



ONE-STOP OPERATOR AGREEMENT

This Agreement, made and entered into on the 1st day of July, 2025 by and between the **First Planning District Workforce Development Board of Plaquemines, St. Bernard and St. Tammany parishes** (on behalf of the St. Bernard Parish Government – Workforce Programs Department), hereinafter referred to as **FPD WDB** and **CASTLES OF DREAMS, LLC**, hereinafter referred to as **PROVIDER**, an organization duly authorized to conduct business in the State of Louisiana.

Whereas, the United States Congress enacted the Workforce Innovation and Opportunity Act of 2015 to increase coordination and collaboration among employment, training, literacy and vocational rehabilitation programs in the United States; and

Whereas, the Act charges the Governor of the State of Louisiana to designate local Workforce Development Areas; and

Whereas, the Parishes of Plaquemines, St. Bernard and St. Tammany have been designated as a local Workforce Development Area; and

Whereas, St. Tammany Parish Government serves as the Chief Elected Official for the local Workforce Development Area; and St. Bernard Parish Government is designated as the Grant Recipient and Administrative Entity of the local Workforce Development Area; and

Whereas, the Workforce Innovation and Opportunity Act establishes the local Workforce Development Board, to set policies for the local workforce system, and in partnership with the CEO, manage and oversee the local workforce development system; and

Whereas, the FPD WDB has recognized St. Bernard Parish Government – Workforce Programs Department as the provider of Career Services through the Tri-Parish Works Career Centers in the local area for Adult, Dislocated Worker, Youth, and other federal, state, local, or privately funded workforce development services/grants, that may be identified and approved by the FPD WDB, and made a part of the operation of the Tri-Parish Works Career Centers; and

Whereas, the **FPD WDB** has selected the **PROVIDER** through a competitive procurement process as the One-Stop Operator for the tri-parish area Workforce System; and

Whereas, the **FPD WDB** and **PROVIDER** have agreed to the services that **PROVIDER** will furnish and the compensation the **FPD WDB** will pay **PROVIDER** for said services,

Now therefore, in consideration of the premises and the mutual covenants and obligations herein contained, and subject to the terms and conditions hereinafter stated, the parties hereto understand and agree as follows:

1. **PURPOSE:** It is the purpose of this agreement to specify the responsibilities of the PROVIDER in the role of One-Stop Operator as it relates to the coordination of the service delivery of core and mandated partners working with the comprehensive and affiliate Tri-Parish Works Career Centers. The specifics outlined in this Agreement are aligned with the goals and strategies of the FPD WDB's strategic plan and founded on the principles of system excellence, accountability, innovation, and customer satisfaction.

Attachments contained herein are:

- A. Assurances and Certifications**
- B. Statement of Work**
- C. Budget Summary**

2. **STATEMENT OF WORK:** The PROVIDER agrees to perform the functions and/or services as described in the Statement of Work hereto attached and labeled Attachment B, which is hereby incorporated by reference into this Agreement.
3. **DURATION OF AGREEMENT:** The period of this Agreement shall be from 07/01/25 to 06/30/26. This Agreement may be renewed and extended, at the option of FPD WDB, for three (3) additional periods of one (1) year each upon the same terms and conditions as set forth in this Agreement.
4. **COMPENSATION:** The PROVIDER shall be compensated by the FPD for services furnished as described in this Agreement. Compensation will be made at the rate specified in Attachment C. In no event shall total compensation for this Agreement exceed the sum of \$60,000.00. Payments made under this Agreement are contingent upon the availability/allocation of funds, and disbursed on a cost reimbursement basis in accordance with the Federal Office of Management and Budget Guidance, Uniform Administrative Requirements, and Cost Principles. PROVIDER agrees to submit a detailed report that outlines all duties performed on a monthly basis as back-up documentation to the FPD WDB with each invoice or payment request.

All costs associated with this agreement must be reasonable and necessary to carry out the planned functions. The costs must be allowable and allocable to appropriate funding streams and cost categories.

