



# Training Provider Agreement

## Continued Eligibility

### Program Years July 1, 2022 – June 30, 2024

This Agreement is by and between Suncoast Workforce Board, Inc., doing business as CareerSource Suncoast, hereinafter referred to as CSS and Manatee Technical College hereinafter referred to as Training Provider.

**WHEREAS**, CSS has available funding for certain training of eligible individuals under Title I of the Workforce Innovation and Opportunity Act (WIOA), Temporary Assistance to Needy Families (TANF), Trade Adjustment Act (TAA), and other special federal and state grant programs.

**WHEREAS**, Training Provider has made application to CSS to provide training services, and has agreed to provide the above-referenced training, subject to the terms and conditions set forth hereinafter; and

**WHEREAS**, CSS provides direct service delivery under the Workforce Innovation and Opportunity Act (WIOA), Temporary Assistance to Needy Families (TANF), Trade Adjustment Act (TAA) and other special federal and state grant programs; and

**WHEREAS**, in response to the training needs of unskilled and/or dislocated workers in Manatee and Sarasota counties, CSS may request from time to time that Training Provider provide certain prescribed training to eligible individuals referred by CSS staff; and,

**WHEREAS** this summarizes the agreement between CSS and Training Provider as to the training program(s) to be provided to those eligible individuals referred by CSS staff and accepted by the Training Provider and the operating procedures governing payment for that training program; and

**WHEREAS**, CSS reimburses the payment of tuition and fees for those referrals,

**NOW, THEREFORE**, the following General Provisions are hereby agreed to by the parties:

#### **A. STATEMENT OF WORK**

1. Eligible individuals referred by CSS to Training Provider shall be enrolled in the approved training course(s) specified on the Individual Training Account (ITA) Voucher, **Attachment "A"**. The tuition charged shall be based on the Training providers published tuition rates submitted with the Training Provider's Application. CSS will not pay other fees that are not specified in this Agreement or on the ITA Voucher. Changes in tuition must be submitted to CSS in advance of the start of classes.
2. Tuition, books, and fees will be paid according to the Provider's published rates, as reflected on the ETPL during the solicitation or review process, unless proper notification of a change is issued and approved. Note: Payment(s) will not be made for training participants who are allowed to change training programs without documented prior approval of CSS with the issuance of a new ITA voucher.
3. For individuals requiring a renewal of the ITA Voucher, such voucher shall not be issued until receipt of transcript or an acceptable form of progress report. CSS clients shall be eligible for program completion in accordance with the same standards as the general student population of the Training Provider.

4. Training Provider shall provide the programs approved by the CSS Board that were specified in the Program Description/s as part of their continued eligibility as a Training Provider. The approved program(s) are listed in **Attachment "B"**, the Eligible Training Provider list. Any additional programs applied for during the agreement will be added as an addendum with both parties' signatures. The Training Provider shall notify CSS of any changes in the approved Registered Apprenticeship Program Standards or Program Description(s) (i.e., costs).
5. It is understood and agreed that CSS staff shall provide each WIOA/TAA client with comprehensive objective assessment and individual service strategy to determine the most appropriate training for each individual. Only those eligible clients meeting minimum academic requirements and determined to need training through this objective assessment will be referred to the Training Provider by CSS. Neither the Training Provider nor the clients are authorized to enroll the client into additional training courses or programs that obligate CSS. CSS becomes obligated solely through issuance of an ITA voucher.
6. Students eligible for WIOA, TANF, or TAA assistance shall not be discriminated against in receipt of such financial aid solely on their status as WIOA, TANF, or TAA clients. WIOA, TANF, or TAA clients shall be afforded all the rights, privileges, and benefits available to the general student population of the Training Provider. Training Provider agrees that everyone referred by CSS for training will be evaluated for all financial aid eligibility normally available to other students.
7. The Training Provider shall adhere to the Workforce Innovation and Opportunity Act (WIOA) as to the disposition of the Pell Grant for individual clients. Allocation of Pell and WIOA funds must be assessed so that there will be no duplication of costs. WIOA funds cannot be used to pay living expenses. Clients needing assistance with day-to-day living expenses in order to complete training, based on individual financial budget, could access Pell funds for that purpose. WIOA funds are to be used only for tuition and related costs as set out in the ITA. A WIOA client may enroll in WIOA funded training while his/her application for a Pell Grant is pending as long as arrangements are made with the Training Provider and the WIOA client regarding allocation of the Pell Grant if it is subsequently awarded. If indicated, the Training Provider must reimburse the WIOA funds used to underwrite the training for the amount covered.
8. Training Provider will seek and coordinate other funding sources for the WIOA client/student. Training Provider agrees to notify CSS staff in writing annually or upon request of any financial aid provided to WIOA students. 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 ITA Voucher will specify the expenses that will be paid for by WIOA, TANF, TAA or other special grants.
9. Training Provider acknowledges and understands that remuneration to attract WIOA, TANF, or TAA students is prohibited.
10. The Training Provider acknowledges that CSS shall not incur financial liability for students enrolled prior to the receipt of a CSS authorized ITA voucher. No verbal authorizations for enrollment into training will ever occur under this agreement.
11. The Training Provider understands CSS ITA issuance is based on customer choice, and based on funding availability, therefore 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 CSS,

