

## **Accounting and Grant Management Services Agreement**

### **1. Parties**

This Accounting and Grant Management Services Agreement ("Agreement") is entered into by and between Big Bend Jobs and Education Council, Inc. d/b/a CareerSource Capital Region ("CSCR") and Suncoast Workforce Board, Inc. d/b/a CareerSource Suncoast ("CSS"). CSCR and CSS are collectively referred to as the "Parties" and individually as a "Party".

CSCR: CareerSource Capital Region  
2601 Blair Stone Road  
Building C, Suite 200  
Tallahassee, Florida 32301

CSS: CareerSource Suncoast  
3660 N. Washington Blvd.  
Sarasota, Florida 34234

### **2. Term**

This Agreement is effective February 23, 2026 through June 30, 2026, and can be reviewed for renewal annually, for three additional one-year periods.

### **3. Agreement Amount & Invoicing**

CSCR shall reimburse CSS for staff salaries and benefits associated with the provision of services pursuant to this Agreement for all direct charges associated with the Scope of Work.

This contract shall not exceed \$63,995. Such rate is based on a monthly rate not to exceed \$15,126 and a prorated weekly rate not to exceed \$3,491. In the event of renewal, the Agreement amount may be examined by both Parties to determine if the amount should change.

CSS shall submit invoices monthly by the 20<sup>th</sup> calendar day following the end of the month for which services were performed. Each invoice must detail hours worked and services rendered. Invoices shall contain detail sufficient for audit thereof. Invoices are due and payable within 30 days of receipt by CSCR.

Reasonable business and travel expenses incurred in the performance of the Scope of Work shall be reimbursed in accordance with CSCR policies.

Should any tasks fall outside of the Scope of Work, such as significant process reengineering or system migration beyond standard fiscal operations, they will be identified and these costs will be paid directly by CSCR to CSS (or the appropriate vendor) upon mutual agreement.

CSS and CSCR may also partner for a group rate for employee benefits. After mutual agreement, CSS would then bill CSCR monthly for their employees' cost share.

#### **4. Scope of Work**

CSS will perform comprehensive fiscal operations and grant management services to support CSCR. The duties fall into five primary categories.

##### **A. Core Accounting and Financial Operations**

- 1) Maintain accounting records in MIP and other financial systems, to include Microix.
- 2) Perform general ledger maintenance, monthly closings, and account reconciliations.
- 3) Review and approve invoices, checks, and ACH batches at CSCR's direction, with no independent disbursal authority.
- 4) Transmit ACH batches to financial institutions as authorized by CSCR.
- 5) Manage accounts payable and receivable processes.
- 6) Perform cash draw requests in SERA, including review, documentation, and submission.
- 7) Input and reconcile cash receipts in the accounting system.
- 8) Conduct bank reconciliations and ensure timely resolution of variances.
- 9) Ensure safeguarding of assets, including proper handling of prepaid assets.
- 10) Maintain document retention and audit-ready files.
- 11) Process payroll accurately and on schedule.

##### **B. Fiscal Reporting and Budget Development**

- 1) Prepare quarterly budgets, forecasts, and updates for all funding streams.
- 2) Complete SERA financial reporting, including monthly and quarterly submissions.
- 3) Prepare GAAP-compliant financial reports, including balance sheets, income statements, and cash flow analysis.
- 4) Support Board and committee reporting as needed.
- 5) Assist in preparing the annual organizational budget.

##### **C. Grant Management, Compliance and Internal Controls**

- 1) Maintain strong internal controls consistent with GAO Green Book or COSO frameworks.
- 2) Ensure expenditures are allowable, allocable, necessary, and reasonable.
- 3) Maintain and update CSCR's cost allocation plan.
- 4) Prepare and update the indirect cost rate plan and required supporting documentation.
- 5) Provide fiscal technical assistance to subrecipients.
- 6) Support procurement documentation for allowable financial transactions.
- 7) Maintain compliance with 2 CFR 200, WIOA, TANF, SNAP E&T, Wagner-Peyser, and state policies.
- 8) Maintain conflict-of-interest and administrative firewalls where appropriate.

##### **D. Monitoring and Audit Support (As Needed)**

- 1) Assist with FloridaCommerce monitoring, including collecting documents and responding to inquiries.
- 2) Support the annual Single Audit and any additional required audits.
- 3) Help prepare responses and corrective action plans for any findings.
- 4) Maintain accessible, audit-ready documentation as required under 2 CFR 200.337 (right of access).

