

**WORKFORCE SERVICES  
 MODIFICATION TO CONTRACT BETWEEN  
 SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
 AND  
 CUBAN AMERICAN NATIONAL COUNCIL, INC.**

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**

**Cuban American National Council, Inc.**  
**1223 SW 4<sup>th</sup> Street**  
**Miami, Florida 33135**  
**DUNS Number: 092234566**  
**R&D: No**

**TITLE OF CONTRACTOR'S PROGRAM**

**"Youth Program: In-School"**

**MODIFIED:**

<u>CONTRACT AMOUNT</u>	<u>CONTRACT NUMBER</u>
\$530,935.80	WS-YS-ISY-PY'18-02-02

**PREVIOUS:**

<u>CONTRACT AMOUNT</u>	<u>CONTRACT NUMBER</u>	<u>INDEX CODE</u>	<u>CONTRACT PERIOD</u>
\$468,853.00	WS-YS-ISY-PY'18-02-01	21802	July 1, 2018 – June 30, 2019

THIS AMENDMENT #02, hereinafter referred to as the "AMENDMENT," entered into between **Cuban American National Council, Inc.**, 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**Article I, Section C, Total Payment** is repealed and replaced with the following: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 **\$530,935.80** 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.

<b>IN-SCHOOL</b>	<b>WIOA YOUTH: 17.259</b>	<b>TANF: 93.558</b>
Cost Reimbursement Award	\$266,847.00	
Cost Reimbursement (TechHire Summer Boot Camp)		\$6,750.00
Cost Reimbursement (TechHire Summer Internships)		\$3,645.00
7% Incentives Holdback	\$25,916.00	
Work Experience (WFMS)	\$77,472.00	
Pre-Apprenticeship Summer Internships (WFMS) (July 1, 2018-July 27, 2018)	\$29,282.00	
TechHire Summer Internships (WFMS) (July 1, 2018-August 19, 2018)		\$15,941.00
TechHire Summer Boot Camp Stipends (WFMS) (For completion of program ending July 27, 2018)		\$43,000.00
<b>Pre-Apprenticeship Summer Internships (WFMS) (June 24, 2019-June 30, 2019)</b>		<b>\$15,196.53</b>
<b>TechHire Summer Internships (WFMS) (June 10, 2019-June 30, 2019)</b>		<b>\$31,384.29</b>
<b>Future Bankers Training Program (internship)</b>	\$15,502.00	
<b>Total Contract Amount</b>	<b>\$415,019.00</b>	<b>\$115,916.80</b>

**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.

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**

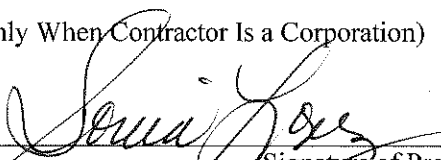
SIGNATORY FORM

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: **Cuban American National Council, Inc.**  
PROGRAM ENTITLED: **"Youth Program: In-School"**  
CONTRACT NUMBER: **WS-YS-ISY-PY'18-02-02**  
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.  1b. \_\_\_\_\_  
Signature of President or Vice-President  
JUNE 28, 2019 \_\_\_\_\_  
Date Date

2a. Sonia S. Lopez 2b. \_\_\_\_\_  
Typed Name of President or Vice-President

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

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

**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

 \_\_\_\_\_  
Rick Beasley Date  
Executive Director, SFWIB 6/28/19

**MODIFIED STATEMENT OF WORK**  
**CUBAN AMERICAN NATIONAL COUNCIL, INC.**  
**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 **224** ISY including number of new enrollments and carryovers\*;
2. Enroll new ISY for PY'2018-2019;
  - The contractor shall enroll **28** youth by March 31, 2019.
  - If the Contractor enrolls less than 90% of the enrollment requirement (less than **25**), 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. **COPE Center North: 9950 NW 19<sup>th</sup> Avenue; Miami, Florida 33147**
2. **Miami Jackson Senior High School: 1751 NW 36th St, Miami, Florida 33142**
3. **Miami Northwestern Senior High School: 1100 NW 71st St, Miami, Florida 33150**
4. **Miami Norland Senior High School: 1193 NW 193<sup>rd</sup> Street; Miami Gardens, Florida 33169**
5. **North Miami Beach Senior High School: 1247 NE 167<sup>th</sup> Street; Miami, Florida 33162**

In addition, the Contractor must provide ISY Services to eligible youth attending one of the following Miami-Dade County Public Schools' Academy of Finance (AOF) where students of the Future Bankers Camp are attending:

