

**WORKFORCE SERVICES  
MODIFICATION TO CONTRACT BETWEEN  
SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
AND  
ADULTS MANKIND ORGANIZATION, INC. (AMOR)**

AWARDING AGENCY  
SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
7300 Corporate Center Drive, Suite 500  
Miami, Florida 33126-1234

PASS THROUGH:	
DEPARTMENT OF ECONOMIC OPPORTUNITY	
CFDA	FAIN
WIOA Youth: 17.259	AA-28310-16-55-A-12
TANF: 93.558	G1801FLTANF
TANF: 93.558	G-1901FLTANF

AWARDING OFFICIAL CONTACT INFORMATION  
Name: Rick Beasley  
Title: Executive Director  
Telephone Number: (305) 929-1500  
Date of Notice: June 29, 2017

CONTRACTOR  
**Adults Mankind Organization, Inc. (AMOR)**  
**11025 SW 84<sup>th</sup> Street, Building #11**  
**Miami, Florida 33173**  
DUNS Number: 829754667  
R&D: No

TITLE OF CONTRACTOR'S PROGRAM  
"Youth Program: In-School"

**MODIFIED:**  
CONTRACT AMOUNT                      CONTRACT NUMBER  
**\$601,269.14**                                      **WS-YS-ISY-PY'18-08-02**

PREVIOUS:  
CONTRACT AMOUNT                      CONTRACT NUMBER                      INDEX CODE                      CONTRACT PERIOD  
**\$535,472.00**                                      **WS-YS-ISY-PY'18-08-01**                      **21808**                                      **July 1, 2018 – June 30, 2019**

THIS AMENDMENT #02, hereinafter referred to as the "AMENDMENT," entered into between **Adults Mankind Organization, Inc. (AMOR)**, hereinafter referred to as the "CONTRACTOR" and the South Florida Workforce Investment Board, hereinafter referred to as the "SFWIB," amends the Workforce Services Contract and Amendment #01, hereinafter collectively with amendment referred to as the "CONTRACT" between the SFWIB and the CONTRACTOR dated July 1, 2018 and expiring June 30, 2019.

**Page 1** is amended to add the CFDA number TANF: 93.558 and FAIN number G1901FLTANF.

Article I, Section C, Total Payment is repeated and replaced with the following:

Subject to the availability of funds to the SFWIB, the maximum amount payable for services rendered under this **cost reimbursement** and **performance-based Contract** shall not exceed **\$601,269.14** as set forth in the table below.

The total Contract amount consists of Cost Reimbursement Award, Work Experience Wages and Incentives Holdback, as defined in **Exhibit D, Payment for Performance attached. The Cost Reimbursement Award shall not be utilized to pay staff incentives; only the Holdback shall be utilized to pay for staff**

incentives and other operating costs as set forth in Exhibit D, Payment for Performance attached hereto and incorporated by reference as if fully set forth herein. Both Parties agree that if funding available to the SFWIB is reduced, for any reason, the amount payable under this Contract may be reduced at the option and sole discretion of the SFWIB.

IN-SCHOOL	WIOA YOUTH: 17.259	TANF: 93.558
Cost Reimbursement Award	\$317,068.00	
Cost Reimbursement (TechHire Summer Boot Camp)		\$6,750.00
Cost Reimbursement (TechHire Summer Internships)		\$2,916.00
7% Incentives Holdback	\$30,794.00	
Work Experience (WFMS)	\$92,052.00	
Pre-Apprenticeship Summer Internships (WFMS) (July 1, 2018-July 27, 2018)		
TechHire Summer Internships (WFMS) (July 1, 2018-August 19, 2018)	\$35,139.00	\$12,753.00
TechHire Summer Boot Camp Stipends (WFMS) (For completion of program ending July 27, 2018)		\$38,000.00
Pre-Apprenticeship Summer Internships (WFMS) (June 24, 2019-June 30, 2019)		\$6,332.00
TechHire Summer Internships (WFMS) (June 10, 2019-June 30, 2019)		\$59,465.14
Total Contract Amount*	\$475,053.00	\$126,216.10

Exhibit A, Statement of Work is replaced in its entirety with Exhibit A-1, Modified Statement of Work

Attachment SP-1 (Exhibit A-1), Statement of Work-CareerSource TechHire Summer Boot Camp, is added.

Attachment SP-2 (Exhibit A-1), Statement of Work-TechHire Internship Summer Program, is added.

Attachment SP-3 (Exhibit A-1), Statement of Work-Pre-Apprenticeship Summer Internship Program, is added.

Attachment 2 (Exhibit D) Payment Provisions Table is repealed and replaced in its entirety with Attachment 2-A (Exhibit D) Modified Payment Provisions Table.

All provisions in the CONTRACT and any attachments thereto in conflict with this AMENDMENT shall be and hereby are changed to conform with this AMENDMENT.

All other terms and conditions not in conflict with this AMENDMENT remain unchanged as agreed to in the original CONTRACT.

**SIGNATURES APPEAR ON THE FOLLOWING PAGE**

SIGNATORY FORM

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 CONTRACT ON BEHALF OF THE RESPECTIVE PARTIES HERETO:

AUTHORIZED SIGNATURES FOR: Adults Mankind Organization, Inc. (AMOR)  
PROGRAM ENTITLED: "Youth Program: In-School"  
CONTRACT NUMBER: WS-YS-JSY-PY'18-08-02  
CFDA NUMBERS: WIOA Youth: 17.259; TANF: 93.558

(These Signatures shall be the same as those names that appear in the List of Authorized Signatures Provided in the Operational Documents on file with the South Florida Workforce Investment Board)

(For Use Only When Contractor Is a Corporation)

1a. Carmen Carulla 1b. \_\_\_\_\_  
Signature of President or Vice-President  
Date 6/28/19

2a. Carmen Carulla 2b. \_\_\_\_\_  
Typed Name of President or Vice-President

3a. President 3b. \_\_\_\_\_  
Full Title of President or Vice-President

4a. [Signature] 4b. \_\_\_\_\_  
Signature of Person Attesting  
Signature that Appears on Line 1a  
Signature of Person Attesting  
Signature that Appears on Line 1b

**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

[Signature] 6/28/19  
Rick Beasley  
Executive Director, SFWIB  
Date

**MODIFIED STATEMENT OF WORK**  
**ADULTS MANKIND ORGANIZATION, INC. (AMOR)**  
**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)**  
**In-School Youth Program**  
**July 1, 2018 – June 30, 2019**

The Contractor does hereby agree to provide and comply with the conditions for In-School Youth (ISY) Program services as described herein for the effective period of **July 1, 2018, through June 30, 2019.**

**A. PERIOD OF CONTRACTED SERVICES AND ACTIVITIES**

The SFWIB's ISY Program must have year-round youth services and activities that incorporate summer youth employment opportunities. The periods for carrying out the program services and activities are as follows:

- Year-round Activities: July 1, 2018 – June 30, 2019
- Summer Activities: July 1, 2018 – August 31, 2018
- Summer Activities: June 1, 2019 – June 30, 2019

**B. PERFORMANCE**

The Contractor shall be responsible for achieving the performance as set forth in:

- Exhibit D–Payment for Performance:
  - Attachment 1–Exhibit D–CSSF Specifications for In-School Youth Program Balanced Scorecard Report; and
  - Attachment 2–Exhibit D–Payment Provisions.

**C. CONTRACTOR RESPONSIBILITIES**

The Contractor shall deliver services in accordance with **Exhibit AA, Program Design and Service Delivery.**

**D. PROGRAM ENROLLMENTS, CARRYOVERS, FOLLOW-UPS AND EXITS**

The Contractor shall:

1. Serve all **267** ISY including number of new enrollments and carryovers\*;
2. Enroll new ISY for PY'2018-2019;
  - The contractor shall enroll **6** youth by March 31, 2019.
  - If the Contractor enrolls less than 90% of the enrollment requirement (less than **5**), a deduction or chargeback to expenditures already paid will be collected based upon the following calculation: \$1,650.00 x # of youth not recruited.
3. Perform follow-up services for all In-School Youth;
4. Serve all transferred ISY, as long as current provider is an SFWIB Youth Contractor; and
5. Perform follow-up services for all ISY who exited the program.

\*Carryovers (**Active Caseload**): All youth enrolled between July 1, 2012 and June 30, 2019, and remain active as of July 1, 2018, listed in **Attachment 2-Exhibit D-Payment Provisions.**

**E. STAFFING REQUIREMENTS**

1. The Contractor's case management staff shall have a Bachelor's Degree from an accredited college or university and not less than two years of experience working with the targeted population. In lieu of a Bachelor's Degree, a minimum of five (5) years of experience working with the targeted population is acceptable.
2. The Contractor must ensure that all WIOA funded staff are Tier One certified within 90 days' of hire date.

**F. PROGRAM SERVICE LOCATIONS**

In-School Counselors shall be stationed within schools on a full-time, year-round basis to deliver services to ISY. The Contractor shall provide ISY Services to eligible youth attending school at the following Miami-Dade County Public Schools location(s):

1. Booker T. Washington Senior High School: 1200 NW 6<sup>th</sup> Avenue; Miami, Florida 33136
2. Miami Carol City Senior High School: 3301 Miami Gardens Dr, Miami Gardens, Florida 33056
3. Miami Central Senior High School: 1781 NW 95th St, Miami, Florida 33147
4. Miami Edison Senior High School: 6161 NW 5<sup>th</sup> Court; Miami, Florida 33127
5. Miami Senior High School: 2450 SW 1st St, Miami, Florida 33135
6. North Miami Senior High School: 13110 NE 8<sup>th</sup> Avenue; North Miami, Florida 33161

The Participant shall be advised that the services for which eligibility is being determined are being provided by Adults Mankind Organization, Inc. (AMOR) through funding from CareerSource South Florida and that Adults Mankind Organization, Inc. (AMOR) is a separate entity from the school site in which services are being provided.