5. **MODIFICATION:** PROVIDER must request, in writing, any modification to Agreement and its attachments, with a full rationale for the change. In no event can a requested change be implemented without the expressed written approval of the FPD WDB. Either party may request that the Agreement terms be renegotiated or modified when circumstances arise during the period of performance of this Agreement which were unforeseeable by the parties at the time of contracting. Should a modification be executed, it is clearly understood that such modification shall impact only those costs incurred subsequent to the effective date of such modification.

6. **PERFORMANCE:** The PROVIDER will be measured for performance of the Agreement, as outlined in the Statement of Work, herein attached. Evaluations will be conducted on an annual basis throughout the contract period to determine whether the PROVIDER is meeting scheduled benchmarks. Evaluations may consist of, but not be limited to the following: collection of pertinent data, interviews with PROVIDER, review of PROVIDER reports, etc. If the FPD WDB determines that performance benchmarks are not being met, PROVIDER will be notified and a corrective action plan developed. FPD WDB will determine acceptability of corrective action plan and monitor the implementation and progress towards acceptable progress.
7. **REPORTING:** The PROVIDER shall prepare reports in accordance with procedures established by the FPD WDB and in compliance with State and local requirements. In addition, a monthly performance report must accompany requests for funds in order to demonstrate progress toward meeting objectives.
8. **ASSIGNABILITY:** The PROVIDER shall not assign any interest in this Agreement, and shall not transfer any interest in the same, without the prior written consent of the FPD WDB.
9. **TERMINATION:** Either party may terminate this agreement for any reason by providing written notice to the other party 60 days prior to the effective date of termination.

The FPD WDB may terminate the agreement, if it determines that the PROVIDER has failed in the performance of the covenants and obligations of the agreement. The FPD WDB shall notify Provider in writing of the termination and reasons for the termination, together with the effective date.

This Agreement will be terminated immediately by the FPD WDB if the PROVIDER fails to agree with and perform any deletion, addition, or modification to this Agreement the FPD WDB determines necessary due to the following:

- a. A change in State or local law or regulation having impact on this Agreement.
- b. Any other change which might be required of the FPDWDB by an appropriate governing body.

The PROVIDER, upon receipt of notice to suspend or terminate Agreement operations, shall cease work on the suspended activities under the Agreement, suspend or terminate all Agreements or contracts relating to such suspended or terminated activities, take all necessary or appropriate steps to cease disbursements and to minimize costs, and such other matters as the FPD WDB may require. At the point of termination, the PROVIDER may claim, with proper documentation, allowable, reasonable costs for work completed prior to notification of termination. In no event shall such claims exceed the amount stated in the Agreement. The FPD WDB shall determine the reasonableness of final costs as well as the method of computation and shall not be liable for any further claims. Any payments made prior to notice of suspension or termination for services which have not been rendered shall be returned immediately to the FPD.

10. **ASSURANCES AND CERTIFICATIONS:** PROVIDER agrees to abide by the Assurances and Certifications which are attached to this Agreement as Attachment A and considered to be a part of this Agreement as if fully written herein. PROVIDER further agrees that a breach of the Assurances and Certifications

shall be considered a breach of this Agreement. PROVIDER verifies by signing this Agreement that said Assurances and Certifications have been read and fully understood.