1. **Barbara Goleman Senior High School**
2. **Booker T. Washington Senior High School**
3. **Coral Gables Senior High School**
4. **Coral Reef Senior High School**
5. **Dr. Michael M. Krop Senior High School**
6. **Hialeah Gardens Senior High School**
7. **Mater Academy East Charter High School**
8. **Miami Central Senior High School**
9. **Miami Edison Senior High School**
10. **Miami Jackson Senior High School**
11. **Miami Killian Senior High School (YOP)**
12. **Miami Sunset Senior High School**
13. **North Miami Senior High School**
14. **North Miami Beach Senior High School**
15. **South Dade Senior High School**
16. **Southwest Miami Senior High School**
17. **William H. Turner Technical Arts High School**

In addition, the Contractor must provide ISY Services to eligible youth participating in the M-DCPS Pre-Apprenticeship Program at the following Miami-Dade County Public School:

1. **Coral Gables Senior High School**

The Participant shall be advised that the services for which eligibility is being determined are being provided by **Cuban American National Council, Inc.** through funding from CareerSource South Florida and that **Cuban American National Council, Inc.** 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  
CUBAN AMERICAN NATIONAL COUNCIL, INC.  
PRE-APPRENTICESHIP SUMMER INTERNSHIP PROGRAM  
JUNE 24, 2019-JUNE 30, 2019  
AND  
JULY 1, 2019-JULY 29, 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 Miami-Dade County Public Schools Pre-Apprenticeship Career and Technical Training Programs is to help fill the employment gap and expose students to trades such as Bricklayer, Carpentry, Heating and Air-Conditioning Installer Servicicer, Drywall Finisher/Painter, Electrician, Glazier, Elevator Constructor, Insulation Worker, Operating Engineer, Pipefitter (Construction), Plumber, and Sheet Metal Worker.

The South Florida Workforce Investment Board (SFWIB) and Miami-Dade County Public Schools (M-DCPS) have formed a specialized, collaborative partnership to deliver **four (4)** Pre-Apprenticeship Career and Technical Training programs in twelve (12) occupations/trades in three (3) M-DCPS Senior High Schools: Coral Gables, Miami Edison, and Homestead. Registered Pre-Apprenticeship provides an avenue for youth who are at least 16 years old to become qualified to enter registered apprenticeship programs. Programs for high school students may begin in their junior year and may include On-the-Job (OJT) training with participating employers.

In partnership with Miami-Dade County Public School, the SFWIB has developed a five (5) week Pre-Apprenticeship Summer Internship Program for students who have completed the year one (1) of the Miami-Dade County Public Schools Pre-Apprenticeship Career and Technical Training Programs.

**II. PROGRAM LOCATION**

The Pre-Apprenticeship Summer Internship Program shall provide up to **twenty-four (24) Coral Gables Senior High School** students participating in the M-DCPS Pre-Apprenticeship Program, one-hundred and fifty (**150**) hours Paid Work Experience (PWE) to include the Pre-Employment Work Readiness Training.

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

**III. PROGRAM DESCRIPTION**

The Pre-Apprenticeship Summer Internship Program will provide a summer internship opportunity for youth who participated in year one (1) of the Miami-Dade County Public Schools Pre-Apprenticeship Career and Technical Training Program. The main focus of the internship program is to provide students access to 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 Construction 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 Pre-Apprenticeship Summer Internship Program will begin on June 24, 2019 and end on June 30, 2019. The Contractor shall continue providing services beginning July 1, 2019 through July 29, 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 16-18 for their participation in the Pre-Apprenticeship Summer Internship Program, at an hourly wage rate of **\$11.50** for a maximum one-hundred and fifty (150) hours for work based activities and to carry over hours not worked into the July 1, 2019 contract year but no later than July 29, 2019, until the maximum one-hundred and fifty (150) 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 location to verify actual worksite participation hours for each youth.
- Maintain appropriate payroll documentation verifying issuance and receipt of paychecks.

## V. ROLES AND RESPONSIBILITIES

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

- Workforce Innovation and Opportunity Act (WIOA) eligibility determination and verification.
- Complete all necessary WIOA eligibility documents.
- Perform all WIOA program requirements.
- Maintain documentation in participants files.
- Participant and case management.
- Program service delivery.
- Strictly enforce the Child Labor Laws, if the youth is below the age of 18. Refer to the Department of labor's website for specific guidelines.
- Prepare and submit financial and programmatic reports to the SFWIB Youth Programs.
- Place students in an internship component.
- Enter data in the Employ Miami Dade (EMD)/Employ Monroe (EM), and Workforce Management Information System (WFMS).
- Meet with worksite supervisors bi-weekly to discuss youth performance, progress and collect time sheets for determination of attendance during internship activities.
- Collect and maintain information on the work hours for each youth.
- Inspect and monitor worksites, worksite evaluations, payroll functions, supervisor and participant interviews.
- Enforce the Occupational Safety and Health Administration Act (OSHA).
- Obtain approval from the SFWIB, complete and maintain all worksite documentation, and maintain a case file for each participant from enrollment to follow-up twelve (12) months after program exit.
- Submit all reports as set forth in **Exhibit E-1, Modified Reporting Requirements** and any other reports and information as requested by the SFWIB.
- Track hours worked and/or attended in Pre-Employment Work Readiness Training by each youth.



