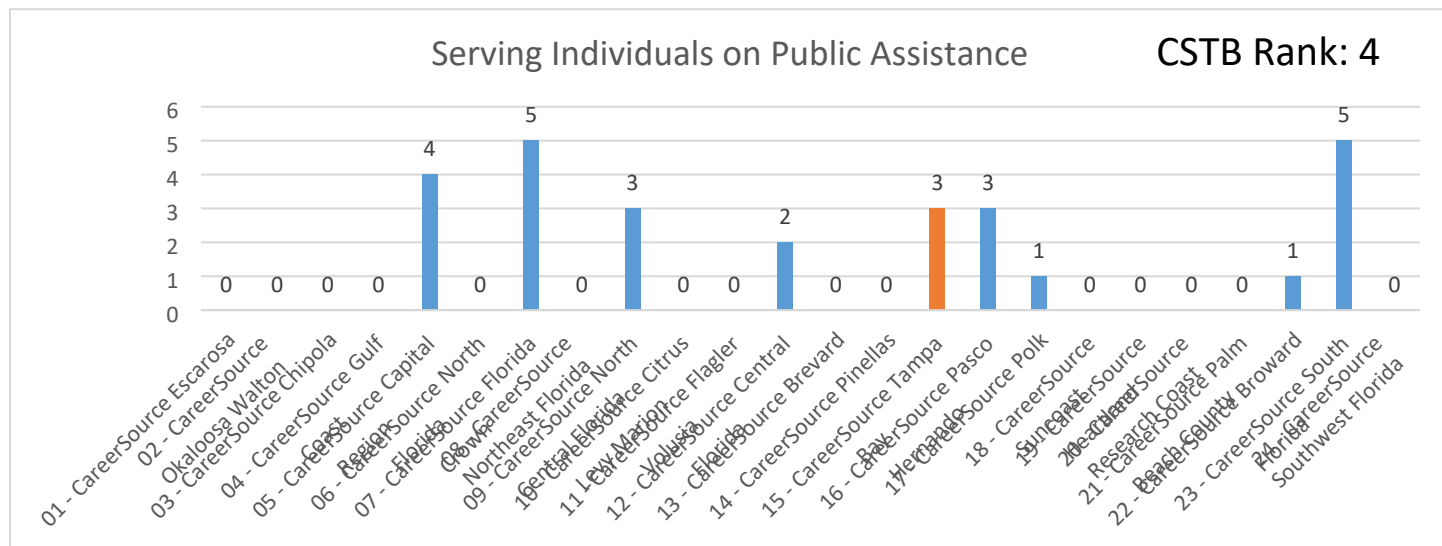
Measure 7 – Completion-to-Funding Ratio

Compares a local workforce development board's share of statewide WIOA and Wagner-Peyser exiters with the local workforce development board's share of statewide funding allocations.



Extra Credit Measure - Serving Individuals on Public Assistance

Awards up to five percentage points toward the total grade based on the percentage of customers receiving SNAP or TANF benefits.



CareerSource Tampa Bay Metric Data

Metric	Metric Category	Weight	Numerator	Denominator	Rate (%)	YOY Rate Difference	Target (%)	Target Met ¹ (%)	Weighted Performance ² (%)
1. Participants with Increased Earnings	Employment and Training Services, Self-Sufficiency	0.25	2,630	5,921	44.42	-	45.00	98.71	24.68
2. Reduction in Public Assistance	Employment and Training Services, Self-Sufficiency	0.25	1,679	4,319	38.87	-	35.00	100.00	25.00
3. Employment and Training Outcomes	Employment and Training Services	0.20	15	18	83.33	-	100.00	83.33	16.67
4. Participants in Work-Related Training	Training Services	0.10	2,415	12,203	19.79	-	25.00	79.16	7.92
5. Continued Repeat Business	Business Services	0.05	970	4,926	19.69	-	35.00	56.26	2.81
6. Year-Over-Year Business Penetration	Business Services	0.05	-	-	-	0.70	100.00	80.00	4.00
PY 2021-2022 Business Penetration		-	1,579	28,380	5.56	-	-	-	-
PY 2022-2023 Business Penetration		-	1,854	29,633	6.26	-	-	-	-
7. Completion-to-Funding Ratio	Employment and Training Services	0.10	9.60	7.31	100.00	-	100.00	100.00	10.00
Exiters: Local Board (N) / Statewide (D)		-	8,626	\$89,854	9.60	-	-	-	-
Budget: Local Board (N) / Statewide (D)		-	\$11,499,489	\$157,402,477	7.31	-	-	-	-
Extra Credit: Serving Individuals on Public Assistance	Employment and Training Services, Self-Sufficiency	Up to 0.05 points	1,623	3,683	44.07	-	-	-	3.00
TOTAL									94.07



Information Item

Public Relations/Marketing Report

CSTB Board of Directors

Updated February 7, 2023

The following report was commissioned by the CareerSource Tampa Bay Marketing/Public Relations team and completed by Vistra Communications Tampa, FL.