and/or it's contractors, taking into consideration the information available, including the assessed needs of the potential trainee, geographical location, additional program costs, etc.

**B. ASSURANCES AND CERTIFICATIONS**

The assurances and certifications summarized in **Attachment “C”** along with the specific certification forms to be completed are hereby incorporated into this agreement by reference. In addition, the ADA Building/Facility Accessibility Checklist **Attachment “D”**.

**C. FETPIP REPORTING**

Florida law requires that educational and workforce training providers report student/participant performance data for each of their training programs to the Florida Education & Training Placement Information Program (FETPIP). Florida school districts, community colleges, state colleges and state universities report their data directly to FETPIP. Other institutions that wish to be approved as a WIOA Eligible Training Provider (ETP) must become licensed with the Commission for Independent Education (CIE), when applicable, which coordinates the gathering and analysis of student performance data with FETPIP. Institutions providing secondary training, education or skills that wish to be approved as a WIOA ETP must maintain regional AdvancED/SACS accreditation as a secondary public or private school district.

As a requirement to maintain continued eligibility, the Training Provider is responsible for providing annual FETPIP all student (CSS and non-CSS) data specific to the approved programs to CSS by the required timeframe annually. The Training Provider shall understand that subsequent eligibility will be based, in part, on data reflecting favorable outcomes as verified by FETPIP. In accordance with the ‘Reimagining Education and Career Help (REACH) Act’, Training Providers must meet the minimum performance criteria outlined below.

Measures	Definitions	Performance
Completion Rate	The percentage of participants who successfully complete the education or training activity when an outcome is recorded in Employ Florida.	60%
Median Earnings – 2 <sup>nd</sup> Quarter After Exit	The median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program	\$4,498
Employment Rate – 4th Quarter After Exit	The percentage of participants who are in unsubsidized employment during the fourth quarter after exit from the program. For youth, the indicator is the percentage of participants in education or training activities, or in unsubsidized employment.	70%

Once on the Eligible Training Provider List (ETPL), providers must submit “Continued Eligibility” applications every two years to maintain their eligibility. Each “Continued Eligibility” applicant shall supply the following information:

1. Verification the provider is licensed, certified, or otherwise authorized under Florida law to provide training services programs.
2. Description of how the provider will ensure access to training services programs throughout the area, including in rural communities, and through the use of technology (if applicable).
3. Description of how the training services programs serve individuals who are employed and individuals with barriers to employment.

4. Information reported to State agencies with respect to Federal and State training services programs (other than the program carried out under this subtitle), including one-stop partner programs.
5. Such other factors as a Local Workforce Development Board determines are appropriate to ensure: the accountability of the providers; providers meet the needs of local employers and clients; the informed choice of clients among training services providers; and additional criteria and policies established by the Local Workforce Development Board are achieved.

Additionally, once on the Eligible Training Provider List (ETPL), providers must submit "Continued Eligibility Programs Descriptions" annually to maintain their eligibility, ensure programs information is current and to submit the required program performance data. Each "Continued Eligibility" Training Provider shall supply the following information:

1. The total number of persons enrolled in the program.
2. The total number of CSS clients enrolled in the program.
3. The total number of persons completing in the program.
4. The total number of CSS clients completing the program.
5. The total number of persons awarded a Recognized Postsecondary Credential (or other credential, if applicable).
6. The total number of CSS clients awarded a Recognized Postsecondary Credential (or other credential, if applicable).
7. The total number of persons employed after completing in the program.
8. The total number of CSS clients employed after completing the program.
9. Information on cost of attendance, including costs of tuition and fees, for CSS clients completing the program.
10. Information on Recognized Postsecondary Credentials (or other credential, if applicable) received by such CSS clients.
11. Whether the credential can be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder.

#### **D. AGREEMENT PERIOD**

This Agreement will become effective, after approved by the CSS Board of Directors, on the date on which both parties have signed it and remain in effect until **June 30, 2024**, unless cancelled by either party as stipulated below.

Either party may cancel this Agreement at any time with thirty (30) days written notice. In the event of such cancellation, there shall be no interruption in services for WIOA clients already enrolled in training.