**G. SPECIAL PROGRAMS**

1. CareerSource South Florida (CSSF) TechHire Summer Boot Camp In-School Program (Attachment 1);
2. TechHire Internship Summer Program (Attachment 2);
3. Pre-Apprenticeship Summer Internship Program (Attachment 3);
4. CareerSource South Florida (CSSF) TechHire Summer Boot Camp In-School Program (Attachment SP-1);
5. TechHire Internship Summer Program (Attachment SP-2); and
6. Pre-Apprenticeship Summer Internship Program (Attachment SP-3).

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**STATEMENT OF WORK**  
**ADULTS MANKIND ORGANIZATION, INC. (AMOR)**  
**TECHHIRE INTERNSHIP SUMMER PROGRAM**  
**JUNE 10, 2019-JUNE 30, 2019**  
**AND**  
**JULY 1, 2019-AUGUST 11, 2019**

The Contractor hereby agrees to provide services as described herein in compliance with the conditions herein stated:

**I. INTRODUCTION**

The aim of the South Florida Workforce Investment Board (SFWIB) d/b/a CareerSource South Florida (CSSF) is to assist youth in completing high school, obtaining a diploma or equivalent General Educational Development (GED), transitioning into a career opportunity and/or post-secondary education, and gaining self-sufficiency.

The TechHire Summer Boot Camp Program is designed to expose youth with access to Information Technology (IT) accelerated learning options that provide the fastest career paths to good skilled jobs with high wages. In an effort to continue to expose youth, CSSF has created a TechHire Internship Summer Program for the youth who successfully completed the TechHire Summer Boot Camp Program and attained a credential.

The TechHire Summer Internship Program shall provide up to **thirty-six (36)** registered participants up to one-hundred and forty **(140)** hours Paid Work Experience (PWE) to include the Pre-Employment Work Readiness Training.

**II. PROGRAM LOCATION**

The Contractor shall enroll the intern participants at various worksites locations throughout Miami-Dade County.

**III. PROGRAM DESCRIPTION**

The TechHire Summer Internship Program will provide a summer internship opportunity youth who participated and obtained a credential through the TechHire Summer Boot Camp in 2019. The main focus of the internship program is to provide access to IT accelerated learning options that provide the fastest career paths to good skilled jobs with high wages. The internship program will afford our future workforce the connection to the IT Industry through hands-on training.

**IV. PROGRAM PARTICIPATION**

Eligible youth shall only be paid for actual hours of participation at the worksite and the twenty (20) hour Pre-Employment Work Readiness Training. Youth are prohibited from any overtime work assignments and shall not be requested to work overtime. Youth shall not be paid during the summer for sick, vacation, or holiday wages.

#### A. Period of Activities

The TechHire Internship will begin on June 10, 2019 and end on June 30, 2019. The Contractor shall continue providing services beginning July 1, 2019 through August 11, 2019 in a subsequent Contract renewal, if funds are allocated by the SFWIB.

#### B. Hours and Wage Rate

The Contractor shall pay the wages of eligible youth ages 15-22 their participation in the TechHire Internship Program, at an hourly wage rate of **\$10.00** for a maximum **one-hundred and forty (140)** hours for work based activities and to carry over non-worked hours into the July 1, 2019 contract year but no later than August 11, 2019 until the maximum one-hundred and forty (140) hours are met.

#### C. Tracking Participation

The Contractor shall:

- Collect hard copies of sign in and out logs every two (2) weeks, which shall include the hours of participation at the employer's worksite locations to verify actual worksite participation hours for each youth.
- Maintain appropriate payroll documentation verifying issuance and receipt of payroll check via Direct Deposits (ACH Credits).

#### V. ROLES AND RESPONSIBILITIES

The Contractor shall be responsible for Temporary Assistance to Needy Families (TANF) eligibility determination/verification, collection of all required documentation, completion of all necessary eligibility documents and maintenance of documentation.

The Contractor shall be responsible for the following, but are not limited to

##### A. TANF Intake and Eligibility Determination:

To participate in the internship Program, up to thirty-six (36) youth must be Temporary Assistance to Needy Families (TANF) eligible and meet the required program eligibility criteria listed below:

- Between the ages of 15-22;
- Is a resident of the Miami-Dade County;
- A citizen of the United States or an eligible non-citizen who is authorized by the immigration and Naturalization Service;
- TANF Eligible under Summer Employment Program Guidelines (TANF SYEP Eligibility Screening Form completion) (Attachment SP-2A); and
- Previously completed the TechHire Summer Boot Camp and obtained a credential.

The Contractor shall be responsible for TANF eligibility determination and verification, collection of all required documentation, completion of all necessary eligibility documents and maintenance of documentation.

Under TANF a "family" as defined for the use of TANF funds, must include a pregnant individual or a parent with one or more minor children or a caretaker with one or more minor children. Note: Minor

children means a child living at home with the parent or caretaker, or less than nineteen years of age if the child is a full-time student in a secondary school or at the equivalent level of vocational or technical training and does not include anyone who is married or divorced. TANF eligible families can be:

1. Applicants (which means that they are applying to receive cash assistance);
2. Current participants (which means they are currently receiving cash assistance);
3. Former participants and currently earning up to two-hundred percent (200%) of the poverty level;
4. Eligible families who have never been on cash assistance are TANF eligible as described above and are earning up to two-hundred percent (200%) of the poverty level; or
5. A non-custodial parent of a child who is TANF eligible.

There are two (2) purposes under TANF Summer Employment Program Guidelines:

- ✓ **Purpose 1-** To “provide assistance to needy families so that the children may be cared for in their homes or in the homes of relatives.” This might be applicable when a youth program might prevent a child’s removal from home by keeping the child in school and preventing disruptive behavior, or when a program helps a young parent keep his or her children at home.
  - In a family receiving Temporary Cash Assistance (TCA)
  - Residing in the home of a parent
  - Residing in the home of a caretaker Documentation: Florida Screens Required

- ✓ **Purpose 2-** Intended to “end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.” This could apply where the youth program (such as an after-school or summer program) provides a supportive service, such as childcare, that enables the parents of its participants to work or prepare for work.

Youth’s family income does not exceed two-hundred percent (200%) of the Federal Poverty Level (FPL) Documentation:

Check all that apply:

- Tax returns
- Pay stubs (last 4 weeks)
- Employment verification form
- Unemployment benefits
- Free and/or reduced lunch
- Other: Supplemental Security Income (SSI)/Social Security Disability Insurance (SSDI), child support

**B. Certification-**is the process by which an individuals’ eligibility for services are determined.

**C. Verification-**of eligibility information is required prior to enrollment in the TechHire Boot Camp and documentation of this verification must be contained in the youth file before services are provided. Documentation will be required to prove the youth’s age, identity, citizenship, county/city residency, and TANF eligibility.

**D. Registration-**includes the completion of the TechHire online application, verification of the information provided on the application, and determination that the applicant meets eligibility criteria established by CSSF and set forth herein. Registration is the process of collecting information to support the determination of eligibility.

**VI. PROGRAM SERVICES**

The Contractor shall:

- Provide Pre-Employment Work Readiness Training.
- Accept participants who completed the TechHire Summer Boot Camp and obtained a credential.
- Develop workites for work experience activities internships, and perform all administrative requirements such as worksite orientation, monitoring of worksites, worksite inspections, worksite evaluations, payroll functions, supervisor and participant interviews, etc.
- Collect all required documents as set forth herein.
- Manage an internal monitoring process to ensure that services are delivered in accordance with the administrative and programmatic requirements of the SFWIB.
- Manage payroll for youth participants will be accomplished by the contractor. The Contractor shall comply with all Workers' Compensation laws and regulations. Coverage for Workers' Compensation will be supported by the State of Florida.
- Collect information on the hours worked and/or attended in Work Readiness Training by each youth.
- Issue a payroll check via Direct Deposits (ACH Credits) to the participant and maintain appropriate payroll register/general ledger verifying issuance and receipt of the payroll check. Direct Deposits (ACH Credits) are to be issued to participants only and not to any relatives or friends.
- Strictly enforce the Child Labor Laws, if the SYEP youth is below the age of 18. Refer to the Department of labor's website for specific guidelines.
- Enroll all youth participants in the One-Stop Service Tracking System (OSST) to ensure all services are being recorded and benchmarks achieved.

**VII. PERFORMANCE**

The Contractor shall be responsible for achieving the following performance:

PERFORMANCE MEASURES	STANDARD
Determine eligibility for up to thirty-six (36) TANF eligible youth who completed and obtained a credential in the TechHire Summer Boot Camp.	100%
Complete the required Wagner-Peyser application in EMD/EM for up-to thirty-six (36) eligible youth.	100%
Provide twenty hours (20) of Pre-Employment Work Readiness Training for up to thirty-six (36) eligible youth.	100%
Provide program orientation for up to thirty-six (36) eligible youth.	100%
Ensure all services are being provided and benchmarks recorded in OSST for up to thirty-six (36) eligible youth.	100%
Provide paid work experience (internship) to a minimum of thirty-six (36) eligible youth.	100%

### VIII. DATA ENTRY REQUIREMENTS

The Contractor shall be responsible for entering data in the Employ Miami-Dade (EMD)/Employ Monroe (EM), which captures information on the eligibility program activities, case management and program exits, Workforce Management System (WFMS) and One-Stop Service Tracking System (OSST) as required by the SFWTB.

