

**AGREEMENT
BY AND BETWEEN
HILLSBOROUGH COUNTY,
AND
TAMPA BAY WORKFORCE ALLIANCE, INC.,
D/B/A CAREERSOURCE TAMPA BAY**

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 October 1, 2025, until September 30, 2026 (“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 One Hundred Twelve Thousand Five Hundred Dollars (\$112,500) 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 6 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 CSHP. 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) **813-273-3719**
- ii) **PetrovicJ@HCFL.gov**
- iii) **Jaksa Petrovic, 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 the requirements of all applicable federal, state and local laws prohibiting discrimination and the rules, regulations, policies, and executive orders promulgated thereunder, all of which are incorporated herein by reference.

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, regulations, policies and executive orders promulgated thereunder, all of which are incorporated herein by reference.

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, through the County Administrator or his designee, may terminate this Agreement for the Agency's non-performance, as solely determined by the County Administrator or his designee, upon no less than twenty-four (24) hours written notice to the Agency.

Either party to this Agreement may terminate this Agreement without cause upon thirty (30) days prior written notice to the other party. 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 incurred by the Agency prior to 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:

Jaksa Petrovic, Director
Economic Development

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

Ms. Keidrian Kunkel, President & CEO
CareerSource Tampa Bay
4350 West Cypress Street, Suite 875
Tampa, FL 33607
Telephone: (813) 397-2024
Email: kunkelk@careersourcetb.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 27.

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-hours (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.gov>) 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
Restriction on Funding for Identification

Awardee is prohibited from using any funds paid by the COUNTY under this Agreement to provide funds to any person, entity, or organization to issue or secure identification documents to or for any individual who does not provide proof of lawful presence in the United States.

ARTICLE 33
Prohibition Against Economic Incentives for Foreign Entities

Pursuant to Section 288.0071, F.S, as a condition of this Agreement, the Agency is required to provide an executed affidavit (in the form attached hereto as Exhibit E) signed under penalty of perjury verifying that the Agency is not a foreign entity or a foreign country of concern such as the People's Republic of China, the Russian Federation, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicolas Maduro or the Syrian Arab Republic with whom the County is prohibited from contracting with under Florida law.

ARTICLE 34
Entire Agreement

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

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

ATTEST: Victor Crist, Clerk of the Court COUNTY: Hillsborough County, Florida

By: 
Deputy Clerk 

12/17/2025

Date

By: 
Title: Chair, Board of County Commissioners

12/17/2025

Date

ATTEST: For the ORGANIZATION

(Two Witnesses Required)

By: 

Print Name: Tammy Stahlgren

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

By: 

Title: Chair, Board of Directors

By: 

Print Name: Barclay Harless

Print Name: Anna Munro

Approved as to Form and Legal Sufficiency:

By: 

Katherine M. Benson
Senior Assistant County Attorney

BOCC Document Number: 25-1307

ACKNOWLEDGMENT OF AGREEMENT

STATE OF FLORIDA
COUNTY OF HILLSBOROUGH

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this 20 day of November, 2025, by Barclay Harless, Board Chair
Name and Title of Officer or Agent
Tampa Bay Workforce Alliance, Inc.
of d/b/a CareerSource Tampa Bay, a Florida corporation on behalf of the Corporation.
(Name of Corporation/Grantee) (State of Incorporation)

He/she is personally known to me or has produced: _____
(Type of Identification)

Tammy Stahlgren
Signature of Notary

Tammy Stahlgren
Name of Notary Typed, Printed or Stamped

Executive Administrative Assistant
Title or Rank

11/20/25
Date 8/6/2028
(Commission Expiration Date)

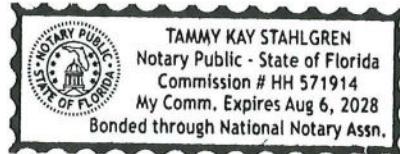


EXHIBIT A **SCOPE OF WORK**

AGENCY: CareerSource Tampa Bay

PROGRAM: Ex-Offender/Returning Citizen Workforce Training Program

PRIMARY GOAL: To provide 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.