#### **E. PAYMENT AND DELIVERY**

1. Tuition payments will be considered only for those individuals referred to the Training Provider by CSS as evidenced by a valid Individual Training Account (ITA) Voucher. Tuition or other payments will be made to the Training Provider only for those individuals enrolled in and receiving training. Invoices should be submitted within thirty (30) days of the individual starting training.

2. Training Provider shall forward to CSS an Individual Training Account Voucher with the written invoice for this tuition/fee at the time a student referred begins training and becomes eligible for invoicing. This invoice is payable, at the established/published rates, to the Training Provider upon receipt in accordance with payment procedures listed below.
3. Training Provider shall, in conformity with the general refund policies of Training Provider, refund to CSS such tuition/fees which are paid for individuals who enroll in and begin training but drop out of courses.
4. CSS shall make all payments for authorized enrollments prior to the termination of this Agreement.
5. With the executed copy of this Agreement, the Training Provider will supply CSS with a copy of its written policies concerning refunds, cancellations, and withdrawals. These policies must be applied to CSS clients the same as they would apply to any other student. The Training Provider agrees not to accept a voucher that was transferred to any other client.
6. The Training Provider acknowledges and understands that under no circumstance can it hold the CSS client accountable for any program costs that are attributable to this Agreement.
7. Payment Procedure
  - (a) The Training Provider will receive funds based on the information contained on the ITA Voucher and from the coordination of other funding sources available to the student.
  - (b) To receive reimbursement, the Training Provider must submit to CSS an official ITA Voucher and invoice, supported by back up documentation on costs. The payment request should be addressed the accounting department at:

[accounting@careersourcesc.com](mailto:accounting@careersourcesc.com)  
or via mail to:  
**1112 Manatee Ave. E., Bradenton, FL 34208**
  - (c) ITA Vouchers and invoices accepted for payment will generally be paid within thirty (30) days of receipt.
  - (d) ITA Vouchers and invoices not accepted for payment will be returned to the Training Provider with an explanation.

## **F. RECORDS**

1. Training Provider shall provide to CSS ongoing CSS client/student progress to include quarterly/semester grades as appropriate. That client/student progress is used in part to justify CSS continued scholarship support in the form of Individual Training Account (ITA) Vouchers. Final client/student progress is to be provided by the Training Provider to CSS in the form of a certificate of training completion, transcript and/or record of Occupational Completion Points (OCP).
2. Training Provider shall notify CSS within 5-10 days of CSS client/student's completion or termination/drop from a training program. In such an instance, information concerning CSS client/student's date of employment, wage, job title, SOC code, if known, must also be provided.

## **G. ACCESS TO RECORDS & MONITORING**

Training Provider shall make available to CSS, the State of Florida, United States Department of Labor, Comptroller General of the United States, and the Department of Economic Opportunity, or their designated representatives, any books, documents, papers, records including computer records of Training Provider as they may deem necessary which are directly

pertinent to charges to the program in order to conduct audits and examinations and to make excerpts, transcripts and photocopies. This right includes timely and reasonable access to Training Provider personnel for the purpose of interviews and discussions related to such documents.

#### **H. COPYRIGHTS, PATENTS, RIGHTS IN DATA**

Non-Exclusive Use and License. The Training Provider agrees that CSS, the State of Florida, and the USDOL shall have a royalty free and non-exclusive and irrevocable license to reproduce, publish or otherwise use the copyright or patent or rights in data in any work developed with CSS funds through the training of a CSS client/student.

#### **I. AUDITS**

If applicable, Training Provider shall provide for an independent certified audit conducted in accordance with generally accepted auditing standards as mandated by the provisions of the Office of Management and Budget (OMB) Uniform Guidance, 2 CFR, Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and any other specific requirements imposed by CSS.

#### **J. ASSIGNMENTS AND SUBCONTRACTS**

Training Provider shall not subcontract, assign, or transfer any rights or responsibilities under this agreement or any portion thereof without the written approval by CSS, unless otherwise authorized by this Agreement. A written subcontract must be presented to CSS 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 for.

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

1. CSS or Training Provider may terminate this Agreement for convenience when it is in the best interest of CSS or Training Provider. CSS 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 thirty (30) days after 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 clients in training.
2. If the Training Provider fails to perform, in whole or in part, or to make sufficient progress, to endanger performance, CSS will notify the Training Provider of such unsatisfactory performance. If such unsatisfactory performance continues, CSS will notify the Training Provider in writing. The Training Provider has ten (10) working days from receipt of notice in which to respond with a plan agreeable to CSS to correct said deficiencies.
3. Upon failure of the Training Provider to respond within the appointed time or failure of the Training Provider to respond with appropriate plans, CSS case managers will be advised to 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, CSS will serve a termination notice which shall become effective within fifteen (15) days after its issuance.