### IX. OSST DATA ENTRY

The data entry requirement for tracking TANF funded SYEP participation are as follows:

- Youth being served with TANF funds must be reviewed for eligibility prior to receiving services. To demonstrate the eligibility determination was completed, the applicable enrollment benchmark, 1 or 2, must be entered in the system with an *Actual Start Date* on or after the SYEP start date. An Eligibility or Screening form for TANF Funded Services must be completed and retained in the youth's record, along with appropriate eligibility supporting documentation. This is applicable for all youth served with TANF funds for Summer Youth Employment opportunities.
- Note:** Eligibility determination dates and enrollment dates may differ. Once a youth is determined eligible for the SYEP, subsequent eligibility determination is not necessary if enrollment into the program does not immediately follow. **However, a youth cannot be enrolled into the SYEP before they are determined eligible.**
- Youth eligible under TANF purpose **must have a TANF Benchmark-1** entered and open under the *Service Plan* portion of the *Skill Development* screen. The *Actual Start Date* of Benchmark-1 must reflect the **date of enrollment** in the SYEP. The *Actual End Date* must reflect the date the youth left the SYEP. The *Outcome* must reflect the reason the youth left the SYEP. The enrollment benchmark **must remain open** until the youth exists the SYEP.

If the youth is part of a family receiving TCA, program staff will use **TANF Benchmark-1** to enroll the youth. This benchmark will be used to track the number of youth in TCA homes who are enrolled in the program.

- Youth eligible under TANF purpose **two must have a TANF Benchmark-2** entered and open under the *Service Plan* portion of the *Skill Development* screen. The *Actual Start Date* of **TANF Benchmark-2** **must** reflect the **date of enrollment** in the SYEP. The *Actual End Date* must reflect the date the youth left the SYEP. The *Outcome* should reflect the reason the youth left the SYEP. The enrollment benchmark **must remain open** until the youth exits the SYEP.

If the youth is part of a family whose income is below 200 percent of the Federal Poverty Level (FPL), or Free/Reduced Lunch program staff will use **TANF Benchmark-2** to enroll the youth. This benchmark will be used to track the number of youth whose family's income is below 200 percent of the FPL.

**TANF Benchmark 3** – use this benchmark to identify completion of:

- Pre-employment classes or workshops;
- Required Youth Orientation; and
- Youth Employability Skills Workshops.

**TANF Benchmark 4** – use this benchmark to identify completion of:

- Post-employment classes or workshops; and
- Required employment wrap-up session.

#### X. RECORDS MAINTENANCE

The Contractor shall maintain complete files for each youth who participates in the TechHire Internship Program. These files must be retained after completion of the TechHire Internship Program as set forth in **Article III, Section E-File Maintenance; Section G-Public Records; Section H-Audit, Inspection and Access to Records; and Section I-Records Retention** of the Contract.

The following must be documented and shall be maintained in youth file for each participant, but are not limited to:

1. Eligibility Documentation:
  - a. Name
  - b. Address
  - c. Birthdate/Age
  - d. Residency/citizenship/alien status/work authorization
  - e. Social Security Number
  - f. Completed TANF SYEP Eligibility Screening Form
2. Work-Based Activities Documentation:
  - a. Emergency Medical Treatment
  - b. Sign-In and Sign-Out Log
  - c. Timesheet
  - d. Summer Worksite Agreement
  - e. South Florida Workforce Grievance Procedure and Statewide Discrimination-Complaint Processing Information
  - f. Worksite Maturity Skills Evaluation
  - g. Authorization for Photography/Videos
  - h. Youth Employment Program Parent Consent
  - i. Authorization to Obtain Confidential Information & Permission for Release of Written Records and/or Information

#### XI. ADDITIONAL REQUIREMENTS

The Contractor is responsible for assuring that the TechHire Summer Internship Guidelines, TANF, and the SFWIB programmatic and fiscal requirements and performance standards as set forth herein.

**STATEMENT OF WORK**  
**ADULTS MANKIND ORGANIZATION, INC. (AMOR)**  
**CARESOURCE TECHHIRE SUMMER BOOT CAMP**  
**IN-SCHOOL YOUTH PROGRAM**  
**JUNE 10, 2019-JULY 19, 2019**

The Contractor hereby agrees to provide services as described herein in compliance with the conditions herein stated:

**I. INTRODUCTION**

The underlying premise of the **CareerSource South Florida (CSSF) TechHire Summer Boot Camp** is to give our future workforce new pathways to middle and high skill jobs with good wages. The initiative connects Americans to both traditional and nontraditional educational resources. This includes a mix of accelerated learning programs like coding boot camps, on the job training, and other innovative channels for learning.

**II. PROGRAM SERVICES**

The Contractor shall collect intake and eligibility documents and issue stipends to TechHire Program registered participants who completed the training program and/or earned a credential from one of the TechHire Programs for which the Contractor issued a voucher through Workforce Management System (WFMS) to one of the Training Vendors listed below only:

- College of Business & Technology, Inc.;
- The Academy of South Florida, Inc.;
- JMJ Clueth Enterprises LLC;
- Compu-Design USA Inc.; or
- Florida Vocational Institute, Corp.

The Contractor shall:

- A. Serve 240 participants and perform the applicable data entry into One-Stop Service Tracking System (OSST) and issue a stipend only to eligible youth ages 15-22 that have completed a TechHire Summer Boot Camp during the period of June 10, 2019-July 19, 2019. The Contractor shall provide the stipends upon program completion in a subsequent Contract renewal, if funds are allocated by the SFWIB, as follows:
- For the **CSSF TechHire Summer Boot Camp** period of June 10, 2019-July 19, 2019 issue up to 240 stipends to 240 youth at \$500.00=\$120,000.00 through the WFMS.
  - The amount for the stipend for Training Completion and Credential is \$500.00 and shall be issued when the youth has completed the vouchered TechHire Summer Boot Camp from an approved Training Provider and obtained a credential from the completed TechHire Summer Boot Camp training program.
- B. Obtain the following documents prior to issuing a stipend to a youth:
- Training Completion and Credential: copy of the Certificate of Completion from one of the above listed Training Vendors and copy of the Credential earned for the assigned training program.

### III. ROLES AND RESPONSIBILITIES

The Contractor shall be responsible for Temporary Assistance to Needy Families (TANF) eligibility determination/verification, collection of all required documentation, completion of all necessary eligibility documents and maintenance of documentation.

The Contractor shall be responsible for the following, but are not limited to:

#### A. TANF Intake and Eligibility Determination:

To participate in the Tech-Hire boot camp youth must be TANF eligible and meet the required program eligibility criteria listed below:

- o Between the ages of 15-22;
- o Is a resident of the Miami-Dade County;
- o A citizen of the United States or an eligible non-citizen who is authorized by the immigration and Naturalization Service; and
- o TANF Eligible under Summer Employment Program Guidelines (TANF SYEP Eligibility Screening Form completion) (Attachment SP-1A).

Under TANF a “family” as defined for the use of TANF funds, must include a pregnant individual or a parent with one or more minor children or a caretaker with one or more minor children. Note: Minor children means a child living at home with the parent or caretaker, or less than nineteen years of age if the child is a full-time student in a secondary school or at the equivalent level of vocational or technical training and does not include anyone who is married or divorced. TANF eligible families can be:

1. Applicants (which means that they are applying to receive cash assistance);
2. Current participants (which means they are currently receiving cash assistance);
3. Former participants and currently earning up to two-hundred percent (200%) of the poverty level;
4. Eligible families who have never been on cash assistance are TANF eligible as described above and are earning up to two-hundred percent (200%) of the poverty level; or
5. A non-custodial parent of a child who is TANF eligible.

There are two (2) purposes under TANF Summer Employment Program Guidelines:

- ✓ **Purpose 1-** To “provide assistance to needy families so that the children may be cared for in their homes or in the homes of relatives.” This might be applicable when a youth program might prevent a child’s removal from home by keeping the child in school and preventing disruptive behavior, or when a program helps a young parent keep his or her children at home.

- In a family receiving Temporary Cash Assistance (TCA)
- Residing in the home of a parent
- Residing in the home of a caretaker Documentation: Florida Screens Required

- ✓ **Purpose 2-** Intended to “end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.” This could apply where the youth program (such as an after-school or summer program) provides a supportive service, such as childcare, that enables the parents of its participants to work or prepare for work.

Youth’s family income does not exceed two-hundred percent (200%) of the Federal Poverty Level (FPL) documentation:

Check all that apply:

- Tax returns
- Pay stubs (last 4 weeks)
- Employment verification form
- Unemployment benefits
- Free and/or reduced lunch
- Other: Supplemental Security Income (SSI)/Social Security Disability Insurance (SSDI), child support

**B. Certification**--is the process by which an individuals' eligibility for services are determined.

**C. Verification**--of eligibility information is required prior to enrollment in the SYEP and documentation of this verification must be contained in the youth file before services are provided. Documentation will be required to prove the youth's age, identity, citizenship, county/city residency, and TANF eligibility.

**D. Registration**--includes the completion of the SYEP application, verification of the information provided on the application, and determination that the applicant meets eligibility criteria established by CSSF and set forth herein. Registration is the process of collecting information to support the determination of eligibility.

#### IV. DATA ENTRY REQUIREMENTS

The Contractor shall be responsible for entering data in the Employ Miami Dade (EMD)/Employ Monroe (EM), which captures information on the eligibility program activities, case management and program exits, WFMS and OSST as required by the SFWIB.

#### V. OSST DATA ENTRY

The data entry requirement for tracking TANF funded SYEP participation are as follows:

- Youth being served with TANF funds must be reviewed for eligibility prior to receiving services. To demonstrate the eligibility determination was completed, the applicable enrollment benchmark, 1 or 2, must be entered in the system with an *Actual Start Date* on or after the SYEP start date. An Eligibility or Screening form for TANF Funded Services must be completed and retained in the youth's record, along with appropriate eligibility supporting documentation. This is applicable for all youth served with TANF funds for Summer Youth Employment opportunities.

