



careersourcesfl.com

November 21, 2014

Mr. Edward A. Rojas
City Manager
City of Doral
8401 NW 53rd Terrace, 3rd Floor
Doral, Florida 33166

Subject: **PY'14-15 MOU (First Source Hiring Referral Program)**

Dear Mr. Rojas:

Attached please find one (1) executed original **PY'14-15 Memorandum of Understanding** between the South Florida Workforce Investment Board and **City of Doral** pertaining to the **First Source Hiring Referral Program**.

Should you have any questions or concerns, please contact Ms. Cheri Kavehersi at (305) 594-7615 ext. 407.

Sincerely,

A handwritten signature in blue ink that reads "Madalyn Uptgrow".

Madalyn Uptgrow
Contracts Administrator
South Florida Workforce Investment Board
d/b/a CareerSource South Florida

Attachment

Pc: Cheri Kavehersi, Business Services Manager, CSSF
Madalyn Uptgrow, Contracts Administrator, CSSF
Central File, CSSF

info@careersourcesfl.com

7300 Corporate Center Drive, Suite 500
Miami, Florida 33126

p: 305-594-7615 | f: 305-470-5629

11-25-14P02:35 FILE

**MEMORANDUM OF UNDERSTANDING
BETWEEN
SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
AND
CITY OF DORAL**

This Memorandum of Understanding (hereinafter sometimes referred to as “MOU” or “Agreement” or “Contract”) is made and entered into by and between the South Florida Workforce Investment Board (hereinafter referred to as the “SFWIB”) and the City of Doral (hereinafter referred to as the “City”).

WITNESSETH:

WHEREAS, the SFWIB provides workforce development services in Region 23, which is comprised of Miami-Dade and Monroe Counties, and

WHEREAS, the SFWIB is responsible for the implementation of the Workforce Investment Act (WIA) in Region 23 of the State of Florida and to effectuate programs directly benefiting job seekers and members of the local business community, and

WHEREAS, the SFWIB’s delivery of services is enhanced through the integration of available resources, coordination of services through effective linkages and partnerships with the business community, and the sharing of information and referrals that may lead to successful employment and self-sufficiency for clients, and

WHEREAS, the City is a Florida municipality government as defined by Florida Statute 166, and

WHEREAS, the City desires that the SFWIB be the Workforce Recruitment/Referral and Development Organization, which provides employment, recruitment/referral services, development (training) and employability skills training for Doral residents, and

WHEREAS, the City requires persons performing work on the City’s derived projects reside in Doral and are recruited through the City’s web portal, and

NOW THEREFORE, in consideration of the mutual terms, conditions, promises, and covenants hereinafter set forth, the SFWIB and the City agree as follows:

I. PURPOSE

The purpose of this MOU is to establish an agreement and contract between the above-mentioned entities, the SFWIB and the City, to define and delineate their respective roles and responsibilities for implementation of a job registry and referral website for the delivery of recruitment services to fill job order requests, related to the City. The parties to this Agreement shall coordinate and perform the activities and services described herein within the scope of the legal requirements governing the parties’ respective programs, services, and agencies.

II. INTRODUCTION

In response to the increasing needs of South Florida businesses, the SFWIB, in partnership with the City, is launching a virtual specialized recruitment service that will be delivered through a customized web portal. The objective is to establish a pool of qualified candidates to meet industry demand. The partnership between the City and the SFWIB is created to assist in connecting businesses and qualified Doral residents.

III. SCOPE OF WORK

The SFWIB and the City agree to provide services in accordance with **Exhibit A, Scope of Work**, attached hereto and incorporated by reference as if fully set forth herein. Methods for referring candidates to City projects for the appropriate job openings are set forth in the Scope of Work. Any modifications to the Scope of Work shall only be valid when they have been reduced to writing, duly approved and signed by both parties hereto.

IV. PERIOD OF PERFORMANCE

The term of this MOU shall be from **September 1, 2014** to and including **June 30, 2015**.

