



Agreement Individual Training Account (ITA)

ITA Agreement #: ITA 2026-20

This agreement is between: CareerSource Suncoast And State College of Florida, Manatee-Sarsota

Eligible Training Provider Information

Eligible Training Provider Name: State College of Florida, Manatee-Sarsota		FEIN:
Eligible Training Provider Type: Post Secondary Education Institution		
Contact Person / Title: Patrica Rand, VP for Academic and Faculty Affairs/Chief Academic Officer		
Address: 5840 26th St. W. Bradenton, FL 34207		Phone Number: 941-752-5200
		Email Address: RandP@SCF.edu

This Individual Training Account (“ITA”) Agreement (the “Agreement”) is made and entered into between CareerSource Suncoast whose legal name is Suncoast Workforce Board inc. (hereinafter referred to as “CSS”) and State College of Florida, Manatee-Sarsota, (hereinafter referred to as “Eligible Training Provider”), for the purpose of providing training pursuant to individual training accounts (“ITA”) in accordance with the Workforce Innovation and Opportunity Act (“WIOA”). CSS and Eligible Training Provider may hereinafter be referred to collectively as the “Parties” and each individually as a “Party.” Consideration for this Agreement shall be the mutual covenants and promises contained herein. Both Parties agree to the terms and conditions set forth within this Agreement. The term of this Agreement commences on 07/01/2026 and terminates on 06/30/2028.

RECITALS

WHEREAS, State College of Florida, Manatee-Sarsota has submitted an Eligible Training Provider application and has been approved for inclusion on the state and/or local ETPL;

WHEREAS, CSS may request from time to time that the Eligible Training Provider provide certain approved training to eligible individuals referred by CSS staff;

WHEREAS, the Eligible Training Provider agrees to provide certain approved training, subject to the terms and conditions set forth herein;

WHEREAS, this Agreement sets forth the mutual agreement of CSS and the Eligible Training Provider as to the training program(s) to be provided to those eligible individuals referred by CSS staff and accepted by the Eligible Training Provider and the operating procedures governing payment for the training program(s);

NOW, THEREFORE, and in consideration of the mutual promises and covenants contained herein, the following General Provisions are HEREBY AGREED TO BY THE PARTIES:

Section 1. Background

20 C.F.R. Part 680 governs the provision of WIOA Title I funded training through Individual Training Accounts (“ITAs”). An ITA is a payment agreement established on behalf of a participant with an Eligible Training Provider. Participants purchase training services from Eligible Training Providers. An Eligible Training Provider must be included on the State and/or local ETPL and is the only type of entity that receives funding for training services through an ITA. This Agreement sets forth the terms and conditions under which CSS will fund training by Eligible Training Providers through ITAs.

Section 2. Application Requirements and Training

A. Eligible Training Provider Application

1. Providers of training services programs must apply for inclusion on the ETPL pursuant to WIOA "Initial Eligibility" requirements as well as the criteria of CSS to which the provider is applying.
2. Providers must complete and submit an Eligible Training Provider Application, which includes the training-related costs (tuition, books, fees, etc.).
3. Training is to be delivered only in accordance with the curricula submitted in the Eligible Training Provider Application.
4. Eligible Training Provider agrees to adhere to the cost of the training program that was agreed upon by the CSS and the Training Provider, as documented in the Eligible Training Provider application.
5. Any changes to the approved training-related costs (tuition, books, fees, etc.) must be made within 30 business days or prior to the enrollment of any individual referred by the CSS, whichever is sooner.

B. Program Description

1. The Program Description includes the content and objectives of the training program. The Eligible Training Provider shall provide the courses as specified in the approved Program Description.
2. The Eligible Training Provider shall notify CSS of any changes in the approved Program Description prior to the enrollment of any individual referred by CSS staff.

ITAs are the primary method to be used for procuring training services under WIOA. In certain circumstances, a training contract may be used to provide training services, instead of an ITA. When training services are provided to participants under a contract, an ITA will not be required to be submitted.