**Note:** Eligibility determination dates and enrollment dates may differ. Once a youth is determined eligible for the SYEP, subsequent eligibility determination is not necessary if enrollment into the program does not immediately follow. ***However, a youth cannot be enrolled into the SYEP before they are determined eligible.***

- Youth eligible under TANF purpose **must have a TANF Benchmark-1** entered and open under the ***Service Plan*** portion of the ***Skill Development*** screen. The ***Actual Start Date*** of Benchmark-1 must reflect the **date of enrollment** in the SYEP. The ***Actual End Date*** must reflect the date the youth left the SYEP. The ***Outcome*** must reflect the reason the youth left the SYEP. The enrollment benchmark **must remain open** until the youth exists the SYEP.

If the youth is part of a family receiving TCA, program staff will use *TANF Benchmark-1* to enroll the youth. This benchmark will be used to track the number of youth in TCA homes who are enrolled in the program.

- Youth eligible under TANF purpose two **must have a *TANF Benchmark-2*** entered and open under the *Service Plan* portion of the *Skill Development* screen. The *Actual Start Date of TANF Benchmark-2* **must** reflect the **date of enrollment** in the SYEP. The *Actual End Date* must reflect the date the youth left the SYEP. The *Outcome* should reflect the reason the youth left the SYEP. The enrollment benchmark **must remain open** until the youth exits the SYEP.

If the youth is part of a family whose income is below 200 percent of the Federal Poverty Level (FPL), or Free/Reduced Lunch program staff will use *TANF Benchmark-2* to enroll the youth. This benchmark will be used to track the number of youth whose family's income is below 200 percent of the FPL

*TANF Benchmark 3* – use this benchmark to identify completion of:

- Pre-employment classes or workshops;
- Required Youth Orientation; and
- Youth Employability Skills Workshops.

*TANF Benchmark 4* – use this benchmark to identify completion of:

- Post-employment classes or workshops; and
- Required employment wrap-up session.

## VI. RECORDS MAINTENANCE

The Contractor shall maintain complete files for each youth who participates in the TechHire Summer Boot Camp. These files must be retained after completion of the TechHire Summer Boot Camp as set forth in **Article III, Section E-File Maintenance; Section G-Florida Public Records Law; Section H-Audit, Inspection and Access to Records; and Section I-Records Retention** of the Contract.

The following must be documented and shall be maintained in youth file for each participant, but are not limited to:

1. Eligibility Documentation:
  - a. Name
  - b. Address
  - c. Birthdate/Age
  - d. Residency/citizenship/alien status/work authorization
  - e. Social Security Number
  - f. Completed TANF SYEP Eligibility Screening Form
2. Work-Based Activities Documentation:
  - a. Certificate of Completions and Credentials (if applicable)

# TANF SYEP ELIGIBILITY/SCREENING

**Summer Youth Employment Program**

<b>Youth's Name:</b>		<b>SSN:</b>	
If no SSN, was proof of SSN application provided?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is the youth a United States Citizen?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
If no, is the youth a Qualified Non-Citizen?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>DEMOGRAPHIC INFORMATION</b>			
Family Size:	Date of Birth: / /	Age:	Sex: <input type="checkbox"/> M <input type="checkbox"/> F
Street address:			
City:	State:		ZIP Code:
Phone Number: ( )	Alternate Number: ( )		

**ELIGIBILITY**

**Purpose 1:** Assist needy families so that children can be cared for in their homes  Yes  No

**Eligibility Criteria:**

- In a family receiving Temporary Cash Assistance
- Residing in the home of a parent
- Residing in the home of a caretaker

**Documentation:** Florida Screens Required

- AIHH  AIID  AIIM  ARDT  IQCH

**Purpose 2:** Reduce the dependency of needy parents by promoting job preparation, work, and marriage  Yes  No

**Eligibility Criteria:**

- Youth's family income does not exceed 200% of the Federal Poverty Level

**Documentation:** Check all that apply

- Tax Returns  Pay Stubs (last 4 weeks)  Employment Verification Form
- Unemployment Benefits  Free/Reduced Lunch  Other: SSI/SSDI, Child Support

**2012 Federal Poverty Level -200%**

Persons In Family/Household	Poverty Guideline	Persons In Family/Household	Poverty Guideline
1	\$22,340	5	\$54,020
2	\$30,260	6	\$61,940
3	\$38,180	7	\$69,860
4	\$46,100	8	\$77,780

**Note:** For families/households with more than 8 persons, add \$3,960 for each additional person

**PRIVACY ACT STATEMENT**

I understand that I am required by law to provide my social security number(s) or proof that I have applied for a social security number if I do not currently have one to receive TANF-funded services. This is mandatory under the Social Security Act, section 1137. The SSN is used to administer the program and associate all services, correspondence and participation with the appropriate individual.

I understand that if I do not have a SSN and I do not know how to apply for one, that I can request help from the One-Stop Career Center or other program provider.

I understand that my SSN will be used to associate all records to my identification, including program participation and the receipt of benefits/services.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**RWB Designee:** \_\_\_\_\_ **Phone Number:** ( ) \_\_\_\_\_

**RWB Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711

# TANF SYEP ELIGIBILITY/SCREENING

**Summer Youth Employment Program**

<b>Youth's Name:</b>		<b>SSN:</b>	
If no SSN, was proof of SSN application provided?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is the youth a United States Citizen?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
If no, is the youth a Qualified Non-Citizen?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>DEMOGRAPHIC INFORMATION</b>			
Family Size:	Date of Birth: / /	Age:	Sex: <input type="checkbox"/> M <input type="checkbox"/> F
Street address:		State:	ZIP Code:
City:		Alternate Number: ( )	
Phone Number: ( )			

**ELIGIBILITY**

**Purpose 1:** Assist needy families so that children can be cared for in their homes

**Eligibility Criteria:**

- In a family receiving Temporary Cash Assistance
- Residing in the home of a parent
- Residing in the home of a caretaker

**Documentation:** Florida Screens Required

- AIHH  AIID  AIIM  ARDT  IQCH

**Purpose 2:** Reduce the dependency of needy parents by promoting job preparation, work, and marriage

**Eligibility Criteria:**

- Youth's family income does not exceed 200% of the Federal Poverty Level

**Documentation:** Check all that apply

- Tax Returns  Pay Stubs (last 4 weeks)  Employment Verification Form
- Unemployment Benefits  Free/Reduced Lunch  Other: SSI/SSDI, Child Support

**2012 Federal Poverty Level-200%**

Persons In Family/Household	Poverty Guideline	Persons In Family/Household	Poverty Guideline
1	\$22,340	5	\$54,020
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**PRIVACY ACT STATEMENT**

I understand that I am required by law to provide my social security number(s) or proof that I have applied for a social security number if I do not currently have one to receive TANF funded services. This is mandatory under the Social Security Act, section 1137. The SSN is used to administer the program and associate all services, correspondence and participation with the appropriate individual.

I understand that if I do not have a SSN and I do not know how to apply for one, that I can request help from the One-Stop Career Center or other program provider.

I understand that my SSN will be used to associate all records to my identification, including program participation and the receipt of benefits/services.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**RWB Designee:** \_\_\_\_\_ **Phone Number:** ( ) \_\_\_\_\_

**RWB Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711

BUDGET: PROJECTED PROGRAM COST

Agency Name: Adults Mankind Organization, Inc.  
 Project Name: In School Youth  
 Period: 07/01/18 to 06/30/19  
 Programmatic Funds Awarded: \$535,472

Funding Source: WIOA

							100% Award										TOTAL BUDGET	
							Cost Reimbursement/WFMS		7 % Holdback		TechHire Summer Boot Camp-TANF		TechHire Summer Internships (TANF)		Pre-Apprenticeship Summer Internships (WIMS)			
							409,120.00		30,794.00		44,750.00		15,669.00		35,139.00			
Position	Name	Bi-Weekly	# of PP	Annual Salary	% Allocated to Budget	Total Salary Allocated to Budget	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount
Programs Director	M. Irene Farinas	2,960.00	26	\$ 76,960.00	22.0%	16,931.00	100.0%	16,931.00	-	-	-	-	-	-	-	-	100%	16,931.00
Youth Program Coordinator	Alicia Castillo	2,384.62	26	\$ 62,000.00	45.0%	27,900.00	100.0%	27,900.00	-	-	-	-	-	-	-	-	100%	27,900.00
QA Supervisor	Karin Diaz	1,923.08	26	\$ 50,000.00	17.0%	8,500.00	100.0%	8,500.00	-	-	-	-	-	-	-	-	100%	8,500.00
Director of Employment Services	Ando Genao	1,923.08	26	\$ 50,000.00	20.0%	10,000.00	100.0%	10,000.00	-	-	-	-	-	-	-	-	100%	10,000.00
MIS Specialist	Rosa Cardenas	1,505.38	26	\$ 39,140.00	50.0%	19,570.00	100.0%	19,570.00	-	-	-	-	-	-	-	-	100%	19,570.00
Career Advisor II	Tasha Thompson	1,442.31	26	\$ 37,500.00	100.0%	37,500.00	100.0%	37,500.00	-	-	-	-	-	-	-	-	100%	37,500.00
Career Advisor II	Ana McCrimmon	1,442.31	26	\$ 37,500.00	100.0%	37,500.00	100.0%	37,500.00	-	-	-	-	-	-	-	-	100%	37,500.00
Career Advisor	Jose Montano	1,346.15	4	\$ 5,385.00	100.0%	5,385.00	100.0%	5,385.00	-	-	-	-	-	-	-	-	100%	5,385.00
Placement Specialist	Elena Santana	1,461.54	13	\$ 19,000.00	25.0%	4,750.00	100.0%	4,750.00	-	-	-	-	-	-	-	-	100%	4,750.00
Placement Specialist	Elias Martinez	1,461.54	26	\$ 38,000.00	25.0%	9,500.00	100.0%	9,500.00	-	-	-	-	-	-	-	-	100%	9,500.00
Program Specialist II (PT)	Carmen Jimenez	780.00	21.5	\$ 16,770.00	30.0%	5,031.00	100.0%	5,031.00	-	-	-	-	-	-	-	-	100%	5,031.00
Program Specialist I (PT)	Haydee Farradas	832.00	4.5	\$ 3,744.00	25.0%	936.00	100.0%	936.00	-	-	-	-	-	-	-	-	100%	936.00
Program Specialist I (PT)	Haydee Farradas	650.00	8.5	\$ 5,525.00	25.0%	1,381.00	100.0%	1,381.00	-	-	-	-	-	-	-	-	100%	1,381.00
Program Specialist I (PT)	Maria Castaneda	832.00	8.5	\$ 7,072.00	50.0%	3,536.00	100.0%	3,536.00	-	-	-	-	-	-	-	-	100%	3,536.00
Program Specialist I (PT)	Silvia Garcia	768.00	8.5	\$ 6,528.00	25.0%	1,632.00	100.0%	1,632.00	-	-	-	-	-	-	-	-	100%	1,632.00
Career Advisor	L. Pomar	1,346.15	3.5	\$ 4,711.53	30.0%	1,413.00	100.0%	1,413.00	-	-	-	-	-	-	-	-	100%	1,413.00
5001 TOTAL FTE/Salaries						191,465.00	100.0%	191,465.00	-	-	-	-	-	-	-	-	100%	191,465.00
				FTE:	6.89													
Staff Incentives						19,835.00			62%	12,200.00	27%	5,435.00	11%	2,200.00			100%	19,835.00
FICA/MICA	7.65%					1,517.00			62%	933.00	27%	416.00	11%	168.00			100%	1,517.00
5601 TOTAL Staff Incentives						21,352.00			61.5%	13,133.00		5,851.00		2,368.00				21,352.00
Fringe Benefits:				Annual Cost:														
Fica/Mica	Rate:	7.65%		191,465.00		14,647.00	100%	14,647.00									100%	14,647.00
Workman's Comp	Rate:	0.2585%		211,300.00		547.00	90%	495.00	6%	32.00	3%	14.00	1%	6.00			100%	547.00
Retirement	Percentage of Staff Salaries	3%				4,546.00	100%	4,546.00									100%	4,546.00
Unemployment		1.41%		FTE:5.34		527.00	100%	527.00									100%	527.00
Health/Dental Insurance						29,279.00	100%	29,279.00									100%	29,279.00
Life/Disability Insurance						1,658.00	100%	1,658.00									100%	1,658.00
Other																		
5054 TOTAL Fringe Benefits						0.27		51,152.00		32.00		14.00		6.00				\$51,204.00