V. NON-DISCRIMINATION AND EQUAL OPPORTUNITY

The City assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- A. Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I - financially assisted program or activity;
- B. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000 et. seq., which prohibits discrimination against qualified individuals on the basis of race, color and national origin;
- C. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination against qualified individuals with disabilities;
- D. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et. seq., which prohibits discrimination on the basis of sex in educational programs;
- E. The Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101, which prohibits discrimination on the basis of age;
- F. Section 654 of the Omnibus Budget Reconciliation Act of 1981 as amended, 42 U.S.C. 9849, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs;
- G. Title III of the Americans with Disabilities Act of 1990, 42 U.S.C. 12181 et seq., which prohibits discrimination on the basis of disability by public accommodations and requires places of public accommodations and commercial facilities to be designed, constructed, and altered in compliance with the accessibility standards established by this part;
- H. Executive Order (EO) No. 11246, "Equal Employment Opportunity", as amended by EO No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor"; and in Department of Labor regulation 29 CFR Parts 33 and 37 as well as 45 CFR Part 80; and Part 92, if applicable;
- I. Equal Employment Opportunity in Apprenticeship and Training (29 CFR Part 30); and
- J. Chapter 11A of the Code of Miami-Dade County which prohibits discrimination in employment on the basis of race, color, religion, ancestry, national origin, sex, pregnancy, age, disability, marital status, familial status or sexual orientation.

The City also assures that the City will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. The City understands the United States has the right to seek judicial enforcement of this assurance.

VI. IMMIGRATION REFORM AND CONTROL ACT

The City shall comply with the requirements of the Immigration Reform and Control Act of 1986, which requires employment verification and retention of verification forms for any individuals hired who will perform any services under the contract.

VII. CONFIDENTIALITY

- A. The City, to the extent permitted under applicable state law, shall endeavor to maintain confidential any personal information related to program participants.
- B. All release of information shall be in accordance with applicable federal and state laws as well as the policies and procedures of the SFWIB. No release of information by the City, if such release is required by federal or state law, shall be construed as a breach of this Contract.
- C. A universal **Release of Information Form, Exhibit B**, attached hereto and incorporated by reference as if fully set forth herein for use within the CareerSource center system, shall be used by the City when enrolling participants into any program derived herefrom.

VIII. INDEMNIFICATION

- A. The City shall indemnify and hold harmless SFWIB, its officers, employees, agents, servants, agencies and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which SFWIB and its officers, employees, agents, servants, agencies or instrumentalities may incur as a result of any and all claims, demands, suits, causes of action or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the City or the City's officers, employees, agents, or servants. The City shall pay all claims and losses of any kind in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the SFWIB, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. Provided, however, this indemnification shall only be to the extent and within the limitations of Section 768.28 Florida Statutes, subject to the provisions of that statute whereby the City shall not be held liable to pay a personal injury or property damage claim or judgment by any one person which exceeds the sum of \$200,000, or any claim or judgment or portions thereof, which, when totaled with all other claims or judgments paid by the City arising out of the same incident or occurrence which exceeds the sum of \$300,000 from any and all personal injury or property damage claims, liabilities, losses or causes of action which may arise as a result of the negligence of the City or the City's officers, employees, or servants.
- B. The SFWIB shall indemnify and hold harmless the City, its officers, employees, agents, servants, agencies and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which City and its officers, employees, agents, servants, agencies or instrumentalities may incur as a result of any and all claims, demands, suits, causes of action or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by SFWIB or SFWIB's officers, employees, agents, or servants. SFWIB shall pay all claims and losses of any kind in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the City, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. Provided, however, this indemnification shall only be to the extent and within the limitations of Section 768.28 Florida Statutes, subject to the provisions of that statute whereby the SFWIB shall not be held liable to pay a personal injury or property damage claim or judgment by any one person which exceeds the sum of \$200,000, or any claim or

judgment or portions thereof, which, when totaled with all other claims or judgments paid by **SFWIB** arising out of the same incident or occurrence which exceeds the sum of \$300,000 from any and all personal injury or property damage claims, liabilities, losses or causes of action which may arise as a result of the negligence of **SFWIB** or **SFWIB's** officers, employees, or servants.

