

## **Accounting and Grant Management Services Agreement**

### **1. Parties**

This Accounting and Grant Management Services Agreement (“Agreement”) is entered into by and between Big Bend Jobs and Education Council, Inc. d/b/a CareerSource Capital Region (“CSCR”) and Suncoast Workforce Board, Inc. d/b/a CareerSource Suncoast (“CSS”). CSCR and CSS are collectively referred to as the “Parties” and individually as a “Party”.

CSCR: CareerSource Capital Region  
2601 Blair Stone Road  
Building C, Suite 200  
Tallahassee, Florida 32301

CSS: CareerSource Suncoast  
3660 N. Washington Blvd.  
Sarasota, Florida 34234

### **2. Term**

This Agreement is effective February 23, 2026 through June 30, 2026, and can be reviewed for renewal annually, for three additional one-year periods.

### **3. Agreement Amount & Invoicing**

CSCR shall reimburse CSS for staff salaries and benefits associated with the provision of services pursuant to this Agreement for all direct charges associated with the Scope of Work.

This contract shall not exceed \$63,995. Such rate is based on a monthly rate not to exceed \$15,126 and a prorated weekly rate not to exceed \$3,491. In the event of renewal, the Agreement amount may be examined by both Parties to determine if the amount should change.

CSS shall submit invoices monthly by the 20<sup>th</sup> calendar day following the end of the month for which services were performed. Each invoice must detail hours worked and services rendered. Invoices shall contain detail sufficient for audit thereof. Invoices are due and payable within 30 days of receipt by CSCR.

Reasonable business and travel expenses incurred in the performance of the Scope of Work shall be reimbursed in accordance with CSCR policies.

Should any tasks fall outside of the Scope of Work, such as significant process reengineering or system migration beyond standard fiscal operations, they will be identified and these costs will be paid directly by CSCR to CSS (or the appropriate vendor) upon mutual agreement.

CSS and CSCR may also partner for a group rate for employee benefits. After mutual agreement, CSS would then bill CSCR monthly for their employees’ cost share.

#### **4. Scope of Work**

CSS will perform comprehensive fiscal operations and grant management services to support CSCR. The duties fall into five primary categories.

##### **A. Core Accounting and Financial Operations**

- 1) Maintain accounting records in MIP and other financial systems, to include Microix.
- 2) Perform general ledger maintenance, monthly closings, and account reconciliations.
- 3) Review and approve invoices, checks, and ACH batches at CSCR's direction, with no independent disbursal authority.
- 4) Transmit ACH batches to financial institutions as authorized by CSCR.
- 5) Manage accounts payable and receivable processes.
- 6) Perform cash draw requests in SERA, including review, documentation, and submission.
- 7) Input and reconcile cash receipts in the accounting system.
- 8) Conduct bank reconciliations and ensure timely resolution of variances.
- 9) Ensure safeguarding of assets, including proper handling of prepaid assets.
- 10) Maintain document retention and audit-ready files.
- 11) Process payroll accurately and on schedule.

##### **B. Fiscal Reporting and Budget Development**

- 1) Prepare quarterly budgets, forecasts, and updates for all funding streams.
- 2) Complete SERA financial reporting, including monthly and quarterly submissions.
- 3) Prepare GAAP-compliant financial reports, including balance sheets, income statements, and cash flow analysis.
- 4) Support Board and committee reporting as needed.
- 5) Assist in preparing the annual organizational budget.

##### **C. Grant Management, Compliance and Internal Controls**

- 1) Maintain strong internal controls consistent with GAO Green Book or COSO frameworks.
- 2) Ensure expenditures are allowable, allocable, necessary, and reasonable.
- 3) Maintain and update CSCR's cost allocation plan.
- 4) Prepare and update the indirect cost rate plan and required supporting documentation.
- 5) Provide fiscal technical assistance to subrecipients.
- 6) Support procurement documentation for allowable financial transactions.
- 7) Maintain compliance with 2 CFR 200, WIOA, TANF, SNAP E&T, Wagner-Peyser, and state policies.
- 8) Maintain conflict-of-interest and administrative firewalls where appropriate.

##### **D. Monitoring and Audit Support (As Needed)**

- 1) Assist with FloridaCommerce monitoring, including collecting documents and responding to inquiries.
- 2) Support the annual Single Audit and any additional required audits.
- 3) Help prepare responses and corrective action plans for any findings.
- 4) Maintain accessible, audit-ready documentation as required under 2 CFR 200.337 (right of access).

## E. Capacity Building and Transition Support

- 1) Provide training, coaching, and documentation to support the onboarding of a future CFO and fiscal staff.
- 2) Participate in process improvement and modernization efforts.
- 3) Provide transition plans for future internalization of fiscal functions.

## 5. CSCR Responsibilities

CSCR shall be responsible for all the following:

- 1) Retain all fiscal agent and grant recipient authority.
- 2) Direct all disbursements and financial approvals.
- 3) Provide access to systems, organizational documents, and staff necessary to perform services.
- 4) Ensure timely response to CSS's information requests.
- 5) Designate a primary point of contact for coordination and approvals.
- 6) Provide workspace and resources (when on-site) and CSCR-issued equipment when necessary.

