

Date of Notice:	9/11/2023
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Notice of Grant Award/Fund Availability
General Information

Subrecipient Name:	See Attachment	
Universal Entity Identification Number (UEI #):	See Attachment	
Federal Award Name:	Employment Services	
Grantor:	United States Department of Labor	
Federal Award Identification Number (FAIN):	23A55WP000018	
Federal Award Year:	PY2023	
CFDA/CSFA Title and Number:	Employment Service/Wagner-Peyser Funded Activities	17.207
Award for Research & Development (Y/N):	No	
Action being Taken:	Issue Award and Release	

Award Information

Program Year in SERA:	PY2023
Program Group in SERA:	Wagner-Peyser
Program Name in SERA:	Wagner-Peyser
Project in SERA:	Hope Florida – A Pathway to Promise
FLAIR Contract #:	See Attachment
NFA ID #:	See Attachment
FLAIR Grant #:	WPB24
Award Period Begin Date:	July 1, 2023
Award Period End Date:	June 30, 2025
Close Out Due by:	August 31, 2025

Award and Fund Availability

	Award	Funds Available / Release (Maximum cash available for draw)
Current Award/Release:	See Attachment	See Attachment
This Action:	See Attachment	See Attachment
Revised Award/Release:	See Attachment	See Attachment

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.

Funds must be used to facilitate meeting the goals and outcome measures of the Wagner Peyser program. Use of these funds must be consistent with the Wagner Peyser PY2023 Annual Funding Agreement (between USDOL and DEO). The Wagner Peyser PY2023 Annual Funding Agreement is located at:

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

Program/Participant Reporting Requirements: See attached.

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

Add-Up Cost Categories:

- Local Administration
- Career Services

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:

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. Program policy questions should be addressed to Lorena Clark at (850) 245-7400 or via e-mail at 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.

ATTACHMENT

PROGRAM AND PARTICIPANT REPORTING INSTRUCTIONS

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

Local Workforce Development Board Affected: All LWDBs

Funding Source: Wagner-Peyser 7b Statewide Funds

Participant Project Eligibility:

- U.S. Citizen or National, or alien authorized to work in the U.S.
- Individuals served by the Florida Department of Children and Families' Hope Florida – A Pathway to Prosperity initiative who are in need of training and employment services.

Employ Florida Data Entry Information

LWDBs must record all activities and services provided to HOPE Florida participants. 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](#).

- **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.
- Use local Wagner-Peyser Employ Florida data entry procedures to record activities and services provided to the participant.
- If the participant is enrolled in a sister program, such as the Workforce Innovation and Opportunity Act (WIOA), use local data entry procedures to record activities.
- **Employer Service Code EHO, HOPE Florida Participant Advocacy.** This code is recorded to document advocacy on behalf of HOPE Florida participants (individuals referred by and/or jointly managed with, the Department of Children and Families). A case note must include information provided, specific participant referral, if applicable, any agreed-to action steps, and follow-up.

Program Outputs and Outcomes:

- Development, implementation, and refining of process for referral and joint management of HOPE Florida participants by DCF and the LWDB
- Coordination activities with DCF and other local partners
- Number of Hope Florida participants served
- Outreach activities to employers that receive the EHO service, HOPE Florida Participant Advocacy, job postings for such employers, and placements of Hope Florida participants with such employers

- Job development with companies committed to providing employment opportunities for Hope Florida participants.
- Enrollment of HOPE Florida participants into specialized HOPE Florida programming
- Enrollment of HOPE Florida participants in education/training funded by WIOA or through local educational institutions
- Enrollment of HOPE Florida participants in work-based activities funded by WIOA or through other available programs
- Supportive services provided to HOPE Florida participants
- Employment and retention of HOPE Florida participants

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

Program services and outcomes will be considered from the time the individual is enrolled in activity A32, Initial Intake Screening – HOPE Florida Applicant through the 4th quarter after exit.

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.

Quarterly Narrative Reports: Awardees must submit quarterly narrative reports by the 10th day of the month following the end of the quarter to GrantsandSpecialProjects@commerce.fl.gov in a format provided by FloridaCommerce.

