



NB1

# Journal Edit Listing

Sort By Entry

| Department                              | Number             | Journal Type                                                                   | Sub Ledger                        | G/L Date   | Description                          | Source          | Reference    | Reclassification | Journal Type |
|-----------------------------------------|--------------------|--------------------------------------------------------------------------------|-----------------------------------|------------|--------------------------------------|-----------------|--------------|------------------|--------------|
| 4600 - CAREERSOURCE<br>NORTH CENTRAL FL | 2025-00000009      | BA                                                                             | GL                                | 03/14/2025 | CSNCFL-FY25 2nd QTR NFA<br>Increases |                 |              |                  |              |
| G/L Date                                | G/L Account Number | Account Description                                                            | Description                       | Source     | Increase Amount                      | Decrease Amount |              |                  |              |
| 03/14/2025                              | 137.00.331.500     | Fed Grant Economic Environment                                                 | CSNCFL-FY25 2nd QTR NFA Increases |            | 3,374.00                             | .00             |              |                  |              |
|                                         |                    | Project: PY 2024.NFA44849 - Program Year 2024, DVOP-LVER (Consolidated) PY2024 |                                   |            |                                      |                 |              |                  |              |
| 03/14/2025                              | 137.43.510.40.10   | Travel - Staff Travel                                                          | CSNCFL-FY25 2nd QTR NFA Increases |            | 3,374.00                             | .00             |              |                  |              |
|                                         |                    | Project: PY 2024.NFA44849 - Program Year 2024, DVOP-LVER (Consolidated) PY2024 |                                   |            |                                      |                 |              |                  |              |
| 03/14/2025                              | 135.00.331.500     | Fed Grant Economic Environment                                                 | CSNCFL-FY25 2nd QTR NFA Increases |            | 8,147.00                             | .00             |              |                  |              |
|                                         |                    | Project: PY 2024.NFA44866 - Program Year 2024, DVOP PY2024                     |                                   |            |                                      |                 |              |                  |              |
| 03/14/2025                              | 135.43.510.52.00   | Operating Supplies                                                             | CSNCFL-FY25 2nd QTR NFA Increases |            | 8,147.00                             | .00             |              |                  |              |
|                                         |                    | Project: PY 2024.NFA44866 - Program Year 2024, DVOP PY2024                     |                                   |            |                                      |                 |              |                  |              |
| 03/14/2025                              | 145.00.331.500     | Fed Grant Economic Environment                                                 | CSNCFL-FY25 2nd QTR NFA Increases |            | 79,685.00                            | .00             |              |                  |              |
|                                         |                    | Project: PY 2023.NFA43973 - Program Year 2023, WIOA Hope Florida               |                                   |            |                                      |                 |              |                  |              |
| 03/14/2025                              | 145.43.510.52.00   | Operating Supplies                                                             | CSNCFL-FY25 2nd QTR NFA Increases |            | 79,685.00                            | .00             |              |                  |              |
|                                         |                    | Project: PY 2023.NFA43973 - Program Year 2023, WIOA Hope Florida               |                                   |            |                                      |                 |              |                  |              |
| 03/14/2025                              | 137.00.331.500     | Fed Grant Economic Environment                                                 | CSNCFL-FY25 2nd QTR NFA Increases |            | 3,374.00                             | .00             |              |                  |              |
|                                         |                    | Project: PY 2024.NFA44849 - Program Year 2024, DVOP-LVER (Consolidated) PY2024 |                                   |            |                                      |                 |              |                  |              |
| 03/14/2025                              | 137.43.510.52.00   | Operating Supplies                                                             | CSNCFL-FY25 2nd QTR NFA Increases |            | 3,374.00                             | .00             |              |                  |              |
|                                         |                    | Project: PY 2024.NFA44849 - Program Year 2024, DVOP-LVER (Consolidated) PY2024 |                                   |            |                                      |                 |              |                  |              |
| 03/14/2025                              | 135.00.331.500     | Fed Grant Economic Environment                                                 | CSNCFL-FY25 2nd QTR NFA Increases |            | 8,147.00                             | .00             |              |                  |              |
|                                         |                    | Project: PY 2024.NFA44866 - Program Year 2024, DVOP PY2024                     |                                   |            |                                      |                 |              |                  |              |
| 03/14/2025                              | 135.43.510.40.10   | Travel - Staff Travel                                                          | CSNCFL-FY25 2nd QTR NFA Increases |            | 8,147.00                             | .00             |              |                  |              |
|                                         |                    | Project: PY 2024.NFA44866 - Program Year 2024, DVOP PY2024                     |                                   |            |                                      |                 |              |                  |              |
|                                         |                    |                                                                                |                                   |            | Number of Entries: 10                |                 | \$205,454.00 |                  | \$ .00       |

Total Increase in Revenue-\$102,727  
Total Increase in Expense-\$102,727  
Overall Budget Impact \$205,454

NB1

Date of Notice: 1/28/2025

**Notice of Grant Award/Fund Availability**  
**General Information**

|                                                        |                                                                        |                            |
|--------------------------------------------------------|------------------------------------------------------------------------|----------------------------|
| <b>Subrecipient Name:</b>                              | LWDB26 - North Central Florida Workforce Development Board             |                            |
| <b>Universal Entity Identification Number (UEI #):</b> | HDF7SP48NSA7                                                           |                            |
| <b>Federal Award Name:</b>                             | WIOA Youth/Adult/Dislocated Workers Formula Combined                   |                            |
| <b>Grantor:</b>                                        | United States Department of Labor                                      |                            |
| <b>Federal Award Identification Number (FAIN):</b>     | 23A55AT000009, 23A55AY000003, 23A55AW000012                            |                            |
| <b>Federal Award Year:</b>                             | PY2023/FY2024                                                          |                            |
| <b>CFDA/CSFA Title and Number:</b>                     | WIOA Formula Adult; WIOA Formula Youth; WIOA Formula Dislocated Worker | 17.258<br>17.259<br>17.278 |
| <b>Award for Research &amp; Development (Y/N):</b>     | No                                                                     |                            |
| <b>Action being Taken:</b>                             | Increase Award and Release                                             |                            |

**Award Information**

|                                 |                                     |
|---------------------------------|-------------------------------------|
| <b>Program Year in SERA:</b>    | PY2023                              |
| <b>Program Group in SERA:</b>   | WIOA                                |
| <b>Program Name in SERA:</b>    | WIOA – State Level                  |
| <b>Project in SERA:</b>         | Hope Florida – A Pathway to Promise |
| <b>FLAIR Contract #:</b>        | RWB26                               |
| <b>NFA ID #:</b>                | 043973                              |
| <b>FLAIR Grant #:</b>           | WIS24                               |
| <b>Award Period Begin Date:</b> | July 1, 2024                        |
| <b>Award Period End Date:</b>   | June 30, 2025                       |
| <b>Close Out Due by:</b>        | August 31, 2025                     |

**Award and Fund Availability**

|                               | <b>Award</b> | <b>Funds Available / Release</b><br>(Maximum cash available for draw) |
|-------------------------------|--------------|-----------------------------------------------------------------------|
| <b>Current Award/Release:</b> | \$61,584.61  | \$61,584.61                                                           |
| <b>This Action:</b>           | \$79,685.00  | \$79,685.00                                                           |
| <b>Revised Award/Release:</b> | \$141,269.61 | \$141,269.61                                                          |

**AWARD TERMS & CONDITIONS  
AND OTHER INSTRUCTIONS**

**General Conditions:** FloridaCommerce has approved a grant award for your local workforce development board. These funds will be available for cash draws under the Subrecipient Enterprise Resource Application (SERA) Program Year and Program Title/Project in SERA described on page one of this notice. Expenditures utilizing these funds must be consistent with the Grantee/Subgrantee Agreement executed between the Board and FloridaCommerce and in compliance with the Board's approved plan and all federal and state rules, regulations, policies and grant conditions applicable to the grant program described on page one. The indirect cost rate or indirect cost method for this subaward, whether federal or non-federal, will be the federally recognized indirect cost rate negotiated between the Board and the federal government or, if no such rate exists, either a rate negotiated between FloridaCommerce and the Board, or if optionally elected by the Board, the de minimis rate or cost allocation method.

**Special Grant Conditions:** Hope Florida – A Pathway to Prosperity is a comprehensive approach to addressing poverty and promoting economic mobility in Florida. Through this initiative, the Florida Department of Children and Families (DCF) is guiding Floridians on an individualized path to prosperity, economic self-sufficiency and hope by focusing on community collaboration among the private sector, faith-based community organizations, non-profits and government entities to break down silos and connect Floridians to resources that lead to stability and new economic opportunities. This funding and focused effort by the CareerSource Florida network represent a workforce system-led expansion of the state's Hope Florida initiative to provide specialized services and programming through the workforce system and connect Hope Florida participants seeking jobs with employment and career opportunities. A separate Wagner-Peyser award funds Hope Florida Navigators to strengthen coordination between DCF and local workforce development boards.

This funding supports the delivery of specialized services and programming to help Hope Florida program participants find jobs, enroll in training and launch new career pathways that lead to self-sufficiency and economic prosperity. Funds may be used for staffing and the purchase of supplies and other expenses related to these services.