- C. Term of Indemnification The provisions of this indemnification shall survive the expiration of this Agreement and shall terminate upon the expiration of the applicable statute of limitation.

IX. TERMINATION

This MOU may be terminated without cause by either party hereto upon providing thirty (30) days prior written notice to the other party.

X. NOTICE

It is understood and agreed between the parties that written notice shall be mailed or delivered to the addresses set forth below and shall constitute sufficient written notice. The parties designate the following:

For South Florida Workforce Investment Board:

Rick Beasley, Executive Director
South Florida Workforce Investment Board
Airport Corporate Center
7300 Corporate Center Drive, Suite 500
Miami, Florida 33126-1234

For City of Doral:

Edward A. Rojas
City Manager
City of Doral
8401 NW 53rd Terrace
Doral, Florida 33166

With a Copy to:

Daniel A. Espino, Esq.
Weiss Serota Helfman Cole Bierman & Popok, PL
City Attorney
2525 Ponce De Leon Boulevard
Suite 700
Coral Gables, Florida 33134

XI. AMENDMENTS

Any alterations, amendments, variations, modifications, extensions or waivers of provisions of this MOU shall only be valid when they have been reduced to writing, duly approved and signed by both parties hereto.

XII. AUTONOMY

The SFWIB and City agree that this MOU does not create or recognize any partnership, joint venture, or any other kind of organizational relationship other than herein set forth between the parties hereto. Both parties hereto acknowledge the independence and autonomy of both parties hereto. Both parties hereto remain, at all times, independent contractors, and not partners, under state law. It is expressly understood, agreed and intended that the City is not a partner, joint venture participant, agency or instrumentality of any kind of the SFWIB. Furthermore, the City's officers, agents, servants, employees, contractors and sub-contractors are not officers, agents, servants or employees of the SFWIB or any of its agencies or instrumentalities.

XIII. PRIOR AGREEMENTS

This document and its attachments incorporates and includes all prior negotiations, correspondence, conversations, agreements, and understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

The following is a List of Exhibits that are incorporated into this Agreement:

<u>Type</u>	<u>Letter</u>	<u>Description</u>
Exhibit	A	Scope of Work
Exhibit	B	Authorization to Release Confidential Information

XIV. GRIEVANCE PROCEDURES

The City agrees to comply with all applicable Grievance and Complaint Procedures of the SFWIB and as required by State and federal law.

XV. ASSOCIATION OF COMMUNITY ORGANIZATIONS FOR REFORM NOW (ACORN) FUNDING RESTRICTIONS ASSURANCE (PUB. L. 111-117)

As a condition of this Agreement, the City assures that it will comply fully with the federal funding restrictions pertaining to ACORN and its subsidiaries per the Consolidated Appropriations Act, 2010, Division E, Section 511 (Pub. L. 111-117). The Continuing Appropriation Act, 2011, Section 101 and 103 (Pub. L. 111-242), provides that appropriations made under Pub. L. 111-117 are available under the conditions provided by Pub. L. 111-117.

XVI. RESOURCE CONSERVATION AND RECOVERY ACT (RCRA)

Under RCRA (P. L. 94-580 codified at 42 U.S.C. 6962), any State agency or agency of a political subdivision of a State which is using appropriated Federal funds must comply with Section 6002. Section 6002 requires that preference be given in procurement programs to the purchase of specific products containing recycled materials identified in guidelines developed by the Environmental Protection Agency (EPA) (40 CFR parts 247-254). Accordingly, State and local institutions of higher education, hospitals, and non-profit organizations that receive direct Federal awards or other Federal funds shall give preference in their procurement programs funded with Federal funds to the purchase of recycled products pursuant to the EPA guidelines.