11. **MONITORING/AUDIT:** The FPD WDB, Fiscal Agent, State of Louisiana, U.S. Department of Labor, U.S. Comptroller General, and their duly authorized representatives, or others with statutory audit rights to perform audits after reasonable advanced notice to the PROVIDER at any time during the contract period or within three (3) years from the date of the final payment of the contract. At any time during normal business hours and as often as the Fiscal Agent or any of the above parties may deem necessary, the PROVIDER shall make available to their duly authorized representatives for examination, all its records with respect to all matters covered by the agreement. The above-named parties shall have the authority to audit, examine, and make excerpts or transcripts from, any books, documents, papers, and records of the PROVIDER which are directly pertinent to the agreement, including all contracts, invoices, materials, payrolls, personnel records, conditions of employment, and other data relating to all matters covered by the agreement
12. **ACCESS TO RECORDS AND RECORD RETENTION:** The state and federal government and the FPD WDB shall have access to pertinent books, documents, papers and records of the PROVIDER, any subcontractor for the purposes of verifying the nature and extent of applicable costs, and making audit examinations, excerpts, and transcripts that are related to the services contracted under this agreement. The parties and their respective subcontractors record retention requirements are six (6) years from the submission of the final expenditure report. If any litigation, claim or audit is started before the expiration of the three-year period, the record shall be retained until all litigation, claims, or audit findings involving the records have been resolved.
13. **DUPLICATE FUNDING:** PROVIDER agrees that any costs which are already allocated to other sources may not be included in the cost of the contract. The PROVIDER must inform the FPD WDB if the PROVIDER applies for or receives funds which affect the cost or performance of work under this agreement and how the PROVIDER plans to allocate duplicated funds. The FPD WDB has the right to renegotiate the agreement relative to the changed costs.
14. **PURCHASES:** The PROVIDER shall make no purchases over \$250 without prior authorization by WIOA Fiscal Agent and in consideration of approved budget attached herein. The FPD WDB procurement policies must be followed.
15. **PROGRAM INCOME:** If the PROVIDER receives any program income as a result of activities funded under this agreement, the income must be properly accounted for and cannot be spent without advance approval from the Fiscal Agent. Program income must be accounted for according to the requirements of the Federal Office of Management and Budget Guidance, policies of the FPD WDB, State of Louisiana, and/or the WIOA Act and Regulations.
16. **HOLD HARMLESS:** PROVIDER shall, at its own expense, protect, defend, indemnify and save harmless, the FPD; its board and governing bodies from all damages, costs and expenses that may be incurred as a result of any activities that the PROVIDER or its employees, clients, agents, etc., conduct or perform, or that may otherwise arise out of this Agreement.
17. **INSURANCE:** PROVIDER agrees to carry sufficient liability insurance and shall provide copies of said policies upon request from FPD WDB.

18. **SEVERABILITY:** The provisions of this Agreement are severable, and if for any reason a clause, sentence, paragraph or other part of this Agreement shall be determined to be invalid by a court or federal or state agency, board or commission having jurisdiction over the subject matter thereof, such invalidity shall not affect other provisions which can be given effect without the invalid provision.
19. **DISPUTE RESOLUTION:** In the event of a dispute arising between the parties during the term of this Agreement, it is agreed that the parties shall appoint representatives from their respective agencies, preferably the Chief Administrator of each agency or designee, to meet, discuss, and arbitrate the dispute(s) before a suit for breach of Agreement or request for termination shall be instituted. The resolution of the dispute will become a part of the Agreement.
20. **BREACH OF CONTRACT:** In the event the PROVIDER fails to fulfill any of the terms or conditions of this Agreement and its attachments in a timely and diligent manner or fails to abide by the Assurances and Certifications or breaches any of the said Assurances and Certifications, then the FPD WDB reserves the right to suspend this Agreement including any compensation or payment owed PROVIDER by the FPD WDB and report said suspension to the appropriate governing boards, and further, with the approval of said boards to terminate and void the remaining compensation due PROVIDER if said breach is of a grievous nature or if such breach cannot reasonably be expected to be remedied.
21. **DISALLOWED COSTS:** PROVIDER must repay any expenditure found to be unallowable that pertains to the operation of the provisions of this agreement.
22. **REQUIREMENTS RELATED TO LOBBYING:** PROVIDER agrees to file and comply with all the prohibitions and requirements to lobbying pursuant to Section 13.52 of Public Law 101-121. PROVIDER agrees that federal prohibitions and requirements related to lobbying will be included in all sub-awards at all tiers and that all sub-recipients shall certify and disclose accordingly.
23. **COPYRIGHTS AND RIGHTS TO DATA:** PROVIDER agrees that the Fiscal Agent, State of Louisiana, and the U.S. Department of Labor shall have unlimited rights to any data first produced or delivered under this agreement.
24. **PATENT RIGHTS:** If products are produced under this Agreement to which a patent is granted, the patent rights shall belong to the WIOA Fiscal Agent, the State of Louisiana and the U.S. Department of Labor. This provision shall not apply to products produced by the PROVIDER other than under this agreement and which are used in the performance of the work required by this agreement.
25. **CONFIDENTIALITY:** PROVIDER agrees to abide by all state and federal laws, rules and regulations and FPD WDB policy respecting confidentiality of an individual's records. PROVIDER further agrees not to divulge any information concerning any individual to any unauthorized person without the written consent of the individual, employee, client or responsible parent or guardian.
26. **PUBLICITY:** PROVIDER agrees that any publicity given to the program or service provided herein, including, but not limited to, notices, information, pamphlets, press releases, research, reports, signs and similar public notices prepared by or for the Provider shall identify the FPD WDB as a sponsoring agency. Prior authorization by the FPD WDB is required for any such publicity.