These specialized services and programming should include at a minimum:

- Processes that meet Hope Florida participants where they are, for example through online intake meetings.
- Robust assessments, development and refinement of individualized employability plans to include career pathways that lead to self-sufficiency.
- Leveraging available resources, such as local formula Wagner-Peyser and WIOA funds, to provide critical services. For example, WIOA formula funds may be used to provide supportive services when needed.
- Specialized services and programming for Hope Florida participants, through in-person peer support/job club settings, to acquire soft/foundational skills essential for job retention; engage in robust career exploration through site visits and/or virtual reality experiences; acquire occupational skills through classroom training (including quick

credentials); participate in work-based learning experiences; and encounter a broad mix of local employers from a variety of sectors. The duration of this programming needs to be suitable to the differing circumstances of Hope Florida participants.

- Joint case management of Hope Florida participants with DCF.

Participating areas should leverage the Florida CLIFF Dashboard suite of tools in case management, career coaching, and identifying necessary supportive services when working with Hope Florida participants.

Use of these funds must be compliant with all WIOA laws, rules, and regulations and must be consistent with the WIOA PY2023 Annual Funding Agreement (between USDOL and FloridaCommerce). The WIOA PY2023 Annual Funding Agreement is located at:

<http://floridajobs.org/grants-management/grants-management/lwdb-grant-resources>

***Program/Participant Reporting Requirements:*** See Attachment

***Financial Reporting Requirements:*** All cash draws and expenditures must be recorded in accordance with the SERA Business Rules. Expenditures must be reported within established timelines and by the following cost categories. The cost category definitions are located at:

[http://www.floridajobs.org/docs/default-source/lwdb-resources/lwdb-grants-management/other-resources/wioa-cost-category-guide---20200611.pptx?sfvrsn=8f7e46b0\\_2](http://www.floridajobs.org/docs/default-source/lwdb-resources/lwdb-grants-management/other-resources/wioa-cost-category-guide---20200611.pptx?sfvrsn=8f7e46b0_2)

**Add-Up Cost Categories:**

- Local Administration
- Career Services
- Training

**Non-Add-Up Cost Categories:**

- In-School Youth
- Out-of-School Youth
- ITA Federal-Youth

***Closeout Procedures:*** Awards must be closed out and all obligations liquidated by the close out date indicated under Award Information. Only liquidated expenditures resulting from obligations incurred during the award period are allowable.

***Other Notes/Comments:*** Award is being moved from LWDB09 to LWDB26.

***Questions:*** Fiscal questions regarding these funds should be addressed to Carolyn Bishop at (850) 245-7489 or via email at [carolyn.bishop@commerce.fl.gov](mailto:carolyn.bishop@commerce.fl.gov). Program policy questions should be addressed to Lorena Clark at (850) 245-7400 or via e-mail at [lorena.clark@commerce.fl.gov](mailto:lorena.clark@commerce.fl.gov). Subrecipient Enterprise Resource Application (SERA) questions should be sent to the SERA Help Desk via email at [serahelpdesk@commerce.fl.gov](mailto:serahelpdesk@commerce.fl.gov).

## ATTACHMENT

### PROGRAM AND PARTICIPANT REPORTING INSTRUCTIONS

**Project Name:** 864 Hope Florida Initiative – Statewide Adult  
862 Hope Florida Initiative – Statewide Youth  
863 Hope Florida Initiative – Statewide Dislocated Worker

**Date Range:** July 1, 2023 – June 30, 2025

**Local Workforce Development Board Affected:** All LWDBs

**Funding Source:** WIOA Statewide Funds

**Target Populations:** WIOA-eligible participants (Adults, Dislocated Workers, Youth) served by the Florida Department of Children and Families' Hope Florida – A Pathway to Prosperity initiative in need of training and employment services.

**Program Narrative:** Participants will receive education, training, and employment.

**Application Eligibility:**

1. On the **Eligibility and Grants** page, scroll to **WIOA Grant Eligibility** section.
2. Scroll to the appropriate subsection - **Statewide Dislocated Worker Eligibility** or **Statewide Adult Eligibility** or **Statewide Youth Eligibility** and select "Yes".
3. Scroll down to the **Grants** section and click **View Available Grants**.
4. Select **Statewide Dislocated Worker** or **Statewide Adult** or **Statewide Youth Eligibility** from the list by clicking **Add** on the far right of the grant title.
5. Scroll to the bottom of the page and select **Finish**.

**Note:** Veterans and eligible spouses receive priority of service.

**Enrollment into Employ Florida:** Program participants must be enrolled into Employ Florida in appropriate project-related activities for adults, dislocated workers or youth.

**To enroll a participant in Employ Florida, use:**

1. **Project Code:** 864  
**Customer Program Group:** Statewide Adult  
**Grant:** 864 Hope Florida Initiative – Statewide Adult
2. **Project Code:** 863  
**Customer Program Group:** Statewide Dislocated Worker  
**Grant:** 863 Hope Florida Initiative – Statewide Dislocated Worker
3. **Project Code:** 862  
**Customer Program Group:** Statewide Youth  
**Grant:** 862 Hope Florida Initiative – Statewide Youth  
**Note:** Under the current waiver, WIOA requires a minimum of 50 percent of out-of-school youth (OSY) funds available to local workforce development areas be used to serve OSY.

**All Hope Florida participants must be enrolled in Activity Code A32, Initial Intake Screening – HOPE Florida Applicant.** This code is recorded when indicating a recipient of public assistance (TANF or SNAP benefits) or an individual receiving other services from the Department of Children and Families (DCF) who was referred by DCF staff. A case note is required and must include the result of the screening, the specific eligibility category(ies) identified (i.e., TANF and/or SNAP recipient, other DCF program), and the outcome (i.e., to whom the individual was referred for services). This code does not trigger or extend participation.

#### **Program Outputs and Outcomes:**

- Collaborative case management activities with DCF
- Number of Hope Florida participants served
- Number of participants with whom the Florida CLIFF Suite of Tools were used to assist with case management, career coaching and the identification of supportive services
- Number of Hope Florida participants receiving public assistance and/or served by other DCF initiatives (and through what programs)
- Specialized services and programming
- Supportive services
- Referrals to other agencies
- Job search services
- Post-secondary education
- WIOA training services
- WIOA work-based activities
- Follow-up through the fourth quarter after exit

Program outcomes include all core WIOA performance measures, including employment after exit, average wages, credentials and measurable skills gains.

Participation in periodic meetings scheduled by DCF, Florida Commerce and/or CareerSource Florida is required.

Service codes must be entered based on the activities and services provided in accordance with [Administrative Policy 115: Common Exit](#) and the [Employ Florida Service Code Guide](#).

**Data Input Deadline:** Participant data must be entered into Employ Florida as soon as it becomes available, or as soon as possible thereafter, but no later than the fifteenth day after a service or activity is provided to a participant. Failure to enter data by the fifteenth day after a service or activity is provided to a participant will result in lockdown issues. If you have questions, please contact Lorena Clark at 850-245-7400 or [Lorena.Clark@commerce.fl.gov](mailto:Lorena.Clark@commerce.fl.gov).

**Quarterly Narrative Reports:** Awardees must submit quarterly narrative reports by the 10<sup>th</sup> day of the month following the end of the quarter to [GrantsandSpecialProjects@commerce.fl.gov](mailto:GrantsandSpecialProjects@commerce.fl.gov) in a format provided by FloridaCommerce.

## Notice of Grant Award/Fund Availability

### General Information

|                                                       |                                         |        |
|-------------------------------------------------------|-----------------------------------------|--------|
| <b>Subrecipient Name:</b>                             | See Attached Spreadsheet                |        |
| <b>Universal Entity Identification Number (UEI #)</b> | See Attached Spreadsheet                |        |
| <b>Federal Award Name:</b>                            | Jobs for Veterans' State Grant          |        |
| <b>Grantor:</b>                                       | USDOL/Veterans' Employment and Training |        |
| <b>Federal Award Identification Number (FAIN):</b>    | 25555DV000157                           |        |
| <b>Federal Award Year:</b>                            | FY2025                                  |        |
| <b>CFDA/CSFA Title and Number:</b>                    | Jobs for Veterans' State Grant          | 17.801 |
| <b>Award for Research &amp; Development (Y/N):</b>    | N                                       |        |
| <b>Action being Taken:</b>                            | Increase Award and Release January 2025 |        |

### Award Information

|                                 |                                      |
|---------------------------------|--------------------------------------|
| <b>Program Year in SERA:</b>    | PY2024                               |
| <b>Program Group in SERA:</b>   | Veterans Program                     |
| <b>Program Name in SERA:</b>    | Disabled Veterans                    |
| <b>Project in SERA:</b>         | Veterans Program - Disabled Veterans |
| <b>FLAIR Contract #:</b>        | See Attached Spreadsheet             |
| <b>NFA ID #:</b>                | See Attached Spreadsheet             |
| <b>FLAIR Grant #:</b>           | DVP25                                |
| <b>Award Period Begin Date:</b> | October 1, 2024                      |
| <b>Award Period End Date:</b>   | September 30, 2025                   |
| <b>Close Out Due by:</b>        | November 14, 2025                    |