Section 3. Participant Eligibility

Participants referred by CSS to Eligible Training Provider shall be enrolled only in the approved training program(s) for the designated period of time specified on the ITA and in the training plan. Eligible Training Provider shall not allow CSS participants to switch training programs or to extend their training at the expense of CSS without prior written approval of CSS. Neither Eligible Training Provider nor the participant is authorized to enroll the participant into additional training courses or programs without prior written consent of CSS.

Individuals referred to CSS by the Eligible Training Provider must qualify for assistance under WIOA guidelines, and when co-enrolled with other programs, must qualify for assistance as required by those programs. LWDBs will determine participant eligibility.

CSS participants shall be eligible for program enrollment and participation in accordance with the same standards as the general population of the Eligible Training Provider.

If a participant is unable to continue the training agreed upon in the ITA, the Eligible Training Provider shall refer the participant back to CSS.

Section 4. Fiscal Requirements and Payment Procedures

A. Financial Aid/Funding Coordination

1. The Eligible Training Provider shall ensure that program participants apply for financial aid, especially the Pell Grant, as applicable; coordinate financial assistance with CSS; and help ensure that funds provided by CSS are in addition to funds otherwise available in the area. It is the Eligible Training Provider's responsibility to prevent misapplication of funds when other funds would have been used for the same purpose.

2. The Eligible Training Provider will coordinate other funding sources for WIOA participants with CSS. It is the responsibility of the Eligible 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. Coordination of funding for training may include using Pell Grants for education-related expenses such as those associated with housing, food, other living expenses, books & supplies.

B. Referrals and Refunds

1. The Eligible Training Provider understands that this Agreement does not guarantee any referrals or refunds whatsoever for the approved training programs offered by the Eligible Training Provider and covered by this Agreement. All decisions regarding the issuance of training payments will be made on a case-by-case basis by CSS, and/or its designees, taking into consideration the information available, including, but not limited to, the assessed needs of the participant, geographical location of the training and the residence of the participant, including any additional costs of the training to the participant. Participants requesting specific training from a pre-selected school will be given a list of approved training providers that provide the same type of training to allow the participant to research each school before making a final decision. The decision to issue an ITA to a participant for the Eligible Training Provider is at the sole discretion of CSS and/or its designees.
2. The Eligible Training Provider shall, in conformity with the general refund policies of Eligible Training Provider, refund to CSS such training-related costs (tuition, fees, books, etc.), which are paid by CSS for participants who enroll in and begin training but dropout of courses. Under no circumstances shall Eligible Training Provider issue refund payment(s) directly to a participant.

C. Payment Procedures

1. Tuition and/or other authorized payments will be considered only for those participants referred to the Eligible Training Provider by CSS as evidenced by a valid CSS ITA. Tuition or other payments will be made to Eligible Training Provider only for those participants enrolled in and receiving training.
2. ITAs may be used to align participants, the Eligible Training Provider, and CSS on the training sought and associated costs for the participant. The Eligible Training Provider shall forward to CSS an original, signed ITA (if applicable) and written invoice for this payment at the time a participant begins training and becomes eligible for invoicing. This invoice is payable to the Eligible Training Provider upon receipt in accordance with payment procedures listed herein.

D. Billing/Invoicing

1. The Eligible Training Provider may not invoice CSS for approved participants until the Eligible Training Provider's drop/add period for course enrollment has concluded.
2. The Eligible Training Provider shall regularly submit invoices to CSS for amounts agreed upon by the Parties which include the information required by this Agreement. The Eligible Training Provider shall notify CSS if payment is not received by the date agreed upon.
 - a. Participants must be enrolled in and receiving approved training before the invoices are considered valid.
 - b. Invoices must include the participant's name, Purchase Order number, and training program and be supported by any additional receipts or payment requests.
 - c. The Eligible Training Provider shall charge CSS for tuition, books, fees, etc., in accordance with the approved ITA issued to the participant.
 - d. The Eligible Training Provider shall directly bill the participant for any costs voluntarily incurred by the participant that are not covered by the ITA.
 - e. CSS accepts no liability for unauthorized costs.
 - f. Each invoice must be accompanied by the approved ITA issued to the participant by CSS.