27. **CONFLICT OF INTEREST:** PROVIDER represents and warrants that neither it nor any of its officers, partners, employees, agents, contractors, assignees, or other representatives, have any interest nor shall they acquire any interest, directly or indirectly, which would or may conflict in any manner or degree with the performance or rendering of the services. PROVIDER further represents and warrants that in the performance of this Agreement, no person having such interest or possible interest shall be employed by it and that no elected official or other officer or employee of FPD WDB, no person whose salary is payable, in whole or in part, by FPD WDB, or any corporation, partnership, or association in which such official, officer, or employee shall have any such interest, direct or indirect, in this Agreement or in the proceeds thereof, unless such person (1) is required by State of Louisiana Ethics Laws, as amended from time to time, to submit a Disclosure Form to the State of Louisiana Board of Ethics, amends such Disclosure Form to include their interest in this Agreement, or (2) if not required to complete and submit such Disclosure Form, said person must either voluntarily complete and submit said Disclosure Form disclosing their interest in this Agreement or seek a formal opinion from the Louisiana State Board of Ethics as to whether a conflict of interest exists.

For a breach of violation of such representations or warrants, FPD WDB shall have the right to annul this Agreement without liability entitling FPD WDB to recover all monies paid hereunder and PROVIDER shall not make claim for, or be entitled to recover, any sum or sums otherwise due under this Agreement. This remedy, if elected, shall not constitute the sole remedy afforded FPD WDB for falsity or breach, nor shall it constitute a waiver of FPD WDB's right to claim damages or otherwise refuse payment to or to take any other action provided for by law or pursuant to this Agreement.

28. **EXTENSION:** This agreement may be extended at the FPD WDB's option provided that funds are available and the extension of the agreement facilitates the continuity of services provided herein. This agreement may be extended by the FPD WDB on an annual basis for no longer than three (3) one year periods.

29. **ENTIRE AGREEMENT:** It is understood and agreed that the entire Agreement between the FPD WDB and PROVIDER is contained herein. All items referred to in this Agreement as Attachments are attached and deemed to be a part of this Agreement. Further, it is understood that this Agreement supersedes all oral Agreements and negotiations between the parties relating to the subject matter hereof.

THIS AGREEMENT made at Covington, Louisiana on the date first above written by and between the FPD WDB and PROVIDER, both parties being duly authorized to enter into said Agreement.

FOR ST. BERNARD PARISH GOVERNMENT – WORKFORCE PROGRAMS DEPARTMENT:	FOR CASTLES OF DREAMS, LLC:
SUZANNE TORREGANO, EXECUTIVE DIRECTOR	BRYAN MOORE, PRESIDENT/CEO
317 NORTH JEFFERSON AVENUE, Rm 213 COVINGTON, LA 70433	5919 PARIS AVENUE NEW ORLEANS, LA 70122
985-875-9275 Firstplanning@bellsouth.net storregano@triparishworks.net	504-701-4171 castlesofdreamsllc@gmail.com FEIN #: 82-2072819
FOR FIRST PLANNING DISTRICT WORKFORCE DEVELOPMENT BOARD:	
MINDY NUNEZ AIRHART, CHAIRMAN	

Pursuant to the Workforce Innovation and Opportunity Act, this is to certify that the Chief Elected Official of the Local Workforce Development Area concurs with the selection of the One-Stop Operator for the First Planning District Workforce Development Area.