Marketing Outreach and Advertising Plan

The CareerSource Tampa Bay (CSTB) Outreach and Advertising Plan is derived from the Scope of Work, Social Media Audit, Vistra internal team huddles and client feedback. Metrics and data reporting continuously inform this plan. As a result, the following priorities have been incorporated:

- Drive target audiences to CSTB website.
- Increase social media engagement, likes and followers.
- Place advertising on the CSTB approved outlets and mediums.
- Draft Op-Eds and advertorials.
- Recommend and help secure sponsorships and/or partnerships.

The Outreach and Advertising Plan begins with the development of SMART

(**S**pecific, **M**easurable, **A**chievable, **R**ealistic, and **T**imely) communications goals, followed by strategies, objectives, and tactics. This framework will ensure the strategy is aligned and can be modified as needed during the implementation phase of the plan.

SMART Goals

The goals of this outreach and advertising plan provide the long- and short-term communication needs for CareerSource Tampa Bay. CSTB works to expand career opportunities for individuals and enable success of all workers through comprehensive workforce solutions that meet the needs of the community.

The following long-term goals for CSTB are listed below:

1. Increase social media page engagement, likes and followers.
 - Facebook (@CareerSourceTB): While still analyzing on the back end, our tentative goal is to increase organic growth by 5%.
 - Instagram (@CareerSoureTampaBay): Our tentative goal is to increase organic growth by 3%.
 - Twitter (@CareerSourceTB): Our tentative goal is to increase organic growth by 3%.

- LinkedIn (@CareerSource Tampa Bay): Our tentative goal is to increase organic growth by 5%.
2. Increase in visitors to CSTB's website.
- Visitor growth to be determined once Vistra reviews back-end analytics.

Strategies

The overall communications strategy for CSTB is rooted in both objective and subjective research. These strategies define the approach Vistra will take to meet the stated goals, as well as provide guidelines that set the strategic direction of the communications program.

- Place paid segments/interviews on local morning talk shows and local radio stations.
- Develop a paid social media strategy and calendar.
- Create social media/digital media campaigns promoting CSTB to target audiences.
- Develop creative assets for campaigns and social media postings.
- Provide campaign management and monitoring.

SMART Objectives

The stated objectives align with the strategies above and outline the desired measurable achievements that will best position CSTB to meet the determined goals. Specific measurements will be determined by current benchmarks using a variety of monitoring tools.

Tied to Goal 1: Increase social media page engagement, likes and followers.

- Vistra will create highly engaging messaging that clearly states the many resources developed and offered by CSTB.
- Vistra will diversify social media posts across platforms to better reach targeted audiences.
- Vistra will monitor and alert CSTB of opportunities to weigh in promptly regarding trending topics.

Tied to Goal 2: Increase visitors to CSTB's website.

- Vistra will place opinion pieces and advertorials related to CSTB initiative with a call to action leading back to CSTB's website.
- Vistra will coordinate advertising and paid media segments on local television and radio stations to encourage audiences to visit CSTB's website for more information.

Tactics

This section outlines the specific action items (steps and tools) Vistra will utilize to accomplish the stated objectives:

Regular media pitching of CSTB initiatives to targeted outlets.

- Building a robust social media calendar that includes organic, paid ads and sponsored posts.
- Developing and drafting original advertorials, Op-Eds and press releases for targeted

publications and outlets.

- Tracking metrics to inform continued plan implementation.
- Developing creative assets to match and enhance company efforts.
- Reusing the plethora of developed CSTB resources to remind audiences of company offerings.

Social Media Audit

For social media, a SWOT analysis was conducted and revealed, in part (full report to be shared separately), the following key information:

STRENGTHS

- Very informative social pages on multiple platforms.
- Any events the company holds and sponsors are shared on the platforms.
- Bilingual posts throughout the social pages (caters to the Spanish audience with posts in both English and Spanish).
- Uses graphics made with editing software like Canva in order to make news and information pop to audience followers.
- Names and faces throughout the company are given recognition through multiple posts,

“There’s a face to go with the name.”

- Utilizes hashtags and @’s on a very consistent basis.

WEAKNESSES

- Frequency of media coverage was inconsistent and mostly relegated to recent successes.
 - There doesn't seem to be a consistent history of media coverage or a pattern.
- National (attention) media coverage is nonexistent.
 - No in-depth feature stories were located on broadcast channels.

OPPORTUNITIES

- Paid posts and ads would vastly improve any reach to the target audiences as far as any information or events CareerSource would want to push to the public via social media.
- Sharing content from supporting organizations and partners is always something that not only adds content but strengthens bonds.

THREATS

(Is there anything threatening your company’s communication with your target audience?):

- Easy to confuse the Tampa Bay division of CareerSource with other divisions as far as looking for social platforms or information in general.
- Negative posts do not appear to be addressed.

Vistra Recommendations

The following recommendations include those that could be implemented quickly and a few that could be implemented over time.