Management and administration for program delivery 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.

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) Ex-Offender/Returning Citizens CARE Program Training	Up to \$112,500
The Agency will deliver 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.

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.

A “Unit of Service” is defined as one (1) month of Program administration and delivery by the Agency. The Unit of Service rate of pay is Nine Thousand Three Hundred Seventy-Five Dollars (\$9,375) during the Term. The not-to-exceed total amount is One Hundred Twelve Thousand Five Hundred Dollars (\$112,500) during the Term.

The Agency will enroll at least twenty-five (25) participants during the term of the Agreement in the CARE (Career Advancement and Reintegration Education) program.

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 One Hundred Twelve Thousand Five Hundred Dollars (\$112,500) during the Term. Notwithstanding the foregoing, if the Agency fails to submit proper Request for Payment forms up to \$112,500 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 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.

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.

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 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 \$112,500. 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 APPROVED BUDGET	EXPENDITURES		REMAINING BALANCE
		CURRENT REQUEST	YTD REQUESTS	
Ex-Offender/Returning Citizen Training (\$9,375 for months 1-12) and (including at least 25 CARE participants)	\$112,500			
TOTAL	\$112,500			

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. #:

APPROVED:

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

TYPE OF REVIEW	APPROVED	DATE
FISCAL		
PROGRAMMATIC		
DIRECTOR		

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)

Units of Service Provided	Program Goal	Report Period	Year to Date	% of Goal Completed
Ex-Offender/Returning Citizen Training	12			
CARE Participants	25			

IV. OTHER COMMENTS:

SUPPORTING ATTACHMENTS: See Exhibit A, Scope of Service, for detailed deliverables, benchmarks and performance measures to be part of each Performance Report. 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.

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 entire Term.

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
AFFIDAVIT OF COMPLIANCE

Before me, a notary public, in and for the State of Florida – at large, personally appeared, Barclay Harless, and having first made due oath or affirmation, states:
(Full Name)

1. My name is Barclay Harless
(Full Name)

2. I am the Board Chair of Tampa Bay Workforce Alliance, Inc. d/b/a CareerSource Tampa Bay
(Job Title) (Company Name)

3. The Company was formed in United States, Florida and is a Not-for-Profit/501(c)(3)
(Country and State) (Type of Entity (i.e., LLC., Inc.))

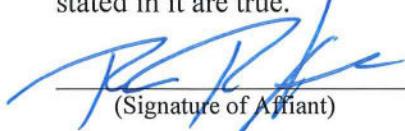
4. I am duly authorized and empowered and have sufficient knowledge to execute and deliver this Affidavit.

5. I affirm that the Company is not:

a. Owned or controlled by the government of the People's Republic of China, the Russian Federation, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicolás Maduro, or the Syrian Arab Republic (collectively and individually, a Foreign Country of Concern), including any agency of or any other entity of significant control of such Foreign Country of Concern. Where 'controlled by' means *having possession of the power to direct or cause the direction of the management or policies of a company, whether through ownership of securities, by contract, or otherwise; or a person or entity that directly or indirectly has the right to vote 25 percent or more of the voting interests of the company or that is entitled to 25 percent or more of its profits is presumed to control the foreign entity;* or

b. A partnership, association, corporation, organization, or other combination of persons organized under the laws of or having its principal place of business in a Foreign Country of Concern, or a subsidiary of such entity.

Under penalties of perjury, I declare that I have read the foregoing Affidavit and that the facts stated in it are true.


(Signature of Affiant)

The foregoing instrument was acknowledged before me this 20 day of November, 2025 by Barclay Harless.
(Name of Affiant)

Personally known X
OR Produced Identification _____
Type of Identification Provided _____

Tammy Stahlgren
PRINT, TYPE OR STAMP NAME OF NOTARY

