

<b>Date of Notice:</b>	<b>9/11/2023</b>
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**Notice of Grant Award/Fund Availability**  
**General Information**

<b>Subrecipient Name:</b>	See Attachment	
<b>Universal Entity Identification Number (UEI #):</b>	See Attachment	
<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 17.259 17.278
<b>Award for Research &amp; Development (Y/N):</b>	No	
<b>Action being Taken:</b>	Issue 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>	See Attachment
<b>NFA ID #:</b>	See Attachment
<b>FLAIR Grant #:</b>	WIS24
<b>Award Period Begin Date:</b>	July 1, 2023
<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> (Maximum cash available for draw)
<b>Current Award/Release:</b>	See Attachment	See Attachment
<b>This Action:</b>	See Attachment	See Attachment
<b>Revised Award/Release:</b>	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.

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:***

***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.

## 2023 WIOA HOPE Florida

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	043043		\$104,687.30	\$104,687.30		\$52,343.65	\$52,343.65
LWDB02 - Okaloosa-Walton Jobs and Education Partnership, Inc. (DBA CareerSource Okaloosa Walton)	CRQKHBVMD835	RWB02	043044		\$79,686.98	\$79,686.98		\$39,843.49	\$39,843.49
LWDB03 - Chipola Regional Workforce Development Board, Inc. (DBA CareerSource Chipola)	GJ8ML6XGYGR6	RWB03	043045		\$79,686.00	\$79,686.00		\$39,843.49	\$39,843.49
LWDB04 - Gulf Coast Workforce Development Board, Inc. (DBA CareerSource Gulf Coast)	C5BFCCHKGVF5	RWB04	043046		\$79,686.99	\$79,686.99		\$39,843.49	\$39,843.49
LWDB05 - Big Bend Jobs and Education Council, Inc. (DBA CareerSource Capital Region)	JXBJD7SZSLU7	RWB05	043047		\$79,686.99	\$79,686.99		\$39,843.49	\$39,843.49
LWDB06 - North Florida Workforce Development Board, Inc. (DBA CareerSource North Florida)	RLLFJXR4NR43	RWB06	043048		\$79,686.96	\$79,686.96		\$39,843.49	\$39,843.49
LWDB07 - Florida Crown Workforce Board, Inc. (DBA CareerSource Florida Crown)	SXAJBQHD73L4	RWB07	043049		\$79,685.00	\$79,685.00		\$39,843.49	\$39,843.49
LWDB08 - First Coast Workforce Development, Inc. (DBA CareerSource Northeast Florida)	N69QHEEPIJS84	RWB08	043050		\$128,125.56	\$128,125.56		\$64,062.78	\$64,062.78
LWDB09 - North Central Florida Workforce Development Board	HDF7SP48NSA7	RWB09	043051		\$79,686.98	\$79,686.98		\$39,843.49	\$39,843.49
LWDB10 - Citrus Levy Marion Regional Workforce Development Board, Inc. (DBA CareerSource Citrus Levy Marion)	F317N2U1V8B4	RWB10	043052		\$104,686.29	\$104,686.29		\$52,343.15	\$52,343.15
LWDB11 - Workforce Development Board of Flagler and Volusia Counties, Inc. (DBA CareerSource Flagler Volusia)	JVBAUAV8MZE6	RWB11	043053		\$104,687.30	\$104,687.30		\$52,343.65	\$52,343.65
LWDB12 - Central Florida Regional Workforce Development Board, Inc. (DBA CareerSource Central Florida)	YHKMM6MT7CA7	RWB12	043054		\$128,126.60	\$128,126.60		\$64,062.30	\$64,062.30
LWDB13 - Brevard Workforce Development Board, Inc. (DBA CareerSource Brevard)	SJ5CYQ7UYAW9	RWB13	043055		\$104,688.30	\$104,688.30		\$52,343.65	\$52,343.65
LWDB14 - WorkNet Pinellas, Inc. (DBA CareerSource Pinellas)	K1EJN9UNLJ5	RWB14	043056		\$128,126.59	\$128,126.59		\$64,063.30	\$64,063.30
LWDB15 - Tampa Bay Workforce Alliance, Inc. (DBA CareerSource Tampa Bay)	KSRPXNJLBK99	RWB15	043057		\$128,126.59	\$128,126.59		\$64,063.30	\$64,063.30
LWDB16 - Pasco-Hernando Workforce Board, Inc. (DBA CareerSource Pasco Hernando)	YWBYNKTKK5W8	RWB16	043058		\$104,687.30	\$104,687.30		\$52,343.65	\$52,343.65
LWDB17 - Polk County Workforce Development Board, Inc. (DBA CareerSource Polk)	H5P3WBX8KMK8	RWB17	043059		\$104,688.30	\$104,688.30		\$52,344.15	\$52,344.15
LWDB18 - Suncoast Workforce Board, Inc. (DBA CareerSource Suncoast)	D2U6C81AN1W8	RWB18	043060		\$104,687.30	\$104,687.30		\$52,343.65	\$52,343.65
LWDB19 - Heartland Workforce Investment Board, Inc. (DBA CareerSource Heartland)	M14KJLY12JN4	RWB19	043061		\$79,685.00	\$79,685.00		\$39,842.50	\$39,842.50
LWDB20 - Workforce Development Board of the Treasure Coast, Inc. (DBA CareerSource Research Coast)	PNKUKLTD7MC6	RWB20	043062		\$104,686.29	\$104,686.29		\$52,343.15	\$52,343.15
LWDB21 - CareerSource Palm Beach County, Inc.	KEE2CVK8TVV7	RWB21	043063		\$128,126.60	\$128,126.60		\$64,063.30	\$64,063.30
LWDB22 - CareerSource Broward	HL9AA84QLED4	RWB22	043064		\$128,126.60	\$128,126.60		\$64,063.30	\$64,063.30
LWDB23 - South Florida Workforce Investment Board (DBA CareerSource South Florida)	MY3JJU46PLT3	RWB23	043065		\$128,125.58	\$128,125.58		\$64,062.79	\$64,062.79
LWDB24 - Southwest Florida Workforce Development Board, Inc. (DBA CareerSource Southwest Florida)	HSFYCWE457X4	RWB24	043066		\$128,126.60	\$128,126.60		\$64,063.30	\$64,063.30
				\$0	\$2,500,000.00	\$2,500,000.00	\$0	\$1,250,000.00	\$1,250,000.00