SHORT TERM

- Invest in paid posts and ads that will allow content to be seen by more than just your current followers.
- Create various types of content on all platforms and showcase it in different ways (i.e. video, photos graphics etc.).
- Share content from partners and similar channels consistently (more eyes = more interactions).

LONG TERM:

- Encouraging senior-level employees to continue posting (such as CEO John Flanagan and others) would greatly contribute to audience engagement. They may serve as brand ambassadors.
- Staying consistent with paid content that shares information to new potential targets and help grow your audience.

Target Audiences

In the first half of 2023, Vistra will focus on the following target audiences:

1. Low-income job seekers
2. General job seekers
3. Veterans
4. Businesses
5. HR professionals

Vistra will utilize the following platforms to reach audiences and meet the goals and objectives stated:

- Social media - LinkedIn, Facebook, Twitter, Instagram
- Media outlets – Local television and radio, Tampa Bay Business Journal, Tampa Bay Business and Wealth

Measuring Success

Vistra embraces automated tools to streamline metrics reporting in addition to manual tracking, clipping, and monitoring. Analytics software is utilized in addition to individual social media platform management reporting tools for gathering key client data. Monthly reporting is essential to helping inform our public relations efforts and keeping our communications plans streamlined. Monthly metrics reporting ensures we regularly evaluate the effectiveness of our campaigns.

We measure success using some or all the metrics mentioned below. This can vary based on client needs.

Public Relations:

- Reach
- Mentions
- Earned media
- Sentiment

Social Media:

- Gain in social media followers.
- Gain in social media engagement.

Client feedback is also key to measuring the success of campaigns seeking increased brand awareness and positive reputation perception. Vistra will meet with the CSTB team monthly throughout the duration of this contract to update on the progress of the campaign. During regular check-ins, Vistra and CSTB will discuss campaign highlights and review key metrics, including audience engagement and growth.

Conclusion

Overall, there is significant room to grow the visibility and awareness of CareerSource Tampa Bay and the resources the organization has to assist individuals during their job searching and career exploration.

Addendum to Marketing Plan

The following is the proposed advertising spend. The VP of Marketing & Public Relations is working closely with Vistra Communications on implementing this plan and making final advertising/outreach purchases. This is for the period of January to June 2023.

CSTB GENERAL ADVERTISING (Outreach)	\$210,000.00	
Radio		
Beasley Communications (Hispanic Radio)		\$5,000.00
WFLA AM Radio		\$5,000.00
Urban Radio		\$5,000.00
Television		
(ABC-TV Morning Blend)		\$5,000.00
(Fox 13 Tampa)		\$5,000.00
(CBS 10 News)		\$5,000.00
(News Channel 8) (Digital)		\$5,000.00
(Over the Top)		\$0.00
(Spectrum Cable)		\$5,000.00
Newspaper/Print		
Tampa Bay Business Journal		\$15,000.00
Tampa Bay Times (or job fair sponsorship)		\$10,000.00
Free Press		\$10,000.00
Tampa Bay Business Wealth		\$15,000.00
Digital Marketing		
Actuate Media		\$27,999.96
Monsido/SEO		\$3,925.33
Facebook		
Instagram		
Google		
Social Media Marketing (Boosts/Advertising)		\$25,000.00
Podcasts (Workforce 180)		\$4,000.00
Vistra: Marketing Fee (30k)		\$30,000.00
Vistra: Social Media increase "likes" & Traffic		\$15,000.00
Bus Stop Bench Advertising (Tampa Transit Advertising)		<u>\$10,000.00</u>
TOTAL		\$205,925.29



Information Item One Stop Operator Update 1/25/23

CareerSource Tampa Bay defined the role of a One-Stop Operator as an entity that coordinates the service delivery of participating one-stop partners and service providers within the Career Centers.

EDSI, Inc. has been our One-Stop Operator since July of 2021. Paul Casebolt, One-Stop Operator of EDSI, Inc., manages our One-Stop Operator Contract.

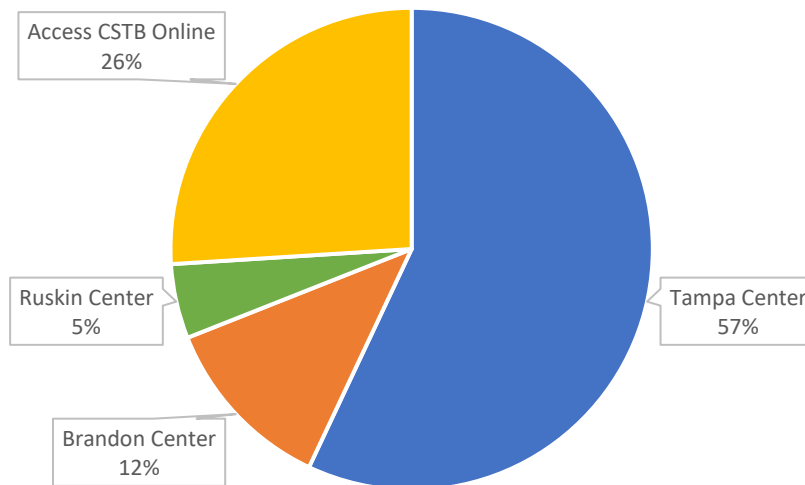
NET PROMOTER SCORE

Customer satisfaction is measured using Net Promoter Score (NPS). NPS is a loyalty and satisfaction measurement taken from asking customers how likely they are to recommend your product or service to others on a scale of 1-10. It is an indicator of customer experience, customer satisfaction, and brand loyalty.