### Award and Fund Availability

|                               | Award                    | Funds Available / Release<br>(Maximum cash available for draw) |
|-------------------------------|--------------------------|----------------------------------------------------------------|
| <b>Current Award/Release:</b> | See Attached Spreadsheet | See Attached Spreadsheet                                       |
| <b>This Action:</b>           | See Attached Spreadsheet | See Attached Spreadsheet                                       |
| <b>Revised Award/Release:</b> | See Attached Spreadsheet | See Attached Spreadsheet                                       |

## **AWARD TERMS & CONDITIONS AND OTHER INSTRUCTIONS**

**General Conditions:** FloridaCommerce has approved a grant award for your local workforce development board. These funds will be available for cash draws under the Subrecipient Enterprise Resource Application (SERA) Program Year and Program Title/Project in SERA described on page one of this notice. Expenditures utilizing these funds must be consistent with the Grantee/Subgrantee Agreement executed between the Board and FloridaCommerce and in compliance with the Board's approved plan and all federal and state rules, regulations, policies and grant conditions applicable to the grant program described on page one. The indirect cost rate or indirect cost method for this subaward, whether federal or non-federal, will be the federally recognized indirect cost rate negotiated between the Board and the federal government or, if no such rate exists, either a rate negotiated between FloridaCommerce and the Board, or if optionally elected by the Board, the de minimis rate or the cost allocation method.

**Special Grant Conditions:** The purpose of this award is to support the jointly managed staff in the local workforce development boards' various locations (e.g., the proportionate share of rent, supplies, utilities, travel, etc.). This award is subject to the following terms, conditions, and provisions:

- 38 USC Chapter 41 – Job Counseling, Training, and Placement Service for Veterans is located at:  
[38 USC Ch. 41: JOB COUNSELING, TRAINING, AND PLACEMENT SERVICE FOR VETERANS \(house.gov\)](https://www.house.gov/legislation/comp/38usc41.htm)
- [20 CFR 1001](https://www.federalregister.gov/documents/2013/01/14/2013-00100-services-for-veterans) – Services for Veterans
- [2 CFR Part 200](https://www.federalregister.gov/documents/2013/01/14/2013-00100-services-for-veterans) - Uniform Administrative Requirements, Cost Principles, and Audit Requirements
- [2 CFR Part 2900](https://www.federalregister.gov/documents/2013/01/14/2013-00100-services-for-veterans) - DOL Exceptions to 2 CFR Part 200
- The VETS Special Grant Provisions and Assurances are located at:  
<https://www.dol.gov/sites/dolgov/files/VETS/legacy/files/FY-2021-JVSG-Special-Grant-Provisions-revised-3-2021.pdf>
- Active Veterans Program Letters (VPLs) are located at:  
<https://www.dol.gov/vets/VPLS/VPLDirectory.html>
- These funds include the support of jointly managed staff in local workforce development boards in various locations. This includes rent, supplies, utilities, travel, etc.

**Financial Reporting Requirements:** All cash draws and expenditures must be recorded in accordance with the SERA Business Rules. Expenditures must be reported within established timelines and by the cost categories and any subcost categories established for the particular grant program.

**Program/Participant Reporting Requirements:** Job seekers receiving staff-assisted-services funded under the Jobs for Veterans State Grant (JVSG) must be registered in the EmployFlorida Marketplace (EFM) reporting system.

***Closeout Procedures:*** Awards must be closed out and all obligations liquidated by the close out date indicated under Award Information. Only liquidated expenditures resulting from obligations incurred during the award period are allowable.

***Other Notes/Comments:*** Awards and releases will be issued monthly. The funding indicated on this NFA is intended to provide fair-share costs for DVOP staff.

***Questions:*** Fiscal questions regarding these funds should be addressed to Derrick Kimble at (850) 245-7387 or via email at [derrick.kimble@commerce.fl.gov](mailto:derrick.kimble@commerce.fl.gov). Program policy questions should be addressed to Mark Brennan at (850) 245-7405 or via email at [mark.brennan@commerce.fl.gov](mailto:mark.brennan@commerce.fl.gov). The Subrecipient Enterprise Resource Application (SERA) questions may be addressed to the SERA Helpdesk via e-mail at [serahelpdesk@commerce.fl.gov](mailto:serahelpdesk@commerce.fl.gov).



2025 DVOP October 2024- September 2025  
Award and Release January 2025

| Local Workforce Development Boards                                                                           | Unique Entity ID | FLAIR Contract # | NFA ID | AWARD         |             |               | RELEASE         |             |                 |
|--------------------------------------------------------------------------------------------------------------|------------------|------------------|--------|---------------|-------------|---------------|-----------------|-------------|-----------------|
|                                                                                                              |                  |                  |        | Current Award | This Action | Revised Award | Current Release | This Action | Revised Release |
| LWDB01 - Workforce Escarosa, Inc. (DBA CareerSource Escarosa)                                                | QLDTNNF9GMF5     | RWB01            | 044851 | 33,533.74     | 7,199.00    | 40,732.74     | 33,533.74       | 7,199.00    | 40,732.74       |
| LWDB02 - Okaloosa-Walton Jobs and Education Partnership Inc. (DBA CareerSource Okaloosa Walton)              | CRQKHBVMD835     | RWB02            | 044852 | 30,078.67     | 7,199.00    | 37,277.67     | 30,078.67       | 7,199.00    | 37,277.67       |
| LWDB04 - Gulf Coast Workforce Development Board, Inc. (DBA CareerSource Gulf Coast)                          | C5BFCHKTGVF5     | RWB04            | 044853 | 10,079.45     | 4,900.00    | 14,979.45     | 10,079.45       | 4,900.00    | 14,979.45       |
| LWDB05 - Big Bend Jobs and Education Council, Inc. (DBA CareerSource Capital Region)                         | JXBJD75ZSLU7     | RWB05            | 044854 | 6,578.00      | 3,387.00    | 9,965.00      | 6,578.00        | 3,387.00    | 9,965.00        |
| LWDB08 - First Coast Workforce Development, Inc. (DBA CareerSource Northeast Florida)                        | N69QHEEPJS84     | RWB08            | 044855 | 29,023.00     | 15,633.00   | 44,656.00     | 29,023.00       | 15,633.00   | 44,656.00       |
| LWDB10 - Citrus Levy Marion Regional Workforce Development Board, Inc. (DBA CareerSource Citrus Levy Marion) | F317NZU1V8B4     | RWB10            | 044856 | 5,138.00      | 15,210.00   | 20,348.00     | 5,138.00        | 15,210.00   | 20,348.00       |
| LWDB12- Central Florida Regional Workforce Development Board, inc. (DBA CareerSource Central Florida)        | YHKMM6MT7CA7     | RWB12            | 044857 | 37,683.00     | 30,000.00   | 67,683.00     | 37,683.00       | 30,000.00   | 67,683.00       |
| LWDB16 - Pasco-Hernando Workforce Board, Inc. (DBA CareerSource Pasco Hernando)                              | YWBYNKTKK5W8     | RWB16            | 044858 | 14,398.00     | 7,199.00    | 21,597.00     | 14,398.00       | 7,199.00    | 21,597.00       |
| LWDB17 - Polk County Workforce Development Board, Inc. (DBA CareerSource Polk)                               | H5P3WBX8KMK8     | RWB17            | 044859 | 21,623.00     | 1,993.00    | 23,616.00     | 21,623.00       | 1,993.00    | 23,616.00       |
| LWDB18 - Suncoast Workforce Board, Inc. (DBA CareerSource Suncoast)                                          | D2U6C81AN1W8     | RWB18            | 044860 | 13,378.05     | 5,787.00    | 19,165.05     | 13,378.05       | 5,787.00    | 19,165.05       |
| LWDB20 - Workforce Development Board of the Treasure Coast, Inc. (DBA CareerSource Research Coast)           | PNKUKLTD7MC6     | RWB20            | 044861 | 12,244.00     | 4,942.00    | 17,186.00     | 12,244.00       | 4,942.00    | 17,186.00       |
| LWDB21 - CareerSource Palm Beach County, Inc.                                                                | KEE2CVK8TVV7     | RWB21            | 044862 | 47,663.00     | 7,515.00    | 55,178.00     | 47,663.00       | 7,515.00    | 55,178.00       |
| LWDB22 - CareerSource Broward                                                                                | HL9AA84QLED4     | RWB22            | 044863 | 24,890.00     | 14,622.00   | 39,512.00     | 24,890.00       | 14,622.00   | 39,512.00       |
| LWDB23 - South Florida Workforce Investment Board (DBA CareerSource South Florida)                           | MY3JJU46PLT3     | RWB23            | 044864 | 4,097.00      | 259.00      | 4,356.00      | 4,097.00        | 259.00      | 4,356.00        |
| LWDB24 - Southwest Florida Workforce Development Board, Inc. (DBA CareerSource Southwest Florida)            | HSFYCWE457X4     | RWB24            | 044865 | 6,855.31      | 4,860.00    | 11,715.31     | 6,855.31        | 4,860.00    | 11,715.31       |
| LWDB26 - North Central Florida Workforce Development Board                                                   | HDF7SP48NSA7     | RWB26            | 044866 | 18,154.00     | 8,147.00    | 26,301.00     | 18,154.00       | 8,147.00    | 26,301.00       |
| LWDB27 - Brevard Workforce Development Board, Inc. (dba CareerSource Brevard Flagler Volusia)                | SJ5CYQ7UYAW9     | RWB27            | 044867 | 46,159.00     | 14,859.00   | 61,018.00     | 46,159.00       | 14,859.00   | 61,018.00       |
| LWDB28 - Tampa Bay Workforce Alliance, Inc (dba CareerSource Hillsborough Pinellas)                          | KSRPXNJLBK99     | RWB28            | 044868 | 48,878.00     | 22,583.00   | 71,461.00     | 48,878.00       | 22,583.00   | 71,461.00       |
| STATEWIDE TOTALS                                                                                             |                  |                  |        | 410,453.22    | 176,294.00  | 586,747.22    | 410,453.22      | 176,294.00  | 586,747.22      |