XVII. EQUAL TREATMENT FOR FAITH-BASED ORGANIZATIONS

Prohibits any State or local government receiving funds under any Department program, or any intermediate organization with the same duties as a governmental entity, from discriminating for or against an organization on the basis of the organization's religious character or affiliation. Prohibits religious organizations from engaging in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded with direct financial assistance. Prohibits an organization that participates in programs funded by direct financial assistance from the Department, in providing services, from discriminating against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief. Any restrictions on the use of grant funds shall apply equally to religious and non-religious organizations.

XVIII. ENVIRONMENTAL TOBACCO SMOKE

In accordance with Part C of P.L. 103-227, the "Pro-Children Act of 1994," smoking is prohibited in any portion of any indoor facility owned or leased or contracted by an entity and used regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs whether directly or through State or local governments. Federal Programs include grants, cooperative agreements, loans, and loan

guarantees, and contracts. The law does not apply to children's' services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug and alcohol treatment.

XIX. PUBLIC ANNOUNCEMENTS AND ADVERTISING

When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, the City shall clearly state (1) the percentage of the total costs of the program or project which will be financed with Federal money, (2) the dollar amount of Federal funds for the project or program, and (3) percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources.

XX. OFFICE OF MANAGEMENT AND BUDGET (OMB) CIRCULARS

The City shall comply with all applicable OMB circulars. State and local governments are subject to the cost principles at OMB Circular A-87 (2 CFR part 225); Non-profit sub-recipients are subject to the cost principles at OMB Circular A-122 (2 CFR part 230); educational institution sub-recipients are subject to those at OMB Circular A-21 (2 CFR part 220); and commercial organization vendors or sub-contractors are subject to the cost principles under 48 CFR Part 31. Sub-recipients and sub-grantees are also subject to the provisions of OMB Circular A-133. State and local governments are subject to administrative requirements for grants and other cooperative agreements at OMB Circular A-102; Non-profit, institutions of higher learning and hospital sub-recipients are subject to administrative requirements for grants and other agreements at OMB Circular A-110 (codified at 2 CFR part 215).

XXI. CODES OF CONDUCT

The City shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreements. However, the City may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the City.

XXII. GOVERNMENT-WIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE

The City must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 29 CFR part 94.

XXIII. VETERAN'S PRIORITY PROVISIONS

Federal grants for qualified job training programs funded, in whole or in part, by the U.S. Department of Labor are subject to the provisions of the "Jobs for Veterans Act" (JVA), P.L. 107-288. The JVA provides priority of services to veterans and spouses of certain veterans for the receipt of employment, training, and placement services. To obtain priority service, a person must meet the program's eligibility requirements. 20 CFR Part 1010 provides general guidance on the scope of the veterans' priority statute.

XXIV. INTERGOVERNMENTAL PERSONNEL ACT

The City shall comply with the requirements of the Intergovernmental Personnel Act (42 USC.4701).

**XXV. ADMINISTRATIVE PROVISIONS UNDER TITLE I OF THE WORKFORCE INVESTMENT ACT
ADMINISTRATIVE RULES, COSTS AND LIMITATIONS**

The City shall comply with the requirements of the Administrative Provisions under Title I of the Workforce Investment Act Administrative Rules, Costs and Limitations (20 CFR Part 667, Subpart B).

VIII. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. §327–333)

Where applicable, all contracts awarded by recipients in excess of \$2,000 for construction contracts and in excess of \$2,500 for other contracts that involve the employment of mechanics or laborers shall include a provision for compliance with sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. §327–333), as supplemented by Department of Labor regulations (29 CFR part 5). Under section 102 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 ½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

XXVI. CERTIFICATION

By signing this Agreement, both parties hereto agree that the provisions contained herein are subject to all applicable, Federal, State and local laws, regulations and guidelines relating to nondiscrimination, equal opportunity, displacement, privacy rights of participants, and maintenance of records and other confidential information relating to participants.