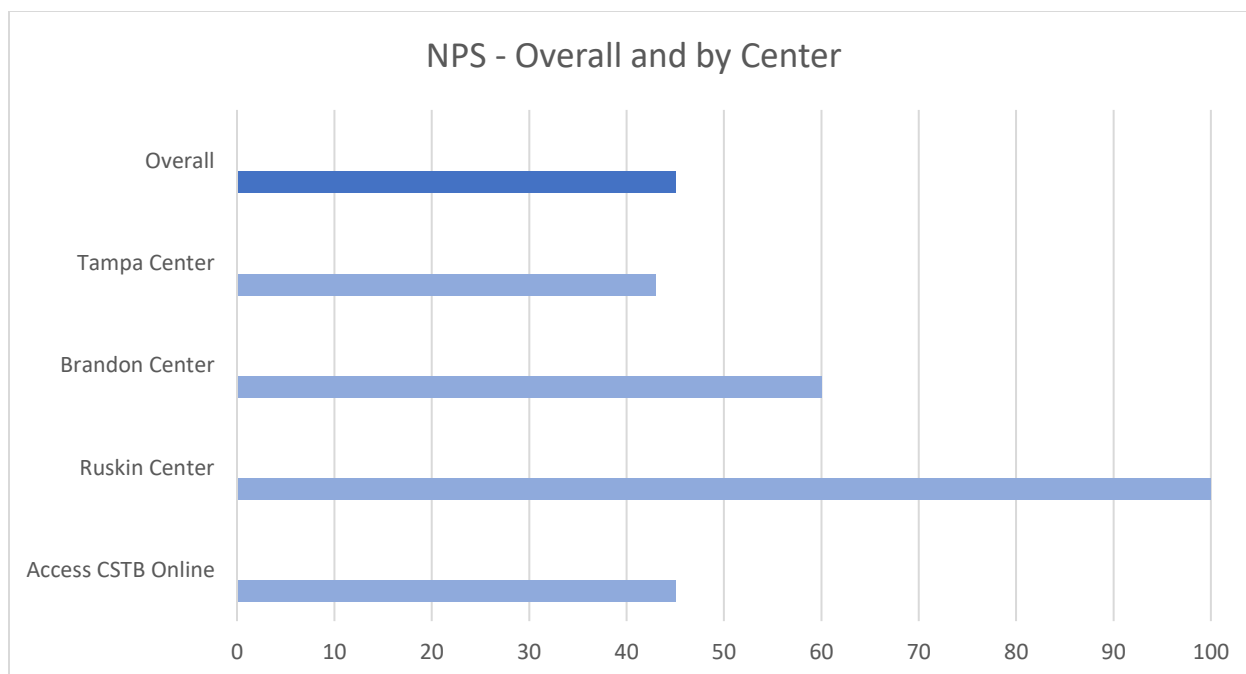
NOVEMBER 2022 RESULTS

Data for a specific month is collected over the course of the following month. This creates a one-month lag in reporting, making the most recent available data set the November 2022 results.

Where did you receive services?*



*We did not receive responses from customers who received services at Plant City, Enterprising Latinas, or Bullard Family Foundation.



While customers learn about us from a wide range of sources, more than half (51%) learned about CareerSource Tampa Bay through a referral from another agency. 12% learned about us through Social Media. 37% of respondents selected "other" and cited a variety of sources including word of mouth from a friend, past experience with CSTB, seeing the facility while driving through the area, and prompting from the Department of Economic Opportunity either over the phone or as a result of other DEO sources.

44% of respondents attended an in-person or online workshop. 27% came for a staff appointment. 22% attended an orientation of some kind. 12% attended a job fair/hiring event. 17% came to use the Resource Room. 27% were first-time visitors.

68

Percentage of respondents who found the resources received in attaining new employment to be "extremely valuable" or "very valuable."

NPS Survey Data Breakdown				
	Raw data	Of those who received an invitation	Of those who opened the survey	Of those who clicked through
Invitations sent	528			
Opened	329	62.31%		
Click throughs	69	13.07%	20.97%	
Completions	42	7.95%	12.77%	60.87%
Partial Completions	0	0%	0%	0%
Bouncebacks	9	1.70%		
Opt outs	4	0.76%		

"I found all the ladies I worked with to be very helpful."