## Notice of Grant Award/Fund Availability

### General Information

|                                                       |                                         |        |
|-------------------------------------------------------|-----------------------------------------|--------|
| <b>Subrecipient Name:</b>                             | See Attached Spreadsheet                |        |
| <b>Universal Entity Identification Number (UEI #)</b> | See Attached Spreadsheet                |        |
| <b>Federal Award Name:</b>                            | Jobs for Veterans' State Grant          |        |
| <b>Grantor:</b>                                       | USDOL/Veterans' Employment and Training |        |
| <b>Federal Award Identification Number (FAIN):</b>    | 25555DV000157                           |        |
| <b>Federal Award Year:</b>                            | FY2025                                  |        |
| <b>CFDA/CSFA Title and Number:</b>                    | LVER Program                            | 17.801 |
| <b>Award for Research &amp; Development (Y/N):</b>    | N                                       |        |
| <b>Action being Taken:</b>                            | Increase Award and Release January 2025 |        |

### Award Information

|                                 |                          |
|---------------------------------|--------------------------|
| <b>Program Year in SERA:</b>    | PY2024                   |
| <b>Program Group in SERA:</b>   | Veterans Program         |
| <b>Program Name in SERA:</b>    | Local Veterans           |
| <b>Project in SERA:</b>         | Consolidated DVOP-LVER   |
| <b>FLAIR Contract #:</b>        | See Attached Spreadsheet |
| <b>NFA ID #:</b>                | See Attached Spreadsheet |
| <b>FLAIR Grant #:</b>           | DLC25                    |
| <b>Award Period Begin Date:</b> | October 1, 2024          |
| <b>Award Period End Date:</b>   | September 30, 2025       |
| <b>Close Out Due by:</b>        | November 14, 2025        |

### Award and Fund Availability

|                               | Award                    | Funds Available / Release<br>(Maximum cash available for draw) |
|-------------------------------|--------------------------|----------------------------------------------------------------|
| <b>Current Award/Release:</b> | See Attached Spreadsheet | See Attached Spreadsheet                                       |
| <b>This Action:</b>           | See Attached Spreadsheet | See Attached Spreadsheet                                       |
| <b>Revised Award/Release:</b> | See Attached Spreadsheet | See Attached Spreadsheet                                       |

## **AWARD TERMS & CONDITIONS AND OTHER INSTRUCTIONS**

**General Conditions:** FloridaCommerce has approved a grant award for your local workforce development board. These funds will be available for cash draws under the Subrecipient Enterprise Resource Application (SERA) Program Year and Program Title/Project in SERA described on page one of this notice. Expenditures utilizing these funds must be consistent with the Grantee/Subgrantee Agreement executed between the Board and FloridaCommerce and in compliance with the Board's approved plan and all federal and state rules, regulations, policies, and grant conditions applicable to the grant program described on page one. The indirect cost rate or indirect cost method for this subaward, whether federal or non-federal, will be the federally recognized indirect cost rate negotiated between the Board and the federal government or, if no such rate exists, either a rate negotiated between FloridaCommerce and the Board, or if optionally elected by the Board, the de minimis rate or the cost allocation method.

**Special Grant Conditions:** The purpose of this award is to support the jointly managed staff in the local workforce development boards' various locations (e.g., the proportionate share of rent, supplies, utilities, travel, etc.). This award is subject to the following terms, conditions, and provisions:

- 38 USC Chapter 41 - Job Counseling, Training, and Placement Service for Veterans is located at:  
[38 USC Ch. 41: JOB COUNSELING, TRAINING, AND PLACEMENT SERVICE FOR VETERANS \(house.gov\)](#)
- [20 CFR 1001](#) – Services for Veterans
- [2 CFR Part 200](#) - Uniform Administrative Requirements, Cost Principles, and Audit Requirements
- [2 CFR Part 2900](#) - DOL Exceptions to 2 CFR Part 200
- The VETS Special Grant Provisions and Assurances are located at:  
<https://www.dol.gov/sites/dolgov/files/VETS/legacy/files/FY-2021-JVSG-Special-Grant-Provisions-revised-3-2021.pdf>
- Active Veterans Program Letters (VPLs) are located at:  
<https://www.dol.gov/vets/VPLS/VPLDirectory.html>
- These funds include the support of jointly managed staff in local workforce development boards in various locations. This includes rent, supplies, utilities, travel, etc.

**Financial Reporting Requirements:** All cash draws, and expenditures must be recorded in accordance with the SERA Business Rules. Expenditures must be reported within established timelines and by the cost categories and any sub cost categories established for the grant program.

***Program/Participant Reporting Requirements:*** Job seekers receiving staff-assisted-services funded under the Jobs for Veterans State Grant (JVSG) must be registered in the Employ Florida Marketplace (EFM) reporting system.

***Closeout Procedures:*** Awards must be closed out and all obligations liquidated by the close out date indicated under Award Information. Only liquidated expenditures resulting from obligations incurred during the award period are allowable.

***Other Notes/Comments:*** Awards and releases will be issued monthly. The funding indicated on this NFA is intended to provide fair-share costs for Consolidated LVER-DVOP staff.

***Questions:*** Fiscal questions regarding these funds should be addressed to Derrick Kimble at (850) 245-7387 or via email at [derrick.kimble@commerce.fl.gov](mailto:derrick.kimble@commerce.fl.gov). Program policy questions should be addressed to Mark Brennan at (850) 245-7405 or via email at [mark.brennan@commerce.fl.gov](mailto:mark.brennan@commerce.fl.gov). The Subrecipient Enterprise Resource Application (SERA) questions may be addressed to the SERA Helpdesk via e-mail at [serahelpdesk@commerce.fl.gov](mailto:serahelpdesk@commerce.fl.gov).



2025 Consolidated DVOP-LVER   October 24 - September 25  
Increase Award and Release January 2025

| Local Workforce Development Boards                                                                     | Unique Entity ID | FLAIR Contract # | NFA ID | AWARD         |             |               | RELEASE         |             |                 |
|--------------------------------------------------------------------------------------------------------|------------------|------------------|--------|---------------|-------------|---------------|-----------------|-------------|-----------------|
|                                                                                                        |                  |                  |        | Current Award | This Action | Revised Award | Current Release | This Action | Revised Release |
| LWDB03 - Chipola Regional Workforce Development Board, Inc. (CareerSource Chipola)                     | GJ8ML6XGYGR6     | RWB03            | 044842 | 2,315.48      |             | 2,315.48      | 2,315.48        |             | 2,315.48        |
| LWDB04 - Gulf Coast Workforce Development Board, Inc. (DBA CareerSource Gulf Coast)                    | C5BFCHKTGVF5     | RWB04            | 044843 | 7,694.94      | 4,800.00    | 12,494.94     | 7,694.94        | 4,800.00    | 12,494.94       |
| LWDB06 - North Florida Workforce Development Board, Inc. (DBA CareerSource North Florida)              | RLLFJXR4NR43     | RWB06            | 044844 | 15,032.00     | 7,713.00    | 22,745.00     | 15,032.00       | 7,713.00    | 22,745.00       |
| LWDB12 - Central Florida Regional Workforce Development Board, Inc. (DBA CareerSource Central Florida) | YHKMM6MT7CA7     | RWB12            | 044845 | 7,014.00      | 3,097.00    | 10,111.00     | 7,014.00        | 3,097.00    | 10,111.00       |
| LWDB19 - Heartland Workforce Investment Board, Inc. (CareerSource Heartland)                           | M14KJLY12JN4     | RWB19            | 044846 | 6,578.00      | 3,387.00    | 9,965.00      | 6,578.00        | 3,387.00    | 9,965.00        |
| LWDB21 - CareerSource Palm Beach County, Inc.                                                          | KEE2CVK8TVV7     | RWB21            | 044847 | 10,732.00     | 3,366.00    | 14,098.00     | 10,732.00       | 3,366.00    | 14,098.00       |
| LWDB26 - North Central Florida Workforce Development Board                                             | HDF7SP48NSA7     | RWB26            | 044849 | 9,282.00      | 3,374.00    | 12,656.00     | 9,282.00        | 3,374.00    | 12,656.00       |
| LWDB27 - Brevard Workforce Development Board, Inc. (dba CareerSource Brevard Flagler Volusia)          | SJ5CYQ7UYAW9     | RWB27            | 044850 | 5,154.00      | 2,577.00    | 7,731.00      | 5,154.00        | 2,577.00    | 7,731.00        |
| STATEWIDE TOTALS                                                                                       |                  |                  |        | 63,802.42     | 28,314.00   | 92,116.42     | 63,802.42       | 28,314.00   | 92,116.42       |