BUDGET: PROJECTED PROGRAM COST

Agency Name: Adults Mankind Organization, Inc.  
 Project Name: In School Youth  
 Period: 07/01/18 to 06/30/19  
 Programmatic Funds Awarded: \$535,472

Funding Source: WIOA

Position	Name	Bi-Weekly	# of PP	Annual Salary	% Allocated to Budget	Total Salary Allocated to Budget	100% Award										TOTAL BUDGET		
							Cost Reimbursement/WFMS		7 % Holdback		TechHire Summer Boot Camp-TANF		TechHire Summer Internships (TANF)		Pre-Apprenticeship Summer Internships (WMS)				
							%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%
Operating Expenses:																			
Space																			
5210	Storage Expense	\$270 monthly rent (July to April); \$324 (May/June)		3,348.00	30.0%	1,005.00	100.0%	1,005.00	-	-	-	-	-	-	-	-	-	100%	1,005.00
5211	Space Lease/Rent (Building Rental)	\$3441.92 monthly rent (July to Feb); \$3545.17 (Mar to June)		41,716.04	11.7%	4,876.00	100.0%	4,876.00	-	-	-	-	-	-	-	-	-	100%	4,876.00
5225	Electricity	\$545 estimated monthly payment		6,540.00	11.7%	765.00	100.0%	765.00	-	-	-	-	-	-	-	-	-	100%	765.00
5227	Telephone/Cellular	\$230 estimated monthly payment for office telephon, \$50 per cell for 4.29 FTE		5,334.00		2,897.00	100.0%	2,897.00	-	-	-	-	-	-	-	-	-	100%	2,897.00
5229	Internet Service	\$220 estimated monthly payment for Comcast, \$110 for back up Uverse		3,960.00	11.7%	463.00	100.0%	463.00	-	-	-	-	-	-	-	-	-	100%	463.00
5216	Facility Repairs (Repair & Maintenance Building)	\$1200 estimated for annual repairs		1,200.00	30.0%	360.00	100.0%	360.00	-	-	-	-	-	-	-	-	-	100%	360.00
5620	Water & Sewer	\$180 estimated monthly payment		2,160.00	11.7%	252.00	100.0%	252.00	-	-	-	-	-	-	-	-	-	100%	252.00
Supplies																			
5221	Office and Computer Supplies including reproduction and program (SCANTRON)			2,327.00	100.0%	2,327.00	95.3%	2,217.00	-	-	-	5%	110.00	-	-	-	-	100%	2,327.00
5568	TABE Testing Supplies			2,274.00	100.0%	2,274.00	100.0%	2,274.00	-	-	-	-	-	-	-	-	-	100%	2,274.00
5219	Printing (Outside)			500.00	100.0%	500.00	100.0%	500.00	-	-	-	-	-	-	-	-	-	100%	500.00
5249	Cleaning Supplies			1,000.00	35.0%	350.00	100.0%	350.00	-	-	-	-	-	-	-	-	-	100%	350.00
Postage																			
5223	Postage Regular			495.00	30.0%	149.00	100.0%	149.00	-	-	-	-	-	-	-	-	-	100%	149.00
Equipment																			
5213	Equipment Rental	\$2,075 monthly rent for five machines		24,900.00		1,294.80	100.0%	1,295.00	-	-	-	-	-	-	-	-	-	100%	1,295.00
5215	Repairs & Maintenance Equipment	\$447 annual maint. Fee for Scantron; .007 per copy		2,127.00		660.00	100.0%	660.00	-	-	-	-	-	-	-	-	-	100%	660.00
Travel																			
5241	Local Travel (including Toll & Parking)	\$0.445 per mile		2,152.00		2,152.00	92.4%	1,988.00	-	-	3%	64.00	5%	100.00	-	-	-	100%	2,152.00
Professional Services (list each)																			
5205	Professional Service (IT Consulting Fees-Program Related)	\$3,128 monthly payment		37,536.00	14.5%	5,425.00	100%	5,425.00	-	-	-	-	-	-	-	-	-	100%	5,425.00
5207	Professional Service (Work/School Verification-Consulting Fees)	Estimated 466@ \$6/verification		2,800.00		2,800.00	100%	2,800.00	-	-	-	-	-	-	-	-	-	100%	2,800.00
5603	Janitorial Services	\$600 monthly payment		7,200.00	11.7%	842.00	100.0%	842.00	-	-	-	-	-	-	-	-	-	100%	842.00
5230	Staff Background Screening (incl. Drug Testing & Finger Printing)	\$60.00 per b/ground		240.00		240.00	100.0%	240.00	-	-	-	-	-	-	-	-	-	100%	240.00
5991	Attention					14,550.00			100%	14,550.00								100%	14,550.00
<b>TOTAL Operating Costs</b>																			
						29,358.00		14,550.00	64.00		210.00							44,182.00	



Adults Mankind Organization, Inc.  
Salary Schedule ISY 1

EXHIBIT H-34

Period: July 1, 2018 - June 30, 2019 12 months

SALARIES:				ISY		Justification	
				Requested Funding			
				%	Amount		
Position	Name	Current Bi-weekly	Annual Salary				
1	Programs Director	M. Irene Farinas	2,960.00	76,960.00	22%	16,931.00	22% of the time will be devoted to this program; biweekly salary for 26 pay periods, 80 hours per pay period.
2	Youth Program Coordinator	Alicia Castillo	2,384.62	62,000.00	45%	27,900.00	45% of the time will be devoted to this program; biweekly salary for 26 pay periods, 80 hours per pay period.
3	QA Supervisor	Karin Diaz	1,923.08	50,000.00	17%	8,500.00	17% of the time will be devoted to this program; biweekly salary for 26 pay periods, 80 hours per pay period.
4	Director of Employment Services	Aridio Genao	1,923.08	50,000.00	20%	10,000.00	20% of the time will be devoted to this program; biweekly salary for 26 pay periods, 80 hours per pay period.
5	MIS Specialist	Rosa Cardenas	1,505.38	39,140.00	50%	19,570.00	50% of the time will be devoted to this program; biweekly salary for 26 pay periods, 80 hours per pay period.
6	Career Advisor II	Tasha Thompson	1,442.31	37,500.00	100%	37,500.00	100% of the time will be devoted to this program; biweekly salary for 26 pay periods, 80 hours per pay period.
7	Career Advisor II	Ana McCrimmon	1,442.31	37,500.00	100%	37,500.00	100% of the time will be devoted to this program; biweekly salary for 26 pay periods, 80 hours per pay period.
7	Career Advisor	Jose Montano	1,346.15	35,000.00	100%	5,385.00	100% of the time will be devoted to this program; biweekly salary for 10 pay periods, 80 hours per pay period. Actual hire date 02/4/19. Position is closed 3/31/19 and is reopened at 75% see below.
9	Placement Specialist	Elena Santana	1,461.54	38,000.00	25%	4,750.00	25% of the time will be devoted to this program; biweekly salary for 13 pay periods, 80 hours per pay period. Transferred to OSY 1/1/19
10	Placement Specialist	Elias Martinez	1,461.54	38,000.00	25%	9,500.00	25% of the time will be devoted to this program; biweekly salary for 26 pay periods, 80 hours per pay period.
12	Program Specialist II (PT)	Carmen Jimenez	780.00	16,770.00	30%	5,031.00	30% of the time will be devoted to this program; biweekly salary for 21.5 pay periods, 60 hours per pay period. (Transferred 09/01/18)
13	Program Specialist I (PT)	Haydee Farradas	832.00	3,744.00	25%	936.00	25% of the time will be devoted to this program; 64 hours biweekly at \$13/hour for 4.5 pay periods (09/01/18 to 11/2/18) \$936
13A	Program Specialist I (PT)	Haydee Farradas	650.00	5,525.00	25%	1,381.00	25% of the time will be devoted to this program; employee requested to reduce hours to 50 hours biweekly at \$13/hour for 8.5 pay periods, \$1,056. (2/28/19)
14	Program Specialist I (PT)	Maria Castaneada	832.00	7,072.00	50%	3,536.00	50% of the time will be devoted to this program; biweekly salary for 8.5 pay periods (09/01/18 to 12/31/18), 64 hours per pay period.
14	Program Specialist I (PT)	Silvina Garcia	768.00	6,528.00	25%	1,632.00	25% of the time will be devoted to this program; biweekly salary for 8.5 pay periods (09/01/18 to 12/31/18), 64 hours per pay period.
7a	Career Advisor	L. Pomar	1,346.15	35,000.00	30%	1,413.00	30% of the time will be devoted to this program; biweekly salary for 3.5 pay periods, 80 hours per pay period. J. Montano terminated 03/27/19, new hire 05/13/19
<b>Program Personnel Total</b>					<b>6.59</b>	<b>191,465.00</b>	