FOR CHIEF ELECTED OFFICIAL:
MICHAEL COOPER, PRESIDENT ST. TAMMANY PARISH GOVERNMENT

ASSURANCES AND CERTIFICATIONS

These Assurances and Certifications are a part of, and incorporated by reference into the Agreement between the **FPD WDB** and **CASTLES OF DREAMS, LLC**, referred to as **PROVIDER**. The obligations contained herein are continuing and binding upon both parties hereto.

1. The PROVIDER assures and certifies it possesses the legal authority to execute all of the provisions of this Agreement.
2. The PROVIDER shall establish and maintain an auditable system, in accordance with recognized accounting practices, with the Act and Regulations, and with State requirements on fiscal and program reports.
3. As a condition to the award of financial assistance from the Department of Labor of Workforce Innovation and Opportunity Act (WIOA) – Title I and/or National Emergency Grant funds, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Workforce Innovation and Opportunity Act of 2015, including the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975, as amended; Title IX of the Education Amendments of 1978, as amended; and all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 37. The United States has the right to seek judicial enforcement of this assurance. This Assurance shall be deemed incorporated by operation of law in the grant, cooperative agreement, contract or other arrangement whereby Federal assistance is made available, whether or not it is physically incorporated in such document and whether or not there is written agreement between the State of Louisiana, its recipients and/or subrecipients.
4. In all hiring or employment made possible by or resulting from this Agreement there: (1) will not be any discrimination against any employee or applicant for employment because of race, color, religion, gender, age, physical or mental disability or national origin, sexual orientation, creed, culture, or ancestry and (2) where applicable, affirmative action will be taken to ensure that the Provider's employees are treated during employment without regard to their race, color, religion, gender, age, physical or mental disability, or national origin, sexual orientation, creed, culture, or ancestry. This requirement shall apply to, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. All solicitations or advertisements for employees shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, age, physical or mental disability, or national origin, sexual orientation, creed, culture, or ancestry.
5. In rendering the performance hereunder, the PROVIDER shall comply with the requirements of the Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128, with the regulations promulgated thereunder, and with the following:
 - applicable Federal Laws and appropriate OMB Circulars

- Laws of the State of Louisiana
- WIOA policies as adopted by the Louisiana Workforce Commission
- Regional and Local Plan
- FPD WDB policies
- U.S. Department of Labor statement 29 CFR 37.20 regarding the non-discrimination and Equal Opportunity provisions of WIOA.

In the event of a conflict between such laws and regulations and the terms of this agreement, precedence shall be given to the laws and regulations.

6. PROVIDER agrees to utilize and follow the FPD WDB Grievance Policy and Process by which client complaints against the agency with respect to funded services might be addressed. PROVIDER will include, in progress reports, a summary of any complaint(s) filed under this process as well as current status of, and final disposition of, any such complaints.
7. PROVIDER agrees to not use any funds received pursuant to this Agreement to encourage, promote, or otherwise support any political candidate or party, nor shall any participant be selected or promoted based on that person's political affiliations or beliefs.
8. PROVIDER agrees to comply with federal and state laws and regulations prohibiting sectarian or religious activities in the employment or training of participants. WIOA funds shall not be used for the promotion of any religious activity or utilized for any religious purposes.
9. Neither it nor any of its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Agreement by any federal department or agency.
10. PROVIDER agrees to provide a Drug Free Workplace by implementing provisions at 29 CFR 94 (as amended).
11. PROVIDER agrees to fully comply with all applicable provisions of the Federal office of Management and Budget Guidance, uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal Awards published at 2 CFR Parts 200 and 2900, including any amendments.

STATEMENT OF WORK

The role of the One-Stop Operator is to coordinate the service delivery of core and mandated partners and other community partners working with the comprehensive and affiliate Tri-Parish Works Centers throughout the St. Bernard, St. Tammany, and Plaquemines Parish service area. The WIOA MOU serves the key purpose of defining partner roles and focuses, in part, on the shaping of the workforce system. This includes the sharing of resources, referral agreements, co-enrollment of participants. The overall goal is to ensure efficiency and effectiveness within the tri-parish area of the workforce development system.