E. Training Dollar Maximums

The Parties acknowledge and agree that a training dollar maximum shall be established for each participant under this Agreement. The maximum amount of training dollars for each participant shall not exceed \$15,000 by CSS. Additionally, CSS reserves the right to determine and revise the training dollar maximums in accordance with applicable regulations and funding availability. Any changes to the training dollar maximum shall be communicated to the Eligible Training Provider in writing within seven business days of the change.

Section 5. Audits

- A. Eligible Training Provider shall make available all documents, papers, letters, or other materials prepared or received by the Eligible Training Provider that are directly pertinent to charges to this program, including any relevant financial records, supporting documentation, statistical records, interviews and discussions, and all other pertinent records of the Eligible Training Provider involving transactions related to this Agreement, at any time during normal business hours and as often as CSS, the Florida Department of Commerce or its contracted agencies, the U.S. Department of Labor, Comptroller General of the U.S., or their designated representatives may deem necessary.
- B. Eligible Training Provider will make available upon request of CSS, progress reports indicating both the progress and attendance of a participant.
- C. Eligible Training Provider agrees to provide timely and reasonable access to its personnel for interviews and discussions related to documents and review.
- D. If applicable, Eligible Training Provider shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC §§ 7501-7507); revised OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations"; the Florida Single Audit Act, Section 215.97, Florida Statutes; and any other specific requirements imposed by CSS.

Section 6 Performance

The Eligible Training Provider agrees to comply with the performance expectations set forth herein by CSS when carrying out this Agreement.

A participant must maintain satisfactory progress for each academic term by passing at least 50% of their courses or maintaining a 2.0 average. If a participant takes a course that is graded on a Pass or Fail, Satisfactory or Unsatisfactory grading system, the participant must receive a passing or satisfactory grade.

Section 7 Agreement Termination

- A. CSS or Eligible Training Provider may terminate this Agreement for convenience when it is in the best interest of CSS or the Eligible Training Provider. In the event of such termination, there shall be no interruption in services for participants already enrolled in training.
- B. 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. Eligible Training Provider has thirty (30) days after the effective date to submit invoices for payment. Eligible Training Provider shall be entitled to receive just and equitable compensation for any services performed hereunder through the date of termination or suspension.
- C. If Eligible Training Provider elects to remove themselves and their training programs from the approved Eligible Training Provider List, Eligible Training Provider is required to continue to deliver training until program completion for any participants financially supported by CSS under the same provisions that are included in this Agreement.
- D. The Eligible Training Provider shall notify the appropriate CSS staff no later than ten business days following a participant's termination/drop from the training program.
- E. Failure to respond to requests for previous or current participant information will result in termination of this Agreement.

F. Failure to Perform

1. If the Eligible Training Provider fails to perform, in whole or in part, as determined by the CSS, CSS will notify the Eligible Training Provider in writing of such unsatisfactory performance. If the unsatisfactory performance continues, CSS will notify the Eligible Training Provider in writing of all ongoing deficiencies. The Eligible Training Provider will have ten (10) business days from receipt of notice in which to respond with a plan agreeable to CSS to correct said deficiencies.
2. Upon failure of the Eligible Training Provider to respond within the appointed time or failure of the Eligible Training Provider to respond with appropriate plans, CSS will cease enrollments into the Eligible Training Provider's programs until the Eligible Training Provider responds with an appropriate plans to correct its deficiencies. Should the Eligible 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.

G. Breach of Contract

The Eligible Training Provider shall give CSS written notice of any perceived breach, and it shall give CSS ten (10) business days from delivery by certified mail, (return receipt requested) of such notice to cure any perceived breach under the Agreement.

Section 8 Modifications

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

Section 9 Applicable Law and Jurisdiction

This Agreement will be construed, performed, and enforced in all respects in accordance with the laws, rules, and regulations of the State of Florida.

A. Confidentiality

Both Parties recognize they may have access to confidential student records. Both Parties will keep all records confidential to the extent required by applicable law, including, but not limited to, the Family Educational Rights and Privacy Act. Any information received by the Parties in the performance of this Agreement, or from any employee, student, or parent participating in or involved in the training, will not be shared or otherwise disseminated except as allowed or required by law.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: Custodian of Public Records 3660 N Washington Blvd. Sarasota FL 34234. Email address: accounting@careersourcesc.com.