- Issue a payroll checks via direct deposit to the participant and maintain appropriate signature logs verifying issuance and receipt of the payroll check. Checks are to be issued to participants only and not to any relatives or friends.
- Adhere to the Pre-Apprenticeship Summer Internship Guidelines.

**VI. PERFORMANCE**

The Contractor shall be responsible for achieving the following performance:

PERFORMANCE MEASURES	STANDARD
Complete the required Wagner-Peyser application in EMD/EM for up to twenty-four (24) eligible youth.	100%
Provide twenty hours (20) of Pre-Employment Work Readiness Training for up to twenty-four (24) eligible youth.	100%
Provide program orientation for up to twenty-four (24) eligible youth.	100%
Provide Paid Work Experience (PWE) (internship) to a minimum of twenty-four (24) eligible youth.	100%

**STATEMENT OF WORK  
CUBAN AMERICAN NATIONAL COUNCIL, INC.  
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-nine (39)** 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-nine (39) 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 worksites 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-nine (39) 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-nine (39) eligible youth.	100%
Provide twenty hours (20) of Pre-Employment Work Readiness Training for up to thirty-nine (39) eligible youth.	100%
Provide program orientation for up to thirty-nine (39) eligible youth.	100%
Ensure all services are being provided and benchmarks recorded in OSST for up to thirty-nine (39) eligible youth.	100%
Provide paid work experience (internship) to a minimum of thirty-nine (39) 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 SFWIB.

## 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  
CUBAN AMERICAN NATIONAL COUNCIL, INC.  
CAREERSOURCE 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 Cluth Enterprises LLC;
- Compu-Design USA Inc.; or
- Florida Vocational Institute, Corp.

The Contractor shall:

A. Serve 160 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 160 stipends to 160 youth at \$500.00=\$80,000.00 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:

- 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; and
- 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			
Youth's Name:		SSN:	
If no SSN, was proof of SSN application provided?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
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	<input type="checkbox"/> N/A
DEMOGRAPHIC INFORMATION			
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	<input type="checkbox"/> N/A
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	<input type="checkbox"/> N/A
DEMOGRAPHIC INFORMATION			
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

<b>Purpose 1:</b> Assist needy families so that children can be cared for in their homes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Eligibility Criteria:</b>		
<input type="checkbox"/> In a family receiving Temporary Cash Assistance		
<input type="checkbox"/> Residing in the home of a parent		
<input type="checkbox"/> Residing in the home of a caretaker		
<b>Documentation:</b> Florida Screens Required		
<input type="checkbox"/> AIHH	<input type="checkbox"/> AIID	<input type="checkbox"/> AIIM
<input type="checkbox"/> ARDT	<input type="checkbox"/> IQCH	
<b>Purpose 2:</b> Reduce the dependency of needy parents by promoting job preparation, work, and marriage	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Eligibility Criteria:</b>		
<input type="checkbox"/> Youth's family income does not exceed 200% of the Federal Poverty Level		
<b>Documentation:</b> Check all that apply		
<input type="checkbox"/> Tax Returns	<input type="checkbox"/> Pay Stubs (last 4 weeks)	<input type="checkbox"/> Employment Verification Form
<input type="checkbox"/> Unemployment Benefits	<input type="checkbox"/> Free/Reduced Lunch	<input type="checkbox"/> 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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**Note: For families/households with more than 8 persons, add \$3,960 for each additional person**

## PRIVACY ACT STATEMENT

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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:** \_\_\_\_\_

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BUDGET: PROJECTED PROGRAM COST

Agency Name: Cuban American National Council, Inc.  
 In-School Youth Program  
 Period: 07/01/2018 to 06/30/2019  
 Fiscal Year: F01, F22, F2  
 Programmatic Funds Awarded:  
 Funding Source: In-School Youth