"Jahmassaa Hylton was very helpful and knowledgeable in advising me as a military veteran. I will be contacting him."

"My resource representative did a great job..."

EMPLOYER SURVEY

The Employer Survey provides key insights on employers' views of the organization and services delivered.

NOVEMBER 2022 RESULTS

Data for a specific month is collected over the course of the following month. This creates a one-month lag in reporting, making the most recent available data set the November 2022 results.

Notes from the data:

- 33% of participants indicate they found the services provided by CSTB staff to be "extremely effective."
- 33% of participants indicated they are "very familiar" with the resources offered by CareerSource Tampa Bay.
- 67% of participants indicate that staff return voicemail and email within "1-2 business days."
- 2 of the respondents indicated they have hired 1-4 employees from CSTB's services in the prior 30 days.
- Both quantitative and qualitative data received in the survey would indicate that it was difficult to match appropriately skilled talent to the particular positions that needed to be filled with one respondent writing "get applicants that really [want] to work."
- 50% of respondents indicate they learned about CSTB through television while 50% learned about us from Hillsborough County.

67

Percentage of respondents who found the CSTB Business Services team to be "extremely professional."

Employer Survey Data Breakdown				
	Raw data	Of those who received an invitation	Of those who opened the survey	Of those who clicked through
Invitations sent	333			
Opened	79	23.72%		
Click throughs	14	4.20%	17.72%	
Completions	3	0.90%	3.80%	21.43%
Partial Completions	0	0%	0%	0%
Bouncebacks	37	11.11%		
Opt outs	7	2.10%		

50

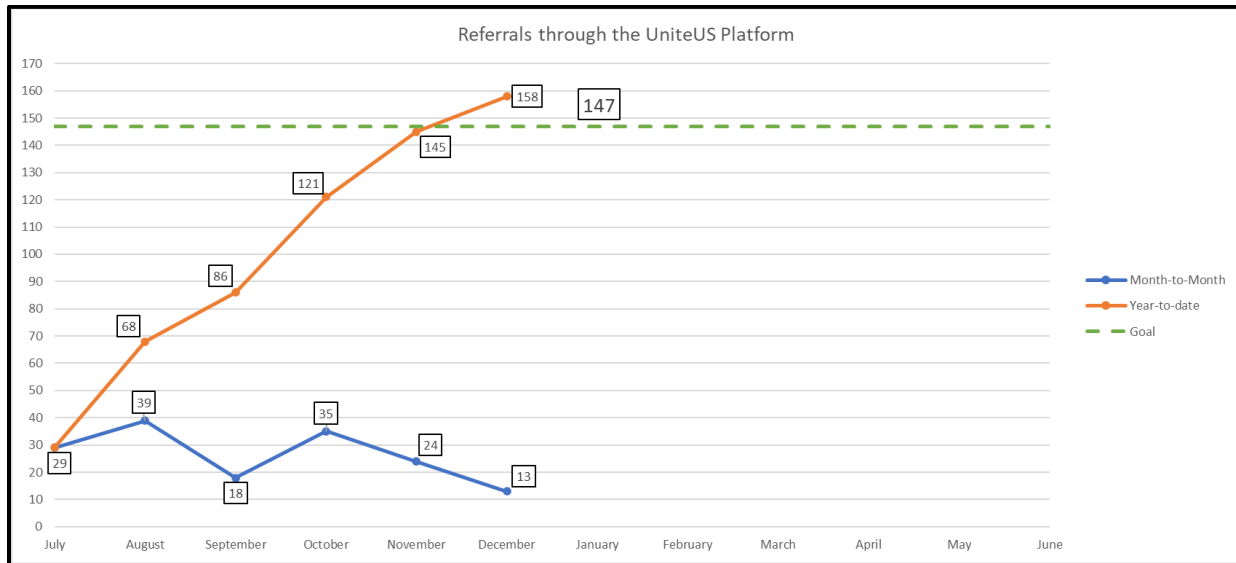
Percentage of respondents indicating they "probably will" use CSTB services in the future

One of the larger challenges with this survey instrument is the low participation rate. For example, only three employment partners participated in the November data collection. Such low participation can easily skew the numbers positive or negative.

The OSO has encouraged the Director of WIOA who also oversees Business Services to work with the team to develop strategies for increased participation.

Referrals through the UniteUs Platform

We continue to see use of the UniteUs platform within our partner network for the referral of customers.



Our goal for PY22-23 is 147 referrals within the system. As of the end of Q2, we have already exceeded our goal with 158 (107.5%) total referrals. Of 158 total referrals, 86 (54.4%) occurred in Q1 of the program year with 72 (45.6%) in Q2.