4. In the event of such termination, CSS shall be liable for payment only for services rendered prior to the effective date of termination. Final billing for payment must be received by CSS within thirty (30) days of termination date.
5. The Training Provider shall give CSS written notice of any perceived breach, and it shall give CSS ten (10) working days to cure any perceived breach under the Agreement.

**L. AMENDMENTS/NOTIFICATIONS**

1. CSS reserves the exclusive right to amend, modify or extend this Agreement with written agreement of Training Provider. However, mandatory changes in regulations, policies or law will be unilaterally amended by CSS and will be effective upon the receipt by the Training Provider of a written notice of change signed by the President / CEO of CSS.
2. This Agreement constitutes the entire agreement between the parties hereto and cannot be changed except in writing signed by each of the parties to this Agreement.
3. All notices under this Agreement shall be given in writing to all parties at the following addresses:

**If to Training Provider:**

Representative Name:	Jennifer Gilray, ED.D
Company Name:	Manatee Technical College
Street Address:	5520 Lakewood Ranch Blvd.
City, State Zip:	Bradenton, FL 34211

**If to CSS:**

Representative Name:	Joshua Matlock, President / CEO
Company Name:	CareerSource Suncoast
Street Address:	1112 Manatee Avenue East
City, State Zip:	Bradenton, Florida 34208

**M. SIGNATURES**

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

**Training Provider:**

*Jennifer Gilray*

Jennifer Gilray (Jun 24, 2022 14:59 EDT)

Signature

Jennifer Gilray, ED.D

Printed Name

Assistant Director

Title

06/24/2022

Date

**CareerSource Suncoast**

*Joshua Matlock*

Joshua Matlock (Jun 24, 2022 15:04 EDT)

Signature

Joshua Matlock

Printed Name

President/CEO

Title

06/24/2022

Date



**Suncoast Workforce Board Inc  
dba CareerSource Suncoast**

1112 Manatee Ave. E.  
Bradenton, FL 34208  
accounting@careersourcesc.com  
(941)358-4200 Ext. 2142  
Tax ID: tax exempt  
FEIN#: 59-2334811  
careersourcesuncoast.com

Attachment A - Voucher Format

**ITA SCHOLARSHIP VOUCHER**  
# Gz106023820000

Issue Date: 8/26/2018  
Expiration Date: 10/26/2018

**Participant**

Stew Dent  
SSN: XXX-XX-1111  
1111 Palm Ln  
Sarasota, FL 34243

**Case Manager**

C S Manager  
(941)358-4200 Ext. 0  
Location: Bradenton

**Funding Source**

PY18-19 DW TRAINING

**Training Program**

Medical Assisting  
Begin Date: 6/9/2014                      End Date: 12/31/2018  
Total Program Cost: \$6,100.00  
Clock Hours: 1300  
Pell Approved: True

**Outside Vendor / Training Provider**

Sample Training Institute  
Attn: Anna Mission 1111 Professional Parkway  
Bradenton, FL 34203  
(941)555-9900

**Description of Costs**

<u>Item Description</u>	<u>Category</u>	<u>Unit Price / Fee</u>	<u>Quantity</u>	<u>Total</u>
Tuition	Tuition	730.00	1	\$730.00
Lab fee	Fees	210.00	1	\$210.00
Books	Books	209.35	1	\$209.35
<b>Grand Total:</b>				<b>\$1,149.35</b>

Example

**Note To Provider**

The CareerSource Suncoast agrees to sponsor the above named student in the course(s) or program(s) listed above and pay the training costs listed for the time period of \_\_\_\_\_ through \_\_\_\_\_. Submit invoice to the above address along with a copy of this form and supporting receipts for books and other materials. Refunds or returns for non-completion will be made to CareerSource Suncoast.

**Note To Participant**

I (a) authorize the above Training Provider to release any and all information regarding my training, progress, or participation to CareerSource Suncoast (CSS) without further notice or release;(b) understand and accept that the textbooks, uniforms, equipment, supplies etc. purchased by CSS shall remain the property of CSS while I am attending training and until I enter a training related job;(c) agree to make twice monthly contact with my career counselor; and; (d) agree to bring this ITA scholarship voucher to my training provider within the time period allowed by said provider or to be prepared to cover training expenses out-of-pocket

**Notes:**

Pell covers living expenses and WIOA covers tuition.