#### E. Capacity Building and Transition Support

- 1) Provide training, coaching, and documentation to support the onboarding of a future CFO and fiscal staff.
- 2) Participate in process improvement and modernization efforts.
- 3) Provide transition plans for future internalization of fiscal functions.

#### 5. CSCR Responsibilities

CSCR shall be responsible for all the following:

- 1) Retain all fiscal agent and grant recipient authority.
- 2) Direct all disbursements and financial approvals.
- 3) Provide access to systems, organizational documents, and staff necessary to perform services.
- 4) Ensure timely response to CSS's information requests.
- 5) Designate a primary point of contact for coordination and approvals.
- 6) Provide workspace and resources (when on-site) and CSCR-issued equipment when necessary.

#### 6. Independent Contractor Status

The Parties acknowledge the CSS is engaged as an independent contractor, not as an employee, agent, joint venture or partner of CSCR. Neither Party shall have any authority, whether expressed or implied, to assume, create, or incur any obligation or liability whatsoever on behalf or in the name of the other, without the express written consent of both Parties.

#### 7. Termination

Either Party may terminate this MOU for convenience when it is in their best interest by giving 30 days' written notice pursuant to Section 8 (Notice), unless a lesser time is agreed upon by both Parties.

#### 8. Notice

All notices required to be given to CSCR under this Agreement shall be sufficient when emailed to Keantha B. Moore, CEO at [keantha.moore@careersourcecapitalregion.com](mailto:keantha.moore@careersourcecapitalregion.com) or mailed to:

CareerSource Capital Region  
2910 Kerry Forest Pkwy, D4-273  
Tallahassee, FL 32309  
Attn: Keantha B. Moore, CEO

All notices required to be given to CSS under this Agreement shall be sufficient when emailed to Joshua Matlock, [jmatlock@careersourcesc.com](mailto:jmatlock@careersourcesc.com) or mailed to:

CareerSource Suncoast  
3660 N. Washington Blvd.  
Sarasota, Florida 34234  
Attn: Joshua Matlock, President/CEO

## **9. Assignment**

This Agreement may not be assigned by either Party with the prior written consent of the other Party, which, because of the nature of the Parties' respective obligations under this Agreement, may be declined by such Party for any reason or no reason whatsoever.

## **10. Indemnification**

Each Party shall indemnify and hold harmless the other from and against any claims, damages, or liabilities arising out of its own negligent acts, errors, or omissions in connection with this Agreement.

## **11. Confidentiality**

The Parties agree to abide by all applicable federal, state, and local laws and regulations regarding confidential information, including, but not limited to: 20 CFR part 603, 45 CFR section 205.50, 20 USC 1232g and 34 CFR part 99, and 34 CFR 361.38. Each Party will ensure that the collection and use of any information, systems, or records that contain personally identifiable information ("PII") and other confidential/exempt information will be limited to purposes that support the activities described in this Agreement and will comply with applicable law. Each Party will ensure that access to software systems and files under its control that contain PII or other personal or confidential information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities described herein and will comply with applicable law. Each Party expressly agrees to take measures to ensure that no PII or other personal or confidential information is accessible by unauthorized individuals.

To the extent that confidential information needs to be shared amongst the Parties for the Parties' performance of their obligations under this Agreement, and to the extent that such sharing is permitted by applicable law, any required data sharing agreements will be created and required confidentiality and ethical certifications will be signed by authorized individuals.

## **12. Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of the State of Florida without regard to choice of law principles.

## **13. Entire Agreement**

This Agreement represents the entire understanding between the Parties and supersedes all prior discussions or proposals. This Agreement may be modified or amended only by a written instrument mutually agreed to and signed by both Parties.

Remainder of page intentionally left blank

**14. Signatures**

IN WITNESS WHEREOF, the Parties here to have caused this Agreement to be duly executed by their undersigned duly authorized officials.

Suncoast Workforce Board, Inc.  
d/b/a CareerSource Suncoast

Joshua Matlock  
Joshua Matlock (Feb 20, 2026 12:29:50 EST)  
Joshua Matlock, President/CEO

02/20/2026  
Date

Big Bend Jobs and Education Council, Inc.  
d/b/a CareerSource Capital Region

Keantha B. Moore  
Keantha B. Moore (Feb 20, 2026 12:28:56 EST)  
Keantha B. Moore, CEO

02/20/2026  
Date

Remainder of page intentionally left blank