Position	Name	BL-Weeks	# of PP	Annual Salary	% Allocated to Budget	Total Salary Allocated to Budget	83% Award		7% Award		100% Award - Future Banker's		100% Award - Pre-Apprenticeship		100% Award - Techline		TOTAL BUDGET	%	Amount	
							Amount	%	Amount	%	Amount	%	Amount	%	Amount	%				Amount
5525	Participant Training Materials and Supplies					3,906.14	100.0%	3,906.14											100%	3,906.14
5540	WFPMS (Contract) Support Administrative					71,966.56	100.0%	71,966.56											100%	71,966.56
5540	Summer Work Expenses					5,505.44	100.0%	5,505.44											100%	5,505.44
5540	Future Banker's Program Internship Program 2019 - Wages					14,400.37													100%	14,400.37
5540	Future Banker's Program Internship Program 2019 - Fringes					3,101.63													100%	3,101.63
5540	Pre-Apprenticeship Summer Internship Program 2019 - Wages					14,136.64													100%	14,136.64
5540	Pre-Apprenticeship Summer Internship Program 2019 - Fringes					2,154.01													100%	2,154.01
5540	Techline Summer Internship Program 2018 - Wages					2,230.28													100%	2,230.28
5540	Techline Summer Internship Program 2018 - Fringes					27,201.11													100%	27,201.11
5540	Techline Pre-Apprenticeship Summer Internship Program 2018 - Wages					2,080.89													100%	2,080.89
5540	Techline Pre-Apprenticeship Summer Internship Program 2018 - Fringes					14,668.17													100%	14,668.17
5540	Techline Internship Summer Program 2018 - Wages					1,132.63													100%	1,132.63
5540	Techline Internship Summer Program 2018 - Fringes																		100%	
5540	Techline Summer 2017 Bookcamp					43,000.00													100%	43,000.00
5540	Techline Summer 2018 Bookcamp - Program Costs					5,000.00													100%	5,000.00
5540	WFPMS Support Services					2,025.00													100%	2,025.00
5540	WFPMS Transportation					5,889.40													100%	5,889.40
5540	WFPMS Transport Costs					86,403.14													100%	86,403.14
8891	TOTAL BUDGET					\$ 497,232.62													100%	\$ 497,232.62
	Programmatic Award					\$ 319,576.80													100%	\$ 319,576.80
	Administrative Award					\$ 23,324.40													100%	\$ 23,324.40
	Programmatic Award					\$ 319,576.80													100%	\$ 319,576.80
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	Programmatic Award					\$ 319,576.80													100%	\$ 319,576.80
	Administrative Award					\$ 23,324.40													100%	\$ 23,324.40
	Programmatic Award					\$ 319,576														

# BUDGET: PROJECTED ADMINISTRATIVE COST

**Agency Name:** *Cuban American National Council, Inc.*  
**Project Name:** *In-School Youth Program*  
**Period:** *07/01/2018 to 06/30/2019*  
**Administrative Funds Awarded:** *\$27,313.80*  
**Funding Source:** *In School Youth*

WIOA Youth		TANF		TOTAL	
%	Amount	%	Amount	%	Amount
<b>90 %Award</b>					
	\$ 342,921.20 ✓		-		342,921.20
	(12,600.00) ✓		-		(12,600.00)
	<b>\$ 330,321.20 ✓</b>		<b>\$ -</b>		<b>\$ 330,321.20</b>
<b>Allocation Base (Modified Total Direct)</b>					
	Total Direct Costs				
	Leases				
	WFMS (formerly SAMS) Allocations				
	<b>Modified Total Direct Costs</b>		<b>\$ -</b>		<b>\$ 330,321.20</b>
<b>Indirect Cost Rate:</b>					
	Attrition	14.06%			
	<b>46,443.16</b> ✓		<b>-</b>		<b>46,443.16</b>
	(\$19,129.36)		<b>-</b>		(19,129.36)
	<b>27,313.80</b>		<b>\$ -</b>		<b>\$ 27,313.80</b>
<b>TOTAL ADMINISTRATIVE COST</b>					



BUDGET NARRATIVE - PROGRAM COST  
 Cuban American National Council, Inc.  
 PROJECT NAME: IN SCHOOL YOUTH PRORAM  
 PERIOD: 07/01/18 TO 06/30/19