**\*An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. TTY: dial 711**

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Career Counselor: \_\_\_\_\_ Date: \_\_\_\_\_



# ATTACHMENT B

Manatee Technical College (MTC) 6305 State Road 70 East Bradenton, FL 34203 (941) 751-7900 <a href="http://www.ManateeTech.edu">www.ManateeTech.edu</a>	PELL Eligible (Y/N)	Credential	SOC Code	CIP Code	Clock Hours	Total Program Cost	Graduation Rate	Placement Rate	Average Wage at Placement	Basic Skills Grade Level R / M / L
Accounting Operations	Y	Cert	43.3031	52.0302	900	\$ 4,119	88%	100%	\$ 18.54	10/10/10
Advanced Manufacturing & Production Technology	Y	Cert	51.1011	52.0205	600	\$ 2,656	95%	94%	\$ 28.82	9/9/9
Applied Cybersecurity	Y	Cert	15.1212	11.0901	750	\$ 3,391	89%	75%	\$ 48.41	9/10/9
Automotive Collision Technology Technician	Y	Cert	49.3021	47.0603	1400	\$ 6,558	71%	71%	\$ 22.42	9/9/9
Automotive Services Technology	Y	Cert	49.3021	47.0604	1800	\$ 7,573	84%	78%	\$ 20.17	9/9/9
Automotive Services Technology 1	Y	Cert	49.3023	47.0604	1800	\$ 4,537	77%	38%	\$ 20.17	9/10/9
Baking and Pastry Arts	Y	Cert	35.1011	12.0501	600	\$ 3,868	90	74	\$ 24.79	9/9/9
Building Trades and Construction Design Technology	Y	Cert	49.9071	46.0415	900	\$ 6,580	100%	88%	\$ 17.93	9/9/9
Business Management and Analysis	Y	Cert	11.1021	52.0201	900	\$ 2,853	No Data	No Data	\$ 37.82	9/9/9
Computer-Aided Drawing and Modeling(CAD)	Y	Cert	17.3011	15.1302	600	\$ 4,323	No Data	No Data	\$ 23.43	9/10/9
CNC Production Specialist	Y	Cert	51.9161	48.0503	600	\$ 2,948	100%	100%	\$ 18.20	9/10/9
Computer Systems & Information Technology		Cert	15.1212	11.0901	900	\$ 3,423	64%	80%	\$ 52.23	9/10/9
Dental Assisting Technology and Management	Y	Cert	31.9091	51.0601	1230	\$ 6,764	100%	80%	\$ 18.17	10/10/10
Diesel Systems Technician 1	Y	Cert	49.3031	47.0613	1200	\$ 4,400	No Data	No Data	\$ 23.24	9/9/9
Digital Design	Y	Cert	27.1024	11.0803	1200	\$ 5,493	83%	100%	\$ 23.51	9/9/9
Digital Photography Technology	Y	Cert	27.4021	50.0605	900	\$ 4,915	100%	100%	\$ 18.05	9/10/9
Digital Video Technology	Y	Cert	27.4011	10.0201	900	\$ 4,738	88%	100%	\$ 22.47	9/9/9
Electrician	Y	Cert	47.2111	46.0302	1500	\$ 6,822	73%	71%	\$ 22.96	9/9/9
Facial Specialty	Y	Cert	39.5094	13.0408	220	\$ 1,346	100%	90%	\$ 24.37	10/10/10
Fire Fighter/Emergency Medical Technician Combo	Y	Cert	33.2011	43.0203	792	\$ 5,292	100%	90%	\$ 24.37	10/10/10
Fire Fighter	N	Cert	33.2011	43.0203	792	\$ 3,516	100%	100%	\$ 24.37	10/10/10
Global Logistics	Y	Cert	13.1081	52.0203	600	\$ 2,428	No Data	No Data	\$ 29.82	9/9/9
Heating Ventilation AC Ref - HVAC	Y	Cert	49.9021	15.0501	1350	\$ 4,397	97%	71%	\$ 22.57	9/10/9
Heating Ventilation AC Ref - HVAC/R1	Y	Cert	49.9021	15.0501	750	\$ 2,735	100%	80%	\$ 22.57	9/10/9
Industrial Technology	Y	Cert	17.3026	15.0612	1600	\$ 5,931	100%	100%	\$ 27.73	9/9/9
Machining Technologies	Y	Cert	51.4041	48.0503	1500	\$ 6,410	100%	100%	\$ 22.57	9/9/8
Marine Services Technology	Y	Cert	49.3051	47.0616	1350	\$ 6,208	71%	83%	\$ 22.78	9/9/9
Marketing, Management and Entrepreneurial Principles	Y	Cert	11.1021	52.1401	1110	\$ 1,985	No Data	No Data	\$ 37.82	9/9/9
Massage Therapy	Y	Cert	31.9011	51.3501	750	\$ 3,280	90%	100%	\$ 18.56	10/10/10
Medical Assisting	Y	Cert	31.9092	51.0801	1300	\$ 6,142	60%	75%	\$ 17.65	10/10/10
Pharmacy Technician	Y	Cert	29.2052	51.0805	1050	\$ 4,529	100%	100%	\$ 17.57	10/11/10
Phlebotomy	N	Cert	31.9097	51.1009	1080	\$ 1,295	100%	78%	\$ 17.48	9/9/9
Police & Law Enforcement Academy	Y	Cert	33.3051	43.0107	770	\$ 4,291	92%	97%	\$ 29.79	10/10/10
Practical Nursing	Y	Cert	29.2061	51.3901	1350	\$ 7,627	70%	95%	\$ 22.60	11/11/11
Professional Culinary Arts & Hospitality	Y	Cert	11.9051	12.0504	1200	\$ 7,414	75%	83%	\$ 28.88	9/9/9
Surgical Technology	Y	Cert	29.2055	51.0909	1330	\$ 6,522	67%	73%	\$ 22.60	11/10/11
Welding Technology	Y	Cert	51.4121	48.0508	1050	\$ 6,198	98%	88%	\$ 21.28	9/9/9
Welding Technology - Advanced	Y	Cert	51.4121	48.0508	750	\$ 4,379	83%	100%	\$ 21.28	9/9/9