## Notice of Grant Award/Fund Availability

### General Information

|                                                       |                                          |        |
|-------------------------------------------------------|------------------------------------------|--------|
| <b>Subrecipient Name:</b>                             | See Attached Spreadsheet                 |        |
| <b>Universal Entity Identification Number (UEI #)</b> | See Attached Spreadsheet                 |        |
| <b>Federal Award Name:</b>                            | Jobs for Veterans' State Grant           |        |
| <b>Grantor:</b>                                       | USDOL/Veterans' Employment and Training  |        |
| <b>Federal Award Identification Number (FAIN):</b>    | 25555DV000157                            |        |
| <b>Federal Award Year:</b>                            | FY2025                                   |        |
| <b>CFDA/CSFA Title and Number:</b>                    | LVER Program                             | 17.801 |
| <b>Award for Research &amp; Development (Y/N):</b>    | N                                        |        |
| <b>Action being Taken:</b>                            | Increase Award and Release February 2025 |        |

### Award Information

|                                 |                          |
|---------------------------------|--------------------------|
| <b>Program Year in SERA:</b>    | PY2024                   |
| <b>Program Group in SERA:</b>   | Veterans Program         |
| <b>Program Name in SERA:</b>    | Local Veterans           |
| <b>Project in SERA:</b>         | Consolidated DVOP-LVER   |
| <b>FLAIR Contract #:</b>        | See Attached Spreadsheet |
| <b>NFA ID #:</b>                | See Attached Spreadsheet |
| <b>FLAIR Grant #:</b>           | DLC25                    |
| <b>Award Period Begin Date:</b> | October 1, 2024          |
| <b>Award Period End Date:</b>   | September 30, 2025       |
| <b>Close Out Due by:</b>        | November 14, 2025        |

### Award and Fund Availability

|                               | Award                    | Funds Available / Release<br>(Maximum cash available for draw) |
|-------------------------------|--------------------------|----------------------------------------------------------------|
| <b>Current Award/Release:</b> | See Attached Spreadsheet | See Attached Spreadsheet                                       |
| <b>This Action:</b>           | See Attached Spreadsheet | See Attached Spreadsheet                                       |
| <b>Revised Award/Release:</b> | See Attached Spreadsheet | See Attached Spreadsheet                                       |

## **AWARD TERMS & CONDITIONS AND OTHER INSTRUCTIONS**

**General Conditions:** FloridaCommerce has approved a grant award for your local workforce development board. These funds will be available for cash draws under the Subrecipient Enterprise Resource Application (SERA) Program Year and Program Title/Project in SERA described on page one of this notice. Expenditures utilizing these funds must be consistent with the Grantee/Subgrantee Agreement executed between the Board and FloridaCommerce and in compliance with the Board's approved plan and all federal and state rules, regulations, policies, and grant conditions applicable to the grant program described on page one. The indirect cost rate or indirect cost method for this subaward, whether federal or non-federal, will be the federally recognized indirect cost rate negotiated between the Board and the federal government or, if no such rate exists, either a rate negotiated between FloridaCommerce and the Board, or if optionally elected by the Board, the de minimis rate or the cost allocation method.

**Special Grant Conditions:** The purpose of this award is to support the jointly managed staff in the local workforce development boards' various locations (e.g., the proportionate share of rent, supplies, utilities, travel, etc.). This award is subject to the following terms, conditions, and provisions:

- 38 USC Chapter 41 - Job Counseling, Training, and Placement Service for Veterans is located at:  
[38 USC Ch. 41: JOB COUNSELING, TRAINING, AND PLACEMENT SERVICE FOR VETERANS \(house.gov\)](#)
- [20 CFR 1001](#) – Services for Veterans
- [2 CFR Part 200](#) - Uniform Administrative Requirements, Cost Principles, and Audit Requirements
- [2 CFR Part 2900](#) - DOL Exceptions to 2 CFR Part 200
- The VETS Special Grant Provisions and Assurances are located at:  
<https://www.dol.gov/sites/dolgov/files/VETS/legacy/files/FY-2021-JVSG-Special-Grant-Provisions-revised-3-2021.pdf>
- Active Veterans Program Letters (VPLs) are located at:  
<https://www.dol.gov/vets/VPLS/VPLDirectory.html>
- These funds include the support of jointly managed staff in local workforce development boards in various locations. This includes rent, supplies, utilities, travel, etc.

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***Program/Participant Reporting Requirements:*** Job seekers receiving staff-assisted-services funded under the Jobs for Veterans State Grant (JVSG) must be registered in the Employ Florida Marketplace (EFM) reporting system.

***Closeout Procedures:*** Awards must be closed out and all obligations liquidated by the close out date indicated under Award Information. Only liquidated expenditures resulting from obligations incurred during the award period are allowable.

***Other Notes/Comments:*** Awards and releases will be issued monthly. The funding indicated on this NFA is intended to provide fair-share costs for Consolidated LVER-DVOP staff.

***Questions:*** Fiscal questions regarding these funds should be addressed to Derrick Kimble at (850) 245-7387 or via email at [derrick.kimble@commerce.fl.gov](mailto:derrick.kimble@commerce.fl.gov). Program policy questions should be addressed to Mark Brennan at (850) 245-7405 or via email at [mark.brennan@commerce.fl.gov](mailto:mark.brennan@commerce.fl.gov). The Subrecipient Enterprise Resource Application (SERA) questions may be addressed to the SERA Helpdesk via e-mail at [serahelpdesk@commerce.fl.gov](mailto:serahelpdesk@commerce.fl.gov).



2025 Consolidated DVOP-LVER October 24 - September 25  
Increase Award and Release February 2025

| Local Workforce Development Boards                                                                     | Unique Entity ID | FLAIR Contract # | NFA ID | AWARD         |             |               | RELEASE         |             |                 |
|--------------------------------------------------------------------------------------------------------|------------------|------------------|--------|---------------|-------------|---------------|-----------------|-------------|-----------------|
|                                                                                                        |                  |                  |        | Current Award | This Action | Revised Award | Current Release | This Action | Revised Release |
| LWDB03 - Chipola Regional Workforce Development Board, Inc. (CareerSource Chipola)                     | GJ8ML6XGYGR6     | RWB03            | 044842 | 2,315.48      |             | 2,315.48      | 2,315.48        |             | 2,315.48        |
| LWDB04 - Gulf Coast Workforce Development Board, Inc. (DBA CareerSource Gulf Coast)                    | C5BFCHKTGVF5     | RWB04            | 044843 | 14,775.59     | 2,400.00    | 17,175.59     | 14,775.59       | 2,400.00    | 17,175.59       |
| LWDB06 - North Florida Workforce Development Board, Inc. (DBA CareerSource North Florida)              | RLLFJXR4NR43     | RWB06            | 044844 | 22,745.00     | 7,713.00    | 30,458.00     | 22,745.00       | 7,713.00    | 30,458.00       |
| LWDB12 - Central Florida Regional Workforce Development Board, Inc. (DBA CareerSource Central Florida) | YHKMM6MT7CA7     | RWB12            | 044845 | 10,111.00     | 3,097.00    | 13,208.00     | 10,111.00       | 3,097.00    | 13,208.00       |
| LWDB19 - Heartland Workforce Investment Board, Inc. (CareerSource Heartland)                           | M14KJLY12JN4     | RWB19            | 044846 | 9,965.00      |             | 9,965.00      | 9,965.00        |             | 9,965.00        |
| LWDB21 - CareerSource Palm Beach County, Inc.                                                          | KEE2CVK8TVV7     | RWB21            | 044847 | 14,098.00     |             | 14,098.00     | 14,098.00       |             | 14,098.00       |
| LWDB26 - North Central Florida Workforce Development Board                                             | HDF7SP48NSA7     | RWB26            | 044849 | 12,656.00     | 3,374.00    | 16,030.00     | 12,656.00       | 3,374.00    | 16,030.00       |
| LWDB27 - Brevard Workforce Development Board, Inc. (dba CareerSource Brevard Flagler Volusia)          | SJ5CYQ7UYAW9     | RWB27            | 044850 | 7,731.00      | 2,577.00    | 10,308.00     | 7,731.00        | 2,577.00    | 10,308.00       |
| STATEWIDE TOTALS                                                                                       |                  |                  |        | 94,397.07     | 19,161.00   | 113,558.07    | 94,397.07       | 19,161.00   | 113,558.07      |



**March 25, 2025**

**Memorandum**

**To: Ken Cornell, CSNCFL Council Chair  
Ethan Fieldman, LWDB 26 Chair**

**From: Todd Hutchison, Chief Deputy Comptroller  
Phyllis Marty, Chief Executive Officer**

**Subject: Check/ACH Payment Register**

| Payment Date | Payment Type | Payment Number  | Amount    |
|--------------|--------------|-----------------|-----------|
| 03/24/2025   | Check        | 400000 - 400019 | 26,132.02 |
|              | ACH          | 1 - 17          | 65,235.59 |
|              |              |                 |           |

Detailed payment register attached.