GL#	LINE ITEM	LINE ITEM DESCRIPTION	COST REIMBURSEMENT	HOLDBACK	TOTAL REVISED BUDGET
<b>SALARIES</b>					
5001	Program Director / Executive Director	Annual Gross Salary: \$120,000 Time charged to this program: 14% Direct responsibility for the supervision, management, and operation of youth programs and development of all of CNC's community service programs.	16,800	-	16,800
	Operations and Programs Compliance Manager	Annual Gross Salary: \$65,000 Time charged to this program: 10% Responsible for monitoring the Program's Performance Outcomes, Staff Development and Recruiting, Conduct staff meetings to ensure goals are being met, and coordinate efforts to monitor Program Compliance for all benchmarks and requirements.	6,500	-	6,500
	CSSF Program Supervisor	Annual Gross Salary: \$54,600 Time charged to this program: 50% Responsible for supervision of program staff, prepares monthly work plans. Liaison between agency and educational institutions and employers to provide internships to the participants.	27,300	-	27,300
	Reports Analyst and Program Assistant	Annual Gross Salary: \$45,000 Time charged to this program: 10% Perform general clerical duties for the program, while assisting the program director and coordinator. Prepares all reports required to be submitted to grantor on a monthly, quarterly and annual basis as required. Enters information into program's database. Prepares and submits statistical information reports.	4,500	-	4,500
	Career Planner	Annual Gross Salary: \$36,734.88 Time charged to this program: 100% Counsels participants, maintains appropriate participant records, enters information into program's database. Monitors caseload of career counselors. Provides intervention and advocacy on behalf of the customers with the training agent and instructors.	28,258	-	28,258
	Career Planner	Annual Gross Salary: \$36,734.88 Time charged to this program: 100% Counsels participants, maintains appropriate participant records, enters information into program's database. Monitors caseload of career counselors. Provides intervention and advocacy on behalf of the customers with the training agent and instructors.	36,735	-	36,735
	Placement Specialist II	Annual Gross Salary: \$35,642.88 Time charged to this program: 50% Case Manager is responsible for the continuous revision of the participant files, to ensure compliance with Contractual obligations, policies, procedures, and performance outcomes. Makes sure files follow guidance	17,821	-	17,821
	Case Manager	Annual Gross Salary: \$29,811 Time charged to this program: 50% Case Manager is responsible for the continuous revision of the participant files, to ensure compliance with Contractual obligations, policies, procedures, and performance outcomes. Makes sure files follow guidance	14,906	-	14,906
<b>SALARIES TOTAL</b>			<b>152,820</b>	<b>-</b>	<b>152,820</b>
<b>STAFF INCENTIVES</b>					
5020	Staff Incentives	Per Exhibit D of the Contract, three percent (3%) shall be utilized to pay staff incentives to both programmatic and administrative employees. Additionally incentives to be awarded from Summer Programs as indicated on award letters.		23,836	23,836
	FICA/MICA	Set by the Internal Revenue Service (IRS) at the current rate of 7.65% of total wages paid.		1,823	1,823
	Worker's Compensation	Set by the Worker's Compensation Liability Insurance, at the current rate of .0025 (.25%) of total wages paid.		60	60
	<b>STAFF INCENTIVES TOTAL</b>				<b>25,719</b>
<b>FRINGE BENEFITS</b>					
	Fica/Mica	Set by the Internal Revenue Service (IRS) at the current rate of 7.65% of total wages paid.	11,691	-	11,691
	Workman's Comp	Set by the Worker's Compensation Liability Insurance, at the current rate of .0025 (.25%) of total wages paid.	382	-	382

BUDGET NARRATIVE - PROGRAM COST  
 Cuban American National Council, Inc.  
 PROJECT NAME: IN SCHOOL YOUTH PRORAM  
 PERIOD: 07/01/18 TO 06/30/19