<b>ASSURANCES AND CERTIFICATIONS</b>
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**Suncoast Workforce Board, Inc., doing business as CareerSource Suncoast**

The "Assurances and Certifications" document is needed in certain circumstances for obligations of federal funds for payment of contracts, purchases and services. This certification is a prerequisite, and material representation of fact upon which reliance is placed, for CareerSource Suncoast to enter into an agreement. The submittal of false information may result in the immediate termination of the agreement(s).

To reduce the size of the Agreement entered into between CareerSource Suncoast and Contractor, several common government laws and regulations within the Uniform Guidance, 2 CFR, Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Appendix II Contract Provision which may be applicable shall be incorporated by reference only. The full text of these contract items may be obtained through the Internet or this office.

The following laws and regulations are hereby incorporated by reference:

- Equal Employment Opportunity Act: The contractor shall comply with Executive Order 11246, Equal Employment Opportunity Act, as amended by Executive Order 11375 and others, and as supplemented in Department of Labor regulation 41 CFR, Part 60 and 45 CFR, Part 92, if applicable.
- Debarment and Suspension (E.O.'s 12549 and 12689) —No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs in accordance with E.O.'s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the simplified acquisition threshold shall provide the required certification regarding its exclusion status and that of its principal employees.

By signing this certification, the undersigned authorized representative agrees to the above stated provisions.

**Manatee Technical College**

Print Name of Company/Organization

**Jennifer Gilray, ED.D**

Printed Name and Title of Authorized Representative

*Jennifer Gilray*

Jennifer Gilray (Jun 24, 2022 14:59 EDT)

Signature

**06/24/2022**

Date

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## ATTACHMENT D: BUILDING/FACILITY ACCESSIBILITY CHECKLIST 2021-2022

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**Location:** Manatee Technical College Main Campus, 6305 State Road 70 East, Bradenton, FL 34203

**Type of Building or Project**

- |    |                                       |                   |                 |
|----|---------------------------------------|-------------------|-----------------|
| 1. | Is this a newly constructed building? | <u>      </u> Yes | <u>  X  </u> No |
|    | a. Year plans were approved           | <u>  N/A  </u>    |                 |
|    | b. Year built                         | <u>  2013  </u>   |                 |
| 2. | Is this an addition?                  | <u>      </u> Yes | <u>  X  </u> No |
| 3. | Is this an alteration?                | <u>      </u> Yes | <u>  X  </u> No |
| 4. | Is this a state-owned building?       | <u>      </u> Yes | <u>  X  </u> No |
| 5. | Is this a leased building?            | <u>      </u> Yes | <u>  X  </u> No |
| 6. | Is Lease Agreement available?         | <u>      </u> Yes | <u>  X  </u> No |

Lessee

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Lessor

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Effective: \_\_\_\_\_ to \_\_\_\_\_

This accessibility checklist was prepared in accordance with 1980 and 1986 American National Standards Institute (ANSI) accessibility guidelines. Guidelines are to be used as a source of reference when conducting facility accessibility survey.