Section 10: Compliance with Applicable Laws and Regulations

No CSS WIOA participants, regardless of program CSS participants. CSS WIOA participants shall be afforded all the rights, privileges, and benefits available to the general population of the Eligible Training Provider. The Eligible Training Provider agrees that each individual referred by CSS staff for training will be evaluated for all financial aid eligibility normally available to other individuals.

During the performance of this Agreement, both Parties shall comply with Title VII of the 1964 Civil Rights Act, as amended, and the Florida Civil Rights Act of 1992, in that the Parties shall not discriminate on the grounds of race, color, national origin, religion, sex, age, handicap, or marital status or in any form or manner regarding the participants, employees or applicants. Other applicable federal and state laws, executive orders, and regulations prohibiting the type of discrimination as herein delineated are included by this reference thereto.

As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, the Eligible Training Provider assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- A. Section 188 of WIOA, which prohibits discrimination against all individuals in the United States based on race, color, religion, sex, national origin, age, disability,
- B. political affiliation, or belief, and against beneficiaries on the basis of either citizenship
- C. status or participation in any WIOA Title I financially assisted program or activity.
- D. 29 C.F.R. Part 38, which implements the nondiscrimination and equal opportunity provisions contained in section 188 of WIOA.
- E. The Age Discrimination Act of 1975, as amended, which prohibits discrimination based on age.
- F. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.
- G. The American with Disabilities Act of 1990, as amended (42 U.S.C. 12101 et. Seq.).

To comply with the Stevens Amendment, the Eligible Training Provider agrees that when issuing statements, press releases, request for proposals, bid solicitation, and other documents describing the project or programs funded in whole or in part under this Agreement, the Eligible Training Provider shall clearly state: (1) the percentage of the total cost of the program or project which will be financed with Federal money under this Agreement; (2) the dollar amount of Federal funds for the project or program; and (3) the percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

The Eligible Training Provider shall comply with subsection 287.133(2)(a), F.S., whereby a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity and may not transact business with any public entity in excess of the threshold amount provided in section 287.017, F.S., for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

The Eligible Training Provider agrees to comply with the provisions of section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, and as supplemented by 2 CFR Appendix II to part 200 and 2 CFR part 200.323 and the requirements stated therein.

Section 11: Notices and Communications

The following individuals have been designated by the Parties to act as their liaisons for all issues related to this Agreement and to send and receive certified mail and other mail or written notices related to contractual obligations. Either Party may designate a different liaison by providing written notice of the name, title, address, email address, and phone number of the new representative to the other Party within [#] business days.

For Eligible Training Provider:

Name:	Patricia Rand
Title:	Vice President for Academic and Faculty Affairs/Chief Academic Officer
Address	5840 26th St. W. Bradenton, FL 34207
Email:	RandP@SCF.edu
Phone:	941-752-5200

For CareerSource Suncoast:

Name:	Joshua Matlock
Title:	President/CEO
Address	3660 N. Washington Blvd. Sarasota, Fl. 34234
Email:	jmatlock@careersourcsc.com
Phone:	941- 803-4568

Section 12. Signatures

IN WITNESS WHEREOF, the Parties hereby agree to abide by all terms and conditions set forth in this ITA Agreement, and upon placing their signatures below, have hereby caused this Agreement to be executed.

<p><u>Eligible Training Provider</u></p> <p><i>Patricia Rand</i> <small>Patricia Rand (Jun 25, 2026 09:10:21 EDT)</small></p> <hr/> <p>Eligible Training Provider Representative Signature</p> <p>Patrica Rand, VP/CAO</p> <hr/> <p>Printed Name and Title</p> <p>06/25/2026</p> <hr/> <p>Date</p>
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<p><u>CareerSource Suncoast</u></p> <p><i>Joshua Matlock</i> <small>Joshua Matlock (Jun 25, 2026 12:32:41 EDT)</small></p> <hr/> <p>LWDB Authorized Signature</p> <p>Joshua Matlock, President/CEO</p> <hr/> <p>Printed Name and Title</p> <p>06/25/2026</p> <hr/> <p>Date</p>
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Addendum Individual Training Account (ITA)

Both CareerSource Suncoast And State College of Florida, Manatee-Sarasota agree to comply with all terms and provisions of this Addendum to the Individual Training Account Agreement # ITA 2026-20 entered into on 06/25/2026.