GL#	LINE ITEM	LINE ITEM DESCRIPTION	COST REIMBURSEMENT	HOLDBACK	TOTAL REVISED BUDGET
5054	Retirement	This is a fee incurred for providing a 401(k) retirement plan to employees who choose to voluntarily participate in a group plan. CNC DOES NOT match contributions made to this plan.	408	-	408
	Unemployment	Set by the Florida Department of Revenue at the current rate of 2.29% of the first \$7,000 of wages paid per employee per calendar year. \$7,000 x FTE's x 2.29%.	856	-	856
	Health/Dental Insurance	Health insurance benefit provided to all employees participating in the group policy, with a company contribution of \$277.80 x 12 months x FTE's	10,945	-	10,945
	<b>FRINGE BENEFITS TOTAL</b>		<b>24,282</b>	<b>-</b>	<b>24,282</b>
<b>OPERATING EXPENSES</b>					
5211	Building Lease / Rent	Rental of office space to be used by program staff and clients, an approximate of 1,949 sq.ft. with an average monthly cost of \$950 x 12 months = \$11,400 Premises are located at 1223 SW 4th Street, Miami, FL 33135 Space includes the following areas: <u>Suite 320, Avg Cost: \$ 15.00</u> - Reports Analyst: 98 sq.ft x 10% = 9.8 sq.ft <u>Breakroom, Suite 326: Avg Cost: \$135.00</u> <u>Suite 300A &amp; Suite 5, Avg Cost: \$680</u> - Youth Program Offices: 1,240 sq.ft x 42.30% = 524 sq.ft <u>OPCM, Janet: Avg Cost: \$35</u> - Suite 3: 250 sq.ft. x 10%= 25 sq.ft <u>Training RM, Avg Cost: \$85</u> - Training Room: 527 sq.ft x 8.16%= 43 sq.ft	11,400	-	11,400
5216	Building Repair and Maintenance	Maintenance and repairs of space rented to provide a safe zone to service the clients. These repairs include: A/C filters and A/C repairs, general office touchups, repairs from wear and tear, replacement of light bulbs, damaged lamps, damaged ceiling tiles, and any other building repair. Cost allocated to this program estimated at an average of \$83 monthly x 12 months; based on an agency annual cost of \$10,000 allocating 10% to the ISY Program. This cost is on "AS NEEDED" basis.	1,000	-	1,000
5217	Security	Hiring of Security officer to monitor the premises during night time, cost allocated to this program estimated at an average monthly cost of \$360 agency wide x FTE for this program representing approximately 8.33% of the total cost calculated as: Avg. 5.67/FTE x 5.3 FTE x 12 Months = \$360 (\$30 monthly)	360	-	360
5225	Electricity	Electricity services to maintain offices operational, cost allocated to this program estimated at an average of \$175 monthly; representing approximately 17.5% of the total agency cost.	2,100	-	2,100
5227	Telephone (including cell)	Mobile phone service to maintain program operational, cost estimated at an average of \$365 monthly representing 13.55%, based on: 1) Program Director: Mobile and Data Card with an average monthly cost of \$150 x 14% charged to this program 2) Oper. and Prog. Comp. Manager: \$50 allowance x 10% FTE 3) Program Coordinator: \$50 allowance x 50% FTE 4) Data Card for Program Staff: \$80 monthly	4,380	-	4,380
5229	Internet Service	Internet connectivity for 2, T1 speeds, to provide connectivity to the program staff and clients to the internet service. Cost estimated at an average of \$38 monthly, based on average cost of \$3,000 agency wide x 5.3 FTE for this program representing approximately 15.20% of the total cost.	456	-	456
5620	Water & Sewer	Water and Sewer use to maintain offices operational. Cost estimated at an average of \$10 quarterly, based on average quarterly cost of \$3,000 agency wide x FTE for this program representing approximately 1.33% of the total cost.	40	-	40
5621	Pest Control	Pest Control and prevention services to maintain offices operational. Cost estimated at an average of \$10 monthly, based on average monthly cost of \$100 agency wide x FTE for this program representing approximately 10% of the total cost.	120	-	120
5221	Office and Computer Supplies	Purchase of office supplies for program staff to maintain client records. Cost estimated at an average of 2,069.96 quarterly. Representing 27.6% of total agency cost	4,624	3,656	8,280

BUDGET NARRATIVE - PROGRAM COST  
 Cuban American National Council, Inc.  
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 PERIOD: 07/01/18 TO 06/30/19

GL#	LINE ITEM	LINE ITEM DESCRIPTION	COST REIMBURSEMENT	HOLDBACK	TOTAL REVISED BUDGET
5219	Printing	Purchase of business cards, flyers and signs for program promotion and/or events. Cost estimated at an average of \$250 quarterly representing 10.53% of total agency cost.	1,000	-	1,000
5223	Postage	Purchase of stamps to send correspondence to clients and program related vendors. Cost estimated at an average of \$12.50 quarterly representing 1.29% of total agency cost.	50	-	50
5249	Cleaning Supplies	Purchase of cleaning supplies to maintain premises safe and hygienic for clients and staff. Items include Clorox wipes, toilet paper, paper towels, brooms, mops, etc. Cost estimated at an average of \$125 quarterly representing 10% of total agency cost.	500	-	500
5213	Equipment Lease/Rent (2 Copiers, leased from Professional Office Systems)	Rental of copier machines to be operated by Youth Out of School Program staff. Cost estimated based on monthly rental; agency wide cost x FTEs for this program representing approximately 8.87% of the total cost. CNC currently has 7 copier machines rented and 2 of these are used by this program. (Refer to Attached Spreadsheet "Cop. Rent - UPDATED" for Distribution)  Average Cost is calculated as an overall annual cost estimated as: \$100 Monthly distributed by FTE	1,200	-	1,200
5215	Equipment Maintenance	1) Maintenance of network server, and computers used by the Youth Out-School program staff and clients, average of \$140 monthly, based on average monthly cost of \$2,500 agency wide x FTE for this program representing approximately 6.21% of the total cost. 2) Maintenance of copier machines used by the Youth Out-School program staff and clients, average of \$100 monthly, based on average monthly cost of \$1,100 agency wide x FTE for this program representing approximately 6.21% of the total cost.	2,880	-	2,880
5405	Capital Hardware & Software	Purchase of 3.5 computers/laptops to be used by Program Staff at the office and/or during off-site visits, job fairs, school visitations, recruitment events, etc. Estimated at \$1,000 each x 3.5 FTE = \$3,500  Purchase of 3.5 monitors to be used by Program Staff at the office with Desktop computers or as a second monitor with laptops. Estimated at \$400 each x 3.5 FTE = \$1,400	4,900	-	4,900
5404	Non-Capital Equipemnt	Purchase of 5 lateral filing cabinets, 5 drawers, metal with Lock and Key for Program participant files. Estimated at \$1,000 each x 5 = \$5,000 .	2,000	3,000	5,000
5250	General Liability Insurance	General Liability insurance to protect organization and grantor in case of an accident or incident in the amount of \$1,000,000 each occurrence. Cost estimated at \$128.90 monthly, based on average annual cost of \$13,204.34 agency wide x FTE for this program representing approximately 11.71% of the total cost.	1,547	-	1,547
5251	Automobile Insurance	Coverage includes non-owned automobile insurance to protect organization and grantor in the amount of \$100,000 for damages per occurrence. Cost estimated at \$13.58 monthly, based on average annual cost of \$1,316 agency wide x FTE for this program representing approximately 12.39% of the total cost.	163	-	163
5252	Property Insurance (Commercial)	Coverage includes commercial liability insurance to protect organization and grantor in the amount of \$100,000 for damages per occurrence. Cost estimated at \$56.85 monthly, based on average annual cost of \$2,173.59 agency wide x FTE for this program representing approximately 31.38% of the total cost.	682	-	682