Specific tasks to be performed by PROVIDER include the following.

1. Establish and maintain key relationships with workforce partners and community-based organizations across all three (3) parishes
2. Develop an in-depth understanding of the partner programs, services, and performance requirements as well as those of the community-based organizations
3. Coordinate quarterly meetings, with partners and community-based organizations. These meetings should be held in all three parishes, and include
 - a. creating the agenda
 - b. identifying and scheduling guest speakers (when applicable)
 - c. communicating effectively to maintain partner participation
 - d. lead and facilitate meetings with a goal toward consensus building
 - e. ensuring minutes are obtained and distributed in a timely manner
 - f. complete tasks assigned at meetings, as well as holding partners accountable for assigned tasks, and/or follow-up as necessary
4. Conduct a comprehensive internal assessment of program staff and overall operations occurring at the point of service to customers: FPD WDB's comprehensive and affiliate centers.
5. Plan and ensure continued cross training of staff for core and mandated partner programs on a variety of topics as identified by partners including:
 - a. Create a comprehensive inventory of partners and community-based locations within the 3-parish area.
 - b. Determine where virtual access is currently available; identify potential locations that may serve as access points to virtual resources; assist potential partner locations to gain capacity to provide virtual access to resources where access is currently unavailable;
 - c. Negotiate and obtain MOUs with appropriate partner locations and community-based organizations where MOUs do not currently exist
 - d. Create customer partner messaging to ensure citizens and community partners are aware of existing and newly created partner locations
 - e. Develop additional marketing strategies to increase foot traffic at the appropriate locations to access resources
6. Implement strategies to improve information sharing among partner programs
7. Serve as a "Point of Contact" to facilitate communication among partner agencies
8. Assist with the development of Standard Operating Procedures (SOPs) for the FPD WDB Centers which includes
 - a. Developing the draft to submit to the FPD WDB Executive Director for discussion and final approval by the WDB;

- b. Disseminate final SOPs to FPD WDB Career Centers and Partners;
 - c. Conduct comprehensive training on final SOPs to FPD WDB staff
 - d. Conduct training on SOPs to new partners as they become official partners of the FPD WDB
9. Assist with provisions of High-Quality Business Services and Youth Services
 - a. Market business services that are available to employer organizations (i.e. local chambers) in each parish; conduct direct outreach to targeted employers in each parish
 - b. Promote FPD WDB Career Centers as extensions of employer Human Resource Departments. Ensure employers are educated on array of services to both employers and job seekers. Identify a central point of contact with employers whenever possible; Develop a seamless referral process
 - c. Identify all providers of services to WIOA eligible in-school and out-of-school youth across all 3 parishes.
 10. MOU Partner Incentives: Develop an annual WIOA MOU Partner Awards with established criteria agreed upon by the consensus of the MOU partners.
 11. Coordinate with partners, the implementation of quality and continuous improvement principles within the system, including streamlining services and minimizing duplication
 12. Assist the Board in ensuring partners are fulfilling responsibilities as outlined in the MOU/IFA, including the provision of providing meaningful access to partner services within the Tri-Parish Works Career Centers
 13. Promote adoption of creative and innovative methods and best practices in the delivery of the required services
 14. Develop customer satisfaction surveys for both employers and job seekers
 15. Assist in identifying regionally focused service offerings
 16. Participate in a minimum of two (2) regular meetings of the Local Workforce Development Board meetings within a 12-month period. Schedule regular meetings, as deemed necessary, with the WDB Executive Director to review contract terms, processes, and progress towards benchmarks
 17. Provide presentations to the Workforce Board at regularly scheduled meetings on progress towards partnership development

Service Model

The FPD WDB's hopes to develop and enhance the workforce development system of the tri-parish area by focusing on a fully coordinated and integrated customer service strategy. The goal is to create a "single-point of contact" model that is market driven and offers value-added services to our employer and job seeker customers. The focus of services, Basic Career Services and specific program services, will be driven by four (4) key points:

- Providing exceptional customer service;
- Meeting the needs of business and job seekers;
- Program integration to provide seamless access, increase service accessibility, leverage resources; and
- Accountability.