Adults Mankind Organization, Inc.  
Insurance Schedule - 2  
PY 2018-2019

EXHIBIT H-34

A		B-1	B-2	C - See Note 1		D	E - See Note 2		H	I - See Note 3	J	K- SEE NOTE 3	L	M - SEE NOTE 4	
%	EMPLOYEE	HEALTH/ DENTAL MONTHLY PREMIUM (July - Dec)	HEALTH/ DENTAL MONTHLY PREMIUM (Jan - June)	HEALTH	CURRENT HOSPITALIZATION MONTHLY PREMIUM	HOSPITALIZATION	CURRENT LIFE MONTHLY PREMIUM	LIFE	CURRENT DISABILITY MONTHLY PREMIUM	DISABILITY	ANNUAL CONTRIBUTION MAXIMUM	RETIREMENT	TOTAL		
	<b>WIA PROGRAM</b>														
22%	M. Irene Farinas Programs Director	694.84	721.22	\$ 1,869.00	\$ 25.10	\$ 72.00	\$ 5.58	\$ 15.00	\$ 33.96	\$ 90.00	\$ 2,309.00	\$ 508.00	\$ 2,554.00		
45%	Alicia Castillo Youth Program Coordinator	576.19	604.25	\$ 3,187.00	\$ 25.10	\$ 147.00	\$ 5.58	\$ 30.00	\$ 27.20	\$ 147.00	\$ 1,764.00	\$ 794.00	\$ 4,305.00		
17%	Karin Diaz QA Supervisor	576.19	604.25	\$ 1,204.00	\$ 22.76	\$ 50.00	\$ 5.58	\$ 11.00	\$ 31.61	\$ 64.00	\$ -	\$ -	\$ 1,329.00		
20%	Aridio Genao Director of Employment Services	576.19	604.25	\$ 1,417.00	\$ 25.10	\$ 65.00	\$ 5.58	\$ 13.00	\$ 29.69	\$ 71.00	\$ 2,400.00	\$ 480.00	\$ 2,046.00		
50%	Rosa Cardenas MIS Specialist	576.19	604.25	\$ 3,541.00	\$ 25.10	\$ 163.00	\$ 5.58	\$ 33.00	\$ 32.27	\$ 194.00	\$ 1,200.00	\$ 600.00	\$ 4,531.00		
100%	Tasha Thompson Career Advisor II	576.19	604.25	\$ 7,083.00	\$ 25.10	\$ 326.00	\$ 5.58	\$ 67.00	\$ 28.00	\$ 336.00	\$ 1,082.00	\$ 1,082.00	\$ 8,894.00		
100%	Ana McCrimmon Career Advisor II	576.19	604.25	\$ 7,083.00	\$ 25.10	\$ 326.00	\$ 5.58	\$ 67.00	\$ 30.65	\$ 368.00	\$ 1,082.00	\$ 1,082.00	\$ 8,926.00		
30%	Jose Montano Career Advisor	576.19	604.25	\$ -	\$ 25.10	\$ -	\$ 5.58	\$ -	\$ 30.65	\$ -	\$ -	\$ -	\$ -		
25%	Elena Santana Placement Specialist	576.19	604.25	\$ 864.00	\$ 22.76	\$ 37.00	\$ 5.58	\$ 9.00	\$ 32.72	\$ 49.00	\$ -	\$ -	\$ 959.00		
25%	Elias Martinez Placement Specialist	576.19	604.25	\$ 1,771.00	\$ 22.76	\$ 74.00	\$ 5.58	\$ 17.00	\$ 25.50	\$ 77.00	\$ -	\$ -	\$ 1,939.00		
30%	Carmen Jimenez Program Specialist II (PT)	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
25%	Haydee Farradas Program Specialist I (PT)	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
50%	María Castañeda Program Specialist I (PT)	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
25%	Silvina Garcia Program Specialist I (PT)	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
	<b>TOTAL WIA PROGRAM</b>			\$ ① 28,019.00	\$ ① 1,260.00	\$ ② 262.00	\$ ② 1,396.00	\$ ② 4,546.00	\$ ② 1,396.00	\$ ② 1,396.00	\$ ② 1,396.00	\$ ② 1,396.00	\$ 35,483.00		

1 Health/dental insurance is calculated as follows: [(Monthly Premium (B-1) x 6mths)+(Estimated 7% annual increase in premium (B-2) x 6mths) x (A) Percentage Allocated to Program  
 2 Hospitalization insurance subsidizes the health insurance deductible: Current Monthly Premium (D) / 2 payroll periods for 26 payroll periods x (A) Percentage Allocated to Program  
 3 Life & Disability insurance is calculated as follows: Current Monthly Premium (H) x 12 x (A) Percentage Allocated to Program  
 4 Retirement is calculated only for those employees actually contributing: Annual contribution x (A) Percentage Allocated to Program

① \$ 29,279 ✓

② \$ 1,658 ✓

**BUDGET: PROJECTED ADMINISTRATIVE COST--DIRECT SALARIES & FRINGES**

Agency Name: Adults Mankind Organization, Inc.  
 Project Name: In School Youth  
 Period: 07/01/18 to 06/30/19  
 Programmatic Funds Awarded: \$535,472  
 Funding Source: WIOA

	Cost Reimbursement/W FMS		7 % Holdback		TechHire Summer Boot Camp-TANF		TechHire Summer Internships (TANF)		Pre-Apprenticeship Summer Internships		Total Budget	
	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount
<u>Allocation Base (Direct Salaries &amp; Fringes):</u>												
		Salaries		191,465.00		-		-		-		191,465.00
		Fringes		51,152.00		13,165.00		5,865.00		2,374.00		72,556.00
		<b>Modifie Total Direct Cost:</b>		<b>242,617.00</b>		<b>13,165.00</b>		<b>5,865.00</b>		<b>2,374.00</b>		<b>264,021.00</b>
		[indicate % indirect cost rate]										
5780		Indirect Cost Rate:	14%	\$ 33,966.00	14%	\$ 1,843.00		\$ 821.00		\$ 332.00		\$ -
5991		Attrition/Deficit for Budget Purposes (if required):		239.00		1,236.00		-		-		-
		<b>TOTAL ADMINISTRATIVE COST: (Cannot exceed 10% of contract award):</b>		<b>34,205.00</b>		<b>3,079.00</b>		<b>821.00</b>		<b>332.00</b>		<b>38,437.00</b>

Adults Mankind Organization, Inc.  
 In School Youth - Budget Narrative  
 For the period 07/1/18 through 6/30/19  
 Budget Modification #4

\$475,053 WIOA and \$126,216.10 TANF funds were awarded to administer the Stay In-School Youth Program for twelve (12) months, to serve youth residing in Miami-Dade County with a traditional workforce development program through the use workshops, practicum, counseling, curriculum based, and summer activities. The award is made up of the following:

IN-SCHOOL	WIOA YOUTH: 17,259	TANF: 93,556
Cost Reimbursement Award	\$317,068.00	
Cost Reimbursement (TechHire Summer Boot Camp)		\$6,750.00
Cost Reimbursement (TechHire Summer Internships)		\$2,916.00
7% Incentives Holdback	\$30,794.00	
Work Experience (WFMS)	\$92,052.00	
Pre-Apprenticeship Summer Internships (WFMS) (July 1, 2018-July 27, 2018)	\$35,139.00	
TechHire Summer Internships (WFMS) (July 1, 2018-August 19, 2018)		\$12,753.00
TechHire Summer Boot Camp Stipends (WFMS) (For completion of program ending July 27, 2018)		\$38,000.00
Pre-Apprenticeship Summer Internships (WFMS) (June 24, 2019-June 30, 2019)		\$6,332.00
TechHire Summer Internships (WFMS) (June 10, 2019-June 30, 2019)		\$59,465.14
<b>Total Contract Amount*</b>	<b>\$475,053.00</b>	<b>\$126,216.10</b>

**Program Costs [Cost Reimbursements/WFMS]**

Program costs include \$191,465 for program staff salaries. A portion of the time of Career Advisors and Placement Specialist is dedicated to coordinating the work experience component. Placement Specialists are responsible for identifying work sites that will promote positive work habits, provide industry specific experience, and create a healthy mentoring relationship between the worksite supervisor and the participant. Career Advisors prepare participants for the specific work experience by providing the work readiness training, monitor participant's performance, act as a liaison for the worksite and participant, and process the paperwork to ensure the participant is paid.