Partner Engagement

Our Quarterly Partner Meeting was held virtually on Thursday, December 15, 2022. Representatives from 24 partners attended as well as 10 representatives from CareerSource Tampa Bay. With the transition to the new OSO, the focus of this meeting was to update partners on various accomplishments and programs as we approached the end of the calendar year. Topics discussed included:

- Introduction of new OSO
- OSO updates including the Career Clarity Pod (more information below), reminder to leverage the UniteUs platform, and introduction of a new co-located partner, Vocational Rehabilitation Services, Inc. (VRSI)
- WIOA AD/DW updates including closure of ITA funding, promotion of Work-Based Training (PWEs, OJTs, Apprenticeships), and promotion of employer partners for Tampa Bay Summer Hires (TBSH)
- Facilities updates including new exterior signage and relocation of the headquarters from the Eisenhower Blvd. location to Meridian One on Cypress Street
- Veterans Services Updates including being fully-staffed for the first time in 2 years, 130 veterans placed in jobs in calendar year 2022, JVSG training in Orlando, and announcing that Disabled Veteran Program (DVOP) staff member, Jahmassa Hylton, was named DVOP of the year by the state of Florida
- WIOA Youth updates including Tampa Bay Hires opportunities still available and announce that the TBSH application will launch in February.
- Programs updates including the Apprenticeship-to-Career Empowerment (ACE) programs and upcoming cohorts, support for differently abled customers through the Ticket-to-Work program, promotion of the Get There Faster Grant for military service members and their spouses
- Reminders of upcoming partner meetings (March 16, 2023 and June 15, 2023) and holiday closures



The OSO is coordinating with various personnel and CSTB to identify potential community partners with whom we can enter an agreement for supportive services. In talking with frontline staff, key needs being cited by customers as barriers to employment or their job search include:

- Various needs relating to housing (rent assistance, utility assistance, etc.)
- Childcare (both young child and after-school care for older children)
- Transportation

The OSO is using the Asset Mapping Tool created by CSTB to identify providers of these services and create a targeted list of potential partners which is then shared with the VP of Business & Community Development to identify any existing outreach and relationships and then develop the appropriate strategy to approach those potential partners. The goal is to generate a minimum of 7 new partnerships over the course of PY22-23. We have currently generated 1, making this a significant focus of effort for the remainder of the program year.

Launch of the Career Clarity Pod

On Tuesday, January 24, CareerSource Tampa Bay hosted a launch event for the Career Clarity Pod. Understanding opportunities in the local job market and selecting the best options creates challenges for jobseekers. CareerSource Tampa Bay's Career Clarity Pod provides a meaningful exploration process through which jobseekers can access an internally developed online tool (Career Pathways Portal), assessments, individualized coaching, and an exciting new virtual reality platform that provides a cyber-generated career exploration experience. Our 21st century approach combines in-person, online, self-directed, and emerging technologies to enhance our clients' career exploration journey and decision-making in a way that will maximize their future. A reporter from Spectrum Bay News 9 wrote a story on the event that aired in the evening on January 24.





Information Item

Expenditure Reports for Period Ending December 31, 2022.

CareerSource Tampa Bay
Grant Award to Actual Expenditures
FY 2022-2023
For Period Ending 12/31/2022