PY2023 Wagner-Peyser 7B HOPE Florida Navigator

Local Workforce Development Boards	UEI #	FLAIR Contract ID	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	043019		\$ 73,281.50	\$ 73,281.50		\$ 36,640.75	\$ 36,640.75
LWDB02 - Okaloosa-Walton Jobs and Education Partnership, Inc. (DBA CareerSource Okaloosa Walton)	CRQKHBVMD835	RWB02	043020		\$ 55,781.14	\$ 55,781.14		\$ 27,890.57	\$ 27,890.57
LWDB03 - Chipola Regional Workforce Development Board, Inc. (DBA CareerSource Chipola)	GJ8ML6XGYGR6	RWB03	043021		\$ 55,781.15	\$ 55,781.15		\$ 27,890.58	\$ 27,890.58
LWDB04 - Gulf Coast Workforce Development Board, Inc. (DBA CareerSource Gulf Coast)	C5BFCHKTG VF5	RWB04	043022		\$ 55,780.14	\$ 55,780.14		\$ 27,890.07	\$ 27,890.07
LWDB05 - Big Bend Jobs and Education Council, Inc. (DBA CareerSource Capital Region)	JXBJD7SZSLU7	RWB05	043023		\$ 55,780.14	\$ 55,780.14		\$ 27,890.07	\$ 27,890.07
LWDB06 - North Florida Workforce Development Board, Inc. (DBA CareerSource North Florida)	RLLFJXR4NR43	RWB06	043024		\$ 55,777.14	\$ 55,777.14		\$ 27,888.57	\$ 27,888.57
LWDB07 - Florida Crown Workforce Board, Inc. (DBA CareerSource Florida Crown)	SXAJBQHD73L4	RWB07	043025		\$ 55,781.16	\$ 55,781.16		\$ 27,890.58	\$ 27,890.58
LWDB08 - First Coast Workforce Development, Inc. (DBA CareerSource Northeast Florida)	N69QHEEPJS84	RWB08	043026		\$ 89,683.86	\$ 89,683.86		\$ 44,841.93	\$ 44,841.93
LWDB09 - North Central Florida Workforce Development Board	HDF7SP48NSA7	RWB09	043027		\$ 55,781.14	\$ 55,781.14		\$ 27,890.57	\$ 27,890.57
LWDB10 - Citrus Levy Marion Regional Workforce Development Board, Inc. (DBA CareerSource Citrus Levy Marion)	F317N2U1V8B4	RWB10	043028		\$ 73,282.50	\$ 73,282.50		\$ 36,641.25	\$ 36,641.25
LWDB11 - Workforce Development Board of Flagler and Volusia Counties, Inc. (DBA CareerSource Flagler Volusia)	JVBAUAV8MZE6	RWB11	043029		\$ 73,281.50	\$ 73,281.50		\$ 36,640.75	\$ 36,640.75
LWDB12 - Central Florida Regional Workforce Development Board, Inc. (DBA CareerSource Central Florida)	YHKMM6MT7CA7	RWB12	043030		\$ 89,686.85	\$ 89,686.85		\$ 44,843.43	\$ 44,843.43
LWDB13 - Brevard Workforce Development Board, Inc. (DBA CareerSource Brevard)	SJ5CYQ7UYAW9	RWB13	043031		\$ 73,282.51	\$ 73,282.51		\$ 36,641.25	\$ 36,641.25
LWDB14 - WorkNet Pinellas, Inc. (DBA CareerSource Pinellas)	K1EJN9UNLJ5	RWB14	043032		\$ 89,688.85	\$ 89,688.85		\$ 44,844.43	\$ 44,844.43
LWDB15 - Tampa Bay Workforce Alliance, Inc. (DBA CareerSource Tampa Bay)	KSRPXNJLBK99	RWB15	043033		\$ 89,688.85	\$ 89,688.85		\$ 44,844.43	\$ 44,844.43
LWDB16 - Pasco-Hernando Workforce Board, Inc. (DBA CareerSource Pasco Hernando)	YWBYNKTKK5W8	RWB16	043034		\$ 73,281.50	\$ 73,281.50		\$ 36,640.75	\$ 36,640.75
LWDB17 - Polk County Workforce Development Board, Inc. (DBA CareerSource Polk)	H5P3WBX8KMK8	RWB17	043035		\$ 73,282.51	\$ 73,282.51		\$ 36,641.25	\$ 36,641.25
LWDB18 - Suncoast Workforce Board, Inc. (DBA CareerSource Suncoast)	D2U6C81AN1W8	RWB18	043036		\$ 73,281.50	\$ 73,281.50		\$ 36,640.75	\$ 36,640.75
LWDB19 - Heartland Workforce Investment Board, Inc. (DBA CareerSource Heartland)	M14KJLY12JN4	RWB19	043037		\$ 55,781.16	\$ 55,781.16		\$ 27,890.58	\$ 27,890.58
LWDB20 - Workforce Development Board of the Treasure Coast, Inc. (DBA CareerSource Research Coast)	PNKUKLTD7MC6	RWB20	043038		\$ 73,282.50	\$ 73,282.50		\$ 36,641.25	\$ 36,641.25
LWDB21 - CareerSource Palm Beach County, Inc.	KEE2CVK8TVV7	RWB21	043039		\$ 89,688.86	\$ 89,688.86		\$ 44,844.43	\$ 44,844.43
LWDB22 - CareerSource Broward	HL9AA84QLED4	RWB22	043040		\$ 89,688.85	\$ 89,688.85		\$ 44,844.42	\$ 44,844.42
LWDB23 - South Florida Workforce Investment Board (DBA CareerSource South Florida)	MY3JJU46PLT3	RWB23	043041		\$ 89,687.84	\$ 89,687.84		\$ 44,843.92	\$ 44,843.92
LWDB24 - Southwest Florida Workforce Development Board, Inc. (DBA CareerSource Southwest Florida)	HSFYCWE457X4	RWB24	043042		\$ 89,686.85	\$ 89,686.85		\$ 44,843.42	\$ 44,843.42
				\$ -	\$1,750,000.00	\$1,750,000.00	\$ -	\$875,000.00	\$875,000.00