In addition, please refer to the Salary Schedule ISY – for an explanation of staff salary calculation, including the biweekly rate, number of pay periods included in the budget and percent of total salary allocated to the program. We have created a salary structure that will allow staff to earn up to 1% of their salary at approximately (\$1,714) by meeting benchmarks identified in our scope of service/performance payout.

Payroll taxes for Social Security and Medicare calculation are as follows:  
 \$191,465 (Salaries) x 7.65% (Fica/Mica) = \$14,647

Adults Mankind Organization, Inc.  
In School Youth - Budget Narrative  
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Budget Modification #4

Worker's compensation insurance: Agency rate of 0.2585% of salaries/bonuses \$191,465 (Salaries) + \$19,835 (staff incentives) allocated to cost reimbursement/WFMS= \$547.

Unemployment compensation: is calculated using our established rate of 1.41%, and is based on the first \$7,000 of wages per employee, therefore \$7,000 x 5.34 FTE x 1.41% = \$527.

In addition to the taxes, the fringe benefit package is designed to recruit and retain valuable employees. We offer 100% employer paid health insurance, dental insurance, life insurance, disability insurance, and a retirement plan that matches employee contributions (up to 3% of employees' salaries). Please refer to the Insurance Schedule 2 for details on the calculation by employee, including percentage allocated to the program and funding stream. Total fringes budgeted are \$51,204 and represent 27% of total wages.

Space rental made up of the facility where program staff is housed when they are not at the schools. We have budgeted \$4,876, and based on the FTE using/sharing the space of the offices listed below (see the tables following the calculations including the increase in March 2019):

Kendall Office - \$402.20 (11.7 % of the space) for July to February (8 months) => \$3,217.60. The tables below depict the Kendall Cottage Square Footage Allocation:

Adults Mankind Organization, Inc.  
In School Youth - Budget Narrative  
For the period 07/1/18 through 6/30/19  
Budget Modification #4

Office	Occupied by/Allocated to	Cost @58.26/ Sq. Ft.	Rent Allocation							
			OSY	ISY	RET	Work First	Step Up	County	Other	FW
1	Y. Prida (Administrative)	52.18	6.78	4.70	20.87	1.57	1.57	1.57	1.57	15.13
2	C. Garabito (Administrative)	52.18	6.78	4.70	20.87	1.57	1.57	1.57	1.57	15.13
3	L. Armas (Administrative)	52.18	6.78	4.70	20.87	1.57	1.57	1.57	1.57	15.13
4	A. Sornellan (Administrative)	104.35	13.57	9.39	41.74	3.13	3.13	3.13	3.13	30.26
	Total Administration	260.88	33.91	23.48	104.35	7.83	7.83	7.83	7.83	75.65
			1%	1%	3%	0%	0%	0%	0%	2%
5	R. Vega (First Wages)	52.18					15.65			52.18
6	J. Martin (FW/Work First)	52.18								36.59
7	K. Diaz (ISY/OSY/First Wages)	52.18	12.52	8.87			5.22	2.61		22.96
Computer Room	All Programs	87.21	12.46	12.46	12.46	12.46	12.46	12.46	12.46	12.46
BR - 1	All Programs - serving participants in Kendall	99.26	19.85	19.85				14.42	9.93	35.21
Hall A	All Programs - serving participants in Kendall (except Step Up no office assigned)	141.69	28.34	28.34			14.17		14.17	56.68
Reception Area	ISY/OSY	82.60	41.30	41.30				439.80		
ASP Play Area	Step Up	439.80								
Hall B	All Programs - serving participants in Kendall (except Step Up no office assigned)	141.69	28.34	28.34					14.17	70.85
BR - 2	Employment/FW	87.21						43.61		43.61
BR - 2	All Programs - serving participants in Kendall	99.26	19.85	19.85				9.93	9.93	39.70
17	R. Cardenas (ISY/OSY)	52.18	26.09	26.09						
18	J. Perez - Street Advisor (OSY)	52.18	52.18							
19	T. Thompson (ISY)	52.18	52.18							
20	C. Alfonso (OSY)	52.18	52.18							
21	A. Castillo (ISY/OSY)	52.18	28.70	23.48						
22	A. Genao	52.18	15.65	0.20		10.44				25.89
23	A. McCrimmon (ISY)	52.18	52.18							
24	I. Farinas (ISY/OSY/RET/First Wages)	52.18	15.13	11.48	14.09	5.22		5.22		1.02
Class - 1	Step Up	650.48						650.48		
Class - 2	Step Up	125.99						125.99		
Class - 3	Step Up	96.91						96.91		
ASP BR	Step Up	49.22						49.22		
ASP Office	Step Up	117.85						117.85		
Lunch Room	All Programs - serving participants in Kendall	353.88	70.68	70.68				17.27	95.34	159.42
Electrical Room	All Programs - serving participants in Kendall	34.57	6.91	6.91				8.64	3.46	8.64
		3,181.04	430.17	402.20	26.55	63.15		1,550.78	143.05	565.14
		3,441.92	12%	12%	1%	2%	2%	45%	4%	16%
		3,441.92	13%	12%	4%	2%	2%	45%	4%	19%
	Total									

Kendall Office - \$414.29 (12% of the space) for March to June (4 months) => \$1,657.16.  
The tables below depict the Kendall Cottage Square Footage Allocation

Adults Mankind Organization, Inc.  
 In School Youth - Budget Narrative  
 For the period 07/1/18 through 6/30/19  
 Budget Modification #4

Office	Occupied by/All located to	Cost @ \$8.50/Sq. Ft.	Rent Allocation							
			OSY	ISY	RET	Work First	Step Up	County	Other	FW
1	Y. Prida (Administrative)	53.75	6.99	4.84	21.50	1.61	1.61	1.61	1.61	15.59
2	O. Garbato (Administrative)	53.75	6.99	4.84	21.50	1.61	1.61	1.61	1.61	15.59
3	L. Armas (Administrative)	53.75	6.99	4.84	21.50	1.61	1.61	1.61	1.61	15.59
4	A. Someilian (Administrative)	107.51	13.98	9.68	43.00	3.23	3.23	3.23	3.23	31.18
	<b>Total Administration</b>	<b>268.77</b>	<b>34.94</b>	<b>24.19</b>	<b>107.51</b>	<b>8.06</b>	<b>8.06</b>	<b>8.06</b>	<b>8.06</b>	<b>77.94</b>
			1%	1%	3%	0%	0%	0%	0%	2%
5	R. Vega (First Wages)	53.75								53.75
6	J. Martin (FW/Work First)	53.75				16.13				37.63
7	K. Diaz (ISY/OSY/First Wages)	53.75	12.90	9.14		5.38	2.69			23.65
Computer Room	All Programs	89.85	12.84	12.84		12.84	12.84	12.84	12.84	25.67
BR - 1	All Programs - serving participants in Kendall	102.26	20.45	20.45			14.42	10.23		36.71
Hall A	All Programs - serving participants in Kendall (except Step Up no office assigned)	145.98								
Reception Area	ISY/OSY	85.10	29.20	29.20		14.60		14.60		58.39
ASP Play Area	Step Up	453.11	42.55	42.55				453.11		
Hall B	All Programs - serving participants in Kendall (except Step Up no office assigned)	145.98								
	Employment/FW	89.85							44.93	44.93
BR - 2	All Programs - serving participants in Kendall	102.26	20.45	20.45			10.23	10.23		40.90
17	R. Cardenas (ISY/OSY)	53.75	26.88	26.88						
18	TBA - Career Advisor (OSY)	53.75	53.75	53.75						
19	T. Thompson (ISY)	53.75								
20	C. Alfonso (OSY)	53.75	53.75	53.75						
21	A. Castillo (ISY/OSY)	53.75	29.57	24.19						
22	A. Genao	53.75	16.13	0.20		10.75				26.68
23	A. McCrimmon (ISY)	53.75		53.75						
24	I. Farinas (ISY/OSY/RET/First Wages)	53.75	15.59	11.83		5.38	5.38	5.38		15.57
Class - 1	Step Up	670.16					670.16			
Class - 2	Step Up	129.81					129.81			
Class - 3	Step Up	99.84					99.84			
ASP BR	Step Up	50.71					50.71			
ASP Office	Step Up	121.42					121.42			
Lunch Room	All Programs - serving participants in Kendall	363.80	72.76	72.76			17.79	36.38		164.11
Electrical Room	All Programs - serving participants in Kendall	35.52	7.10	7.10			8.88	3.55		8.88
		3,276.94	443.12	414.29		65.06	1,597.26	147.34		609.87
		3,545.71	12%	12%	0%	2%	45%	4%	0%	17%
		3,545.41	478.06	438.48	107.51	73.13	1,605.32	155.41		687.81
	<b>Total</b>		13%	12%	3%	2%	45%	4%	0%	19%

Adults Mankind Organization, Inc.  
In School Youth - Budget Narrative  
For the period 07/1/18 through 6/30/19  
Budget Modification #4

Storage rental to store files that are closed and shared with other programs. We have allocated the month rent of \$270 for 10 months at 30%, 810; plus annual increase to the new monthly rent of \$324 for 2 months at 30%, \$195. A total of **\$1,005**.

Facility Repairs estimated at **\$360**. This covers AC maintenance, electrical and plumbing issues, as well as any carpentry repair.

Electricity for the programmatic office calculated at \$545 for 12 months @ approximately 11.7%, or \$765.

Telephone expense includes a telephone service for the office and cell for the Programs Director (.22), Program Coordinator (.45), QA Supervisor (.17), Director of Employment Services (.2), MIS Specialist (.5), Career Advisors (2 - stationed on alternating days outside of the office), Placement Specialist (.5), and Program Specialist (1 at .25).