**FACILITY ACCESSIBILITY  
EVALUATION CHECKLIST  
ANSI A.117.1 STANDARDS**

<b>I. ACCESSIBLE ROUTE (4.1.2[1])*</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. A continuous unobstructed accessible route is provided from:			
- public transportation stops	<u>X</u>	<u>      </u>	<u>      </u>
- accessible parking	<u>X</u>	<u>      </u>	<u>      </u>
- accessible passenger loading zones	<u>X</u>	<u>      </u>	<u>      </u>
- public street or sidewalk	<u>X</u>	<u>      </u>	<u>      </u>
- walks, to accessible building entrance	<u>X</u>	<u>      </u>	<u>      </u>
2. At least one accessible route connects with building or facility entrance, spaces and elements within.	<u>X</u>	<u>      </u>	<u>      </u>
3. Elevators, if provided, are accessible from entrance of building along accessible route.	<u>X</u>	<u>      </u>	<u>      </u>
4. Accessible route including interior aisles, corridors and hallway has a minimum clear width of 36 inches, except at doorways (32 inches minimum)	<u>X</u>	<u>      </u>	<u>      </u>
The minimum width or space allowance for a single wheelchair to pass 32 inches at a point (doorways) and 36 inches continuously (i.e. corridors). The minimum width for 2 wheelchairs is 60 inches. (4.2.1-4.2.2)	<u>X</u>	<u>      </u>	<u>      </u>
5. Walks, halls, corridors, passageways, aisles, or other circulation spaces shall have 80 inch minimum clear head room. If vertical clearance of an area adjoining an accessible route is reduced to less than 80 inches, a barrier to warn blind or visually impaired persons is provided. (4.4.2)	<u>X</u>	<u>      </u>	<u>      </u>
6. Ground and floor surfaces along accessible routes including accessible rooms, floors (no-carpeted), walks, ramps, stairs, curb ramps are stable, shall be firm and slip-resistant. (4.5.1)	<u>X</u>	<u>      </u>	<u>      </u>
7. Carpeting used on ground or floor surface is securely attached with exposed edges fastened to floor, with a trim along entire length of exposed edge. (4.5.3)	<u>X</u>	<u>      </u>	<u>      </u>
<b>II. RAMPS</b>			
8. Curb ramps are provided wherever an accessible route crosses a curb and have a minimum width of 36 inches, exclusive of flared sides. (4.7.1/.3 - Fig.13)	<u>X</u>	<u>      </u>	<u>      </u>

	YES	NO	N/A
9. Ramps shall have a level landing at bottom and top of each ramp with a landing length of 60 inches minimum. (4.8.4/.2)	X		
10. Ramps having a rise greater than 6 inches or a horizontal projection greater than 72 inches (6 feet) shall have hand-rails on both sides. (4.8.5)	X		
11. Top of handrail gripping surfaces shall be mounted between 30 and 34 inches above ramp surface. (4.8.5(6)) (Not in 1980 Standards)			X
<b>III. PARKING</b>			
	YES	NO	N/A
12. Parking spaces for physically disabled are located on the shortest possible accessible circulation route to accessible entrance. (4.6.1-1986); (4.6.2-1980)	X		
13. Parking spaces are at least <u>96</u> inches wide and have an <u>adjacent access</u> aisle <u>60</u> inches wide. (Two parking spaces may share a common access aisle). (4.6.2) (See 4.28.5)	X		
14. Accessible parking spaces for the physically disabled are reserved and have visible posted signage displaying International Symbol of Accessibility. (4.6.4)	X		
<b>IV. DOORS - accessible entrances/egress, accessible spaces, accessible routes</b>			
15. Interior hinged doors, sliding or folding doors, have a maximum force for pushing or pulling of no more than 5 lb. force. (4.13.11/.2)	X		
16. Doorways have a minimum clear opening of 32 inches with the door open 90 degrees, measured between the face of the door and opposite stop. (4.13.5)	X		
17. At least one leaf of a two independent operated door leaves, shall have a minimum clear opening of 32 inches. (4.13.4)	X		
18. Door hardware, such as, handles, pulls, latches, locks and other mechanisms on doors shall have a shape that is easy to <u>grasp with one hand</u> , and does not require tight grasping, pinching or twisting of the wrist to operate. (4.13.9)	X		
19. The minimum space between two hinged doors in series is 48 inches plus width on any door swinging into the space. (4.13.7)	X		
20. Thresholds at doorways do not exceed in height 1/2 inch for exterior doors. (4.13.8)	X		