BUDGET NARRATIVE - PROGRAM COST  
 Cuban American National Council, Inc.  
 PROJECT NAME: IN SCHOOL YOUTH PRORAM  
 PERIOD: 07/01/18 TO 06/30/19

GL#	LINE ITEM	LINE ITEM DESCRIPTION	COST REIMBURSEMENT	HOLDBACK	TOTAL REVISED BUDGET
5254	Crime Insurance (Fidelity Bond)	Crime insurance to protect organization and grantor to manage the loss exposures resulting from criminal acts such as robbery, burglary and other forms of theft. <b>Cost estimated at \$10.42 monthly</b> , based on average annual cost of \$655 agency wide x FTE for this program representing approximately 19.08% of the total cost.	125	-	125
5256	Director's & Officers Insurance	Director's and Officers insurance in the event of loss as a result of a legal action brought for alleged wrongful acts in their capacity as directors and officers insurance to protect organization and grantor. <b>Cost estimated at \$54.17 monthly</b> , based on average annual cost of \$7,932.92 agency wide x FTE for this program representing approximately 8.19% of the total cost.	650	-	650
5241	Local Travel (incl. Toll & Parking)	Reimburse program staff for local miles driven for program purpose as per Travel Policy. Reimbursement is \$.445 per mile traveled. Cost estimated at 674.16 miles per month to be reimbursed.	3,600	-	3,600
5230	Staff Background Screening (incl. Drug Testing & Finger Printing)	Background checks required for staff members Level II from FBI, total cost of \$70 for 3 FTE's due to new staff hired this program year. (Estimated due to Turn over rate)	210	-	210
5520	Document Shredding Services - Client Files	Document shredding service to properly destroy old and obsolete refugee client files. Service quoted is for a company that will come to the CNC premises to destroy these documents. <b>Approx. \$50 monthly</b>	600	-	600
5520	The Work Number	Obtain work confirmations from The Work Number, as the sole approved employment verification company by SFW. <b>Cost estimated at \$200 monthly</b> , based on average annual cost of \$16,250 agency wide representing approximately 14.77% of the total cost.	2,400	-	2,400
5232	Advertisement	Purchase of job postings ads from well-known sources such as MONSTER.COM, CAREER BUILDER, ZIP RECRUITER, ETC. An estimate of \$500 quarterly x 4 quarters = \$2,000	656	1,344	2,000
5232	Licenses and Permits	Obtain Occupational License and Fire Permit, <b>estimated as \$60 annually</b> , based on average annual cost of \$1,611 X FTE representing 5.45% of the total cost.	60	-	60
<b>OPERATING EXPENSES TOTAL</b>			<b>47,703</b>	<b>8,000</b>	<b>55,703</b>
<b>PARTICIPANT COSTS</b>					
5525	Participant Training Materials and Supplies	Purchase New TABE 11-12 Tests and TABE test supplies, including: Individual Diagnostic Profile, Locator Answer Documents, Locator Tests, Answer Booklets, Scoring Guide, Online Administration of Test, and shipping charges from Vendor to Program Office.	3,906.14	-	3,906
5540	Summer Work Experience	Provide internship/work experience to program clients during summer term. Cost estimated as follows: Youth clients earning \$10 / hour for average of 120 hours during summer term 2017 for approximately 60 participants	71,967	-	71,967
5540	Participant Fringes-Summer	FICA for clients participating in the internship/work experience. Rate established by the IRS as 7.65% of total wages paid.	5,505	-	5,505
5540	Future Banker's Program Internship Program 2019- Wages	Provide internship/work experience to program clients during summer 2019. Cost estimated as follows: Youth clients earning \$10 / hour for 120 participants for 120 hours	14,400	-	14,400
5550	Future Bnaker's Program Internship Program 2019 - Fringes	FICA for clients participating in the internship/work experience. Rate established by the IRS as 7.65% of total wages paid.	1,102	-	1,102
5540	Pre-Apprenticeship Summer Internship Program 2019- Wages	Provide internship/work experience to program clients during summer 2018. Cost estimated as follows: Youth clients earning \$11.50 / hour for 22 participants	14,117	-	14,117
5550	Pre-Apprenticeship Summer Internship Program 2019 - Fringes	FICA for clients participating in the internship/work experience. Rate established by the IRS as 7.65% of total wages paid.	1,080	-	1,080
5540	Techhire Summer Internship Program 2019- Wages	Provide internship/work experience to program clients during summer 2018. Cost estimated as follows: Youth clients earning \$10 / hour for 22 participants	29,154	-	29,154