Alachua County, FL CareerSource  
**Payment Batch Register**

Bank Account: AP - Accounts Payable ZBA

Batch Date: 03/24/2025

| Type                                           | Date       | Number Source           | Payee Name                                    | EFT Bank/Account | Transaction Amount |
|------------------------------------------------|------------|-------------------------|-----------------------------------------------|------------------|--------------------|
| <b>Bank Account: AP - Accounts Payable ZBA</b> |            |                         |                                               |                  |                    |
| Check                                          | 03/24/2025 | 400000 Accounts Payable | BARKLEY SECURITY AGENCY INC                   |                  | 6,576.00           |
| Check                                          | 03/24/2025 | 400001 Accounts Payable | BARNES & NOBLE COLLEGE BOOKSTORES             |                  | 15.99              |
| Check                                          | 03/24/2025 | 400002 Accounts Payable | BIOFLORIDA INC                                |                  | 975.00             |
| Check                                          | 03/24/2025 | 400003 Accounts Payable | CARAHSOFT TECHNOLOGY CORPORATION              |                  | 70.94              |
| Check                                          | 03/24/2025 | 400004 Accounts Payable | CATALYST QLM, LLC                             |                  | 530.40             |
| Check                                          | 03/24/2025 | 400005 Accounts Payable | CFX Office Technology                         |                  | 65.05              |
| Check                                          | 03/24/2025 | 400006 Accounts Payable | CITY OF STARKE                                |                  | 439.49             |
| Check                                          | 03/24/2025 | 400007 Accounts Payable | CITY WIDE FACILITY SOLUTIONS                  |                  | 4,800.00           |
| Check                                          | 03/24/2025 | 400008 Accounts Payable | FU , LINDA                                    |                  | 69.11              |
| Check                                          | 03/24/2025 | 400009 Accounts Payable | FUENTES , JOANNA                              |                  | 83.19              |
| Check                                          | 03/24/2025 | 400010 Accounts Payable | GRU                                           |                  | 143.08             |
| Check                                          | 03/24/2025 | 400011 Accounts Payable | HAECO AIRFRAME SER LLC                        |                  | 405.00             |
| Check                                          | 03/24/2025 | 400012 Accounts Payable | LANDS' END OUTFITTERS                         |                  | 1,349.40           |
| Check                                          | 03/24/2025 | 400013 Accounts Payable | LONG , ERIC MICHAEL                           |                  | 84.71              |
| Check                                          | 03/24/2025 | 400014 Accounts Payable | National Assoc of Workforce Professionals Inc |                  | 82.80              |
| Check                                          | 03/24/2025 | 400015 Accounts Payable | OEC BUSINESS INTERIORS                        |                  | 969.88             |
| Check                                          | 03/24/2025 | 400016 Accounts Payable | SCAD MEDIA LLC                                |                  | 6,250.00           |
| Check                                          | 03/24/2025 | 400017 Accounts Payable | UNIV OF FL - TREEO CENTER                     |                  | 1,455.00           |
| Check                                          | 03/24/2025 | 400018 Accounts Payable | VERIZON WIRELESS                              |                  | 1,588.81           |
| Check                                          | 03/24/2025 | 400019 Accounts Payable | WASTE PRO OF FLORIDA                          |                  | 178.17             |
| EFT                                            | 03/24/2025 | 1 Accounts Payable      | ARMSTRONG , ROY                               |                  | 42.14              |
| EFT                                            | 03/24/2025 | 2 Accounts Payable      | BLAIR , ALEXIS                                |                  | 41.59              |
| EFT                                            | 03/24/2025 | 3 Accounts Payable      | BRADFORD COUNTY BOCC                          |                  | 1,800.00           |
| EFT                                            | 03/24/2025 | 4 Accounts Payable      | CANON FINANCIAL SERVICES INC                  |                  | 712.00             |
| EFT                                            | 03/24/2025 | 5 Accounts Payable      | COMPLETE TECHNOLOGY SOLUTIONS                 |                  | 5,946.73           |
| EFT                                            | 03/24/2025 | 6 Accounts Payable      | COX COMMUNICATIONS                            |                  | 704.99             |
| EFT                                            | 03/24/2025 | 7 Accounts Payable      | EDWARDS , LISA                                |                  | 37.66              |
| EFT                                            | 03/24/2025 | 8 Accounts Payable      | EGP GAINESVILLE II, LLC                       |                  | 19,562.73          |
| EFT                                            | 03/24/2025 | 9 Accounts Payable      | HOWARD , ELISSA                               |                  | 61.81              |
| EFT                                            | 03/24/2025 | 10 Accounts Payable     | HOWARD , ERIKA A                              |                  | 23.94              |
| EFT                                            | 03/24/2025 | 11 Accounts Payable     | LCPP LLC                                      |                  | 24,768.27          |
| EFT                                            | 03/24/2025 | 12 Accounts Payable     | MARC RADIO GAINESVILLE, LLC                   |                  | 2,100.00           |

Alachua County, FL CareerSource  
**Payment Batch Register**  
Bank Account: AP - Accounts Payable ZBA  
Batch Date: 03/24/2025

| Type                            | Date       | Number Source       | Payee Name                        | EFT Bank/Account | Transaction Amount |
|---------------------------------|------------|---------------------|-----------------------------------|------------------|--------------------|
| EFT                             | 03/24/2025 | 13 Accounts Payable | MCCRAE , JESSICA                  |                  | 23.59              |
| EFT                             | 03/24/2025 | 14 Accounts Payable | MENDOZA , ANNA                    |                  | 318.55             |
| EFT                             | 03/24/2025 | 15 Accounts Payable | MY CAREER ASSIST LLC              |                  | 2,800.00           |
| EFT                             | 03/24/2025 | 16 Accounts Payable | N FL REGIONAL CHAMBER OF COMMERCE |                  | 6,250.00           |
| EFT                             | 03/24/2025 | 17 Accounts Payable | TAYLOR , GLORIA                   |                  | 41.59              |
| AP Accounts Payable ZBA Totals: |            |                     | Transactions: 37                  |                  | \$91,367.61        |
|                                 | Checks:    | 20                  | \$26,132.02                       |                  |                    |
|                                 | EFTs:      | 17                  | \$65,235.59                       |                  |                    |



**April 3, 2025**

**Memorandum**

**To: Ken Cornell, CSNCFL Council Chair  
Ethan Fieldman, LWDB 26 Chair**

**From: Todd Hutchison, Chief Deputy Comptroller  
Phyllis Marty, Chief Executive Officer**

**Subject: Check/ACH Payment Register**

| Payment Date | Payment Type | Payment Number  | Amount   |
|--------------|--------------|-----------------|----------|
| 04/03/2025   | Check        | 400020 - 400028 | 9,057.19 |
|              | ACH          | 18 - 20         | 6,788.38 |
|              |              |                 |          |

Detailed payment register attached.

Alachua County, FL CareerSource  
**Payment Batch Register**

Bank Account: AP - Accounts Payable ZBA

Batch Date: 04/04/2025

| Type                                           | Date       | Number Source           | Payee Name                                | EFT Bank/Account | Transaction Amount |
|------------------------------------------------|------------|-------------------------|-------------------------------------------|------------------|--------------------|
| <b>Bank Account:</b> AP - Accounts Payable ZBA |            |                         |                                           |                  |                    |
| Check                                          | 04/04/2025 | 400020 Accounts Payable | CATALYST QLM, LLC                         |                  | 1,645.93           |
| Check                                          | 04/04/2025 | 400021 Accounts Payable | CFX Office Technology                     |                  | 371.57             |
| Check                                          | 04/04/2025 | 400022 Accounts Payable | DMS Division of Telecommunications        |                  | 235.40             |
| Check                                          | 04/04/2025 | 400023 Accounts Payable | Gainesville Neon & Signs, LLC             |                  | 656.73             |
| Check                                          | 04/04/2025 | 400024 Accounts Payable | Gilchrist County Chamber of Commerce, Inc |                  | 30.00              |
| Check                                          | 04/04/2025 | 400025 Accounts Payable | HUDSON PROPERTIES, INC                    |                  | 4,979.00           |
| Check                                          | 04/04/2025 | 400026 Accounts Payable | MORRIS , RESA R                           |                  | 449.40             |
| Check                                          | 04/04/2025 | 400027 Accounts Payable | SCAD MEDIA LLC                            |                  | 590.16             |
| Check                                          | 04/04/2025 | 400028 Accounts Payable | WELLS FARGO VENDOR FINANCIAL SERVICES LLC |                  | 99.00              |
| EFT                                            | 04/04/2025 | 18 Accounts Payable     | Amazon Capital Services, Inc.             |                  | 2,275.88           |
| EFT                                            | 04/04/2025 | 19 Accounts Payable     | COMMUNITIES IN SCHOOLS OF BRADFORD CO. FL |                  | 4,500.00           |
| EFT                                            | 04/04/2025 | 20 Accounts Payable     | FL AWARDS & TROPHY CO INC                 |                  | 12.50              |
| AP Accounts Payable ZBA Totals:                |            |                         | Transactions: 12                          |                  | <u>\$15,845.57</u> |
|                                                |            |                         |                                           |                  |                    |
|                                                | Checks:    | 9                       | \$9,057.19                                |                  |                    |
|                                                | EFTs:      | 3                       | \$6,788.38                                |                  |                    |