The following General Provisions are hereby agreed upon by the parties:

A. GENERAL PROVISIONS

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) Purchase Order, **Attachment "A"**. CSS will not pay other fees that are not specified in this Agreement or on the ITA Purchase Order. Changes in tuition must be submitted to CSS in advance of the start of classes.
2. Training Provider shall provide the programs approved by CareerSource Suncoast that were specified in the Program Description/s as part of their eligibility as a Training Provider/Program. The Training Providers will be notified of approved program(s) and costs. The approved Eligible training provider/program list with approved costs will be published annually on the CareerSource Suncoast Website.
3. 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 Purchase Order.
4. The Training Provider acknowledges that CSS shall not incur financial liability for students enrolled prior to the receipt of a CSS authorized ITA Purchase Order. No verbal authorizations for enrollment into training will ever occur under this agreement.

B. ASSURANCES AND CERTIFICATIONS

The Eligible Training Provider agrees to ensure their facilities comply with the American with Disabilities Act of 1990, as amended (42 U.S.C. 12101 et. Seq.) and will provide ADA Building/Facility Accessibility Checklist **Attachment "B"**.

C. PROGRAM PERFORMANCE

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 nd 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%

D. PAYMENT AND DELIVERY

1. Tuition or other payments will be made to the Training Provider only for those individuals enrolled in and receiving training. Invoices must be submitted within **thirty (30) days** of the individuals training program becoming eligible for invoicing.
2. Payment Procedure
 - (a) To receive reimbursement, the Training Provider must submit to CSS an official ITA Purchase Order and invoice, supported by back-up documentation on costs. The payment request should be addressed the accounting department at:

accounting@careersourcesc.com
 - (b) ITA Purchase Orders and invoices accepted for payment will generally be paid within thirty (30) days of receipt.
 - (c) ITA Purchase Orders and invoices not accepted for payment will be returned to the Training Provider with an explanation.

E. 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.

F. 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.

G. 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.

H. SIGNATURES

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

Eligible Training Provider:

Patricia Rand

Patricia Rand (Jun 25, 2026 09:10:21 EDT)

Signature

Patricia Rand

Printed Name

VP Academic Affairs/CAO

Title

06/25/2026

Date

CareerSource Suncoast

Joshua Matlock

Joshua Matlock (Jun 25, 2026 12:32:41 EDT)

Signature

Joshua Matlock

Printed Name

President/CEO

Title

06/25/2026

Date

ATTACHMENT A

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

3660 N Washington Blvd.
Sarasota, FL 34234
941-358-4200
Accounting@careersourcesc.com

Purchase Order

PO2425-1932

Vendor :FLEFOR
Fleet Force LLC dba FleetForce Truck Driving School
8437 Tuttle Ave
#345
Sarasota, FL 34243
Phone - / Fax -

Justification
Occupational Training

Document Information
Document Date 06/17/2025
Required Date 06/27/2025
Prepared By Ginger Swanson
gswanson@careersourcesc.com
Workflow ID Spec Grants
Status Accounting Documents
Description Occupational Training CDL A 6/30-7/25/2025

Client Information
Client Name: Joe Wioa
Fundsource OP ITA
Training Program FleetForce - Class A CDL

Comments :

Qty	Account Information	Description	Dist Code	Unit Price	Total
1	50008 1 45011 2 30 00 20	Occupational Training CDL A 6/30-7/25/2025	N/A	6,995.00	6,995.00

Total : \$6,995.00

Approval Information		
Diane Seavers	CEO/COO/Final - Approved 6,995.00	06/17/2025 4:54 PM
Ginger Swanson	Requester - Submitted 6,995.00	06/17/2025 2:30 PM

NOTE: All invoices must reference the PO number. By requesting or approving this purchase requisition, signatories certify that they have no personal or financial conflict of interest.