BUDGET NARRATIVE - PROGRAM COST  
 Cuban American National Council, Inc.  
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GL#	LINE ITEM	LINE ITEM DESCRIPTION	COST REIMBURSEMENT	HOLDBACK	TOTAL REVISED BUDGET
5550	TechHire Summer Internship Program 2019 - Fringes	FICA for clients participating in the internship/work experience. Rate established by the IRS as 7.65% of total wages paid.	2,230		2,230
5540	TechHire Pre-Apprenticeship Summer Internship Program 2018- Wages	Provide internship/work experience to program clients during summer 2018. Cost estimated as follows: Youth clients earning \$10 / hour for 22 participants	27,201		27,201
5550	TechHire Pre-Apprenticeship Summer Internship Program 2018- Fringes	FICA for clients participating in the internship/work experience. Rate established by the IRS as 7.65% of total wages paid.	2,081		2,081
5540	TechHire Internship Summer Program 2018- Wages	Provide TechHire Internships during Summer 2018 as follows: Youth clients earning \$10.50 / hour for 12 participants	14,808		14,808
5540	TechHire Internship Summer Program 2018- Fringes	FICA for clients participating in the internship/work experience. Rate established by the IRS as 7.65% of total wages paid.	1,133		1,133
5540	TechHire Internship Summer BootCamp Program 2018- Program Costs	Provide incentives to approximately 86 participants enrolled in the TechHire Summer Bootcamp as follows: \$200 for Credential Attainment \$300 for Completing Certification	43,000		43,000
5550	WFMS-Support Services	Provide incentives to participants that accomplish successfully the completion of a program activity, such as training, seminars, workshops, or work experience activities, grades improvement, graduation, improved school attendance, etc. An estimate of 200 incentives to be provided, of \$25 each.	5,000	-	5,000
5560	WFMS-Transportation	Provide Bus Passes to participants in need of transportation to attend educational institution, career fairs, work experience sites, and office to meet with counselor. An estimate of 36 bus passes will be distributed throughout the year in "As needed" basis. each bus pass has a cost of \$56.25	2,025	-	2,025
<b>PARTICIPANT COSTS TOTAL</b>			<b>234,803</b>	<b>-</b>	<b>238,709</b>
<b>ATTRITION</b>			<b>6,389.40</b>	<b>-</b>	<b>6,389</b>
<b>TOTAL PROJECTED PROGRAM COST</b>			<b>465,996</b>	<b>33,719</b>	<b>503,622.02</b>

GL#	LINE ITEM	LINE ITEM DESCRIPTION	Amount	TOTAL BUDGET
0	TOTAL ADMINISTRATIVE COST	Administrative cost is calculated based on Approved Indirect Cost Rate 14.06%, but agency is not requesting more than maximum allowable of 10% of contract. Indirect Costs incurred for common or joint purposes that benefit more than one cost objective and cannot be readily identified with a particular program or final cost objective without effort disproportionate to the results achieved are treated as indirect costs as detailed and identified in the agency's approved Cost Allocation Plan.	\$27,313.80	27,314
<b>TOTAL ADMINISTRATIVE COST</b>			<b>\$27,313.80</b>	<b>\$ 27,314</b>

<b>TOTAL FUNDS AWARDED</b>	<b>\$ 530,936</b>
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