**April 10, 2025**

**Memorandum**

**To: Ken Cornell, CSNCFL Council Chair  
Ethan Fieldman, LWDB 26 Chair**

**From: Todd Hutchison, Chief Deputy Comptroller  
Phyllis Marty, Chief Executive Officer**

**Subject: Check/ACH Payment Register**

| Payment Date | Payment Type | Payment Number  | Amount    |
|--------------|--------------|-----------------|-----------|
| 04/10/2025   | Check        | 400029 - 400032 | 5,219.95  |
|              | ACH          | 21 - 24         | 26,980.00 |
|              |              |                 |           |

Detailed payment register attached.

Alachua County, FL CareerSource  
**Payment Batch Register**

Bank Account: AP - Accounts Payable ZBA

Batch Date: 04/11/2025

| Type                                           | Date       | Number Source           | Payee Name                                     | EFT Bank/Account | Transaction Amount |
|------------------------------------------------|------------|-------------------------|------------------------------------------------|------------------|--------------------|
| <b>Bank Account:</b> AP - Accounts Payable ZBA |            |                         |                                                |                  |                    |
| Check                                          | 04/11/2025 | 400029 Accounts Payable | CARASOFT TECHNOLOGY CORPORATION                |                  | 74.94              |
| Check                                          | 04/11/2025 | 400030 Accounts Payable | CITY WIDE FACILITY SOLUTIONS                   |                  | 2,000.00           |
| Check                                          | 04/11/2025 | 400031 Accounts Payable | GRU                                            |                  | 2,968.27           |
| Check                                          | 04/11/2025 | 400032 Accounts Payable | WASTE PRO OF FLORIDA                           |                  | 176.74             |
| EFT                                            | 04/11/2025 | 21 Accounts Payable     | ALA CO COALITION FOR THE HOMELESS & HUNGRY INC |                  | 6,720.00           |
| EFT                                            | 04/11/2025 | 22 Accounts Payable     | BRADFORD COUNTY BOCC                           |                  | 1,800.00           |
| EFT                                            | 04/11/2025 | 23 Accounts Payable     | DANIELS, ATTORNEY , ROCHELLE                   |                  | 12,210.00          |
| EFT                                            | 04/11/2025 | 24 Accounts Payable     | N FL REGIONAL CHAMBER OF COMMERCE              |                  | 6,250.00           |
| AP Accounts Payable ZBA Totals:                |            |                         | Transactions: 8                                |                  | <hr/> \$32,199.95  |
|                                                |            |                         |                                                |                  |                    |
| Checks:                                        |            | 4                       | \$5,219.95                                     |                  |                    |
| EFTs:                                          |            | 4                       | \$26,980.00                                    |                  |                    |



**April 17, 2025**

**Memorandum**

**To: Ken Cornell, CSNCFL Council Chair  
Ethan Fieldman, LWDB 26 Chair**

**From: Todd Hutchison, Chief Deputy Comptroller  
Phyllis Marty, Chief Executive Officer**

**Subject: Check/ACH Payment Register**

| Payment Date | Payment Type | Payment Number  | Amount    |
|--------------|--------------|-----------------|-----------|
| 04/17/2025   | Check        | 400033 - 400045 | 51,588.27 |
|              | ACH          | 25 - 39         | 59,321.08 |
|              |              |                 |           |

Detailed payment register attached.

NB2

Alachua County, FL CareerSource  
**Payment Batch Register**

Bank Account: AP - Accounts Payable ZBA

Batch Date: 04/18/2025

| Type                                           | Date       | Number Source           | Payee Name                                | EFT Bank/Account | Transaction Amount |
|------------------------------------------------|------------|-------------------------|-------------------------------------------|------------------|--------------------|
| <b>Bank Account: AP - Accounts Payable ZBA</b> |            |                         |                                           |                  |                    |
| Check                                          | 04/18/2025 | 400033 Accounts Payable | A CANDIES COACHWORKS INC                  |                  | 2,650.00           |
| Check                                          | 04/18/2025 | 400034 Accounts Payable | BARKLEY SECURITY AGENCY INC               |                  | 6,740.40           |
| Check                                          | 04/18/2025 | 400035 Accounts Payable | Carolina Biological Supply Company        |                  | 5,748.20           |
| Check                                          | 04/18/2025 | 400036 Accounts Payable | CATALYST QLM, LLC                         |                  | 2,590.12           |
| Check                                          | 04/18/2025 | 400037 Accounts Payable | CITY OF STARKE                            |                  | 328.50             |
| Check                                          | 04/18/2025 | 400038 Accounts Payable | CITY WIDE FACILITY SOLUTIONS              |                  | 2,250.00           |
| Check                                          | 04/18/2025 | 400039 Accounts Payable | HAECO AIRFRAME SER LLC                    |                  | 2,762.73           |
| Check                                          | 04/18/2025 | 400040 Accounts Payable | LANDS' END OUTFITTERS                     |                  | 79.80              |
| Check                                          | 04/18/2025 | 400041 Accounts Payable | SANTA FE COLLEGE                          |                  | 60.00              |
| Check                                          | 04/18/2025 | 400042 Accounts Payable | SCAD MEDIA LLC                            |                  | 26,560.84          |
| Check                                          | 04/18/2025 | 400043 Accounts Payable | VERIZON WIRELESS                          |                  | 1,588.68           |
| Check                                          | 04/18/2025 | 400044 Accounts Payable | WELLS FARGO VENDOR FINANCIAL SERVICES LLC |                  | 99.00              |
| Check                                          | 04/18/2025 | 400045 Accounts Payable | XEROGRAPHIC COPY CENTER INC               |                  | 130.00             |
| EFT                                            | 04/18/2025 | 25 Accounts Payable     | ABILA                                     |                  | 693.26             |
| EFT                                            | 04/18/2025 | 26 Accounts Payable     | BLAIR , ALEXIS                            |                  | 41.03              |
| EFT                                            | 04/18/2025 | 27 Accounts Payable     | COMMUNITIES IN SCHOOLS OF BRADFORD CO. FL |                  | 4,500.00           |
| EFT                                            | 04/18/2025 | 28 Accounts Payable     | EDWARDS , LISA                            |                  | 38.19              |
| EFT                                            | 04/18/2025 | 29 Accounts Payable     | Gnosys Networks                           |                  | 1,394.55           |
| EFT                                            | 04/18/2025 | 30 Accounts Payable     | HOWARD , ELISSA                           |                  | 41.59              |
| EFT                                            | 04/18/2025 | 31 Accounts Payable     | HOWARD , ERIKA A                          |                  | 58.21              |
| EFT                                            | 04/18/2025 | 32 Accounts Payable     | LONG , ERIC MICHAEL                       |                  | 166.07             |
| EFT                                            | 04/18/2025 | 33 Accounts Payable     | MARC RADIO GAINESVILLE, LLC               |                  | 630.00             |
| EFT                                            | 04/18/2025 | 34 Accounts Payable     | MARTY , PHYLLIS                           |                  | 184.02             |
| EFT                                            | 04/18/2025 | 35 Accounts Payable     | MCCRAE , JESSICA                          |                  | 85.27              |
| EFT                                            | 04/18/2025 | 36 Accounts Payable     | MENDOZA , ANNA                            |                  | 373.63             |
| EFT                                            | 04/18/2025 | 37 Accounts Payable     | MORRIS , RESA R                           |                  | 316.48             |
| EFT                                            | 04/18/2025 | 38 Accounts Payable     | MY CAREER ASSIST LLC                      |                  | 2,800.00           |
| EFT                                            | 04/18/2025 | 39 Accounts Payable     | SPHERION OF ALACHUA COUNTY                |                  | 47,998.78          |
| AP Accounts Payable ZBA Totals:                |            |                         | Transactions: 28                          |                  | \$110,909.35       |
|                                                |            |                         |                                           |                  |                    |
| Checks:                                        |            | 13                      | \$51,588.27                               |                  |                    |
| EFTs:                                          |            | 15                      | \$59,321.08                               |                  |                    |



**April 24, 2025**

**Memorandum**

**To: Ken Cornell, CSNCFL Council Chair  
Ethan Fieldman, LWDB 26 Chair**

**From: Todd Hutchison, Chief Deputy Comptroller  
Phyllis Marty, Chief Executive Officer**

**Subject: Check/ACH Payment Register**

| Payment Date | Payment Type | Payment Number  | Amount    |
|--------------|--------------|-----------------|-----------|
| 04/24/2025   | Check        | 400046 - 400055 | 12,491.96 |
|              | ACH          | 40 - 42         | 23,098.61 |
|              |              |                 |           |

Detailed payment register attached.