Program Description	Award Begin Date	Award End Date	Award Amount	Award	FY 22-23 Budget	FY 22-23 Expenditures YTD	FY 22-23 Remaining Budget	FY 22-23 Expenditure Rate	Overall Expenditure Rate Expected	Overall Expenditure Rate Actual
Workforce Innovation Opportunity Act										
WIOA - Adult PY2021	7/1/21	6/30/23	2,518,175	2,518,175	2,514,303	2,514,303	(0)	100%	75%	100%
WIOA - Adult PY2022	7/1/22	6/30/24	2,422,824	2,422,824	1,938,259	135,423	1,802,836	7%	25%	6%
WIOA - Dislocated Worker PY2021	7/1/21	6/30/23	2,341,733	2,341,733	1,490,693	1,263,558	227,135	85%	75%	90%
WIOA - Dislocated Worker PY2022	7/1/22	6/30/24	2,617,396	2,617,396	2,093,917	-	2,093,917	0%	25%	0%
WIOA - Youth PY2021	4/1/21	6/30/23	2,704,652	2,704,652	1,439,223	1,438,789	434	100%	78%	100%
WIOA - Youth PY2022	4/1/22	6/30/24	2,607,188	2,607,188	2,216,109	-	2,216,109	0%	33%	0%
WIOA - Rapid Response	7/1/21	6/30/23	263,236	263,236	153,871	57,127	96,744	37%	75%	63%
WIOA - Get There Faster (Veterans & Military Spouses)	10/1/21	9/30/23	3,089,416	3,089,416	2,442,852	388,037	2,054,815	16%	63%	17%
Total Workforce Innovation Opportunity Act				18,564,620	14,289,228	5,797,237	8,491,991	41%		
Employment Services										
Wagner Peyser PY2021	7/1/21	9/30/22	1,689,490	1,689,490	284,101	284,101	(0)	100%	100%	100%
Wagner Peyser PY2022	7/1/22	9/30/23	1,595,831	1,595,831	1,595,831	644,026	951,805	40%	40%	40%
WP - Apprenticeship Navigator	7/1/22	6/30/23	62,500	62,500	62,500	20,623	41,877	33%	50%	33%
DVOP PY2021	10/1/21	12/31/23	180,000	180,000	180,000	37,062	142,938	21%	56%	21%
LVER PY 2021	10/1/21	12/31/23	60,000	60,000	60,000	9,991	50,009	17%	56%	17%
Supplemental Nutrition Assistance Program PY2021	10/1/21	9/30/22	372,958	372,958	215,463	215,463	0	100%	100%	100%
Supplemental Nutrition Assistance Program PY2022	10/1/22	9/30/23	1,106,748	1,106,748	830,061	320,852	509,209	39%	25%	29%
TAA Training PY2021	10/1/21	9/30/22	52,396	52,396	3,920	3,920	0	100%	100%	100%
TAA Training PY2022	10/1/22	9/30/23	257,604	257,604	257,604	-	257,604	0%	25%	0%
TAA Case Management/Admin PY2021	10/1/21	9/30/22	51,640	51,640	22,906	12,394	10,512	54%	100%	80%
TAA Case Management/Admin PY2022	10/1/22	9/30/23	67,736	67,736	67,736	6,037	61,699	9%	25%	9%
Military Family	7/1/22	6/30/23	275,937	275,937	275,937	107,103	168,834	39%	50%	39%
Total Employment Services				5,772,840	3,856,059	1,661,572	2,194,487	43%		
Welfare Transition										
Welfare Transition Program PY2022 Oct-June	10/1/21	8/31/22	3,254,428	3,254,428	1,097,173	1,097,173	0	100%	100%	100%
Welfare Transition Program PY2023 July-Sept	7/1/22	11/30/22	461,163	461,163	461,163	461,163	-	100%	100%	100%
Welfare Transition Program PY2023 Oct-June	10/1/22	6/30/23	3,906,057	3,906,057	3,906,057	233,984	3,672,073	6%	33%	6%
Total Welfare Transition				7,621,648	5,464,393	1,792,320	3,672,073	33%		
Direct Grants & Special Projects										
RESEA Transition PY2021	1/1/21	3/31/23	845,501	845,051	303,695	303,695	0	100%	89%	100%
RESEA Transition PY2022	1/1/22	9/30/23	947,195	947,195	700,396	15,078	685,318	2%	57%	2%
NEG - COVID 19	4/13/20	3/31/23	843,937	843,937	329,636	227,982	101,654	69%	92%	88%
Hills County - ACE 2.0	4/1/22	9/30/22	545,000	545,000	429,591	162,521	267,070	38%	100%	51%
Hills County - ACE 3.0	10/1/22	9/30/23	755,000	755,000	566,249	55,408	510,841	10%	25%	7%
Hills County - Targeted Industry Sector Workforce Prog	10/1/21	9/30/23	1,000,000	1,000,000	530,859	202,427	328,432	38%	63%	43%
Tech Quest Apprenticeship	7/1/22	6/30/23	95,000	95,000	95,000	31,499	63,501	33%	50%	33%
Tech Boost	7/1/21	6/30/23	618,000	618,000	618,000	229,399	388,601	37%	75%	37%
Foundation for Caring	7/1/21	11/30/22	18,320	18,320	10,167	10,167	0	100%	100%	100%
United Way Suncoast - TBSH	7/1/22	6/30/23	86,667	86,667	86,667	43,630	43,037	50%	50%	50%
United Way Suncoast - Youth Research Project	7/1/22	12/31/23	75,000	75,000	75,000	36,227	38,773	48%	33%	48%
Total Direct Grants & Special Projects				5,829,170	3,745,261	1,318,033	2,427,228	35%		
				Totals	\$ 27,354,941	10,569,162	16,785,779	39%		

Discussion:

- Additional SNAP funding received - approx \$370k
- Allocated additional Veterans Funding - \$45k
- Additional RESEA funding received - approx \$419k
- Additional funding received for Tech Boost - \$130k for training plus amounts to cover Indirect costs
- Project is expected to be completed in March 2023. Funds set aside for next fiscal year (\$25k) reallocated to the current fiscal year.

CareerSource Tampa Bay Expenditure Report For Period Ending December 31,2022

Funding Sources

Total WIOA	Total Emp Services	Total WTP	Total Direct Grants and Special Proj	Total All
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Current Year Budgeted Revenues:

Carryforward Funds from FY 2022	8,540,942	911,730	1,097,173	1,848,948	12,398,793
FY 2023 Award	7,647,408	3,221,016	4,367,220	2,576,862	17,812,506
Total Funds available	16,188,350	4,132,746	5,464,393	4,425,810	30,211,299
Less: Planned Carryforward for FY 2024	(1,899,122)	(276,687)	-	(680,549)	(2,856,358)
Total Available Funds Budgeted	14,289,228	3,856,059	5,464,393	3,745,261	27,354,941

Expenditures to Date:

Pooled Costs:

Case Management	992,446	341,647	522,563	69,227	1,925,884
Business Services	310,723	29,305	90,152	-	430,181
Career Services	34,869	14,868	17,167	6,785	73,688
Indirect Costs	586,410	210,584	192,852	153,118	1,142,963
One Stop Operating	132,417	558,614	82,597	36,466	810,093
Technology	20,224	156,823	13,737	8,569	199,352
Community Outreach	62,769	66,021	15,934	12,165	156,890
Staff Training & Development	-	-	-	-	-
Total Pooled Costs:	2,139,858	1,377,861	935,002	286,329	4,739,051

Direct Costs:

Service Provider Contracts	1,519,799	90,542	158,554	246,224	2,015,118
Participant & Worked Based Learning Costs	2,105,216	3,920	586,194	501,443	3,196,774
Program Staff Direct	-	-	-	-	-
DEO (Jointly managed staff) travel	-	12,216	-	-	12,216
Other Operating Costs	32,363	177,033	112,570	284,037	606,003
Total Direct Costs:	3,657,379	283,711	857,318	1,031,704	5,830,111

Total Expenditures to Date

5,797,237	1,661,572	1,792,320	1,318,033	10,569,162
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Unexpended Balance

8,491,991	2,194,487	3,672,073	2,427,228	16,785,779
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% of Budget Expended

41%	43%	33%	35%	39%
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CareerSource Tampa Bay
Pooled Cost Expenditure Detail
For Period Ending December 31, 2022

	Case Management	Business Services	Career Services	Indirect Costs	One Stop Operating	Technology	Community Outreach	Staff Training & Dev	Total
Total Pooled Cost Budgets	4,599,552	960,000	410,149	2,500,000	2,000,000	670,000	620,000	50,000	11,809,701

Expenditures:

Salaries & Benefits	1,793,251	358,229	69,864	844,475	69,216	-	116,214	-	3,251,250
Accounting/Audit Fees	-	-	-	27,003	-	-	-	-	27,003
Legal Fees	-	-	-	-	-	-	-	-	-
Bank Fees	205	-	-	3,579	-	-	-	-	3,784
Payroll Processing Fees	-	-	-	19,656	-	-	-	-	19,656
Professional Fees	40,086	2,476	-	9,898	-	-	-	-	52,459
Contract Labor	-	-	-	-	-	1,800	-	-	1,800
Contract IT Svcs	-	-	-	15,396	-	135,636	-	-	151,031
Office Rent / Lease	23,346	27,548	-	47,224	534,510	-	5,955	-	638,582
Utilities	-	-	-	-	7,118	-	-	-	7,118
Repairs & Maintenance	2,870	4,524	-	7,693	6,610	-	-	-	21,697
Security	1,777	1,185	-	4,384	38,663	-	-	-	46,009
Janitorial Services	370	656	-	647	6,820	-	-	-	8,494
Pest Control	-	-	-	-	360	-	-	-	360
Equipment Rental	1,188	1,393	-	2,901	22,898	-	-	-	28,380
Copy machine usage / maintenance	600	730	-	1,267	14,184	-	-	-	16,781
Office Supplies	624	701	-	1,434	7,286	-	-	-	10,046
Operating Supplies	46	198	-	1,616	7,147	1,322	3,901	-	14,230
Computer Software License / Maint	14,750	5,625	-	20,756	675	48,968	5,068	-	95,842
Equipment <5000	11,300	7,534	-	97,236	4,691	11,591	-	-	132,352
Equipment >5000	-	-	-	-	-	-	-	-	-
Postage / Shipping	145	117	-	265	2,750	-	-	-	3,278
Document Shredding	256	408	-	478	2,301	-	-	-	3,443
Insurance Com Property	399	278	-	839	11,177	-	208	-	12,901
Insurance General Liability	664	462	-	2,092	34,437	-	346	-	38,001
Insurance D&O	-	-	-	3,190	-	-	-	-	3,190
Telecommunication	4,794	6,243	347	6,408	39,250	-	-	-	57,043
Outreach / Marketing	2,930	-	-	-	-	-	24,811	-	27,741
Travel - Mileage	447	922	-	147	-	-	-	-	1,515
Travel - Out of town	14,203	3,357	2,076	9,008	-	-	-	-	28,644
Meetings & Conferences	11,115	4,805	1,400	7,713	-	-	-	-	25,033
License/Dues/Other Fees	517	2,790	-	7,659	-	35	387	-	11,388

Total Expenditures to Date	1,925,884	430,181	73,688	1,142,963	810,093	199,352	156,890	-	4,739,052
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Unexpended Balance	2,673,668	529,819	336,461	1,357,037	1,189,907	470,648	463,110	50,000	7,070,649
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% of Budget Expended	42%	45%	18%	46%	41%	30%	25%	0%	40%
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Salaries & Benefits as a % of total	93%	83%	95%	74%	9%	0%	74%	0%	
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Operating costs as a % of total	7%	17%	5%	26%	91%	100%	26%	0%	
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