INTENTIONALLY LEFT BLANK

IN WITNESS HEREOF THE PARTIES HERETO HAVE CAUSED TO BE EXECUTED BELOW THE SIGNATURES OF THE AUTHORIZED REPRESENTATIVES OF THE PARTIES HERETO WHO ARE FULLY AND DULY AUTHORIZED TO EXECUTE THIS AGREEMENT ON BEHALF OF THE RESPECTIVE PARTIES HERETO:

AGREEMENT NUMBER: MOU-SP-PY'14-05-00


CITY OF DORAL:

BY:  _____ Date 11.10.14
Edward A. Rojas
City Manager
City of Doral


Attest

BY:  _____
Barbara Herrera
City Clerk

Approved as to form and legal sufficiency for the sole use of the City of Doral

BY:  _____
Daniel A. Espino, Esq.
Weiss Serota Helfman Cole Bierman & Popok, PL
City Attorney

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

BY:  _____ Date 11/20/14
Rick Beasley
Executive Director
South Florida Workforce Investment Board

**PY' 2014-15
SCOPE OF WORK**

I. The collaboration between the **South Florida Workforce Investment Board ("SFWIB")** and the **City of Doral ("City")** is to create a partnership whereby a customized website will be designed and maintained for the delivery of specialized recruitment and referral services for the **City's** Projects.

II. Roles and Responsibilities:

A. The SFWIB shall:

- Assign a point of contact to serve as liaison between the SFWIB and the **City**.
- Act as the designated Workforce Development Organization ("WDO") and Workforce Recruitment/Referral Organization ("WRO") to accomplish the **City's** objective of establishing a pool of qualified skilled and unskilled labor to meet industry demands within the **City's** limits.
- Provide a link from the SFWIB's webpage to a customized application (web portal) for the **City's** projects and First Source Ordinance, businesses, contractors and subcontractors.
- Provide the **City** with real-time online access to the **City's** business, contractors and sub-contractors web portal detailed status reports. Reports shall included at a minimum the number of registered businesses and job seekers, number of resumes submitted to businesses, number of hires, and workforce participation.
- Market the newly created partnership and promote job creation efforts that result from the partnership as defined by the SFWIB and the **City**.
- Provide the **City**, businesses, contractors, and subcontractors with resumes of qualified candidates obtained through the web portal.
- Seek to ensure that the SFWIB's CareerSource centers:
 - Determine candidate eligibility;
 - Assess job seekers to determine level of skills and training;
 - Determine whether candidates meet the requirements of the **City**, businesses, contractors, and subcontractors prior to referral; and
 - Refer candidates that have requisite skills required by the **City**, businesses, contractors, and subcontractors.
- Provide outreach to the Doral job seeker community utilizing various recruitment methods.
- Seek to ensure that the SFWIB's CareerSource centers:
 - Recruit and refer qualified **City** residents first as a priority;
 - Utilize existing database of job seekers;
 - Market new job opportunities to residents; and
 - Utilize CareerSource centers closest to the job seekers to register and recruit qualified residents interested in jobs to create a pool of candidates.
- Provide recruitment and training assistance, through the SFWIB's CareerSource centers, to the businesses, contractors and subcontractors in the **City**.
- Make available hiring incentives to contractors and subcontractors. The SFWIB and the SFWIB's CareerSource centers shall facilitate and guide businesses in the completion of applications, agreements, and forms.