Alachua County, FL CareerSource  
**Payment Batch Register**

Bank Account: AP - Accounts Payable ZBA

Batch Date: 04/25/2025

| Type                                           | Date       | Number Source           | Payee Name                         | EFT Bank/Account | Transaction Amount |
|------------------------------------------------|------------|-------------------------|------------------------------------|------------------|--------------------|
| <b>Bank Account:</b> AP - Accounts Payable ZBA |            |                         |                                    |                  |                    |
| Check                                          | 04/25/2025 | 400046 Accounts Payable | CATALYST QLM, LLC                  |                  | 4,561.44           |
| Check                                          | 04/25/2025 | 400047 Accounts Payable | CFX Office Technology              |                  | 371.57             |
| Check                                          | 04/25/2025 | 400048 Accounts Payable | CITY WIDE FACILITY SOLUTIONS       |                  | 550.00             |
| Check                                          | 04/25/2025 | 400049 Accounts Payable | CRIME PREVENTION SECURITY SYST LLC |                  | 131.85             |
| Check                                          | 04/25/2025 | 400050 Accounts Payable | DMS Division of Telecommunications |                  | 235.40             |
| Check                                          | 04/25/2025 | 400051 Accounts Payable | Galen College of Nursing           |                  | 258.00             |
| Check                                          | 04/25/2025 | 400052 Accounts Payable | HAECO AIRFRAME SER LLC             |                  | 675.00             |
| Check                                          | 04/25/2025 | 400053 Accounts Payable | NORTH FL TECHNICAL COLLEGE         |                  | 4,523.70           |
| Check                                          | 04/25/2025 | 400054 Accounts Payable | UNIV OF FL - TREEO CENTER          |                  | 990.00             |
| Check                                          | 04/25/2025 | 400055 Accounts Payable | XEROGRAPHIC COPY CENTER INC        |                  | 195.00             |
| EFT                                            | 04/25/2025 | 40 Accounts Payable     | CANON FINANCIAL SERVICES INC       |                  | 735.88             |
| EFT                                            | 04/25/2025 | 41 Accounts Payable     | EGP GAINESVILLE II, LLC            |                  | 19,562.73          |
| EFT                                            | 04/25/2025 | 42 Accounts Payable     | MY CAREER ASSIST LLC               |                  | 2,800.00           |
| AP Accounts Payable ZBA Totals:                |            |                         | Transactions: 13                   |                  | <u>\$35,590.57</u> |
|                                                |            |                         |                                    |                  |                    |
| Checks:                                        |            | 10                      | \$12,491.96                        |                  |                    |
| EFTs:                                          |            | 3                       | \$23,098.61                        |                  |                    |

# CERTIFICATE FOR FACSIMILE SIGNATURE

(Section 116.34, Florida Statutes)

State of Florida

County of \_\_\_\_\_

I, \_\_\_\_\_ being  
(print name as to be signed below)

Duly appointed as \_\_\_\_\_  
(state complete title or position)

Do hereby file with the Secretary of State my official signature for the purpose of complying with Section 116.34, Florida Statutes, and do hereby certify that the signature below is true, correct and manually subscribed by me.

**UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE  
READ THE FOREGOING OATH AND THAT THE FACTS STATED  
IN IT ARE TRUE .**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Print Name as signed

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

Please send facsimile signatures to the following mailing address for filing with DOS.

Matthew Hargreaves

Administrative Code and Register Director

R. A. Gray Building

500 South Bronough Street

Tallahassee, Florida 32399-0250|

## Digitized Logo and Signature Request Form

Company Name: Alachua County Clerk of the Court

Date Requested: \_\_\_\_\_

Contact Person: Roseann Gilmore

Tel: 352-374-3605

Ext: 2521

E-mail: rdg@alachuaclerk.org

What printer model will be used? HP LaserJet 600 M601

What platform/operating system you will be using? \_\_\_\_\_

Software: ☐ EZPM/EZPS -Windows ☒ EZPM400 - iSeries ☐ Other \_\_\_\_\_

### SIGNATURES:

- » Sign name in boxes provided below with a felt tip pen, twice.
- » Keep signature as horizontally straight as possible.
- » Sign name as the actual size that will appear on the document. \*\*\*WE CANNOT RE-SIZE
- » Do not bend or fold this signature form.
- » Signature(s) must be original. Faxes and photocopies will **NOT** be accepted.
- » Signature **SHOULD NOT TOUCH** the rectangle box.
- » Each signatory should provide two signature samples, one in each box provided below.

#### Single Signature:

John Doe  
\_\_\_\_\_  
John Doe  
\_\_\_\_\_  
*Print Name*

#### Double Signature:

John Doe  
Susie Customer  
\_\_\_\_\_  
John Doe  
\_\_\_\_\_  
Susie Customer  
\_\_\_\_\_  
*Print Name*

*\*Note for additional signatures, you may photocopy this form. Only one signatory per page.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Ken Cornell  
\_\_\_\_\_  
Ethan Fieldman  
\_\_\_\_\_  
*Print Name*



**Memorandum # CEO125**

TO: The CSNCFL Governing Boards  
FROM: Phyllis Marty, CEO  
SUBJECT: Office Locations  
DATE: April 17, 2025

**SUMMARY**

Our Lake City and Old Town Center leases will expire July 1, 2025. We took over the existing Region 7 centers as we entered program year 24/25 so we could review the space and determine whether to remain at those locations or issue a procurement for new space. We are recommending that we relocate at the end of PY 24/25 and open an office in each of our new member counties. This will provide job seekers and employers better access to services in each of our 6 counties. We have sufficient budget and preliminary inquiries indicate we will be able to reduce costs from what we are paying now in the current locations.

**BACKGROUND**

In July we recommended remaining in the space previously occupied by Region 7, so we could take the time to determine whether to remain in those offices going forward. We were able to negotiate down the lease costs.

We have determined that the Lake City space which includes the no longer needed administrative staff offices is larger than what we require. The Old Town space, which houses only 2 staff, has 2 extra offices, eight stations in the resource room and two large conference rooms, is also more than is needed.

Further, we have struggled with ongoing internet issues in Old Town. This is problematic as the one stop center 1) needs to maintain an accessible website, 2) staff needs to enter data directly into EmployFlorida the state's data system, 3) the staff needs to communicate via a reliable email application and 4) due to our rural location staff needs to be able to conduct virtual as well as in person meetings with jobseekers.

**DISCUSSION**

As we realized that we might benefit from relocating our offices, we met with the county managers and/or commissioners in each of our four new counties to inquire regarding available space in

their governmental facilities. We already have offices in Alachua and Bradford Counties. Both Columbia and Dixie Counties have told us that they can find a space for us in County buildings.

In Columbia County we can relocate to a county owned building directly across from the courthouse in a more accessible area. The County can offer us 6,000 sq ft. We currently pay \$24,768/mo. The rent would go up to \$18.00 / sq ft but by leasing less space we will save \$15,768/mo.

In Dixie County, we would be able to relocate to Cross City, the centrally located county seat, which is much more accessible to participants. We would move into 1500 sq ft in the Emergency Management Center which has stable internet and would provide great support during weather events which we regularly experience. This would be a reduction of 2500 sq ft of space we do not need. We currently pay \$14.94/sq ft or \$4,979/mo. The rent would go up to \$18.00 / sq ft but by leasing less space we will save \$2, 700/mo.

|                     | <b>Current</b> | <b>Proposed</b> |
|---------------------|----------------|-----------------|
| <b>Columbia Co</b>  | Lake City      | Lake City       |
| <b>Square Feet</b>  | 12,743         | 6,000           |
| <b>Monthly Rent</b> | \$24,768       | \$9,000         |
| <b>Annual Rent</b>  | \$297,216      | \$108,000       |
| <b>Savings</b>      |                | (\$189,206)     |

| <b>Dixie Co</b>     | Old Town | Cross City |
|---------------------|----------|------------|
| <b>Square Feet</b>  | 4,000    | 1500       |
| <b>Monthly Rent</b> | \$4,979  | \$2,250    |
| <b>Annual Rent</b>  | \$59,748 | (\$27,000) |
| <b>Savings</b>      |          | (\$32,748) |

While space is unlikely to be available in County owned buildings in Gilchrist or Union Counties we are working with county officials to identify appropriate space, get quotes and report back once the space is identified.

The 16 staff currently in Old Town and Lake City would be reassigned to the new locations, we would not need additional staff.

If the moves are approved we could save money and provide access to services in each of our counties.

## RECOMMENDATION

Motion to approve negotiations with Columbia and Dixie Counties and the solicitation of quotes for space in Gilchrist and Union Counties.