This model requires integration of the customer pool – people coming in the doors are "shared customers" of the One-Stop System partners. The intent is to have integrated customer service teams that support the customer flow, with staff from different programs working together to complete the work of the team. Services and staff resources should not be separated in siloes by funding stream or program.

Tri-Parish Works Career Center Locations

St. Tammany
520 Old Spanish Trail, 4th floor
Slidell, LA 70458
(Comprehensive, full-service Center)

St. Bernard
3710 Paris Rd, Kane Technology Ctr
Chalmette, LA 70043
(Satellite Center)

Year One Deliverables:

1. Organize and facilitate, at a minimum, quarterly Partner meetings to be held in each of the three (3) parish area
2. Organize and facilitate a minimum of three (3) partner cross-training staff events within year one
3. Formation of a Workforce Alignment Group whose purpose will be to promote workforce programs within the 3-parish area and facilitate capacity building withing the local workforce system to strengthen the coordination of services through cross-agency training and service integration.
4. Develop an information sharing/newsletter for partner agencies a minimum of two (2) times a year
5. Increase quantity and quality of partnerships (no baselines are pre-defined – Year One will set baselines)

Achievement of deliverables will be evaluated by the FPD WDB and a determination made for the renewal option of an additional year.

PROVIDER must submit monthly reports outlining all activities undertaken as it pertains to this statement of work. At a minimum, the report must include a description of work performed, including but not limited to activities, events, presentations, staff training, meetings, and any other relevant information.

The PROVIDER shall invoice the FPD WDB for all expenditures hereunder, providing documentation sufficient to justify payment for all such expenditures, not to exceed \$60,000.00. All funds unearned and unexpended in the performance of this agreement revert to the FPD WDB.

Any modification of this Agreement must be requested with a full explanation of the rationale for the change. In no event can a requested change be implemented without the expressed written approval of the FPD WDB. Should a modification be executed, it is clearly understood that such modification shall impact only those costs incurred subsequent to the effective date of such modification.

Budget Summary

As consideration for the services to be rendered by the PROVIDER, FPD WDB shall reimburse PROVIDER for expenses incurred and properly documented in an amount not to exceed \$60,000.00 as detailed in the line item Budget. PROVIDER will only incur expenses directly related to the provision of services as described in the Statement of Work. All expenditures in excess of said budget, in total or for any item listed thereon, shall not be subject to reimbursement by FPD WDB. Final expenses under this contract must be incurred by June 30, 2026.

Invoices must be submitted on a monthly basis and received in the First Planning District Administrative Office by the 10th day of the following month via U.S. Postal Service or electronically via email to firstplanning@bellsouth.net and to the Executive Director.

Invoices should be accompanied by documentation in sufficient detail to establish justification for expenditures included. All reimbursement requests are predicated upon proper submission of all required progress/activity reports and other required forms as specified in this agreement. Invoices will not be processed for payment until all required fiscal and activity report data is submitted as required.

Expenses under this Agreement will consist of professional services billed at \$5,000.00 per month. A monthly report must accompany all invoices and include, at a minimum, the following: 1) a description of progress toward meeting each deliverable outlined in the Statement of Work, 2) the number of hours dedicated to these activities, and 3) any other updates/information pertinent to achievements, setbacks, best practices, etc.

All payments under this Agreement are based upon the availability of funds provided by the USDOL to the First Planning District.

BUDGET

LINE ITEM	COSTS
PERSONNEL – SALARIES (list positions)	
a) See Professional Service Fees	\$ 0.00
b)	
PERSONNEL – FRINGE (list each fringe benefit separately)	
a)	\$ 0.00
b)	
c)	
d)	
TRAVEL	\$ 0.00
TELEPHONE	\$ 0.00
SUPPLIES	\$ 0.00
OTHER (Please list)	
a) Professional Services @ \$5,000 per month (12 months)	\$60,000
b)	
c)	
TOTAL COSTS	\$60,000