## 6. Independent Contractor Status

The Parties acknowledge the CSS is engaged as an independent contractor, not as an employee, agent, joint venture or partner of CSCR. Neither Party shall have any authority, whether expressed or implied, to assume, create, or incur any obligation or liability whatsoever on behalf or in the name of the other, without the express written consent of both Parties.

## 7. Termination

Either Party may terminate this MOU for convenience when it is in their best interest by giving 30 days' written notice pursuant to Section 8 (Notice), unless a lesser time is agreed upon by both Parties.

## 8. Notice

All notices required to be given to CSCR under this Agreement shall be sufficient when emailed to Keantha B. Moore, CEO at [keantha.moore@careersourcecapitalregion.com](mailto:keantha.moore@careersourcecapitalregion.com) or mailed to:

CareerSource Capital Region  
2910 Kerry Forest Pkwy, D4-273  
Tallahassee, FL 32309  
Attn: Keantha B. Moore, CEO

All notices required to be given to CSS under this Agreement shall be sufficient when emailed to Joshua Matlock, [jmatlock@careersourcesc.com](mailto:jmatlock@careersourcesc.com) or mailed to:

CareerSource Suncoast  
3660 N. Washington Blvd.  
Sarasota, Florida 34234  
Attn: Joshua Matlock, President/CEO

## **9. Assignment**

This Agreement may not be assigned by either Party with the prior written consent of the other Party, which, because of the nature of the Parties' respective obligations under this Agreement, may be declined by such Party for any reason or no reason whatsoever.

## **10. Indemnification**

Each Party shall indemnify and hold harmless the other from and against any claims, damages, or liabilities arising out of its own negligent acts, errors, or omissions in connection with this Agreement.

## **11. Confidentiality**

The Parties agree to abide by all applicable federal, state, and local laws and regulations regarding confidential information, including, but not limited to: 20 CFR part 603, 45 CFR section 205.50, 20 USC 1232g and 34 CFR part 99, and 34 CFR 361.38. Each Party will ensure that the collection and use of any information, systems, or records that contain personally identifiable information ("PII") and other confidential/exempt information will be limited to purposes that support the activities described in this Agreement and will comply with applicable law. Each Party will ensure that access to software systems and files under its control that contain PII or other personal or confidential information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities described herein and will comply with applicable law. Each Party expressly agrees to take measures to ensure that no PII or other personal or confidential information is accessible by unauthorized individuals.

To the extent that confidential information needs to be shared amongst the Parties for the Parties' performance of their obligations under this Agreement, and to the extent that such sharing is permitted by applicable law, any required data sharing agreements will be created and required confidentiality and ethical certifications will be signed by authorized individuals.

## **12. Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of the State of Florida without regard to choice of law principles.

## **13. Entire Agreement**

This Agreement represents the entire understanding between the Parties and supersedes all prior discussions or proposals. This Agreement may be modified or amended only by a written instrument mutually agreed to and signed by both Parties.

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## 14. Signatures

IN WITNESS WHEREOF, the Parties here to have caused this Agreement to be duly executed by their undersigned duly authorized officials.

Suncoast Workforce Board, Inc.  
d/b/a CareerSource Suncoast

*Joshua Matlock*

Joshua Matlock (Feb 20, 2026 12:29:50 EST)

Joshua Matlock, President/CEO

Big Bend Jobs and Education Council, Inc.  
d/b/a CareerSource Capital Region

*Keantha B. Moore*

Keantha B. Moore (Feb 20, 2026 12:28:56 EST)

Keantha B. Moore, CEO

02/20/2026

Date

02/20/2026

Date

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## ASSURANCES AND CERTIFICATIONS

**Big Bend Jobs and Education Council, Inc., doing business as**

### **CareerSource Capital Region**

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 Capital Region 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 Capital Region and Contractor, several common government laws and regulations within The Office of Management and Budget's (OMB) Uniform Guidance, *2 CFR Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* 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:

- Contracts for \$10,000 or more:
  1. 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.
- Contracts for \$25,000 or more (and all audit services):
  1. 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.
- Contracts for \$100,000 or more:
  1. Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352): Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient. See 29 CFR part 98.
- Contracts for \$150,000 or more:
  1. Clean Air Act (42 U.S.C. § 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. § 1251 et seq.), as amended: Contracts of amounts in excess of \$150,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251 et seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

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

Suncoast Workforce Board, Inc., LLC. dba CareerSource Suncoast

\_\_\_\_\_  
Print Name of Company/Organization

Joshua Matlock, President/CEO

\_\_\_\_\_  
Printed Name and Title of Authorized Representative

*Joshua Matlock*

Joshua Matlock (Feb 20, 2026 12:29:50 EST)

\_\_\_\_\_  
Signature

02/20/2026

\_\_\_\_\_  
Date

10K: Equal Employment Opportunity Act  
25K: Debarment and Suspension  
100K: Byrd Anti-Lobbying Amendment  
250K: Clean Air Act and the Federal Water Pollution Control Act