ATTACHMENT B: BUILDING/FACILITY ACCESSIBILITY CHECKLIST

Location: 5840 26th St. W., Bradenton, FL 34207

Type of Building or Project

- | | | | |
|----|---------------------------------------|------------------|---------|
| 1. | Is this a newly constructed building? | _____Yes | _____No |
| | a. Year plans were approved | _____ | |
| | b. Year built | _____ | |
| 2. | Is this an addition? | _____Yes | _____No |
| 3. | Is this an alteration? | _____Yes | _____No |
| 4. | Is this a state-owned building? | <u> X </u> Yes | _____No |
| 5. | Is this a leased building? | _____Yes | _____No |
| 6. | Is Lease Agreement available? | _____Yes | _____No |

Lessee

Lessor

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**

I. ACCESSIBLE ROUTE (4.1.2[1])*	YES	NO	N/A
1. A continuous unobstructed accessible route is provided from:			
- public transportation stops	x	_____	_____
- accessible parking	x	_____	_____
- accessible passenger loading zones	x	_____	_____
- public street or sidewalk	x	_____	_____
- walks, to accessible building entrance	x	_____	_____
2. At least one accessible route connects with building or facility entrance, spaces and elements within.	x	_____	_____
3. Elevators, if provided, are accessible from entrance of building along accessible route.	x	_____	_____
4. Accessible route including interior aisles, corridors and hallway has a minimum clear width of 36 inches, except at doorways (32 inches minimum)	x	_____	_____
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)	x	_____	_____
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)	x	_____	_____
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)	x	_____	_____
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)	x	_____	_____
II. RAMPS			
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)	x	_____	_____

	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)	<u>X</u>	_____	_____
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)	<u>X</u>	_____	_____
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)	<u>X</u>	_____	_____
III. PARKING			
	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)	<u>X</u>	_____	_____
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)	<u>X</u>	_____	_____
14. Accessible parking spaces for the physically disabled are reserved and have visible posted signage displaying International Symbol of Accessibility. (4.6.4)	<u>X</u>	_____	_____
IV. DOORS - accessible entrances/egress, accessible spaces, accessible routes			
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)	<u>X</u>	_____	_____
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)	<u>X</u>	_____	_____
17. At least one leaf of a two independent operated door leaves, shall have a minimum clear opening of 32 inches. (4.13.4)	<u>X</u>	_____	_____
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)	<u>X</u>	_____	_____
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)	<u>X</u>	_____	_____
20. Thresholds at doorways do not exceed in height 1/2 inch for exterior doors. (4.13.8)	<u>X</u>	_____	_____

	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)	<u>X</u>	_____	_____
V. TOILET ROOMS/TOILET STALLS			
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)	<u>X</u>	_____	_____
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)	<u>X</u>	_____	_____
23. Hot water and drain pipes under lavatories or sinks shall be insulated or otherwise configured to protect against contact.(4.19.4)	<u>X</u>	_____	_____
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)	<u>X</u>	_____	_____
Forward reach:			
MAXIMUM high forward reach allowed shall be of 48 inches and MINIMUM forward reach low of 15 inches. (4.2.5)	<u>X</u>	_____	_____
Side reach:			
MAXIMUM high side reach allowed shall be 54 inches and no less than 9 inches above the floor. (4.2.6)	<u>X</u>	_____	_____
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)	<u>X</u>	_____	_____
26. Side wall grab bars shall measure 36 inches from the finished floor, to the top of the rail.	<u>X</u>	_____	_____
27. Grab bars are continuously graspable along the entire length, and are:			
a. 42 inches minimum width on side wall.	<u>X</u>	_____	_____
b. At 36 inches maximum width centered at rear wall of toilet stall.	<u>X</u>	_____	_____

	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		
VI. DRINKING WATER FOUNTAINS	YES	NO	N/A
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		

VII. EGRESS* (4.3.10)	YES	NO	N/A
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

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

COMMENTS

Reviewer:

Chris Wellman	Building Official	4/9/2024
<hr/> Name	<hr/> Title	<hr/> Date

ASSURANCES AND CERTIFICATIONS

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.

State College of Florida, Manatee-Sarasota

Print Name of Company/Organization

Patricia Rand, VP/CAO

Printed Name and Title of Authorized Representative

Patricia Rand

Patricia Rand (Jun 25, 2026 09:10:21 EDT)

Signature

06/25/2026

Date