	YES	NO	N/A
Raised thresholds and floor level changes at accessible doorways are beveled with a slope no greater than 1/2 inch. (4.5.2)	X		
<b>V. TOILET ROOMS/TOILET STALLS</b>			
21. Accessible lavatories have narrow aprons with a clearance of at least 29 inches above the finish floor to the bottom of the apron providing knee and toe clearance. (4.19.2-1980); (4.19.2.1-1986)	X		
22. Lavatories (sinks) are mounted with the rim or counter surface no higher than 34 inches from the floor.(4.19.2.2-1986);(4.24.2-1980)	X		
23. Hot water and drain pipes under lavatories or sinks shall be insulated or otherwise configured to protect against contact.(4.19.4)	X		
24. If controls, dispensers, receptacles, or other equipment are provided, then at least ONE of <u>each</u> shall be on an accessible route, or as part of accessible elements. (4.22.4)	X		
<b>Forward reach:</b>			
MAXIMUM high forward reach allowed shall be of 48 inches and MINIMUM forward reach low of 15 inches. (4.2.5)	X		
<b>Side reach:</b>			
MAXIMUM high side reach allowed shall be 54 inches and no less than 9 inches above the floor. (4.2.6)	X		
25. Water closet seats (clear floor space) shall be at a height of 17 to 19 inches from the floor to the top of the toilet seat. (4.16.3)	X		
26. Side wall grab bars shall measure 36 inches from the finished floor, to the top of the rail.	X		
27. Grab bars are continuously graspable along the entire length, and are:			
a. 42 inches minimum width on side wall.	X		
b. At 36 inches maximum width centered at rear wall of toilet stall.	X		

	YES	NO	N/A
28. Accessible toilet stall(s) provided measure a minimum depth of 56 or 66 inches shall have <u>wall-mounted</u> water closets. (4.17.3 and Fig. 30)	X		
a. If the depth of toilet stalls is increased at least 3 inches (59 inches), then a floor mounted water closet may be used.			X
b. Toilet rooms have an unobstructed turning space of at least 60 inch in diameter to allow for a 180 degree turn for a wheelchair. (4.22.3) (See Fig. 3)			X
29. Wall-hung urinals are hung with an elongated rim at a maximum of 17 inches above the floor. Flush control shall be hand operated or automatic and shall be mounted no more than 44 inches above the floor. (4.18.4)	X		
A clear floor space 30 inches by 48 inches shall be provided in front of urinals to allow forward approach. (4.18.3)	X		
30. Doors leading to accessible toilet rooms may swing INTO the clear floor space required for fixtures, such as water closets, urinals, lavatories, and mirrors, or controls and dispensers. (4.22)	X		
31. Toilet paper dispenser is mounted 19 inches minimum from the finished floor. (4.16.6; Fig, 29 (b))	X		
32. Mirrors are mounted no higher than 40 inches from the floor to the bottom edge of the reflecting surface. (4.19.6)	X		
<b>VI. DRINKING WATER FOUNTAINS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
33. Drinking water fountain; if provided, on an accessible route has an upfront spout which is no higher than 36 inches from the floor to the spout outlet. (4.15.2)	X		
Clear knee space between the bottom and the floor/ground of a wall mounted fountain shall be at least 27 inches high. (4.15.5)	X		
a. The drinking water fountain provided feature "hi-lo" accessibility for use by individuals who use wheelchairs, convenient for those who have difficulty bending.(4.1.10;4.15)	X		
b. A water cooler is provided along accessible route. (4.15.1)	X		
c. Free-standing or built-in water fountain provided has a clear floor space at least 30 in. by 48 in. allowing a person in a wheelchair to make a parallel (side) approach to the unit. (4.14.5)	X		

<b>VII. EGRESS* (4.3.10)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
34. Accessible route entrances serving any accessible space or element also serves as a means of egress for emergencies or connect to an accessible place of rescue assistance.	<u>X</u>	<u>      </u>	<u>      </u>
35. Is there an evacuation plan visibly posted in the office or hall area.	<u>X</u>	<u>      </u>	<u>      </u>
36. What procedure has been established, in case of an emergency, for evacuating or assisting the physically disabled from a first floor or higher level should the elevator(s) provided become nonfunctional?	<u>X</u>	<u>      </u>	<u>      </u>

**\*Shall comply with requirements established by the fire department or the appropriate local authority having jurisdiction.**

**AUXILIARY AIDS/ACCOMMODATIONS/COMMUNICATION PROVIDED DISABLED**

**APPLICANT/PARTICIPANT/CLIENT OR STAFF**

- X Braille/large print
- Telecommunications Device for the Deaf (TDD)
- Interpreter/Sign Language
- X Work station - accommodation
- Alternative Site Plan

**COMMENTS**

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Accommodations provided on a case-by-case basis. All classrooms, offices, etc. have placards denoting the room number

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as well as braille under the room number. We have handicap accessible tables in our main Cantrell Hall area as well as

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main entry doors, restroom doors, hallway doors with handicap accessible push buttons to assist with door entry access.

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Reviewer:

**Ricardo Zarate**

**Assistant Director**

06/24/2022

Name

Title

Date