\$230 per month for 12 months @ app. 11.7% = 323  
Cell phones app. \$50 per cell (4.29)/month for 12 months = 2,574  
Total Telephone **\$2,897**

Internet and backup service as part of our communications package the internet was originally budgeted in the telephone, it is now being budgeted under internet (\$220 per month). Additionally, we have a back up service through AT&T Uverse that if Comcast internet goes down, Uverse picks up the internet, allowing for minimal down time.

\$220 per month for 12 months @ app. 11.7% = 309  
\$110 per month for 12 months @ app. 11.7% = 154  
Total Internet **\$463**

Water & Sewer for the programmatic office is budgeted at \$180 per month for 12 months at 11.7%, **\$252**.

Office supplies for the programmatic services calculated at \$194.16 for 12 months, \$2,327. Of the total amount for supplies \$110, or 5%, is being budgeted under this funding stream.

TABE Supplies (\$2,274) is being budgeted to purchase complete sets of test booklets and answer sheets for the new TABE test 11/12, which also requires a Locator test prior to administering the TABE test.

Printing of business cards and referral forms estimated at **\$500**.

Postage used to mail information clients, employers, and partners; and is calculated at 900 stamps @ 0.55 cent @ 30%, **\$149**.

Adults Mankind Organization, Inc.  
In School Youth - Budget Narrative  
For the period 07/1/18 through 6/30/19  
Budget Modification #4

Cleaning supplies, such as toilet paper, napkins, floor cleaning solution, etc., to maintain the facility where direct staff is housed and clients are received are estimated at **\$1,000** annually. Of this amount, 35% is allocated to the program, or **\$350**.

Equipment rental (and Equipment Maintenance) will be allocated on the number of copies made by each program in relation to the total number of copies made by the office machine. The copy machines were set up with codes for each program, staff then inputs the code so that the copy printed is allocated to the program. A report is generated each month and the invoice is allocated on the ratio calculated. Based on the average use of the last 12 months approximately 30% of the copies are for ISY. The calculation below reflects this estimate:

Equipment rental is for 1 copy machine, the monthly rent for 5 machines is \$2,075, or 415 per machine. Therefore \$415 per month for 12 months at 26% is **\$ 1,295**. Requesting 100% reimbursement at \$1,494.

Equipment maintenance for the copies and SCANTRON annual maintenance agreement. (Note: Copies are budgeted using historical usage estimates):  
20000 of copies per month for 12 months @ .007 @ 26% = \$ 437  
SCANTRON \$447 annual amount @ 50% = 223  
\$ 660

Local Travel - Staff is eligible to receive mileage reimbursement for the miles driven in order to accomplish their assigned work duties. In accordance with CareerSource South Florida travel policy, employees will be reimbursed and must submit the appropriate Mileage Form, documenting their miles and reason for vehicle usage. We are budgeting miles expected to be traveled for the In School program through the direct funding, however miles identified for TechHire Internship or Boot Camp will be allocated accordingly. Therefore, local travel is calculated using approximately 372.28 miles per month for 12 months @ \$0.445 @ app. 92.4% allocated to direct funding = **\$1,988**.

Professional fees include service charges for:

- **Computer Technician – (Consulting Fees)** costs related to the installing and maintenance of both a server and computer stations. We have calculated these costs as follows:  
\$3,128 monthly fee for 12 months at 14%, = **\$5,425**
- **Work Registration** – We budgeted for fees associated with verification of school completion and employment for those participants employed and require verification throughout their follow up period. The average cost of these verifications is \$6. We are estimating that 466 verifications will be conducted, **\$2,800**.

Adults Mankind Organization, Inc.  
In School Youth - Budget Narrative  
For the period 07/1/18 through 6/30/19  
Budget Modification #4

Janitorial services for the Kendall office are \$600 per month for 12 months @ 11.7%,  
\$842.

Background screening for employees at 60 (for 4) yields \$240.

Participant Costs [WFMIS Allocations]

The total amount allocated to Participant Cost is \$102,940 and it includes incentives for goal attainment, transportation, and paid work experience.

Transportation:

We estimate that an average of 4-5 participants per month will need bus passes to arrive at their designated activity during the program year (10 months – no bus passes for July and August) @ \$56.25. Therefore, we calculated the bus passes to be \$2,588.

Support Services - In order to motivate participants and provide financial incentive, we have incorporated a participant incentive for completing attainable skills gain. We estimate the 166 Participants will be eligible to receive an incentive of up to \$50 or \$8,300.

Work Based Learning – (\$92,052) this line includes the mandated to be allocated to the Paid Work Experience activities.

Year Round Wages and Fringes

Wages (53.44 (approximately) youth for an average of 160 hours @ \$10/hour)

\$ 85,510

6,542

Payroll taxes (7.65% of wages earned) =

Total work experience

\$ 92,052

Performance Incentive Holdback

\$30,794 represents 7% of the awarded amount needs to be earned based on our program's performance. The following is the explanation on how these funds will be expended if earned.

We have set aside \$12,200 for staff incentives for meeting contract performance and paid work experience expenditure requirements.

Accordingly, both payroll taxes in the amount of \$933 (7.65% of bonuses) and worker's compensation in the amount of \$32 (.002585 of bonuses) have been budgeted from the Incentive payout.

Attrition in the amount of \$14,550 will not be used in this program year.

Indirect Cost based on the approved IRC rate is budgeted at \$3,079 (holdback) and \$34,205 (cost reimbursement) (please refer to Administrative Budget for calculation).

Adults Mankind Organization, Inc.  
In School Youth - Budget Narrative  
For the period 07/1/18 through 6/30/19  
Budget Modification #4

TechHire Boot Camp Program

\$6,750 will fund activities related to enrolling and managing participant for the short-term training programs in computers and technology.

\$5,435 is budgeted for **staff incentives** for the additional work associated with the summer activities. In addition, both **payroll taxes** in the amount of **\$416** (7.65% of salaries/bonuses) and **worker's compensation** in the amount of **\$14** (.002585 of salaries/bonuses) have been budgeted from the Incentive payout.

We have also budgeted **Local Travel** for **\$64** to compensate staff driving to the assigned registration sites (North Miami Beach and Carol City Career Center). The budgeted funds calculated as follows: estimated miles of travel 143.82 @ \$0.445.

**Indirect Cost** is also budgeted at **\$821** (please refer to Administrative Budget for calculation).

**Stipend (WFMS) (TANF)** - (\$38,000) 76 youth at \$500 for a total of \$38,000.00- additional Participant Costs allocation for stipends for youth participating in the TechHire Summer Boot Camp Program.

TechHire Internship Program

\$2,916 will fund program costs associated with the managing the Internship activities for those participants who successfully completed the TechHire Boot Camp in the summer of 2017.

\$2,200 is budgeted for **staff incentives** @ 11% for the additional work associated with the summer activities. In addition, both **payroll taxes** in the amount of **\$168** (7.65% of salaries/bonuses) and **worker's compensation** in the amount of **\$6** (.002585 of salaries/bonuses) have been budgeted from the Incentive payout.

**Office Supplies:** Charged at 5%, or \$110.00 for the 12-month duration of program.

We have also budgeted **Local Travel** for **\$100** to compensate staff for identifying worksites and commuting to document pick up site for enrollment. The budgeted funds calculated as follows: estimated miles of travel 224.72 @ \$0.445.

**Indirect Cost** is also budgeted at **\$332** (please refer to Administrative Budget for calculation).

TechHire Summer Internships (WFMS) \$59,465.14 for participant wages and fringes (June 10 to June 30, 2019) Internship activities for those participants who successfully completed the TechHire Boot Camp in the summer of 2018.

Pre-Apprenticeship Summer Internships (WFMS) \$6,332.00 for participant wages and fringes (June 24 to June 30, 2019) for the internship component of the Pre-Apprenticeship Program.

Adults Mankind Organization, Inc.  
 In School Youth - Budget Narrative  
 For the period 07/1/18 through 6/30/19  
 Budget Modification #4

Work Based Learning – (\$12,753) this line includes the funds to pay the internship activity scheduled for the summer 2018. We have 12 participants enrolled in this component, which will pay up to 140 hours, inclusive of 20 hours paid work readiness training.

Summer Wages and Fringes  
 Wages (12 youth for approximately 98.725 hours @ \$10.00/hour) = \$11,847  
 Payroll taxes (7.65% of wages earned) = 906  
 Total work experience \$ 12,753

Pre-Apprenticeship Program  
 \$35,139 will fund activities related to paid work experience for the internship component of the Pre-Apprenticeship Program.

Work Based Learning – (\$35,139) this line includes the funds to pay the internship activity scheduled for the summer 2018.

Summer Wages and Fringes  
 Wages (24 youth for approximately 129.53 hours @ \$10.50/hour) = \$ 32,642  
 Payroll taxes (7.65% of wages earned) = 2,497  
 Total work experience \$ 35,139

**Administrative Costs**

The administrative cost calculated using the approved Indirect Cost Rate of 14% over direct salaries and benefits, as long as it meets the 10% administrative cap (\$53,547.20). Administrative costs include essential functions that must occur for the agency, such as accounting, payroll, budgeting, and administrative oversight. The calculation for administrative costs is as follows @ \$38,437:

	Cost Reimbursement/ WFMS		7 % Holdback		TechHire Summer Boot Camp-TANF		TechHire Summer Internships (TANF)		Pre-Apprenticeship Summer Internships		Total Budget	
	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount
Salaries		191,465.00										191,465.00
Fringes		51,152.00		13,165.00		5,865.00		2,374.00				72,556.00
		242,617.00		13,165.00		5,865.00		2,374.00				264,021.00
1.4%		\$ 33,966.00		\$ 1,843.00		\$ 821.00		\$ 332.00		\$ -		36,962.00
		239.00		1,236.00								1,475.00
award):		34,205.00		3,079.00		821.00		332.00				38,437.00

Attrition in the amount of \$1,475 will not be used this program year.