B. The City shall:

- Designate the SFWIB as the Workforce Development Organization (“WDO”) and Workforce Recruitment/Referral Organization (“WRO”) to accomplish the First Source ordinance objective of establishing a pool of qualified skilled and unskilled labor to meet industry demands within the City’s limits.
- Provide the SFWIB with a detailed outline and content for the development of the web portal and other marketing collateral.
- Work with the SFWIB’s point of contact to facilitate the web portal, marketing materials and events related to the City’s projects as needed.
- Market the newly created partnership and promote job creation efforts that result from the partnership as defined by the SFWIB and the City.
- Assist in securing a venue(s) for outreach to the business community via the SFWIB’s Business Roundtable events.
- Provide a date, time, and location to launch the City’s projects recruitment kickoff information session. The web portal address and centers locations will be disseminated at that time. The information session will detail how to apply for jobs with the City’s contractors and subcontractors.
- Provide outreach to the City’s job seekers utilizing various recruitment methods.
- Provide a detailed list of job openings with descriptions related to the City’s projects via the customized web portal. The job request form shall include specifics such as (a) the number of individuals to be hired, (b) position titles needed, (c) skills needed for the job, and (d) any other pertinent information required.
- Review all resumes of candidates provided by the SFWIB for job opportunities posted via the web portal.
- Notify the City’s prospective and awarded businesses, contractors and subcontractors of the customized web portal and registration requirements.
- Refer prospective business owners who are interested in opening or have opened a business in the City with information about the SFWIB. Assist in facilitating meetings with said businesses.
- Provide information to the SFWIB for prospective business owners who are interested in opening or have opened a business in the City, which should include at a minimum:
 - Company Name and Address
 - Company Contact and Information
- Provide the SFWIB with the City’s contractor and subcontractor details, which should include at a minimum:
 - Company Name and Address
 - Company Contact and Information
 - Contract Information
 - Award Amount
- Provide the SFWIB with the City’s target area zip codes for the City’s projects.
- Be responsible for preparing and providing the City’s own detailed reports with the results of the workforce participation on the City’s projects. Reports shall include, but are not limited to an analysis of the effectiveness of the project(s) during each reporting period.

AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION

SECTION I – GENERAL CONSENT

Participant's Name: _____

Last four digits of SSN: _____ or Date of Birth: _____

I acknowledge that by signing this form, I am authorizing the CareerSource South Florida (CSSF) center staff to release confidential information, which may include information related to a minor child (if applicable).

I authorize CSSF center staff to release confidential information to the following person or agency _____.

This authorization will remain in effect until the expiration date indicated below.

I herewith release any person, agency or institution from any and all liability to me for supplying such information.

SECTION II – INFORMATION TO BE RELEASED

Check one of the following boxes:

- ☐ Release all of my record
- ☐ Release only the following information:

Participant must initial each item to be released

____ Protected health information
____ Public assistance records
____ Vocational rehabilitation assessment or evaluation tools
____ Social security numbers
____ Date of birth
____ Telephone numbers
____ Other (please specify): _____

SECTION III – EXPIRATION

This authorization expires on: ____/____/____

SECTION IV – SIGNATURE

Participant Signature

Date

Participant Signature*

Date

Parent/Guardian Signature (If participant is a minor)

Date

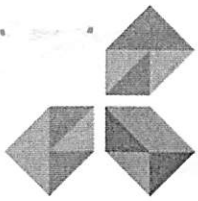
**Please note that if this is a two-parent family case both participants must give authorization for the release of information when the record pertains to both.*

SECTION V CENTER INFORMATION

CSSF center Name: _____

Address: _____

Telephone number: _____



October 24, 2014

Mr. Edward A. Rojas
City Manager
City of Doral
8401 NW 53rd Terrace
Doral, Florida 33166

Subject: **PY'14-15 MOU (First Source Hiring Referral Program)**

Dear Mr. Rojas:

Attached please find three (3) copies of the **PY'14-15 Memorandum of Understanding** between the South Florida Workforce Investment Board (SFWIB) d/b/a CareerSource South Florida (CSSF) and **City of Doral** pertaining to the **First Source Hiring Referral Program**.

Please sign, date and have attested all three (3) documents, and return to the attention of Madalyn Uptgrow, Contracts Administrator.

Once the documents are executed, we will return one (1) original to you. Should you have any questions or concerns, please contact Ms. Cheri Kavehersi at (305) 594-7615 ext. 407 or Ms. Uptgrow at (305) 594-7615 ext. 303.

Sincerely,

Rick Beasley
Executive Director
South Florida Workforce Investment Board
d/b/a CareerSource South Florida

Attachment

Pc: **Daniel A. Espino, Esquire, City of Doral**
Cheri Kavehersi, Business Services Manager, SFWIB/CSSF
Madalyn Uptgrow, Contracts Administrator, SFWIB/CSSF
Central File, SFWIB/CSSF

info@careersourcesfl.com

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